

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Kristine Butteris, Parks, Recreation, and Forestry Director

Date: 3/4/25

Subject: Review the creation of SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF WATERTOWN GENERAL ORDINANCES

Background

At the November 13, 2024 Public Safety and Welfare Committee meeting we were asked to clarify some of the wording in the 10/31 document drafted by the RDA in 2023. The specific phrase was “series of events”. The purpose of the 10/31 list of events is to help lessen the amount of permits and paperwork the Parks, Recreation, and Forestry department would need to fill out to greatly assisting the event coordinator’s role.

Budget Goal

Supports employee retention and growth, while also evaluating operations and the associated staffing

Financial Impact

There is no financial impact on these recommendations.

Recommendation

The recommendation is to change the wording to “schedule of events” and to list the minimum information needed to be provided per event. It also adds wording stating that “details of specific times or substantial changes to the event plan will be submitted to the City Clerk at least two (2) months prior to the event.”

Motion: Provide a positive recommendation to Common Council for the creation of SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF WATERTOWN GENERAL ORDINANCES.

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

ORDINANCE TO Create SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF WATERTOWN GENERAL ORDINANCES

Sponsor: Mayor Robert Stocks

From: Park, Recreation, and Forestry Commission

The Common Council of the City of Watertown does ordain as follows:

SECTION 1. Section 428-7(C)(5) of the City of Watertown General Ordinance is hereby created to read as follows:

Section 428-7(C) Exemptions.

(5) The requirement under § [428-7](#) and 428-8 shall not apply to events held in compliance with Section 428-10.

Section 2. Section 428-10 of the City of Watertown General Ordinance is hereby created to read as follows:

Section 428-10 Bentzin Family Town Square scheduled events.

- A. The Director of Parks, Recreation & Forestry may by October 31 of each year file with the City Clerk a schedule of events to take place in the following year at Bentzin Family Town Square which shall be managed by the City.
- B. The schedule shall include at a minimum the following information for each event:
 - (1) Proposed name of the event.
 - (2) Tentative date.
 - (3) Expected time.
 - (4) A brief description of the type of event or plans for the event.
 - (5) If alcohol is intended to be present for the event.
 - (6) If the closure of South Water Street is expected.
 - (7) If a similar event has previously occurred, an estimate of the number of people who will attend the event.
- C. Details of specific times or substantial changes to the event plan will be submitted to the City Clerk at least two (2) months prior to the event.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

MEMO

DATE:	June 18, 2025		July 16, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED July 16, 2025

CITY CLERK

APPROVED July 16, 2025

MAYOR