



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

MINUTES

1. Call meeting to order

Jaeckel called the meeting to order at 4:04pm

2. Roll call

Present Bm. Scheckel, Baird, Dorfman, Heath, and President Jaeckel. Also present: Sami Erstad

Absent: Bm. Mahoney and Dary

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)*

Baird moved, seconded by Heath, to approve the March 11, 2026 Parks and Recreation Advisory Board meeting minutes. Motion carried.

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.***

Dayton reviewed the information in the staff report and summarized the subcommittee's work and findings.

Jaeckel stated that the committee reviewed several sources and found that the proposed ordinances are common in municipalities similar to Fort Atkinson. He added that all committee members support the proposed ordinance recommendations.

Jaeckel moved that the Parks and Recreation Advisory Board recommend approval of the proposed ordinance changes to the Ordinance Committee for formal review and possible recommendation to the City Council. Seconded by Baird. Motion carried.

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

Dayton reviewed the staff report and explained that support from the Parks and Recreation Advisory Board reinforces the department's policy.

Dayton explained that adoption of the rules will have no financial impact on the city at this time. Estimates for implementing new signage range from \$3,000.00 to over \$5,000.00 on the low end, based on today's prices.

No additional comments were made.

Scheckel moved to approve the recommendation supporting the department's adoption of the proposed parks rules. Seconded by Baird. Motion passed.

- c. *Parks and Recreation Board - Park facilities tour*
Rescheduled due to poor weather conditions.

5. New Business

None

6. Miscellaneous

- a. *Director's Report (Dayton)*

Looking ahead, we have several events to look forward to in the parks, including a new DIY Carnival Game Lab on August 9, a Lacrosse Camp on June 22, a World of Wheels on September 12, and an Adult Recess Remix on September 11th.

We received several generous donations this year, including the installation of the bike rack at Barrie Park. This was funded by the Fort Atkinson Women's Club and the Beautification Council. Staff also received a \$700.00 donation from the Barney's Benefits organization in support of youth sports. We were able to use those funds immediately to purchase new t-ball equipment.

Aquatic Center:

We recently completed a full upgrade to our camera system at the aquatic center. The new system provides better security for the facility and will allow staff and the Police Department to access it remotely if an event needs to be investigated.

We rolled out our new Point of Sale system at the front desk and concessions stand at the pool. This gives Aquatic Center customers' flexibility, allowing them to pay with cash or credit card. A service charge will be assessed on credit card purchases, and those paying

with cash will continue to pay our affordable concession stand prices as listed.

Pool passes are being processed now, and with the pool officially open, it is a good reminder for others to stop by and order theirs soon. To date (6/10/26), we have 442 family pass orders (255 FA, 187 NR) and 37 individual passes (26 FA, 11 NR).

Parks:

Our Parks and Cityscape seasonal team members have all started, and we are officially fully staffed for this summer. This year's crew has been working hard to plant our downtown flower pots, prep shelters for renters, prep diamonds for softball games, and help keep our parks looking good for the summer. One note, our staff started working the week of May 18, and we were at full strength by June 1, compared with previous years, when some staff may not arrive until mid-June.

We received word that the shelter portion of Haumersons Pond Garage is estimated to arrive in the third week of July. Shortly after that is complete, contractors will be able to install the roof and complete the interior walls and fixtures. The Friends of Haumersons and our parks staff are excited to see this project wrap up and to offer this new amenity to the community.

A few other items that need to be completed include turning on the fountains at Bicentennial Park and behind the police department. We will also be painting the Barrie Park Bandshell in June and will continue removing several trees left over from the April 14 storm.

Recreation:

On May 30, we hosted our first-ever Sky Kite Festival at Ralph Park. Just under 60 people were in attendance. Participants got to make their very own custom kites to keep. Attendees also brought their own kites, including a very large squid-shaped kite and a large sail kite.

Adult Athletics:

Adult softball is up and running, the Monday night men's league has 6 teams (-1), the Tuesday night coed league has 4 teams (-4), and our Thursday night league has a total of 15 (+1) teams. Overall, we are down 4 teams across all levels from the 2025 season.

Youth Athletics:

Our new Wednesday night BLASTBALL league has an impressive 41 participants, and the Tball league has 49 participants. Both programs were all set for tonight but will need to wait one more week due to bad weather on the first night.

Main Street Dance Studio:

The Parks and Recreation Main Street Dance Recital was held May 1st and 3rd at the Young Auditorium in Whitewater. Over 800 people watched the May 1st show (ages

3-6), and over 1,000 attended the show on Sunday for ages 7-18.

Dance classes will continue soon with our summer sessions! This also includes the popular Dance Intensive Camp for children ages 10-18.

Youth Center:

We have officially moved to our summer hours at the Youth Center! The municipal building gym and upstairs gaming room will be open to Middle School age kids Monday through Friday, noon to 4 pm.

From this past winter through spring, the Youth Center staff implemented a new Basketball Open gym for high school students on Friday nights. The program runs after our regular Middle School Youth Center hours. It has been successful, with about 16 students attending each night, and will continue through the summer months.

Senior Center:

The Senior Center board donated a 10 stall bike rack to be installed at the center this month. This is a forward thinking move by their board and our staff, anticipating that soon more seniors may soon choose to travel by bike to the Senior Center.

Respectfully submitted,

Ben Dayton
Parks and Recreation Director

7. Next Meeting

*a. Next Meeting: **Wednesday, September 9, 2026 at 4:00 p.m.***

8. Adjournment

Heath moved, seconded by Scheckel, to adjourn. Meeting Adjourned at 4:45 p.m.



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



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