

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, December 18, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on December 18th, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner and Jennifer Clayton. Not present was: Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, Ali Nicholson, and Stephanie Juhl.

2. Review and approval of minutes:

Alderman Jonathan Lampe motioned to approve of November 20, 2023 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

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

4. Citizens to be heard

There were none.

5. Business

A. Review and discuss signage/banner use in parks.

Member of public, Melissa Lampe, present to speak in favor of allowing banner signage at certain parks (BFTS). Melissa Lampe discussed wanting to give priority to Watertown Parks, Recreation and Forestry. Jeff Doyle discussed wanting to have specific/uniform sizes (with gromets and wind cuts) and areas to place in a park (Town Square specifically discussed). Brian Konz discussed taking next steps and asking about policy. Brian Konz discussed tabling until January to allow for parks, recreation and forestry department to decide on locations.

B. Review and approve 2024 PT wage increases.

Ali Nicholson discussed that the 2024 budget was approved by the Common Council at their November meeting. Following this meeting, Ali Nicholson looked at increasing wages for as many aquatics positions as possible to make wages competitive to other organizations in the area. Private instructor, Instructor Trainer and pool maintenance positions did not change. Increase for Pool managers is \$1.75. Head guards, Lifeguards and WSI swim instructors is \$1.00. Non-WSI swim instructor is \$.65. Lead concessions, slide attendants and cashiers (front desk and concessions) is \$.50. These numbers would be capped after 4 years for 2024 however Kristine Butteris and Ali Nicholson would like to look at making a 'cost of living' increase to lifeguard staff for future budget years. Julie Chapman motioned approve the 2024 PT wage increases. Kyle Krueger seconded. Motion carried.

C. Review and approve revised department vision and mission statement

Kristine Butteris opened discussion of changing the Vision and mission statements of the department to align with where the department would like to move toward. The original mission statement for the department was quite generic and full time staff did not feel attached to the mission statement. Over the last few months, members of the department met to discuss altering these statements to allow for future innovation.



Julie Chapman motioned to approve the revised vision and mission statements. Brad Clark seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. Parks Updates - Washington Park - Memorial for Bud Fowler

Not a lot of updates. Looking forward to next year and getting the bid out again for the Riverside restrooms. An email was sent out to engineering recently. Brian Konz discussed wanting to be kept apprised of when it is sent out to bid.

I. Senior & Community Center Updates

None were given at this time.

B. Update on programming:

i. Recreation programming

This item was unintentionally skipped.

ii. Town Square Programming

Show report of how many were present. Wanting to have information regarding events and sponsors for next year. 3 hour safety meeting follow up for changes. Street closure discussion timeline was given as to prior to street closure and leading into reopening the street after jingle on the rock. Update that included a road study (to start in January) and council is divided. Also working on ordinances.

iii. Senior and enrichment programming

Senior center holiday party on Thursday need volunteers. 11am-1pm. Entertainment is "Tony Rocker." Looking for people to work events.

iv. Aquatics programming

Final week of lessons is this week. Lifeguarding class is full later this month.

7. Adjournment – Next meeting date January 15, 2024

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