

# **PARKS, RECREATION & FORESTRY COMMISSION**

## **MINUTES**

Monday, November 21, 2022

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

The Watertown Parks, Recreation & Forestry Commission met virtually and in person on November 21, 2022. The meeting was called to order by Brian Konz. Members present were: Brian Konz, Jennifer Clayton, Brad Clark, Emily Lessner, Julie Chapman, Ald. William Licht, and Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, and Andrea Draeger.

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

Brian Konz motioned to approve the October 17, 2022 Parks, Recreation & Forestry Commission meeting minutes as written. Jennifer Clayton seconded. Motion carried.

Ald. William Licht motioned to approve the October 18, 2022 Senior Center Advisory Board meeting minutes as written. Emily Lessner seconded. Motion carried.

### **3. Review and Approval of the July and August Financial Reports**

Brian Konz motioned to approve the July and August financial reports as written. Ald. William Licht seconded. Motion carried.

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

There were none.

### **5. Business**

#### **a. Review and approve advertising and hiring of Programming Event Coordinator for the Bentzin Family Town Square**

Kristine Butteris discussed the proposed memo and job description. Half the position will be focused on event planning and the other half on recreation programming. This position is to be approved by Common Council on November 29, 2022 and advertised in December. Brian Konz motioned to approve the position as stated for advertising. Jennifer Clayton seconded. Motion carried.

#### **b. Review and approve down payment for slide repair**

Kristine Butteris discussed a resolution for the requested down payment for slide repair work to be done in the spring (\$48,000), with the total cost of \$137,000, down from the original quote of \$225,000. Julie Chapman motioned to approve the invoice for the slide repair down payment. Ald. William Licht seconded. Motion carried.

#### **c. Review and approve purchase of parks truck**

Jeff Doyle reviewed the amount of \$38,000 budgeted for a new truck with a plow and salter. Will have to transfer \$4,000 from the Park Equipment Repair budget in order to purchase. Brian Konz motioned to approve the purchase of the truck. Emily Lessner seconded. Motion carried.

#### **d. Discuss Resident/NR admission fees for Aquatic Center**

More information is required for this discussion. Brian Konz motioned to table this item until the December meeting. Ald. William Licht seconded. Motion carried.

**e. Review and approve new PT-Seasonal wages**

Kristine Butteris presented a table with current wages and updates for 2023. All wages will start at a minimum of \$10/hr and all instructors at \$20/hr. This moves the average for part-time seasonal wages from \$14.52 to \$15.17, not including the Aquatic Center. We believe we should be able to hire all needed employees for 2023 within the proposed budget. Ald. William Licht motioned to update the part-time seasonal wages for 2023. Brian Konz seconded. Motion carried.

**f. Review and approve new Facility Rental Fees**

More information is required for this discussion. Brian Konz motioned to table this item until the December meeting. Ald. William Licht seconded. Motion carried.

**g. Discuss and approve alcohol policy for Senior & Community Center**

Kristine Butteris and Andrea Draeger discussed the current policy held by the Senior and Community Center, which does not allow alcohol in the building. There are no ordinances prohibiting alcohol in the building, so it is being proposed to change the Senior and Community Center policy to include the permittance of alcohol in the building, with stipulations such as no glass containers, and following all legal requirements. Brian Konz motioned to approve taking action to change the policy to include the permittance of alcohol. Julie Chapman seconded. Motion carried.

**6. Director's Report**

Senior/Community Center has set a few workdays at the office to allow for focus on programming.

**a. Parks status and project updates**

**i. Riverside restroom and stone walls updates**

Riverside Restrooms - A change order for work at the Riverside restrooms was shown.

Stone Walls were discussed but more information will be provided after the finance meeting.

**ii. Aquatic Center Updates – made candidate selection and pool pass prices**

Ali Nicholson was selected as Aquatic & Recreation Manager and will be approved for hire at the finance committee meeting tonight. Pool pass prices was tabled and will be discussed at the December meeting.

**iii. Washington Park fence update**

An update will be available at the December meeting

**b. Senior and Community Center building updates**

i. Window repair – a rock was thrown through a window in the snack shop. The vandal has been caught and we are seeking restitution, though the window will be fixed soon.

ii. Basement flooring repair – We reached out to various companies after the September rain event. One found a seam with leaking and wants to start with filling. All agree we will need at least one more sump pump which will likely be in the 2024 budget.

**c. Budget Meeting Updates**

The City Budget will be finalized at the November 29, 2022 Common Council meeting.

**d. Update on Programming:**

**i. Recreation**

Winter and spring programming will be released on December 5, 2022, including plans for soccer clinics, archery, intermural basketball, skating and snowshoe rentals, etc. All dance and fitness classes are continuing as well as a babysitting course which was full due to increased social media advertising and paid ads. Youth soccer and football have wrapped up and wrestling, little dunker's basketball, adult volleyball, and men's basketball have begun.

**ii. Senior & Enrichment Programming**

Senior Center Veteran's Day event is planned for November 10, 2022 and Holiday Party for December 15, 2022. All regular Senior Center programming continues. Many enrichment activities are being planned for Thanksgiving break including family bingo, gingerbread day, stuffing and cranberry taste testing, go for a ride day, and red mitten day, all open to families and seniors. There is potential for activities like this for winter break as well, with another family bingo event already planned.

The 2<sup>nd</sup> Annual Tree Lighting Ceremony was held last Thursday and was a great success. About 30 ornaments were purchased for the tree, hot chocolate and cookies were donated by local businesses, and the WHS carolers were present. The Holiday Train will be coming through on December 9 with additional activities and concessions planned by our department.

**iii. Aquatics Update**

No update at this time.

**e. Review of issues and concerns of commissioners**

There were none.

**7. Adjournment – Next meeting date: December 19, 2022**

Brian Konz motioned to adjourn the meeting. Jennifer Clayton seconded. Motion carried.