

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, May 20, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on May 20, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner, and Kyle Krueger. Not present was: Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ian Pilak, and Steve Zillmer.

2. Review and approval of minutes:

Emily Lessner motioned to approve the April 15, 2024 Parks Recreation and Forestry minutes, April 16, 2024 and May 14, 2024 Senior Center Advisory Board minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

Kyle Krueger motioned to approve the March 2024 financial reports. Emily Lessner seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and take possible action: Concession Agreement Kayak Rentals

The same company and type of agreement established with the bike rental system at the Interurban Trailhead will be utilized for a kayak rental station at Riverside Park, thanks for a Leadership Watertown project. The department will receive all commission in order to give discounts to citizens. The department's responsibility will be the concrete pad and signage. Brad Clark motioned to approve the concession agreement for kayak rentals. Emily Lessner seconded. Motion carried.

B. Review and discuss: Riverside Park Streambank Restoration

Kristine discussed the restoration of the streambanks at Riverside Park from the parking lot bridge through the park. It is being funded from grants through the Stormwater Department and Jefferson County.

C. Review and take action: 2024 Senior Center Rental Application

Andrea described changes to the application, including increased security deposit fees and new rental guidelines, as approved by the Senior Center advisory board. Emily Lessner motioned to approve the 2024 Senior Center Rental Application pending removal of the line regarding the alcohol policy. Julie Chapman seconded. Motion carried.

D. Review and take action: 2024 Policies Governing the Use of the Senior & Community Center

Andrea described changes to the policies, including specifying class information, member rules, and program leader guidelines, as approved by the Senior Center advisory board. Kyle Krueger motioned to approve the 2024 policies governing the use of the Senior & Community Center. Brad Clark seconded. Motion carried.



E. Review and take action: 2024 Senior & Community Center Alcohol Policy

Kristine discussed that the Senior & Community Center and property falls within the city ordinance 410-52 Possession of alcohol beverages on public ways, thus this policy cannot be approved. Ald. Jonathan Lampe motioned to table the Senior & Community Center Alcohol Policy until the ordinance may be amended. Julie Chapman seconded. Motion carried.

F. Review and discuss: Pickleball courts at Riverside

Kristine led a discussion regarding the potential to convert tennis courts at Riverside Park into permanent pickleball courts. Right now the pickleball courts are temporary and nets only accessible to a certain group. Riverside makes the most sense as there are already lights and not as large as Brandt-Quirk. The commission would like to see leagues and lessons for pickleball to generate revenue. The potential for hybrid courts with both pickleball and tennis was discussed. Implementing a master plan for Riverside Park would be helpful in making this decision.

G. Review and take action: fee reduction for the August 25 family fun day

Steve Zillmer was present to ask for a fee reduction with American Legion from the \$75 concession in park fee to \$25 as they are a new event at the square. Ald. Jonathan Lampe motioned to approve the fee reduction to \$25. Emily Lessner seconded. Motion carried.

H. Review and discuss: Riverside bandshell project

Kristine requested feedback for bandshell options, with the recommendation to place a concrete pad as a landing pad for ramp due to rain. The Riverfest committee would cover the cost for it to be installed before August. Approval will be sought at the June meeting.

I. Review and take action: fee reduction for Protect WI Waterways booth

A letter was presented from the city's Stormwater Project Manager in support of the participation in the evening farmer's market and reduce the concession in park permit fee. Ald. Jonathan Lampe motioned to reduce the permit fee as requested. Kyle Krueger seconded. Motion carried.

J. Review and take action: Buchholtz memorial bench

This memorial bench was previously approved. The location will be past the stream at the entrance of the dog-walking path. Brad Clark motioned to approve the location of the bench. Emily Lessner seconded. Motion carried.

K. Review and take action: rental agreement between city and ADRC

Andrea described the rental agreement with the Aging and Disability Resource Center (ADRC) of Jefferson County regarding the senior dining program. Kyle Krueger motioned to approve the rental agreement. Emily Lessner seconded. Motion carried.

6. Director's Report:

A. Parks Updates – Tivoli Island RFP

Work is moving forward with engineering and stormwater to prevent island deterioration.

B. CPSI – Eric Gutzdorf

Eric will be certified as a playground safety inspector and will be first.

C. Riverside Park Creek restoration

This information was already covered.



D. Bud Fowler Monument at Washington Park

The monument is being worked on being placed.

E. Forestry/Parks

Trees are being planted, mowing has started.

The smoking ordinance will need to be tweaked again to designate 20 feet around playgrounds and buildings, and will be going back through common council tomorrow.

A UTV ordinance will be coming to the city on June 5. The RDA is working on a riverwalk plan and recommendations, with a public session on June 12.

F. Aquatics

No updates.

G. Town Square

It was asked to provide support at the common council meeting tomorrow night due to approval process for a license for Brewfinity at the square. Due to cost and requirements needed it is not feasible for many organizations to operate.

H. Senior & Community Center – retaining wall

The retaining wall is finished with landscaping to be completed soon.

I. Programming: Recreation

Jarrod Folkman was hired as the recreation program manager and began May 1.

J. Programming: Town Square

The next big music event is June 8. A calendar of events for the summer was provided.

K. Programming: Senior & Enrichment

The annual volunteer recognition event will be held tomorrow, with the luncheon supporting through fundraisers with Pizza Ranch.

L. Programming: Aquatics

The aquatic center is filled and water clarity is looking good. Staff are doing a great job getting everything set up. Almost all the summer swim lesson classes are filled. Summer calendars for the pools are posted on the website and printed.

Committee appointments were given; Brad Clark, Emily Lessner, Julie Chapman, and Jennifer Clayton will be reappointed.

7. Adjournment – Next meeting date June 17, 2024

Julie Chapman motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.