

## **PARKS, RECREATION & FORESTRY COMMISSION**

### **MINUTES**

Monday, November 20, 2023

#### **1. Call to order**

The Watertown Parks, Recreation & Forestry Commission in person on November 20, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, and Kyle Krueger. Not present were: Brad Clark, Emily Lessner and Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Ali Nicholson, and Stephanie Juhl.

#### **2. Review and approval of minutes:**

Ald. Jonathan Lampe motioned to approve the October 16, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

Julie Chapman motioned to approve the August 15, 2023 Senior Center Advisory Board meeting minutes as written. Ald. Jonathan Lampe Chapman seconded. Motion carried.

#### **3. Review and approval of financial reports**

Kyle Krueger motioned to approve the October financial reports. Julie Chapman seconded. Motion carried.

#### **4. Citizens to be heard**

There were none.

#### **5. Business**

##### **A. Discuss and recommend ordinance change 398-20 concession permits in parks**

Discussion began by Director Kristine Butteris to remove fees based on percentage of the total gross sales of the concessionaire as well as the timeline for payment and replace percentage with a flat fee of \$75 per visit to Watertown or \$300 for the year to vend in Watertown. Ald. Jonathan Lampe discussed item from safety committee.

Kyle Krueger motioned to push this change in ordinance to Common Council. Seconded by Julie Chapman. Motion carried.

##### **B. Review and approve early park reservation request for Mike Oberbrunner**

Stephanie discussed wanting to pair event on August 23<sup>rd</sup> (movie night) and 24<sup>th</sup> (child's market) planned by Oberbrunner. Brian Konz wants clarification on whether it is wanting to approve early reservation. Kristine clarified that it is to grant him access to the early reservation application which would allow him to get information into the department prior to December 15<sup>th</sup> and, so long as another organization does not also ask for same dates, date would be locked in for event prior to start of public request.

Julie Chapman motioned to grant early part reservation request. Kyle Krueger seconded. Motion carried.

##### **C. Review and approve revised department vision and mission statement**

This item was unintentionally skipped and will be reviewed at the December meeting.

##### **D. Review and approve 2024 Park Reservation Application**

Kristine discussed updates to dates, alterations of certain parks shelters (Lower pavilion, Dancefloor, Bandshell), refund policies. Ald. Jonathan Lampe gave some additional clarification regarding ordinances.



Julie Chapman motioned to approve changes to application. Ald. Jonathan Lampe seconded.

**E. Review and approve park reservation policies**

Kristine began discussion of changes to park policies. Changes addressed to look at early reservation times for groups. Changes were made to allow parks and recreation staff to be the ones to approve on Mondays. This would allow some additional oversight of programs. Fees are to be paid up front at locations like the Aquatic Center.

Alderman Lampe motioned to approve park reservation policies. Kyle Krueger seconded. Motion carried.

**6. Director's Report:**

**A. Project updates:**

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

An additional memorial for Bud Fowler at Washington Park was reviewed. Discussed potentially adding a sign that would be able to be 'rented' by programs or organizations.

**I. Senior & Community Center Updates**

None were given at this time.

**B. Update on programming:**

**i. Recreation programming**

HS boys basketball helping with little dunkers. Volleyball and men's basketball

**ii. Town Square Programming**

Had tree lighting this weekend. 350-400 people in attendance, weather was great, evening was great. Chick-fil-a is coming on November 27<sup>th</sup>. Jingle bell on the Rock, water street will be reopening after event. Santa house got moved into park on sidewalk and Tree will be moved before road reopens.

**iii. Senior and enrichment programming**

Potentially need volunteers for Holiday event. Over 70 participants at the vet lunch events. Joy Tree is still available at senior center. Advertising for winter break programming will come shortly.

**iv. Aquatics programming**

Programming dates may change for Spring break. Will be adding some additional lifeguard classes and water fitness classes. Ald. John Lampe asked about update on lifeguard wage increase. Kristine and Ali clarified that wage increase discussions will resume after approval of 2024 budget.

**v. Parks programming**

Parks was quite busy setting up for tree lighting event.

**7. Adjournment – Next meeting date December 18, 2023**

Alderman Lampe motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.