



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

**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, JUNE 10, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

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Meeting ID: 824 1019 7583

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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 March 11, 2026 Parks and Recreation Advisory Board meeting (Dayton)
- 4. Unfinished Business**
 - a. **Review, discussion, and possible recommendation to the Ordinance Committee amending** Sec. 62-1 related to Animals on city park grounds, an amendment of Sec. 62-2 related to Operation of vehicles, animals restricted; destruction of property, an amendment of Sec. 62-4 related to Possession, consumption of alcohol prohibited, an amendment of Sec. 62-37 related to Hours of operation and the proposed creation of Sec. 62-5 related to Smoking, vaping, and e-cigarettes prohibited.
 - b. Review, discussion, and possible recommendation relating to the adoption of standardized City of Fort Atkinson Parks and Recreation General Park and Ballfield Rules.

- c. Parks and Recreation Board - Park facilities tour

5. New Business

6. Miscellaneous

- a. Director's Report (Dayton)

7. Next Meeting

- a. Next Meeting: **Wednesday, September 9, 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
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 Craziiness 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



MEMORANDUM

DATE: June 10, 2026

TO: Committee/Commission/Board

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review, discussion, and possible recommendation to the Ordinance Committee amending Sec. 62-1 related to Animals on city park grounds, an amendment of Sec. 62-2 related to Operation of vehicles, animals restricted; destruction of property, an amendment of Sec. 62-4 related to Possession, consumption of alcohol prohibited, an amendment of Sec. 62-37 related to Hours of operation and the proposed creation of Sec. 62-5 related to Smoking, vaping, and e-cigarettes prohibited.

BACKGROUND

Parks and Recreation Director Parks and the Recreation Advisory Board Rules and Ordinances Subcommittee conducted a focused review of Chapter 62, Articles I and II of the City's Codes and Ordinances. Additionally, the subcommittee investigated the addition of a new ordinance to prohibit the use of smoking, vaping, and e-cigarettes products within the city's park system.

DISCUSSION

Staff provided the subcommittee with a proposal adopting new ordinance to prohibit smoking, vaping, and the use of e-cigarettes within city parks and on public trails. Additionally, revisions were recommended to existing ordinances regarding pets on designated park property, protection of city property within the parks system, glass bottle restrictions, and park hours of operation. These amendments are intended to align current usage of park facilities with city ordinance.

The following recommendations and rationales are proposed:

ARTICLE I. - IN GENERAL

Sec. 62-1. - Animals on city park grounds:

Staff proposes extending this ordinance to include designated athletic fields and playgrounds. This restriction is intended to prevent damage to prepared ballfields and ensure playgrounds remain free of animal waste. Also, extending the ordinance to easily recognizable facilities without the need for additional posted signage.

Sec. 62-2. - Operation of vehicles, animals restricted; destruction of property.

Staff recommends adding language to specifically identify the unauthorized tampering with city

property during activities such as geocaching and the use of metal detectors. While geocaching is recognized as an acceptable activity, the intent is to prevent the modification of or damage to facilities and property.

Sec. 62-4. - Possession, consumption of alcohol prohibited.

Staff recommendations include removing the consumption of alcohol in Bicentennial Park from the prohibited list. The original ordinance was adopted when the park was located in a different area. Memorial Park will remain on the list due to its primary use as a youth sports facility. The ordinance will also be updated to include legal, hemp-derived THC beverage products and a citywide prohibition of glass bottles in parks to enhance public safety and reduce the risk of injury from broken glass.

Sec. 62-5. - Smoking, vaping, and e-cigarettes prohibited. (proposed new ordinance)

Staff recommends, with subcommittee support, the adoption of a new ordinance prohibiting the use of smoke or vapor producing products within park spaces. Aside from public health concerns, the intent is to remove smoking and vaping from public events, youth activities, and locations where the general public will congregate. Under the proposed rules, the use of these products would be restricted to areas within the public right-of-way.

ARTICLE II. - ADMINISTRATION AND ENFORCEMENT

Sec. 62-37. - Hours of operation.

Staff recommends that park hours mirror the weekend hours established by the citywide curfew ordinance (Section 58-197). This update also includes the removal of specific, outdated hours previously set for Bicentennial Park.

FINANCIAL ANALYSIS

Staff does not anticipate a significant financial impact associated with the recommended new ordinance and ordinance amendments.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Board recommend the above proposed changes to the Ordinance Committee for formal review and possible recommendation to City Council

ATTACHMENTS

1. Chapter_62___PARKS_AND_RECREATION redline 6.10.26 DRAFT

Chapter 62 PARKS AND RECREATION¹

ARTICLE I. IN GENERAL

Sec. 62-1. Animals on city park grounds.

It shall be unlawful for any animal to be on city park designated athletic fields, playground, city park grounds if the parks are so posted.

(Code 1969, § 7.06)

Cross reference(s)—Animals generally, ch. 10.

Sec. 62-2. Operation of vehicles, animals restricted; destruction of property.

- (a) It shall be unlawful for any person to operate or cause to be operated any motorcycle, motorbike or motor scooter on the public sidewalks or pedestrian walkways in any of the parks in the city. It shall further be unlawful for any person to operate a snowmobile on any city-owned or -controlled property or public park without the express approval of the council.
- (b) No person, not duly authorized, shall ride, drive or lead any horse or other animal, or drive any motor vehicle, upon or across any public park except upon the driveways, and park except upon the driveways and parking areas specifically provided for such purposes.
- (c) No person shall cut, pick, break, dig up, deface or in any manner injure any tree, shrub, plant, flower, grass or other public property in any public park or street. The use of metal detectors, or the placement and retrieval of geocaches or similar items, is prohibited if such activities involve digging, the physical modification of any structure, or any action that causes damage, alteration, or disturbance to city property.

(Code 1969, § 16.01(C))

Cross reference(s)—Animals generally, ch. 10; traffic and vehicles, ch. 94.

Sec. 62-3. Injury and damage.

Any person who shall in any manner willfully or maliciously injure or damage any public property in or within any city park, athletic field or playground, or who shall violate any of the rules or regulations prescribed under section 62-36, shall be subject to section 1-10.

(Code 1969, § 7.03)

¹Cross reference(s)—The naming and changing of names of parks saved from repeal, § 1-11(7); environment, ch. 30; streets, sidewalks and other public places, ch. 90; vegetation, ch. 102; waterways, ch. 106.

State law reference(s)—Authority regarding parks generally, Wis. Stats. § 27.08.

Cross reference(s)—Crimes against property generally, § 58-36 et seq.

Sec. 62-4. Possession, consumption of alcohol; glass containers prohibited.

(a) It shall be unlawful to possess or consume alcohol or fermented malt beverages or beverages containing hemp-derived THC on the premises known as Memorial Park and Bicentennial Park in the city. It shall be unlawful for any person to drink or possess any alcohol beverages in any city park when said park is closed unless the city council and/or parks and recreation director has approved a later time for an authorized event, in which case the prohibition becomes effective after such later time. The penalty for the violation of this article shall be as specified in section 1-10.

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(b) Glass beverage containers of any kind are prohibited in all parks and trails in the city.

(Code 1969, § 7.04; Ord. No. 802, § 1, 7-7-21)

Cross reference(s)—Alcohol and nonintoxicating beverages, ch. 6.

Sec. 62-5. - Smoking and vaping prohibited in park property or trails.

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Smoking and vaping prohibited in park property or trails. It shall be unlawful for any person to smoke or vape tobacco, Hemp, or THC products in any park or trail in the city.

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Secs. 62-5—62-35. Reserved.

ARTICLE II. ADMINISTRATION AND ENFORCEMENT²

DIVISION 1. GENERALLY

Sec. 62-36. Supervision.

- (a) All public parks, athletic fields, playgrounds, etc., in the city shall be under the supervision and management of the director of parks and recreation. The director shall prescribe from time to time, as may be necessary, reasonable rules and regulations for the use of all such properties and submit them to the city manager. These rules and regulations shall, however, be subject to approval by the council before taking effect. When approved by the council and published, such rules and regulations shall have the same force and effect as ordinances.
- (b) No park or other property shall be used by any person for the purpose of profit or financial return without express approval of the council.

(Code 1969, § 7.01)

²Cross reference(s)—Administration, ch. 2.

Sec. 62-37. Hours of operation.

No person shall enter or remain in any public park of the city within the hours of 12:00 midnight and 6:00 a.m. ~~or Bicentennial Park from 9:00 p.m. until 6:00 a.m.~~ without the permission of the parks and recreation director or his/her appointee.

(Code 1969, § 7.01)

Sec. 62-38. Use of public buildings, schools for recreation.

The use of any public buildings not located in the city parks shall be made available for recreational use when not in conflict with the use of which the building was built. Suitable arrangements shall be made under the direction of the city manager for scheduling activities in these public buildings.

(Code 1969, § 3.07(T)(1))

Secs. 62-39—62-60. Reserved.

DIVISION 2. DIRECTOR OF PARKS AND RECREATION³

Sec. 62-61. Office created.

There is created the office of director of parks and recreation, which shall be filled by appointment in the same manner as other appointments in the city organization.

(Code 1969, § 3.07(T)(1))

Sec. 62-62. Duties.

- (a) The general duties of the director of parks and recreation shall be to have charge of the general care and maintenance of all public parks, playgrounds, and public buildings located in the public parks.
- (b) He/she shall also have charge of the operation and maintenance of the swimming pool in Rock River Park.
- (c) He/she shall have charge of the recreational program in the city, including, but not limited to, outdoor activities such as softball, baseball, tennis, horseshoe, shuffleboard, all summer playgrounds, and archery; and indoor activities, including but not limited to basketball, badminton, volleyball, dancing, checkers and chess, etc.
- (d) He/she shall submit a budget for the ensuing year to the city manager on or before October 1.
- (e) It is intended that school buildings shall be made available through arrangements with the superintendent of schools for many of the recreational programs.

(Code 1969, § 3.07(T)(1))

³Cross reference(s)—Officers and employees, § 2-96 et seq.

Secs. 62-63—62-85. Reserved.

DIVISION 3. ADVISORY BOARD OF PARKS AND RECREATION⁴

Sec. 62-86. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Board means the advisory board of city parks and recreation.

Cross reference(s)—Definitions generally, § 1-2.

Sec. 62-87. Created.

There is created an advisory board of city parks and recreation.

(Code 1969, § 3.07(T)(2))

Sec. 62-88. Purpose.

The establishment of the board shall be for the purpose of aiding and counseling with the director of parks and recreation on matters relating to the city parks and recreation department.

(Code 1969, § 3.07(T)(2)(A))

Sec. 62-89. Membership.

- (a) The board shall consist of seven members, six of whom shall be residents of the city, and one may be a resident of the city or a resident of joint school district number 6. The members shall serve without compensation. All members of the board shall be appointed by the city manager.
- (b) The board shall consist of two members who shall serve permanently or as long as they are holding office in or are members of the following organizations or departments:
 - (1) The superintendent of public schools shall recommend a person from the school system from district 6 for appointment by the city manager for a one-year term beginning in June of each year; and
 - (2) A councilmember.
- (c) The board shall consist of five citizen members, who shall be appointed by the city manager.
- (d) Each citizen member shall serve for a term of three years beginning on June 1. Citizen members shall be limited to two consecutive terms and cannot be reappointed as a board member until one three-year term has elapsed.
- (e) The director of parks and recreation shall be a nonvoting member of the board.
- (f) Vacancies to finish unexpired terms will be filled in the same manner as the original appointments.

⁴Cross reference(s)—Boards, commissions and committees, § 2-301 et seq.

(Code 1969, §§ 3.07(T)(2)(B)—(D))

Sec. 62-90. Officers.

A chairperson and vice-chairperson shall be elected by the board members. The election of officers will take place at the organization meeting, and those elected will serve for a term of one year. The director of parks and recreation will automatically serve as secretary.

(Code 1969, § 3.07(T)(2)(E))

Sec. 62-91. Organization.

(a) The board shall organize and adopt rules for its own government in accordance with the provisions of this division. Meetings shall be held monthly or at the call of the parks and recreation director, and shall be open to the public. Minutes shall be kept by the secretary showing all actions taken, and a copy shall be filed in the office of the parks and recreation director as a public record.

(b) A quorum shall be four members, but all action shall require the approval of the majority of the board.

(Code 1969, § 3.07(T)(2)(F))

Sec. 62-92. Functions.

(a) The board shall set up general policies regarding the type of programs as well as the level of leadership employed.

(b) The board shall assist and advise the city manager in the selection of the director of parks and recreation.

(Code 1969, § 3.07(T)(2)(G))



MEMORANDUM

DATE: June 10, 2026

TO: Committee/Commission/Board

FROM:

RE: Review, discussion, and possible recommendation relating to the adoption of standardized City of Fort Atkinson Parks and Recreation General Park and Ballfield Rules.

BACKGROUND

The Parks and Recreation Director and the Parks and Recreation Advisory Board, Rules and Ordinances Subcommittee, conducted a comprehensive review of general park rules and specific regulations for baseball and softball athletic fields. The goal of this research was to modernize and standardize consistent expectations across all City of Fort Atkinson Park facilities.

DISCUSSION

Staff presented the subcommittee with a proposal to adopt a formal rules policy. This standardized set of rules is designed for consistent use on physical park signage, social media platforms, and the official City of Fort Atkinson Parks and Recreation website. The intent is to provide the public with clear, uniform information regardless of the platform. The following recommendations are proposed:

City of Fort Atkinson Parks and Recreation General Park Rules:

- Park hours: 5:00 a.m. – midnight.
- No overnight camping or parking.
- No soliciting on public property.
- Use of park equipment is at your own risk.
- Motorized vehicles are permitted only on designated roads and in parking areas.
- No pets on athletic fields and playground equipment, or where otherwise posted.
- Pet owners must clean up and properly dispose of all pet waste.
- All litter must be disposed of properly.
- No glass bottles in parks or on trails
- No open fires are permitted.

- No smoking or vaping is permitted in parks or on trails.

City of Fort Atkinson Parks and Recreation Ballfield Rules:

- No hitting, throwing, kicking, or attaching objects to fences.
- Bikes, scooters, skateboards, R/C cars, or similar items are not allowed on fields.
- All tarps, bases, and base plugs must be returned to designated storage locations.
- Only authorized personnel may operate city-owned equipment.
- No pets are allowed on athletic fields.
- No metal cleats, sunflower seeds, gum, or tobacco are permitted in batting cages.

FINANCIAL ANALYSIS

Staff does not anticipate an immediate financial impact from the formal adoption of these rules. However, there will be future expenses associated with the printing and installation of new signage. Updated estimates for these costs will be provided at the time of implementation.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Board recommend the proposed general park and ballfield rules for formal adoption by the City of Fort Atkinson Parks and Recreation Department.

ATTACHMENTS

None