

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, June 16, 2025

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on June 16, 2025. The meeting was called to order by Ald. Jonathan Lampe. Members present: Ald. Jonathan Lampe, Julie Chapman, Emily Lessner, Brad Clark, Jennifer Clayton. Not present was: Kyle Krueger, Kerry Kneser. Also present: Kristine Butteris, Andrea Draeger, Jarrod Folkman.

2. Review and approval of minutes:

Brad Clark motioned to approve the May 19, 2025 and June 2, 2025 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

Julie Chapman motioned to approve the April financial reports. Jennifer Clayton seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and take action: definition of games and programs for outside entities

Kristine Butteris described the need to formally distinguish between league activities (games and practices) and programs, which would apply to all which collect participation fees, in order to clarify our fees and charges policy. We are now seeking clarification regarding non-league programs. When our green spaces are used for programming, staff ensure the areas are mowed and prepared in advance. Reserving these green spaces would grant the organization sole use of the area, with necessary preparation completed to ensure optimal conditions. Brad Clark motioned to approve outside organizations which have participant fees, would have all facility uses classified as: Programs and League games – “Programs,” and Practices-“Practices.” Programs would have a facility use fee and practices would not. Jennifer Clayton seconded. Motion carried.

B. Review and take possible action: YMCA reduction of facility use fees

Kim Schooley was present as a representative of the YMCA and presented a letter drafted indicating a request for a reduction in fees for facility use in the park system. With facility use fees, the YMCA may not be able to maintain smaller programs. Kristine Butteris provided information regarding the need to word towards all organizations utilizing park and recreation facilities to have contracts and charge relevant fees, due to costs associated with maintaining facilities, labor, etc. The YMCA will gather more information regarding intended annual use of facilities in order to better inform the commission on potential revenue versus reduction of fees. This item was tabled to the July meeting pending further information.

C. Review and take action: ordinance to amend Section 428-7(C)(5) Exemptions and create Section 428-10 Bentzin Family Town Square scheduled events

Kristine Butteris described the current agreement which states the Bentzin Family Town Square approvals for “series of events” and the request to change to state “schedule of events” in order to simplify and streamline the process to approve programs and events at the Bentzin Family Town Square without necessarily needing approval for each series. There was a recommendation to confirm with the city attorney that the new language presented in the

memo will not create too many exemptions without intending. The final draft of the revised ordinance will be brought to the July meeting. Jennifer Clayton motioned to endorse the ordinance changes to streamline the Bentzin Family Town Square with the considerations captured by the Parks, Recreation, and Forestry director. Brad Clark seconded. Motion carried.

D. Review and take action: ordinance to amend Section 410-52(b) and create Section 410-52(c) Possession of Alcohol Beverages on Public Ways

Kristine Butteris described the request for an ordinance change to allow alcohol consumption within the Riverwalk area exceptions: Watertown Senior & Community Center and Bentzin Family Town Square. Julie Chapman motioned to endorse the ordinance changes as written. Jennifer Clayton seconded. Motion carried.

E. Review and take action: parks and open space plan

Kristine Butteris gave one update which was relayed to the plan designers that no designated pickleball courts are currently in existence. The plan will then go before Common Council for approval. Brad Clark motioned to approve the parks and open space plan as written. Julie Chapman seconded. Motion carried.

F. Review and take possible action: artist contract

Andrea Draeger reviewed the need for an artist contract in order to utilize local art for both Senior & Community Center walls and as a fundraiser, as it is being proposed that the Center would retain half of the art sales and pay the artists the remaining half. Jennifer Clayton motioned to approve the artist contract pending city attorney edits. Julie Chapman seconded. Motion carried.

B. Director's Report:

A. Project updates: parks

The tennis court RFP is out to be reviewed. The Riverside restrooms are open and landscaping is being completed.

B. Update on programming: recreation

The deadline for the youth baseball leagues was extended and participation is now equal to last year; enough coaches were also recruited. Youth volleyball began last week; registration is almost doubled from last year. Day Camp starts this week with a new camp director. Kart Park started last week and have already seen increased participation from last year. Fall and early winter programming registration will begin June 30.

C. Update on programming: senior and enrichment

Currently planning fall and early winter family nights and school break activities. The Senior Center will begin a cribbage league, hold a social isolation focus group, and has the potential for a dementia film screening as well as staff training. The patio furniture was delivered and a party/dedication will be planned. The next Senior Center quarterly birthday party will be held in August. National Senior Citizen Day will be celebrated on August 20.

D. Update on programming: aquatics

Two new lifeguards were hired from the last class, and the next class will be held in July as well as an LGI class. Swim lessons began last and this week. The first themed week at the Aquatic Center is this week – School's Out.

C. Adjournment – Next meeting date July 21, 2025

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

