



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON**

**WEDNESDAY, MARCH 11, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/86798937069?pwd=Ou0lpmlcxHLbiZH1wlkcRQL87iH5iJ.1>

Meeting ID: 867 9893 7069

Passcode: 610950

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AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the **minutes of the December 10, 2025 Parks and Recreation Advisory Board** meeting (Dayton)
- 4. Unfinished Business**
- 5. New Business**
 - a. Review and possible action to create a subcommittee on Parks Rules and Ordinances
 - b. Discuss and select a date for a **Parks and Facilities Tour** with the Parks and Recreation Advisory Board.
- 6. Miscellaneous**
 - a. Director's Report
- 7. Next Meeting**
 - a. Next Meeting: **Wednesday, June 10, 2026, at 4:00 p.m.**

8. Adjournment

Date Posted:

CC: Parks & Recreation Advisory Board Members; City Council; City Staff; City Attorney; News Media

Notice is hereby given that a majority of the Fort Atkinson City Council may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d. 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.

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**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON AND VIA ZOOM**

**WEDNESDAY, DECEMBER 10, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Cassiday called the meeting to order at 4:07 pm

2. Roll call

Present Robert Cassiday, Kevin Scheckel, Kyle Jaeckel, and Simon Dorfman via Zoom.

Absent: Steve Mahoney, Hillary Baird

3. Approval of Minutes

- a. Review and possible action relating to the minutes of the September 10th, 2025, Parks and Recreation Advisory Board meeting (Dayton, Director of Parks and Recreation)*

Jaeckel moved to approve the Minutes of the September 10th, 2025, Parks and Recreation Advisory Board meeting. Seconded by Scheckel.

4. Unfinished Business

- a. Discussion related to Memorial Park Facility Improvement Subcommittee (Dayton, Director of Parks and Recreation)*

Dayton provided a progress update on the Memorial Park Facility Improvement subcommittee. There was no further discussion.

5. New Business

- a. Review and possible action related to Fort Youth Baseball Facility Agreement and Concessions Stand Lease at Memorial Park (Dayton, Director of Parks and Recreation)*

Cassiday asked about the conversations between the user groups and the Parks and Recreation.

Dayton explained that the user groups received a draft agreement and an initial example of what the field fees might look like. After further discussion and a better understanding

of how the facilities were being used, an additional adjustment was made, further lowering the fees. He also explained that fees are now based on actual usage rather than an arbitrary amount.

Jaeckel referenced a conversation that he had with a community member. The family reached out regarding the rising costs for families and the cost to participate.

Dayton explained that costs are increasing for individuals and organizations, citing the rise in material costs over the past decade. Staff were aware of this and worked to determine a fee that was fair and would still help to offset maintenance costs. He noted that there is some flexibility, for example, if fewer maintenance products are used in a given year, that would reduce expenses.

Cassiday noted that, in prior work on setting the field fee schedule, he remembered that maintaining the fields is costly and that the previous director collaborated with representatives from FYB, JBB, and Fort Youth Tackle on a rate that did not exceed rates in other communities.

Dayton confirmed this and also mentioned that when the field fee was implemented, it was closer to the midpoint when compared to other communities. The goal is to have an established fee that user groups can estimate without needing to change it immediately because it is too low.

Dayton recommended that the Parks and Recreation Advisory Board support the Director in executing the Field Use Agreement and Concessions Stand Lease at Memorial Park between the City of Fort Atkinson and Fort Youth Baseball.

Jaeckel motioned, and Scheckel seconded.

b. Review and possible action related to Fort Atkinson Junior Blackhawk Baseball Facility Agreement at Memorial Park (Dayton, Director of Parks and Recreation)

Dayton provided a summary of the Junior Blackhawk Baseball Facility Agreement at Memorial Park.

Cassiday asked whether the concessions stand agreement follows the same structure as the one proposed with FYB.

Dayton explained that the agreement between FYB and JBB will be directly between them. He clarified the concerns and complications involved with leasing the same building to two different organizations, stating that it was not an option the department would pursue. He noted that other concession stands within the park system are also leased to only one organization. He further explained that the lease includes recitals that provide guardrails designed to protect both groups.

Dayton recommended that the Parks and Recreation Advisory Board support the Director

in entering into the Facility Agreement at Memorial Park between the City of Fort Atkinson and Fort Atkinson Junior Blackhawk Baseball.

Jaeckel motioned, seconded by Scheckel.

- c. *Review and possible action related to Fort Atkinson WisConservation Club, Paul Weismann Memorial Archery Range Maintenance Agreement at Rock River Park (Dayton, Director of Parks and Recreation)*

Dayton covered the key points of the Paul Weismann Memorial Archery Range Maintenance Agreement between the City and the Fort Atkinson WisConservation Club.

Dayton recommended that the Parks and Recreation Advisory Board support the Director in entering into the Maintenance Agreement at the Paul Weismann Memorial Archery Range in Rock River Park between the City of Fort Atkinson and the Fort Atkinson Wisconsin Conservation Club.

Jaeckel motioned and Scheckel seconded the motion.

Cassiday noted that this has been a work in progress to develop formal agreements between the city and the various groups using the parks and facilities. He added that it is encouraging to see those relationships being formalized.

6. Miscellaneous

- a. *Director's Report (Dayton, Director of Parks and Recreation)*

The Parks and Recreation Department has been very busy since our last meeting. Many of our fall programs have wrapped up, and now that winter is here, we have moved many of our activities indoors.

The Parks and Recreation Department manages the Municipal Building Gym, including gym rentals and facility scheduling. Starting in 2026, the department will introduce a new registration form for community gym rentals. This new form simplifies the process by combining three separate applications into one. This change will make it easier for both staff and those renting the space to complete the necessary paperwork.

The department also offers table and chair rentals from the municipal building. This remains popular with the community by providing affordable rental options. Over the next three years, the department will invest in replacing some of those tables and chairs so that we can continue offering this service to residents for years to come.

The Main Street Dance Studio is in full swing! This year, we have a total of 239 unique dancers registered. Participants usually register for multiple classes as they advance in the program. Kids aged 3-6 typically take one class, those aged 7-12 usually take 1-3 classes, and participants aged 13+ take between three and five classes. Overall, we have 429

dance registrations across all our class offerings!

Dancers are once again spreading holiday cheer this winter as Mainstreet Dance Studio embarks on its annual Nursing Home tour. They will visit three nursing homes from December 14 to the 17th.

For some updates in the Parks, the Haumerson's Pond Garage project is making progress. Unfortunately, due to product delays with the shelter and early snowfall, construction is paused for the rest of 2025. Work will resume as soon as possible in the spring of 2026!

The Haumerson's Pond Garage project received good news this fall when an additional grant request was submitted to the DNR; the request increased funding by \$35,000, bringing the total grant from the state to \$135,000.

Parks and Recreation Board Members may recall the approved Eagle Scout project presented by Landon Stachel. We are happy to report that Landon recently completed the installation of the new bike repair station along the Glacial River Bike Trail. The community can now access the repair station just outside the Rotary Depot shelter.

With early winter weather, our Parks Crew has been actively clearing snow and ice from various parking lots, sidewalks, and trails lately. On the first snow day, we received over 9 inches. The Parks team and DPW deserve extra appreciation for the additional hours they've worked removing snow throughout the city.

Our park shelters and bathrooms officially closed on October 12 to close the books on another successful shelter rental season. Over the five-month season, we had 290 rentals across our six rentable shelters!

The Memorial Park baseball fields continue to undergo improvements. This fall, the parks team completed turf renovations around each backstop, installing sod and creating clear pathways to the on-deck circle. Not only does this improvement increase the aesthetics of each field, but we also expect to see less turf damage along those high traffic areas.

Due to a busy fall and early winter schedule, some projects originally scheduled for 2025, including stump grinding, playground woodchip filling, and several bathroom upgrades, could not be completed. These projects have been deferred to 2026.

In our Recreation Division, we saw some staffing changes. Administrative Assistant/ Program Coordinator, Nash Christian, accepted a position with Janesville Parks in the Fall. He was a valuable member of the team, and we wish him the best of luck.

Thankfully, we filled the position quickly. A total of 25 candidates applied; the pool was narrowed to four, and three interviews were held. We are happy to welcome Heather Fox to the team. Ms. Fox previously worked with Jefferson Parks and Recreation, taking on

extra responsibilities in an interim role with their department.

Fall programs saw some strong registration numbers this year. The Flag Football program had 82 players from grades K-3 and was supported by 22 volunteer coaches. Coached by the Fort Atkinson High School Poms Team, Jr. Poms had 38 cheerleaders enrolled in the program. Both groups participated in Youth Night during one of the Fort Atkinson High School Varsity Football games. To cap everything off, during the final week of both programs, the Jr. Poms performed cheers and a halftime routine at the flag football game.

The Fort Atkinson Senior Center faced an unexpected challenge when a roof leak escalated into a much larger issue. Staff discovered that the roof could not be repaired and required a complete replacement. Luckily, we were able to replace the roof this Fall before the snow arrived. Impressively, the contractor finished the work in just one day!

Senior Center Staff deserve recognition as they continue to offer new trips and programs that engage the community, including a first-time trip to see the Milwaukee Bucks this spring.

7. Next Meeting

The next Parks and Recreation Advisory Board meeting is Wednesday, March 11, 2026, at 4:00 p.m.

8. Adjournment

Jaeckel motioned to adjourn, seconded by Scheckel.



MEMORANDUM

DATE: March 11, 2026

TO: Committee/Commission/Board

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action to create a subcommittee on Parks Rules and Ordinances

BACKGROUND

The Park Rules and Ordinances subcommittee will review existing rules related to public use of the parks. The focus will be on providing recommendations that improve clarity and relevance. Additionally, the subcommittee will investigate potential additions aimed at enhancing safety and enjoyment in public parks, trails, playgrounds, and other open spaces. This process also provides the board with the information necessary to educate the public and advocate for the parks system.

DISCUSSION

The Parks Rules and Ordinances Subcommittee will be responsible for examining existing park rules, identifying areas where updates may be needed, and exploring new rules that could improve safety for park visitors.

The first meeting will focus on reviewing current park rules and ordinances. Members will also identify potential additions to improve the safety and enjoyment in public spaces, specially regarding the use of glass containers and smoking or vaping in parks. The group will discuss strategies for researching best practices from similar municipalities and gather feedback from user groups, City staff, and community members as needed. Future meeting dates will be set to review the collected information and to provide feedback on all draft recommendations.

Subcommittee members will present their findings and recommendations to the full Parks and Recreation Advisory Board for discussion and possible action at the June 10th meeting.

FINANCIAL ANALYSIS

RECOMMENDATION

ATTACHMENTS

None