

# PARKS, RECREATION & FORESTRY COMMISSION

Monday, April 20, 2026 at 4:30 p.m.

The Parks, Recreation & Forestry Commission met on the above date and time. The following members were present: Jennifer Clayton, Kyle Krueger, Kerry Kneser, Ald. Jonathan Lampe, Brad Clark, as well as Andrea Draeger, Ryan Thurow, Hunter Karnitz, Stefanie Broere, Robert Stocks, and no members of the public.

## **1. Call to Order**

The meeting was called to order at 4:30 p.m.

## **2. Review and Approval of Minutes**

Brad Clark moved to approve the Parks, Recreation, and Forestry minutes from March 16, 2026 as presented, seconded by Kyle Krueger, and carried by unanimous voice vote.

## **3. Review and Approval of Financial Reports**

Jennifer Clayton moved to approve the financial reports as presented, seconded by Ald. Jonathan Lampe, and carried by unanimous voice vote. Discussion included questions regarding tennis court repairs and insurance quotes being obtained.

## **4. Citizens to be Heard**

None.

## **5. Business**

### **A. Review and discuss: BFTS concert series update**

Stefanie Broere reported that since the last meeting, Main Street negotiated an addendum to the MOU for five concerts. Work plans, checklists, and permit information was shared from the department. Four concerts currently have beverage bartenders secured, and the Main Street Program will operate a food booth at each event similar to what they have previously provided at Riverfest. A concert series t-shirt is planned with potential downtown sponsors. Coordination is ongoing regarding previously solicited department sponsors and allocation of beverage sponsorship funds. Kerry Kneser noted the importance of considering the long-term future of the space and programming.

### **B. Review and discuss: Basketball court for Deer Trail or Grinwald Park**

Through Kerry Kneser, Ald. Brad Blanke shared that residents approached him regarding interest in a basketball court. Kerry Kneser referenced the Parks and Open Space Plan, which identifies Grinwald Park as a potential location. Kyle Krueger expressed concerns regarding visibility, access, and safety at Grinwald Park and suggested Deer Trail Park may be more appropriate. Ald. Jonathan Lampe discussed budget considerations and the possibility of citizen contributions, noting that future projects must demonstrate need and sustainability.

### **C. Review and discuss: Brandt-Quirk restrooms**

Ryan Thurow provided an update regarding the restroom project in coordination with

Storm Baseball and their previous president. Countertops were removed last fall in preparation for replacement; however, installation has not yet occurred as anticipated. Interim handwashing stations have been ordered. Robert Stocks reviewed the organization's Condition of Facility Use agreement and noted the matter may proceed to additional committees regarding outstanding obligations.

**D. Review and take action: Part-time employee task list**

Andrea Draeger reviewed the task list with two positions added: Seasonal Aquatic Programmer at \$27.20/hr and Part-Time Recreation Program Assistant at \$19.39/hr, both of which were already included in the 2026 budget. Jennifer Clayton moved to approve the updated part-time employee task list as presented, seconded by Brad Clark, and carried by unanimous voice vote.

**E. Review and take action: Employee pool passes**

Andrea Draeger reviewed the memo and Robert Stocks noted guidance from the City Attorney that items or value under \$50 are permissible. Discussion included employee interest in the benefit and added value to employment. Kyle Krueger proposed the creation of a "City of Watertown Employee" rate of \$70 for a family pass and \$35 for an individual Aquatic Center pass. Ald. Jonathan Lampe moved to approve the City of Watertown Employee Aquatic Center rates, seconded by Kyle Krueger, and carried by unanimous voice vote.

**F. Review and take action: Banner application update – for community partners to display advertising banners at designated Parks & Recreation facilities**

Clarification from the memo was provided that the application fee for a banner is \$50. The Parks, Recreation, and Forestry Department is proposing the use of an updated banner application for community partners to display advertising banners at designated Parks & Recreation facilities. Historically, banners have been installed by local organizations; however, a formal application process previously in place was not consistently utilized. In an effort to improve consistency, transparency, and oversight, the application has been updated with review and input from the City Attorney. Commissioners discussed the importance of consolidating information for clarity for community partners. Ald. Jonathan Lampe moved to approve the banner application as written, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**G. Review and take action: Facility use agreements – Storm/WYBA**

Andrea Draeger reviewed updated agreements with current signatures, including the concession permit. Kerry Kneser moved to approve, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**H. Review and take action: Facility use agreements – Cardinals Baseball Organization**

Andrea Draeger reviewed the agreements with applicable fees. Kerry Kneser recommended no fee waivers to maintain consistency among all facility users. Brad Clark moved to approve as presented, seconded by Kerry Kneser, and carried by unanimous voice vote.

**I. Review and take action: Facility use agreements – Watertown Tennis Association**

A correction regarding a misprint was noted in the memo and should read “Watertown Tennis Association” instead of “Cardinals”. Andrea Draeger stated this is a new agreement with applicable fees, though no signed paperwork was available to review. It was recommended that no fee waivers be issued to maintain consistency among all facility users. Jennifer Clayton moved to approve as presented, seconded by Brad Clark, and carried by unanimous voice vote.

**J. Review and take action: Facility use agreements – Thunder**

The item was tabled due to incomplete paperwork. Jennifer Clayton moved to table, seconded by Brad Clark, and carried by unanimous voice vote.

**K. Review and take action: Facility use agreements – Clyman Cannery**

Andrea Draeger stated these are new agreements with applicable fees. Kerry Kneser moved to approve as presented, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**6. Director’s Report**

**A. Project Updates**

Staff provided updates on current and upcoming projects. Parks opened April 15 including playgrounds and restrooms. Joel Saeger began April 1 as Pool Operator. Minor storm damage included three tree issues. Water intrusion occurred in the Riverside lower kitchen, and a section of the dance floor roof was lifted and repaired by staff.

Updates were also provided for the Senior & Community Center, including the elevator, front door, and generator fence projects, which are all in the process of obtaining quotes and will move to Finance for approval if required.

**B. Update on Programming**

Hunter Karnitz reported youth soccer began April 11. Adult softball is seeking additional teams. Summer programming is open for registration, including swim lessons. Dance and fitness programs remain strong, with yoga at the Town Square planned for the summer. The indoor pool is closed for the month of April.

Staff also reviewed past and upcoming senior and enrichment programming, including a recap on spring break activities and the first family night of the year in March. A second family night will occur on May 1, followed by a World Migratory Bird Day celebration on May 8. Four community day trips are also planned for the year, with the first scheduled for the end of May. The Senior Center will hold its annual members meeting and volunteer recognition program on April 29 (including voting on new Senior Center Advisory Board members) and its annual Senior Care Fair on May 13. Various fundraisers, including a summer cookout, are being planned.

Additional discussion included Ald. Jonathan Lampe stepping down from the Commission and a new Alderperson will be appointed to take their place. Kerry Kneser

reviewed the virtual/Zoom meeting policy being reviewed and password requirements, which are currently only available to committee members.

#### **8. Adjournment**

Ald. Jonathan Lampe moved to adjourn at 5:25 p.m., seconded by Brad Clark, and carried by unanimous voice vote. Next meeting date: May 18, 2026.

#### **Respectfully submitted,**

Andrea Draeger

Senior Center, Enrichment, and Office Manager

*Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.*