

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

### **MINUTES**

Monday, February 17, 2025

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

The Watertown Parks, Recreation & Forestry Commission met in person on February 17, 2025. The meeting was called to order by Kyle Krueger. Members present: Ald. Jonathan Lampe, Brad Clark, Kyle Krueger, Julie Chapman, Jennifer Clayton, Emily Lessner, Kerry Kneser. Also present: Kristine Butteris, Andrea Draeger, Ali Nicholson, and Jarrod Folkman.

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

Ald. Jonathan Lampe motioned to approve the January 20, 2025 Parks Recreation and Forestry minutes as written. Brad Clark seconded. Motion carried.

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

Kerry Kneser motioned to approve the preliminary 2024 year end financial reports. Jennifer Clayton seconded. Motion carried.

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

There were none.

#### **5. Business**

##### **A. Review and take action: condition of facility use agreement proposed expenses**

Condition of facility use agreements were drafted for the softball clubs Storm and Thunder in order to utilize their donations for facility improvements in lieu of regular rental fees. It was acknowledged there was a typo in the memo; the remaining amount should \$1,800. The upgrade suggestion from Thunder for field resurfacing as presented, and the upgrade suggestion from Storm will be decided at a later date, though will align with the proposed projects outlined in the agreement. Ald. Jonathan Lampe motioned to approve the condition of facility use agreements. Brad Clark seconded. Motion carried.

##### **B. Review and take possible action: park, recreation, and forestry commission chair**

Kerry Kneser was nominated as chair of the park, recreation and forestry commission and may agree to act as representative for the plan commission as well. Ald. Jonathan Lampe motioned to approve Kerry Kneser as chair. Jennifer Clayton seconded. Motion carried.

##### **C. Review and discuss: Town Square commission position**

Kristine Butteris explained the need for a representative from this commission to be part of the Town Square commission, according to the governing ordinance. The position will assist with programming ideas, sponsorships, and space needs. Any interest should be directed to Kristine. The date and time of the meetings may be able to be adjusted for schedules. Ald. Jonathan Lampe motioned to table the appointment until the March meeting. Kerry Kneser seconded. Motion carried.

##### **D. Review and discuss: senior and community center door opener**

The main entrance to the building has experienced failing doors due to high winds and motor and closure failures. Options for addressing include: monitoring the situation and fix as needed, installing a new door opener system on the west door, keep the doors as is and lock during storms and install an opener on another door for ADA access. Additional ideas included: installing sliding doors, relocating the doors to the east side of the entrance, and installing wind blocks. Kristine will review bring viable options back to this commission.



## **6. Director's Report:**

### **A. Project updates: parks**

The Brandt-Quirk tennis courts were damaged with recent high winds which tore up the surface. Quotes are being prepared for resurfacing with warranty and insurance options. There have been several instances of vandalism at Riverside Park, including 24 panels of glass broken at the pavilion and five glass blocks at the Aquatic Center. The Riverside master plan RFPs will be coming back and interest in volunteering to review as a panel can be directed to Kristine. There is a page on our city website which includes a survey for the parks and open spaces plan.

### **B. Project updates: forestry**

There will not be a grant available this year due to good maintenance care by our crew. The Finance committee did approve the budget adjustment to accommodate the purchase of trees and training.

### **C. Project updates: aquatics**

### **D. Project updates: town square**

### **E. Project updates: senior & community center**

The elevator stopped working last week and repairs were needed. Due to the age of the equipment, it will be difficult to continue to find parts and replacement was recommended. Quotes will be prepared for next year's budget. The generator is scheduled to arrive at the end of February, though no updates have been given. The restroom partitions are mostly installed.

### **F. Update on programming: recreation**

New soccer and baseball clinics will be offered this year to offer refreshers for those programs. We are working on gearing up for spring and summer programming. The city connection is a good resource for citizens to view all upcoming programming, as well as the new website when it is live. We will also be looking into a seasonal program guide in the future.

### **G. Update on programming: town square**

The lucky leprechaun event will be held March 16.

### **H. Update on programming: senior and enrichment**

A Valentine's Day party was held last week with the senior center. We will continue to include seasonal/holiday event and programming ideas when possible. Planning for spring break and family nights is underway and will be advertised by the end of the month.

### **I. Update on programming: aquatics**

Some lessons were postponed this winter due to weather. The indoor pool maintenance shutdown will begin April 14.

Ald. Jonathan Lampe provided additional information including revisions to the five year plan in May and suggestions to have information and quotes available for plans and proposals within the next five years by then.

## **7. Adjournment – Next meeting date March 17, 2025**

Brad Clark motioned to adjourn the meeting. Ald. Jonathan Lampe seconded. Motion carried.

