

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, November 17, 2025

1. Call to Order

The Watertown Parks, Recreation & Forestry Commission met in person and virtually on November 17, 2025. The meeting was called to order by Kerry Kneser at 4:33 p.m. Members present: Kerry Kneser, Julie Chapman, Ald. Jonathan Lampe, Brad Clark, Jennifer Clayton, Emily Lessner (arrived at 4:39 p.m.), Andrea Draeger, Kristine Butteris. Not present: Kyle Krueger.

Julie Chapman motioned to move Business Item B (Scout Troop 43 Fee Request) before Item A. Kerry Kneser seconded. Motion carried.

2. Review and Approval of Minutes

Brad Clark motioned to approve the October 20 PRF and October 21 Senior Center minutes. Julie Chapman seconded. Motion carried.

3. Review and Approval of Financial Reports

Brad Clark motioned to approve the financial reports. Jon Lampe seconded. Motion carried.

4. Citizens to Be Heard

There were none.

5. Business

B. Review and Take Action: Scout Troop 43 Event Fee Request

Nikki Zimmerman, Treasurer for Troop 43, presented a request for a fee reduction for the troop's 75th Anniversary celebration and advancement ceremony, which will be open to the public. The troop has fundraised through brat fries and other methods, but may still face financial constraints.

Discussion included whether special events should be treated differently from regular monthly troop meetings. Kristine noted that other groups in the same category are typically charged consistent fees. Ald. Jonathan Lampe motioned to refund the kitchen use fee and waive/refund the security deposit. Julie Chapman seconded. Motion carried.

A. Review and Take Action: outlet diamond 1 BQ

Kristine reviewed the memo regarding the backstop improvements at Outlet Diamond 1. The Watertown High School Softball Coach and United Electric would like to place an outlet at the backstop of Diamond One at the Brandt Quirk Softball Complex. They will need to dredge a line for electrical running from the outfield through to the exterior of the backstop. Emily Lessner

motioned to approve moving forward with this project. Jennifer Clayton seconded. Motion carried.

C. Review and Take Action: 2026 Pool Pass Fees

Kristine presented proposals for incremental annual increases to pool pass rates, noting past stagnation and rising operational costs. Discussion included: the appropriate percentage increase, with concern about affordability, senior discount consideration, Kerry emphasized the need to review fees seriously given the current budget environment. A 17% increase (rounded to the nearest dollar) was proposed for residents, with non-resident rates remaining at 150% the adjusted resident rate. Ald. Jonathan Lampe motioned to approve the recommendation. Brad Clark seconded. Motion carried.

D. Review and Take Action: Facility Use Agreements – Storm

Kristine reviewed updates tied to the WYBA agreement, including current and planned contributions (countertop and sink updates, resurfacing). Jennifer Clayton motioned to approve the 2026 facility use agreement. Emily Lessner seconded. Motion carried.

E. Review and Take Action: Water Access Policy

Kristine presented updated reservation language to address increasing requests for water access at shelter rentals. There will not be a separate permit, and will be added to the rental form. Discussion included changing “i.e.” to “e.g.” for clarity. Ald. Jonathan Lampe motioned to approve the updated policy. Brad Clark seconded. Motion carried.

F. Review and Take Action: Chamberland tiles

Kristine reviewed the memo outlining options for deteriorating tiles stored at the park shop and remaining tiles still installed at Chamberland Park. Ald. Jonathan Lampe advocated for Option 3 in the memo (Remove the remaining tiles intact and keep to be transformed into a memorial for Chamberland. Remove towers.) Brad proposed an amendment to include photographing tiles and creating a historical thank-you or memorial board. Ald. Jonathan Lampe motioned to approve this recommendation. Jennifer Clayton seconded. Motion carried.

G. Review and Take Action: Softball Program Fees

Kristine shared background noting that fees had historically been based on “arbitrary numbers,” and the department is now evaluating direct and indirect costs to determine accurate program expenses. The recommendation is to begin charging consistent player fees similar to other communities, with small annual increases thereafter, as well as increase the registration fee. Ald. Jonathan Lampe motioned to approve this recommendation. Kerry Kneser seconded. Motion carried.

H. Review and Take Action: Hepp Heights – Edge Field Park (Loos Homes)

Kristine reviewed the Loos Homes request to dedicate park land at this time, with the next step being referral to the Plan Commission. Julie Chapman motioned to approve forwarding the item to the Plan Commission. Jennifer Clayton seconded. Motion carried.

6. Director's Report

A. Project Updates

- Administrative repair costs are over budget due to significant door repair needs.
- Brandt-Quirk restrooms (BQ bathrooms) continue to undergo updates.
- The park shop received an additional \$55,000 toward ventilation improvements and other upgrades.

B. Parks Updates

- Jeff Doyle retired on November 3.
- Hiring is underway for the Recreation Programmer position, to be followed by a parks hire.
- Mark Faltersack will retire at the end of the year.
- Stephanie Juhl will also leave the department by year-end.

C. Recreation Programming

Ongoing and upcoming programming includes school break activities, fall and Halloween event recaps, and aquatics programming.

D. Town Square Programming

Events continue as scheduled.

E. Senior and Enrichment Programming

Recent and upcoming activities include:

- Veterans Day recap, Birthday party event, Generations of Joy & Open House, Craft & Wrap Family Night, Senior Center Holiday Party, Badger Talk on aging, Tree Lighting Ceremony was a success. School break enrichment programming, to include family bingos, puzzle hustles, etc. will continue for Thanksgiving and winter breaks.

7. Adjournment

Brad Clark motioned to adjourn at 5:42 p.m. Ald. Jonathan Lampe seconded. Motion carried. Next meeting date: December 15, 2025.