

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, July 17, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on July 17, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Kyle Krueger, Brad Clark, and Jennifer Clayton. Not present was: Emily Lessner. Also present were: Kristine Butteris, Andrea Draeger, Jacie Schmidt, Ali Nicholson, Jeff Doyle, Steven Chesebro, and Stephanie Juhl.

2. Review and approval of minutes:

Kyle Krueger motioned to approve the June 19, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

There were none at this time.

4. Citizens to be heard

A representative from American Legion Post 189 was present to express their appreciation of the department's support of the 4th of July events this year.

5. Business

a. Review and approve the 2024 facility use policies

In a meeting earlier this year it was discussed to develop an agreement to ensure expectations and fees are clear for all facility use rentals. Efforts will be made to update and revise the facility use contract to present at the August meeting. Ald. Jonathan Lampe motioned to table the approval of the 2024 facility use policies. Kyle Krueger seconded. Motion carried.

b. Review and approve the 2024 fee schedule

Efforts will be made to update and revise the fee schedule to present at the August meeting. Julie Chapman motioned to table the approval of the 2024 fee schedule. Brad Clark seconded. Motion carried.

c. Review and approve the increased seasonal wages for 2024

Kristine presented an increase for aquatic seasonal wages as well as a few recreation positions of \$2.00/hour in order to remain competitive. She also proposed a \$1.00/hour increment increase each year worked with the city instead of the current \$0.25/hour. Kyle Krueger motioned to table the approval of the 2024 fee schedule. Brian Konz seconded. Motion carried.

d. Review and approve 2023-2025 concession contracts

Efforts will be made to update and revise the concession contracts to present at the August meeting. Julie Chapman motioned to table the approval of the 2023-2025 concession contracts. Brad Clark seconded. Motion carried.

e. Review and approve a donation plaque for the Riverside Park Wall

Kristine presented a proposal from the 1987-2022 Riverfest Committee which donated \$160,000 to assist with the wall project to install a plaque. Brad Clark motioned to approve the Riverside Park Wall plaque. Julie Chapman seconded. Motion carried.



f. **Review and discuss partnership with Town of Ixonia - Soccer**

Kristine presented a proposal from Town of Ixonia soccer program to form a partnership which could grow our program and assist a neighboring town who is unable to support a program on their own. Kyle Krueger motioned to approve the Town of Ixonia partnership. Ald. Jonathan Lampe, seconded. Motion carried.

g. **Review and discuss resident/non-resident fees for ages 4-17**

Kristine presented a proposal to eliminate youth non-resident fees in order to help make it more affordable for all. Kyle Krueger motioned to not approve eliminating non-resident fees for youth. Ald. Jonathan Lampe seconded. Motion not carried. Ald. Jonathan Lampe recommended only extending the elimination of non-resident fees for youth to the Town of Ixonia Soccer program as a pilot program. Julie Chapman amended the previous motion. Kyle Krueger seconded. Motion carried.

6. **Director's Report:**

A. **Project updates:**

i. **Parks Updates –**

- a. **Riverside Restrooms update** – The restrooms will be taken to bid in January 2024. Building, Safety, and Zoning Department will notify us if there are any changes before then.

II. **Riverside Park Wall** – A memo was presented which states the Engineering Department has been working with the Watertown Area Community Foundation to assist with the remaining fund areas, and \$160,000 will be provided give the plaque is provided, among other conditions.

III. **Reflection Park** – the park is completed except for benches, a pergola, and charging stations.

IV. **All-Inclusive Park** – Mayor McFarland received a grant for renderings and will have a capital campaign for funding.

V. **Senior & Community Center** – the parking lot and sidewalk concrete will be worked on this week with a completion date set for the end of July. The original entrance will be rebricked and contain one door.

B. **Update on programming:**

i. **Recreation programming**

Day Camp has been well attended and is going well. Softball and baseball is being organized by Joe Jurgella. Fall programming is being planned with registration already live for adult volleyball, soccer, flag football, and kickball.

ii. **Town Square Programming**

The first commission meeting was held today. The summer concert series is continuing and will end on August 26.

iii. **Senior and enrichment programming**

A building supervisor has been hired in order to maintain building security and cleanliness during after-business hour activities and private rentals. New advisory board members were selected in June. We are currently working on fall and winter enrichment programming.

iv. Aquatics programming

Summer programming is going well. Fall swim lesson sessions will be live next week for registration. We are looking at future lifeguard, instructor, and aqua fitness classes.

7. Adjournment – Next meeting date August 21, 2023

Jennifer Clayton motioned to adjourn the meeting. Brad Clark seconded. Motion carried.