

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, October 21, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on October 21, 2024. The meeting was called to order by Brian Konz. Members present: Brian Konz, Kyle Krueger, Ald. Jonathan Lampe, Julie Chapman., Emily Lessner, Brad Clark. Not present: Jennifer Clayton. Also present: Kristine Butteris, Andrea Draeger, Jeff Doyle, Ali Nicholson, and Jarrod Folkman.

2. Review and approval of minutes:

Kyle Krueger motioned to approve the September 16, 2024 Parks Recreation and Forestry minutes as written. Brian Konz seconded. Motion carried.

3. Review and approval of financial reports

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

4. Citizens to be heard

There were none.

5. Business

A. Review and take action: 2025 Senior & Community Center reservation policy, rental application, and classification list

The updated reservation policies included classifications of building users into three classes including Senior & Community Center/municipal activities, community groups including non-profit organizations, and private and for-profit organizations. The 2025 rental application and classification list were also presented. Kyle Krueger motioned to approve the 2025 rental documents. Brian Konz seconded. Motion carried.

B. Review and take action: increase part time building supervisor wage

The department requested an increase of \$13/hr to \$15/hr for the building supervisor position in order to attract qualified candidates. The budget for this position would remain the same, instead the hours available would decrease. Julie Chapman motioned to approve the wage increase. Brian Konz seconded. Motion carried.

C. Review and take action: parks and open spaces plan RFP

An RFP for companies for the parks and open spaces plan was presented, which will not include the Riverside Park master plan. The commission will approve a selection in November. Julie Chapman motioned to approve the RFP. Kyle Krueger seconded. Motion carried.

6. Director's Report:

Ald. Jonathan Lampe reported from the Finance Committee regarding funds selected to benefit the Parks, Recreation, and Forestry department, including funds to improve neighborhood parks out of fund 5 and funds for a Riverside Park master plan out of fund 7. Requested amounts were returned to budget line items previously removed, including administrative supplies. The next step for budget approval will be at the council level in November.

A. Parks Updates

The Riverside restrooms are not completed at this time. There continues to be issues

with the build. Washington Park, Brandt-Quirk, and Riverside restrooms will continue to remain open until the end of the month while the others have been winterized on October 15. Fields and diamonds are also being winterized.

B. Programming - recreation

We are rolling out of early fall programming and into late fall. Feedback received from soccer and little kickers as well as flag football as been good so far.

C. Programming – town square

Boo Bash is occurring this weekend. The annual tree lighting will occur on November 16 and have received grants to mostly fund the event. Make your business sparkle with tree sponsorship will roll out with the tree lighting event. The holiday train will come through on December 8 and will have transportation this year. Jingle Bell on the Rock will occur on December 7.

D. Programming – senior & enrichment

Veteran’s Day will be celebrated on November 12 this year. The November newsletter is available to view upcoming presentations and activities.

E. Programming – aquatics

The first fall session of swimming lessons wrapped up and the second fall session will begin next week.

7. Adjournment – Next meeting date November 18, 2024

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