

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, December 16, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on December 16, 2024. The meeting was called to order by Ald. Jonathan Lampe. Members present: Kyle Krueger, Ald. Jonathan Lampe, Julie Chapman, Jennifer Clayton, Emily Lessner. Not present: Brad Clark. Also present: Kristine Butteris, Andrea Draeger, Ali Nicholson, and Jarrod Folkman.

2. Review and approval of minutes:

Julie Chapman motioned to approve the November 18 and 22, 2024 Parks Recreation and Forestry minutes as written. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

Julie Chapman motioned to approve the October 2024 financial reports. Jennifer Clayton seconded. Motion carried.

4. Citizens to be heard

Thomas Radtke spoke on the Brandt-Quirk trail and parking concerns on the street to connect to the trail. He has lived on the river and would like approval or city consideration of a boat ramp.

Kerry Kneser was present to introduce himself and his interest in filling the vacancy on this commission.

5. Business

A. Review and take action: Claire's Creations facility use agreement

A facility use agreement was drafted and presented to Claire's Creations, new for rentals in 2025. This facility use change does include a \$50 administrative fee and security deposit as Claire's Creations was deemed a class 2 organization by this commission previously. Claire's Creations provides mending services to area seniors for small fees, based on the work. Claire's Creations is requesting a reduction or waiving of these fees in order to remain an affordable service to the community. Ald. Jonathan Lampe motioned to reclassify Claire's Creations as class 1. Julie Chapman seconded. Motion carried.

B. Review and take action: memorial bench

A memorial bench for the Riverside Park island is being proposed, and the requestor has met with Kristine to review standard materials to replace the existing bench at that location. Emily Lessner motioned to approve the memorial bench. Julie Chapman seconded. Motion carried.

6. Director's Report:

A. Parks Updates

2025 will bring the next Parks and Open Spaces Plan as well as an RFP for the Riverside Master Plan, and Fannie P Lewis boat launch and fishing dock.

Chamberland at Riverside Park was refreshed with paint from an Eagle Scout Project. A Quirk Foundation grant was applied for in the amount of \$4,500 for a kayak rental program at the Bentzin Family Town Square.

B. Forestry Updates

Pruning and removals are being completed right now. Trees are marked as diseased or failing.

C. Aquatics Projects Updates

D. Senior & Community Center Projects Updates

The generator will likely not be installed until spring. The paging system fell into disrepair and are working to replace with health ARPA funds; at this time it is mostly complete.

E. Programming - recreation

Fall programming is wrapping up and winter will begin in January.

F. Programming – town square

Jingle Bell on the Rock was not attended as expected. The Make Your Business Sparkle program is wrapping up this week. The Stuff the Bus event in conjunction with the school district went extremely well and raised many donations for the district.

G. Programming – senior & enrichment

Knitwits will be reclassified to a class one in 2025 as they currently meet all criteria. The annual holiday party will be held tomorrow, with catering supported in part by Glenn's Market. This year, instead of a bake sale during the election, we are piloting a holiday cookie box fundraiser to create variety boxes with donated items and selling this week.

Winter break enrichment is being advertised, including family bingo, craft and wrap, and an outdoor adventure day. We are working with the library to consider Wednesday early release programming.

H. Programming – aquatics

Swimming lessons ended for this session last week. 2025 pool passes are now available. No school, open pool will also continue to be available on non-school days.

7. Adjournment – Next meeting date January 20, 2024

Julie Chapman motioned to adjourn the meeting. Jennifer Clayton seconded. Motion carried.