



## Watertown Park Commission Meeting

DeAnna Clemens  
Terry Gallagher  
Jack Lynch  
Joel Skoog  
Brad Kipp  
Brian Lonquist  
Adam Pawelk

1/18/2023 - Minutes

### 1. Call To Order And Roll Call

Park Commission Vice Chair DeAnna Clemens called the Watertown Park Commission meeting to order at 6:30 p.m. Wednesday, January 18, 2023 in the Council Chambers of City Hall.

Park Commission members present: DeAnna Clemens, Brad Kipp, Terry Gallagher, Joel Skoog, Brian Lonquist, Adam Pawelk, and Jack Lynch.

Staff members present: City Administrator Jake Foster and Administrative Assistant/Permit Technician Kimberly Block

**GALLAGHER MOVED TO ADOPT THE AGENDA AS PRESENTED. LYNCH SECONDED. MOTION PASSED 5-0 (JOEL SKOOG ABSENT FOR VOTE).**

#### 1.A. Select 2023 Officers

Foster stated per Municipal code section 2-79 requires the Park Commission to select a chairperson from its appointed member ranks for a term of one year. The chairperson is the convener and manager of the Park Commission meetings. Park Commission members should self-nominate if they are interested and then will vote with the majority of members attending deciding the chairperson appointment. The Commission may also direct the appointment of any other office type roles as they see fit such as vice-chair.

Danette Painschab was the chair and Deanna Clemens was the vice-chair in 2022. Painschab has notified Foster she will not be rejoining the Park Committee at this time.

Galagher nominated DeAnna Clemens for the 2023 Chairperson Appointment Position. Clemens accepted the nomination, 4-0 vote appointed DeAnna Clemens the 2023 Chairperson for the Park Committee.

Galagher nominated Brad Kipp for the 2023 Vice Chairperson Appointment Position. Kipp accepted the nomination, 4-0 vote appointed Brad Kipp the 2023 Vice Chairperson for the Park Committee.

## 2. New Business

### 2.A. 2A - Minutes - November 16, 2022

**LYNCH MOVED TO ADOPT THE NOVEMBER 16, 2022 MEETING MINUTES AS PRESENTED. LONQUIST SECONDED. MOTION PASSED 5-0. (Joel Skoog absent for vote).**

### 2.B. 2B - Little Free Library Request

Foster reported the City has received a request to place a "Little Free Library" on City property in the Wetlands of Watertown Trails area. The request was received by Mr. Darren Schuler and his family. Mr. and Ms. Schuler have a disabled son who loves books, and it is their intention to involve him in the care for and restocking of the library. In addition to the upkeep/maintenance of the library, the Schulers will be responsible for its construction. Public Services staff could help with the placement and anchoring of the library if it would be the preference of the Park Commission.

Mr. Schuler will be sending additional documentation including a potential design and a more specific placement ahead of the Park Commission meeting. However, the City has not received that documentation at this time. The library would need be placed on a City Outlot, or within a trail easement, as the County now owns the land surrounding the trails (as part of the original Wetlands of Watertown property acquisition and agreement).

After some discussion it was decided more clarification was needed on this item.

**GALLAGHER MOVED TO TABLE THIS ITEM UNTIL MORE CLARIFICATION ON THE DETAILS CAN BE PRESENTED. SKOOG SECONDED. MOTION PASSED UNANIMOUSLY.**

### 2.C. 2C - Adopt-A-Park Application

Brad and Donna Kipp reported the HOA has been cleaning up the wetland area for some time already. Brad Kipp submitted an application for the City of Watertown's Adopt-A-Park Program on behalf of the Tuscany Village 2nd Addition HOA to "adopt" the Wetlands of Watertown Trails. The Tuscany Village 22nd Addition HOA comprises 22 homeowners. The Wetlands of Watertown does not currently have anyone who has requested adoption of the park.

**GALLAGHER MOVED TO SUBMIT THE ADOPT A PARK APPLICATION TO THE CITY COUNCIL FOR FINAL APPROVAL. SKOOG SECONDED. MOTION PASSED UNANIMOUSLY.**

### 2.D. 2D - Trex Bench Donation

Foster reported on an offer from the Watertown Area Fine Arts Council to receive a donated bench that will be given to the organization to them for their efforts in collecting plastic bags through the NexTrex plastic film recycling challenge. The group will be awarded a Trex bench once they have collected 500 lbs. or 40,500 plastic film bags within a six-month period. They would like to donate that bench to the City, preferably for use during the summer concert series.

More information about the program can be found at <https://nextrex.com/>, including a video that will be shown during the Park Commission meeting. Additional informational materials are included.

Furthermore, the Watertown Area Fine Arts Council thought this was a program they could participate in regularly, and would be willing to donate future benches to the City if they were granted.

Staff would like the commission to determine if they would recommend Council to accept the donation, and if they would be interested in receiving future Trex bench donations.

The fine arts council would be responsible for the collection bins. Pawelk would like Foster to bring back the color and style options once the collection has been completed. Once the first bench is received the committee will reevaluate future bench donations.

**LONQUIST MOVED TO SUBMIT ACCEPTANCE OF THE BENCH DONATION TO THE CITY COUNCIL FOR FINAL APPROVAL. GALLAGHER SECONDED. MOTION PASSED UNANIMOUSLY.**

3. Updates From Staff

Foster updated the committee staff had began to flood the hockey arena but were not able to finish the process due to the warm temperatures and excessive snow. It was determined at the last City Council meeting the City will not be able to open the hockey rink this year. This information has been posted on the City of Watertown Facebook page and will be posted on the website tomorrow.

Foster has been approached by the Chamber regarding the May 17, 2023 Park Committee meeting,. The Chamber would like to use both community room and the council chambers to host the yearly Educators Appreciation event on May 17, 2023. The Committee discussed this and decided May 17, 2023 would be perfect opportunity to do the year park clean up event or do a park tour event. Foster will notify the Chamber they will be able to use the Council chambers on May 17, 2023.

Foster reported Mark and himself are looking into a different contractor to submit a quote for the upgrading of the pressbox and bathrooms. Once the quote has been submitted Foster will bring this back to the committee.

4. Adjournment

**SKOOG MOVED TO ADJOURN THE MEETING UNTIL March 15, 2023. GALLAGHER SECONDED. MOTION PASSED UNANIMOUSLY.**

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Chairperson; DeAnna Clemens

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City Administrator; Jake Foster

The Park Commission is scheduled to meet again on Wednesday, March 15, 2023