

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, April 15, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on April 15, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner, and Jennifer Clayton. Not present was: Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ali Nicholson, Stephanie Juhl, Ian Pilak, Carol Quest, Steve Zillmer, and Robert Stocks.

2. Review and approval of minutes:

Brad Clark motioned to approve the March 18, 2024 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

Julie Chapman motioned to approve the January 2024 financial reports. Ald. Jonathan Lampe seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

Due to an emergency at the Senior and Community Center, Ald. Jonathan Lampe motioned to begin reviewing the director's report and return to business, in order, when all members of the commission were available. Julie Chapman seconded. Motion carried.

A. Review and potentially approve: 4th of July event fee reduction

Steve Zillmer spoke about the 4th of July event and requested a reduction in fees to \$500. He also spoke on the many organizations with benefit from this event as well as the parks crew's work to make it possible. Ald. Jonathan Lampe motioned to reduce the 4th of July event fee to \$500 for 2024. Jennifer Clayton seconded. Motion carried.

B. Review and potentially approve: Windmill tournament fee reduction

No representative from Windmill attended this meeting or submitted information for a memo. Brad Clark motioned to table this item until more information is available. Julie Chapman seconded. Motion carried.

C. Review and potentially approve: Protect WI Waterways market fee reduction

Protect WI Waterways submitted a request to waive the \$25/market fees, totally \$100 for the Thursday night market season. They will only be giving out information. Ald. Jonathan Lampe motioned to send this item back to the organization to solicit a recommendation from a city department in order to waive fees. Jennifer Clayton seconded. Motion carried.

D. Review and approve: smoking in parks maps

Kristine and Carol Quest presented revised maps for smoking areas in community parks and suggested no smoking in the neighborhood parks. These maps can provide policy and ordinance language especially for special events, though difficult to enforce on a regular basis. Signs could potentially be made through the city. Ald. Jonathan Lampe provided information regarding what he believes would be more favorable to Common Council, such as drawing no-smoking circles around playgrounds. Ald. Jonathan Lampe motioned to



approve the smoking in parks maps as written and forward to Common Council. Julie Chapman seconded. Motion carried.

E. Review and p approve: facility reservation policies

Kristine and Andrea reviewed changes to a previous draft-only version of a facility reservation policy document, as well as the reason to implement the document, including the need to specify policies regarding park shelter rentals, tent permits, and driving/parking permits. Julie Chapman motioned to approve the facility reservation policy document. Jennifer Clayton seconded. Motion carried.

F. Review and discuss: Riverside Park bandshell life

Kristine discussed the historical bandshell and that it is near end of life, and opened the meeting for discussion. There are concerns about the structural integrity of the building, however, since the Riverside Park master plan was denied in the last budget cycle, it must be decided if this need is immediate or can be delayed. Discussion occurred regarding the historical significance of the building as well as options to demolish and utilize temporary structures instead. Questions were raised regarding other organizations, besides Riverfest, which may want to utilize a permanent structure. More discussion will occur at the May meeting.

G. Review and approve: Senior & Community Center generator quotes

Kristine provided two quotes from United Electric (\$77,743) and Generac (\$118,218) for an emergency generator to be installed at the Senior & Community Center due to the building being designated as a warming/cooling shelter. Funds will be coming from a budget capital project fund and ARPA along with funds from the Health Department's budget, which totals \$78,000. Brad Clark motioned to approve the generator quote from United Electric. Emily lessner seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. Parks Updates – Riverside Restrooms

Construction began last week. A well was found and had to be removed and work has now resumed.

ii. Forestry

The Right Tree, Right Spot program began this spring and will end May 1 for citizens to receive free trees to plant on private property. The Tree Planting Program also began and will end October 1 for citizens to cost share trees to be planted on boulevards.

iii. Aquatics

The indoor pool was closed in April due to annual maintenance. The Aquatic Center will open June 1. The filtration system installation has been bumped to the end of the season. The prior concrete work is currently being corrected.

iv. Town Square

Nine new light poles were added with extra electrical. New chairs, tables, and shade umbrellas were also purchased. New concrete will be put in place for a new advertising sign.

v. Senior & Community Center

Work is being done to move the reception desk in front of the front door. The retaining wall (both sections) are being rebuilt; work began last week. A conduit was hit and a drain tile was found to be capped which needed to be addressed.

B. Update on Parks & Forestry

Restrooms are all open, swings are being installed, and portable toilets will be placed soon. Docks will be put out soon and mowing has started.

C. Update on programming:

i. Recreation programming

An offer will be extended this week to a Recreation Programmer candidate to hopefully start the first week of May. Soccer, baseball, and tournaments are all being coordinated to begin.

ii. Town Square Programming

We are working to change event layouts and move the alcohol tent to a different area.

iii. Senior and enrichment programming

The 2nd annual Senior Care Fair is happening on May 1. The senior center volunteer recognition program is happening May 21 with a new caterer. The Senior Center base is growing with new programs and interests, like chess.

iv. Aquatics programming

The Aquatic Center will have different themes every week. Lesson registration began last week and almost all are full. Hiring has gone well and have reposted the lifeguard position.

7. Adjournment – Next meeting date May 20, 2024

Jennifer Clayton motioned to adjourn the meeting. Brad Clark seconded. Motion carried.