PARKS, RECREATION & FORESTRY COMMISSION

Monday, October 19, 2026 at 4:30 p.m.

The Parks, Recreation & Forestry Commission met on the above date and time at 514 S. First Street, Conley Hall. The following members were present: Kerry Kneser, Dana Davis, Julie Chapman, Rick Schultz, Brad Clark, Jennifer Clayton, and Kyle Krueger (online), as well as Ryan Schmidt, Hunter Karnitz, Ryan Thurow, and Andrea Draeger.

1. Call to Order

The meeting was called to order by Kerry Kneser at 4:31 p.m.

2. Review and Approval of Minutes

The Parks, Recreation & Forestry Commission minutes from September 21, 2026, were reviewed. Rick Schultz moved to approve the minutes, seconded by Julie Chapman, and carried by unanimous voice vote.

3. Review and Approval of Financial Reports

The financial reports were reviewed. Discussion included Bentzin Family Town Square (BFTS) expenses and whether a budget adjustment may have been appropriate after most programming moved to Main Street Program. Brad Clark moved to approve the financial reports as presented, seconded by Julie Chapman, and carried by unanimous voice vote.

4. Citizens to be Heard

There were no citizens to be heard.

5. Business

A. Review and Take Action: Add No Camping Ordinance Language to Department Policy Documents

The Commission reviewed the memo from Ryan Schmidt regarding incorporating the no-camping ordinance language into department policy documents following Common Council approval. The ordinance has been adopted. The policy language differs from the PRF ordinance by specifying procedures for personal effects. The recommendation is to add the approved language to the park reservation policies. Rick Schultz moved to approve the no camping ordinance language, seconded by Dana Davis, and carried by unanimous voice vote.

B. Review and Take Action: Building Supervisor Wage Increase

The Commission reviewed the memo from Ryan Schmidt regarding a wage increase for the Building Supervisor to $17.50/hr. Rates would continue to start at $15.00 for a probationary period of two months. Julie Chapman moved to approve the building super wage increase, seconded by Brad Clark and carried by unanimous voice vote.

C. Review and Discuss: Basketball Court at Deer Trail Park

The proposed basketball court location at Deer Trail Park was discussed. The item was to be brought back to the next meeting for action, with a memo and image showing the

proposed location. Potential community groups that may be willing to help support the project were also discussed by Kyle Krueger.

D. Review and Take Action: Bonfire Update to Facility Reservation Policies

The Commission discussed clarifications to the facility reservation policies following discussion of department events and bonfire components. Jennifer Clayton moved to approve the bonfire update, seconded by Julie Chapman, and carried by unanimous voice vote.

E. Review and Take Action: Park Facility Rental Classifications

Park facility rental classifications were reviewed, including options to provide higher subsidies to community organizations or provide higher cost recovery for the City. Ryan Schmidt will revise the options for the next meeting to include suggestions from the Commission to clarify partner groups and staff ability to classify and charge according to the policy. No action was taken.

6. Donations

Kwik Trip donated two roller grills and island serving table, valued at $1,000, to the Department for use at the Aquatic Center.

Bank of Lake Mills donated $1,700 for sponsorship of the Senior Center Veteran's Day event, including the meal and entertainment.

7. Director's Report and Project Updates

A. Parks Updates

Most park bathrooms are now closed for the season, with Riverside, Brandt-Quirk, and Washington remaining open to accommodate scheduled programming. Staff will begin winterizing parks and transition to fall cleanup and winter preparation. Baseball material was installed at Brandt-Quirk Park Diamond 1. Fifteen evergreens were planted at the fire station, completing that project. Pruning will continue, and approximately 50 tree removals remain at Oak Hill Cemetery for completion over the winter.

B. Recreation Programming Updates

Kris is coordinating Boo Bash, with 27 booths anticipated. Ten businesses have signed up for Make Your Business Sparkle, with a goal of 12. A Rock River Ridge Park development open house is scheduled for October 28, supported by a donation from the Greater Watertown Community Health Foundation related to the master plan. Hunter and Maura arranged a third fall swim lesson session, and Maura also added morning lap swim to the schedule. The department plans to transition to a City-domain email address in 2027. The office will be closed for Veterans Day.

Youth soccer and men's softball are wrapping up, and adult volleyball has started. The first dance and ballet session is ending, with additional sessions planned throughout the school year. Fitness classes will continue throughout the year. Gold Star Self Defense is scheduled for October 28

C. Senior & Community Center Updates

Updates included the elevator and front door projects and an ongoing art project from a Green Bay Packers Foundation grant in 2024. Upcoming events and fundraisers include the election, Veteran's Day event on November 10, Holiday Party on December 16, Holiday Train on December 9, Craft & Wrap on December 11, Badger Talk on November 13, and the Wine, Women & Dementia documentary screening on December 5. A new brain health

presentation series and webinar series are being planned for 2027. Staff are also preparing 2027 sponsorship opportunities.

8. Adjournment

Julie Chapman moved to adjourn, seconded by Brad Clark, and carried by unanimous voice vote at 5:18pm.

The next meeting is scheduled for November 16, 2026.

Respectfully submitted,

Andrea Draeger

Senior Center, Enrichment, and Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.