



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**

MINUTES

1. Call meeting to order

Cassiday called the meeting to order at 4:00 pm.

2. Roll call

Present: Scheckel, Baird, Mahoney, Cassiday, and President Jaeckel. Also present virtually: Cm. Huckabee

Absent: Dorfman

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)***

Cassiday moved, seconded by Scheckel, to approve the December 10, 2025, Parks and Recreation Advisory Board meeting minutes. Motion carried.

4. Unfinished Business

None

5. New Business

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

Dayton reviewed the information provided in the staff report and explained the purpose of the subcommittee and its primary focus.

Cassiday asked whether the committee's role was limited to reviewing materials or if it also included communication and information tasks.

Dayton confirmed that the committee would support all of these areas.

Cassiday inquired how many members the subcommittee would have.

Dayton stated that the subcommittee would include 2–3 members.

Baird asked about the expected time commitment.

Dayton explained that the subcommittee would meet twice and that the overall time commitment would be minimal.

Jaeckel asked whether members would receive a copy of the current rules.

Dayton confirmed that members would review a packet containing current measures and additional recommendations. The subcommittee would also assist in gathering information, including: examples from other municipalities, communication with community members, and personal observations.

Baird, Jaeckel, and Schaeckel were nominated to serve on the subcommittee.

Jaeckel moved to approve the creation of the subcommittee and the appointment of its members.

Baird seconded the motion.

*b. Discuss and select a date for a **Parks and Facilities Tour** with the Parks and Recreation Advisory Board.*

Dayton explained that the purpose of the tour is to visit the various facilities within the park system. A survey will be sent out to secure a date and time that works best for Parks and Recreation Advisory Board members.

6. Miscellaneous

a. Director's Report

Department news:

- Brett Ketterman presented to more than 35 park and recreation professionals at the 2026 Wisconsin Parks and Recreation Association Annual Conference. His session was titled “WWYD: 25 Years of Crazy in the Parks and Rec World.”
- In 2026, we will reinvest funds into the table and chair rental program. This continues to be a popular service for residents and community organizations. In 2025, we completed 766 table rentals and over 3,600 chair rentals.
- The department also plans to install a keyless door access system in 2026. This upgrade will give staff better control over building access and improve weekend and after-hours rental procedures.
- In February, we mailed 50 employee agreement forms to returning staff. New hire applications are being accepted until March 27, with interviews scheduled for early

April.

Main Street Dance

- Over 100 dads and father figures will participate in a choreographed dance with their dancers as part of the Main Street Dance Studio recital. The performance is scheduled for Friday, May 1, for dancers ages 3-6, and on May 3 for those ages 7 and older.

Parks

- The Parks team is preparing for the upcoming baseball and softball seasons. During recent warm days, staff installed batting cage nets at Memorial and Jones Parks and began preseason field preparations.
- Staff have launched a new worker safety initiative that includes morning yoga and stretching. Working with other departments, they will also participate in monthly safety talks and additional training sessions.
- Park restroom and shelter season is approaching. Weather permitting, public bathrooms and park shelters will open on May 2.
- Haumerson's Pond—our only year-round shelter—finished the 2025 season with 179 rentals (CORRECTED), bringing the total number of shelter rentals to 371 for the year.
- Last year, the parks hosted 38 days of community events, primarily at Barrie (13 events) and Jones (14 events).
- We are currently hiring for summer seasonal positions in both the Parks Maintenance and Cityscape divisions. These positions offer 40 hours per week during the summer months.

Recreation

- Our new Administrative Assistant/Program Coordinator, Heather Fox, is already making an impact. She is finalizing the Summer Program Guide and leveraging her marketing background. The guide will be mailed at the end of the month and should arrive in early April.
- Our Girls' and Boys' basketball seasons wrapped up at the end of February. The boys' league, managed by our Rec Supervisor, had approximately 90 players. While the numbers on the girls' side doubled, with a total of 18 players from Fort Atkinson!
- In Adult Sports programming, the Wednesday night men's basketball league is nearing completion, with 13 teams across the Competitive and Rec divisions. We also had 18 volleyball teams between the women's Thursday league and the Sunday coed league.

- Indoor Soccer began this past weekend, with 2 out of the three sessions maxing out prior to the registration deadline. This year, we have a total of 58 players participating across 3 time slots.

Senior Center

- The Fort Atkinson Senior Center remains a favorite gathering place for older adults. In February, we reached a new attendance record with 1,571 participants, about 100 more than last year. For comparison, in 2021 we had 490 attendees in February, and prior to 2019 attendance rarely exceeded 1,000 for the month.
- The Senior Center had 765 registrants for its many trips to area attractions, including brewery tours, Fireside shows, and casino visits.

Respectfully Submitted,

Ben Dayton, Director of Parks and Recreation

7. Next Meeting

*a. Next Meeting: **Wednesday, June 10, 2026, at 4:00 p.m.***

8. Adjournment

Cassiday moved, seconded by Scheckel, to adjourn. Meeting adjourned at 4:32 pm