

AGENDA
WATERTOWN PARKS, RECREATION & FORESTRY BOARD MEETING
TUESDAY, JANUARY 30, 2018
****7:00 a.m.****
****Park & Rec Fieldhouse**
1900 W. Kemp

Call to Order

Delegation – River Ridge Estate Park Dedication – Shane Waterman, Brandi Hanten

1. Approval of Agenda
2. Approval of Minutes of December 28, 2017 Board meeting
3. Approval of Bills & Payroll for January 2018
4. Volunteer Approval
5. Old Business
 - a. Discuss golf membership incentive pricing
 - b. Open
6. New Business
 - a. Consideration to declare Roots & Shoots boulder as surplus and dispose as junk
 - b. Consideration to declare Auditorium office equipment as surplus and dispose as junk
 - c. Discussion and recommendation on Golf Course wide area mower
 - d. Open
7. Superintendent and Status Reports
 - a. City Park & Cemetery
 - b. Recreation
 - c. Zoo
 - d. Golf Course
 - e. Parks & Forestry
 - f. Prairie Lakes Wellness Center
8. Executive Session
9. Adjournment

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

Minutes of Board Meeting – December 28, 2017

Park & Rec Fieldhouse – 7:00 a.m.

Members Present: Justin Struckman, Scott Johnston, Bill McElhany and Bruce Buhler

Members Absent: Pat Shriver, Lee Rycraft, Heidi Stoick

Staff Present: Jay DeLange, Terry Kelly, Jeremy Herrboldt, Todd Walker, John Small

Staff Absent: Dan Miller, Wade Pengilly

Media: none

Guests: Glen Vilhauer

Call to Order: President Struckman called the meeting to order.

Delegations: none

1. **Approval of Agenda** – Motion by Johnston to approve Agenda, seconded by McElhany. Motion carried.
2. **Approval of Minutes** – Motion by McElhany to approve the minutes of the November 28, 2017 Board meeting, seconded by Johnston. Motion carried.
3. **Approval of Bills and Payroll** – Motion by Johnston to approve the December 2017 bills and payroll, seconded by McElhany. Motion carried.
4. **Volunteer Approval** – none
5. **Old Business** –
 - a. **Open** – Discussed performance agreement with Beck & Hofer regarding tennis court fencing. Discussed water leak in Zoo Gift Shop.
6. **New Business** –
 - a. **Permission to request Council authorization to advertise for Zoo Shop and Parks Mower** - Motion by Johnston to request Council authorization to advertise for Zoo shop and a Parks mower, seconded by McElhany. Motion carried.
 - b. **Discuss membership incentives** – Determined to do more research on packages and bring back to Board prior to summer brochure distribution.
 - c. **Open** – none
7. **Superintendent and Status Reports**
 - a. **PLWC** – See written report. 907 new members have joined since opening.
 - b. **Parks & Forestry** – See written report.
 - c. **Golf** – See written report.
 - d. **Zoo** – See written report.
 - e. **Recreation** – See written report.
 - f. **City Park & Cemetery** – See written report.
8. **Executive Session** – none.
9. **Adjournment** – Motion by Johnston to adjourn, seconded by McElhany. Motion carried.

Jay DeLange, Director

**MT. HOPE CEMETERY
STATUS REPORT COMPARISON
DECEMBER 2017**

BURIAL INFORMATION	Dec-15			Dec-16			Dec-17			2014 Total	2015 Total	2016 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Regular Opening	69	\$595	\$41,025	55	\$595	\$32,725	53	\$625	\$33,125	78	69	55
Weekend/Holiday Opening	18	\$805	\$14,373	17	\$805	\$13,685	17	\$845	\$14,365	20	18	17
Cremation Opening	22	\$297.50	\$6,545.00	30	\$297.50	\$8,925.00	24	\$310	\$7,440.00	32	22	30
Cremation Wkend/Holiday	10	\$507.50	\$5,075.00	7	\$507.50	\$3,552.50	8	\$530	\$4,460.00	6	10	7
Columbarium Opening	3	\$70	\$210	2	\$70	\$140	8	\$75 (1 wkend fee only)	\$820	3	3	2
Infant	2	\$185.00	\$0.00	2	\$185.00	\$0.00	3	\$156.25 (1 wkend fee only)	\$312.50	6	2	2
Disinterment	4.5	\$595	\$2,677.50	0	\$595	\$0.00	0	\$625 (Infant section - free)	\$0.00	0	4.5	0
Total Burials	129			113			113			145	128.5	113
TOTAL REVENUE FROM OPENINGS		\$69,905.50			\$59,027.50			\$60,522.50		\$72,439.25	\$69,905.50	\$59,027.50

LOT INFORMATION	Dec-15			Dec-16			Dec-17			2014 Total	2015 Total	2016 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Lot Sale	50	\$595	\$29,690	66	\$595	\$39,330	62	\$625	\$38,750	\$30,510	\$29,690	\$39,330
	34	\$730	\$24,680	20	\$730	\$14,600	14	\$765	\$10,710	\$26,410	\$24,680	\$14,600
Columbarium Sale	0	\$50	\$0	0	\$50	\$0	0	\$52.50	\$0	\$0	\$0	\$0
Overuse Fee	9	\$595	\$5,355	6	\$595	\$3,570	6	\$625	\$3,750	\$2,825	\$5,355	\$3,570
	5	\$730	\$3,615	5	\$730	\$3,650	4	\$765	\$3,060	\$2,085	\$3,615	\$3,650
Perpetual Care	6	\$297.50	\$1,770.00	5	\$297.50	\$1,487.50	4	\$310	\$1,240	\$1,130	\$1,770	\$1,487.50
	7	\$365.00	\$2,555.00	3	\$365.00	\$1,095.00	4	\$385	\$1,540	\$2,085	\$2,555	\$1,095
Recording Fee												
Recording Fee (new as of 12/1/12) (affidavit - 3 pg)	36	\$30	\$1,080	34	\$30	\$1,020	34	\$30	\$1,020	\$1,590	\$1,080	\$1,020
Niche Sale	3		\$4,465	3		\$5,410	10		\$18,850	\$6,600	\$4,465	\$5,410
Maus Storage Fee	0	\$130	\$0	2	\$130	\$260	4	\$135	\$540	\$248	\$0	\$260
Monument Settings	53	\$70	\$3,683	52	\$70	\$3,640	69	\$75	\$5,117	\$4,020	\$3,683	\$3,640
Affidavit Fee	0	\$140	\$0	0	\$140	\$0	0	\$140 (1 @ \$67 / 10 @ \$70)	\$0	\$387	\$0	\$0
TOTAL REVENUE FROM LOT SALES AND FEES		\$76,893.00			\$74,062.50			\$84,577.00		\$77,890.00	\$76,893.00	\$74,062.50

Recreation Board Report January 2018

- City League Basketball will be wrapping up in the next five weeks. The league has gone over very well and with having it at the Prairie Lakes Wellness Center it has made the experience for everyone much better. We have been struggling a bit with retaining referees as some of the league players can get a little vocal at times. Will look at advertising for referees in the Fall, Winter and Spring Brochure.
- We had 24 youth between the ages of 4 to Grade K participate in the Future Arrows Basketball Camp at the Prairie Lakes Wellness Center.
- Co-Ed Volleyball League is now underway with a total of 16 teams which are playing on Sunday afternoons at the Prairie Lakes Wellness Center and also the City Auditorium.
- The Park and Rec. Courts at the Prairie Lakes Wellness Center in the last month has hosted the second of three Xtreme Hoops Showcase tournament as well as being the camping area for a swim meet. Will be ending the month with the Watertown Christian School tournament. In February we will have a wrestling tournament, another swim meet and the three day Watertown Youth Soccer Association tournament.
- The Fieldhouse has been quite busy with baseball, softball and soccer practices as well as birthday party rentals. We will be taking the turf out on February 1 to get ready for the Farm Show. We will put the turf back in on February 13. Once the turf is back in we will be swamped every day of the week through the rest of the winter and early spring.
- The City Auditorium is also very busy with practices, rentals and birthday parties. We are currently trying to clear out the old offices to get ready for the County.
- Open Skates at the Ice Arena have seen a dip in numbers since the holiday break. We have been trying to promote it more through Facebook
- Wee Wobbler Hockey started up with a total of 24 kids who are experiencing the ice for the first time. This has been a great program with help from some members of the Hockey Association who take the time to help out and make it fun for these little ones.
- Staff is actively working on getting ready for the Summer Brochure which will be coming out in early April. We are studying all the programs to see what we should bring back, what we should delete and also looking at having some new programs this summer such as an Outdoor Soccer League and also possibly an Ultimate Frisbee League.
- We are now working on contacting businesses that might like to advertise on the LED Digital Sign at the Premier Softball Complex. This is a trial time to see if something like this can work and how time consuming it will be on the staff.
- Now on the Park and Rec. website we have added a monthly newsletter which is just another way of promoting our programs and highlighting different aspects of the department as well as a place to search out people who are looking for seasonal jobs.

Volunteers: None

Jeremy Herrboldt – Recreation Superintendent

**RECREATION BOARD REPORT
JANUARY 2018**

Programs Upcoming:

Basketball Madness	2/5/2018
Winter Shuffleboard League	2/8/2018
Ice Fishing Derby	2/11/2018
Adult Indoor Soccer	3/2/2018
Adult Wiffle Ball League	3/13/2018
After School Recess	3/19/2018
Adult Coed Kickball	3/22/2018

Programs Ongoing:

City League Basketball
Ice Arena/Open Skate/Adult Hockey
Indoor Walking Club
Sr. Activities
Disc Golf Indoor Putting League
Adult Coed Volleyball League
Wee Wobbler Hockey
Indoor Disc Golf Putting League

Programs Ending:

Future Arrows Basketball Camp Session 2

	Season to Date
<u>Auditorium/ Fieldhouse Usage Revenue</u>	<u>1/17/18</u>
Watertown Youth Soccer Association	\$ 4,000
Watertown Baseball Association	\$ 2,400
Hockey	\$ 1,500
Private Fieldhouse Rentals	\$ 5,941
Private Auditorium Rentals	\$ 7,349
Private PLWC Rentals	\$ 11,804
Weight Watcher Rentals	\$ 3,424
Auditorium/Fieldhouse Birthdays	<u>\$ 5,923</u>
Total Revenue	\$42,341

**Adult/Senior Activities Board Report
January 2018**

<u>Programs Ending</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Wii Bowling Winter League	27	27	22

<u>Programs On-Going</u>			
Game Day with the Boys and Girls Club	16	16	16
Wii Golf	7	4	4
Wii Bowling Team League	20	24	16
Winter 9-Ball Pool League	12	12	11
Men's Bean Bag League	6	13	7
Women's Winter Bean Bag League	9	12	5
Wii 501 Dart League	11	12	5
Men's/Women's City League Basketball (Teams)	24	27	27
Co-ed Volleyball (Teams)	20	18	16
Indoor Walking Club	N/A	13	13

Programs Upcoming

- Winter Shuffleboard League (Starts February 8th)
- Wii Bowling Spring League (Starts February 27th)

January Adult/Senior Activities Highlights

- Senior programming numbers during the Winter months have remained pretty good, despite some regular participants going South for the Winter, as well as others not wanting to come outside when it is cold. Will continue to push for participants for upcoming programs.
- City League Basketball is going well, as we have a little over a month remaining. Co-ed Volleyball began in January, as well. That league will be switching back and forth between the Prairie Lakes Wellness Center and City Auditorium to accommodate some of our other rentals that we will be held in both locations. Everyone continues to love playing in the Prairie Lakes Wellness Center. Looking forward to our next Adult Programs coming up; Wiffleball and Kickball.

ICE ARENA
Season and Year to Date Comparison
January 2018

<u>Season Tickets</u>	<u>Season Ending</u>	<u>Season to date</u>		
	<u>Totals</u>	<u>1/18/2016</u>	<u>1/22/2017</u>	<u>1/21/2018</u>
	<u>2016-2017</u>			
Family	6	4	6	6
Individual	25	15	24	24
<u>Special Interest Groups: (Season tickets purchased)</u>				
Youth Hockey Associ	101	0	0	0
Individual				12
Families				100
Initiation & Wobbler	131	135	131	130
Adult Hockey Program	15	21	15	20
Figure Skating Club	71	47	71	0
Individuals				33
Families				10
Learn to Skate	-	14	-	-
Ice Show	69	0	0	0
<u>Daily Admissions</u>				
Paid Family/Family M	131/511	155/ 638	83/321	82/338
Individual	2730	1,877	1,966	2067
Season Pass Usage	<u>1658</u>	<u>1,110</u>	<u>1,188</u>	<u>1118</u>
	4899	3,625	3,475	3523
# of Open Skate Sessions	31	41	21	21
Average Daily Attendance	158	88	165	168
Adult Hockey Attendance Totals				
- Sessions/Participar	14/152	12/ 205	10/106	11/138
- Season Pass/Daily I	92/60	122/83	64/42	98/40
Rentals and Adult Hockey Drop In				
- Adult Hockey Drop	\$240	\$ 332	168	\$140
- Rentals	\$5,911	\$ 1,547	\$ 2,390	\$2,582

**Bramble Park Zoo
Board Report
January 2018**

Animal Care

- Consulting veterinarian spent 35 hours performing rounds and consults
- Record keeping and transactions
- Animal surveys and SSP's (Colobus, tigers, kangaroos)
- Animal training and enrichment
- Hand feeding sloth
- Worming cats and primates
- Treating chinchillas for eye discharge
- Treating 0.1 capuchin monkey
- Treating breeder billy goat
- Treating rooster
- Treating 33 year old B&W ruffed lemur

Maintenance Projects

- Aquarium maintenance (air lock, frozen chiller, repairing pipe brackets)
- Alarms and alarm map
- Broken sprinkler system waterline in gift shop
- Lift station, pump and pipe cleaning, pipe camera work
- Radio repeater work
- Constructed steel ring for Tee pee
- Replaced furnace in Zoo Center
- Repaired cat graphics
- Relocated Roots & Shoots exhibit

Education, Roots & Shoots, Special Events, and Marketing

- 261 Guests and volunteers attended Breakfast with Santa.
- Many classrooms sponsored animals for the holidays.
- 14 individuals/families sponsored the new two-toed sloth.
- The first of two Meet & Greet events were held for the sponsor "parents" of the sloth.
- Classes and tours are being scheduled for spring.
- Summer programs and Roots & Shoots programs are being revamped for the 2018 season.
- "How to Read a Skull" inquiry programs were presented to all WMS students.
- Outreach programs were also presented at Jenkins, Sisseton Winter Show, and CC Lee Elementary in Aberdeen.

Other

- Volunteers, interns and project skills provided 20 hours of volunteer time.
- Complete plans for zoo shop and site work
- Submitted all federal and state annual reports and renewed wildlife permits
- Submitted grant report to WACF
- Attended South Dakota Tourism Conference
- Received funds from the Community Forestry Challenge Grant to develop tree signs and add some new tree species.

Upcoming

- Replace aviary netting
- Bid out shop building project
- Work on strategic goals
- Set up sloth exhibit

Animal Update

Animal Acquisitions

- 1.0 Pygmy goat
- 0.1 Chinchilla
- 0.0.1 Eastern hognose snake

Animal Deaths

- 1.0 Buffalo Weaver (unk)
- 0.1 Chinchilla (age)

Animal Births & Hatches

Animal Disposition

Rehab Birds

Snowy Owl
Great horned owl
American kestrel

Status

Both wings broken; non-releasable
Missing right wing tip; non-releasable
Broken back; euthanized

Volunteers

- Abby Highman
- Debi Olson
- Ali Olson

BRAMBLE PARK ZOO
Status Report and Comparison
January 2018

DAILY ATTENDANCE

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>YTD</u> <u>1/23/16</u>	<u>YTD</u> <u>1/23/17</u>	<u>YTD</u> <u>1/23/18</u>
Adult	21,638	18,925	17,404	36	59	35
Youth	12,349	9,590	9,584	29	69	14
LAZS	13,893	13,406	12,189	93	138	104
Under 2	4,462	4,011	4,021	9	24	8
Non-paid Education	7,668	7,588	7,057	54	70	21
Codington Schools	312	319	145	19	0	0
Free Passes	1,234	1,244	1,345	8	2	7
Reciprocity	2,051	2,357	2,451	6	3	9
Free Days	4,713	4,348	5,978	0	0	0
50% Reciprocity - adult	145	149	156	0	0	1
50% Reciprocity - youth	91	114	104	0	0	3
Tax Exempt - adult	350	563	464	5	0	0
Tax Exempt - youth	1,387	1,561	1,416	95	216	0
Tax Exempt - Cod. Schools	153	200	303	0	8	0
Tax Exempt-50% Rec. Youth	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	70,447	64,375	62,617	354	589	202

DAILY RECEIPTS

Net Admissions	\$254,710	\$253,765	\$242,492	\$1,794	\$4,245	\$455
Concessions	\$0	\$0	\$31,374	\$0	\$50	\$153
Rentals--Wagons & Strollers	\$0	\$0	\$1,138	\$0	\$2	\$0
Other--Gifts, Feeders, Rides	\$0	\$0	\$66,016	\$0	\$170	\$206
Ed. Programs & Donations	\$34,326	\$32,383	\$30,505	\$1,301	\$2,184	\$396
Memberships	\$0	\$0	\$68,295	\$0	\$0	\$4,635
Over/Short	<u>\$0</u>	<u>\$0</u>	<u>-\$136</u>	<u>\$0</u>	<u>\$5</u>	<u>(\$0)</u>
TOTAL	\$289,036	\$286,148	\$439,684	\$3,095	\$6,656	\$5,846

**CATTAIL CROSSING GOLF COURSE
BOARD REPORT
JANUARY 2018**

Notes:

- The staff continues to work on minor repairs to some of the golf course equipment and has completed the major preventative maintenance which involves complete re-building of cutting units and all grinding and sharpening processes.
- The staff serviced and performed some repairs to all of the leased rental carts at the course. I will be obtaining information from other courses regarding the process of checking these carts out/in along with some type of inspection format as they are checked back in
- The staff took advantage of the warmer weather to get out on to the golf course and perform tree trimming tasks. I am also in the process of planning for the planting of additional trees for 2018.
- Staff attended pesticide re-certification class this month to renew their applicator's license for the next two years.
- I continue to work on labor needs for the upcoming 2018 season as it pertains to the number of employees along with pay increases for seasonal help which will be required.
- All fertilizer and chemical programs for 2018 have been developed with products having been ordered for the season and will be beginning to arrive.
- Golf course supplies (flags, cups, etc.) have also been ordered and will be arriving soon.
- The specs were written for a new tee mower approved in the budget for 2018. Invitations to submit a quote were sent out to Toro, Jacobsen and John Deere. This piece will be awarded and ordered very soon to insure that it arrives prior to the start of the season.

Upcoming

- The staff will be attending continuing education classes and seminars along with annual turf conferences and equipment expos in February and 2nd week of March.

**Todd Walker
Golf Course Superintendent
Cattail Crossing Golf Course**

January 2018

Parks & Forestry Report

Parks

Crews continue to be busy at the Ice Arena working their shifts during nights and weekends. The facility continues to be busy with hockey games, figure skating expos, and practices. A Mite Tourney was held there this past weekend. The compressors have shut down several times in the past weeks and it is believed there is a coolant leak that needs to be located.

Staff replaced floor mats in the bench areas at the Ice Arena.

Staff replaced kick plate that had broken out at the Ice Arena.

All the Christmas wreaths and banners were removed from the downtown area and highway 212 with help from Street Department personnel.

A meeting was held and a banner inventory was completed to plan for future banner placement.

Staff attended recertification classes to keep their spray licenses up to date in Sioux Falls.

Staff helped service the lights at the LATI ice arena.

Staff has been busy servicing our sweeper for snow removal and sweeping the bike path.

New cutting edges have been installed on the equipment for snow removal.

One of our employees has accepted a promotion to the landfill.

Forestry

Staff continues with flooding outdoor ice rinks when weather permits.

Staff attended the State Arborists conference in Sioux Falls for training on January 17th.

Staff, along with Street Department personnel, have been working to remove hazardous trees along Sioux Park, McKinley Park and Diamondball Park. Diamondball Park has a majority of ash trees that are old and declining and needed to be removed.

Prairie Lakes Wellness Center January Summary Report

- New year has begun and we have a number of leagues and programs beginning
 - Calorie Club Incentive Program
 - Boot Camp
 - Open Volleyball League
 - Dodge Ball League
 - Racquetball League
- Membership sign up is still going strong, I am anticipating of having close to 100 new members sign up for the month of January
- We had some tile work done in the private shower rooms in both men's and women's locker room.
- Most of the facility issues are being taken care of. The main problem that we are trying to get a handle on is ceiling leaks. It is not the roof that is leaking. We are getting frost built up in the ceiling and it is constantly melting and dripping.
- Facility is very busy, especially from 5:00 PM on into the evening.
- Want to give thanks to Wade and the Parks Dept for the use of a Kubota to move snow this winter. (Fortunately we haven't used it yet.)
- We are putting on a monthly health seminar called "Wednesday Wellness". First Wednesday of each month we provide a guest speaker to talk about a certain health topic for a half hour to forty minutes. Then questions and answers. This is held in our community room.
- I have included a Year End Report for you to read. I presented this report to the city council during their January 16th meeting.
- Volunteer: Amanda Kliebert

***Items to be declared surplus/junk
from the City Auditorium***

8 – Office Chairs

2 – Swivel Chairs

2 – Wooden Folding Chairs

1 – Wood Desk

2 – Metal Desks

1 – Small Bookcase

1 – Large Marker Board

1 – Trophy Case

***All items have been handed down multiple times and
are in bad shape and all should be considered junk and
will be disposed of if approved.***