

AGENDA

WATERTOWN PARKS, RECREATION & FORESTRY BOARD MEETING

TUESDAY, FEBRUARY 27, 2018

****5:30 p.m.****

****Bramble Park Zoo – Discovery Center**

800 10th St. NW

Call to Order

Delegation – John Sperry - Thunder Road

1. Approval of Agenda
2. Approval of Minutes of January 30, 2018 Board meeting
3. Approval of Bills & Payroll for February 2018
4. Volunteer Approval
5. Old Business
 - a. Concession Agreement Update
 - b. River Ridge Park Dedication
 - c. Open
6. New Business
 - a. Summer 2018 Program Fees
 - b. Authorize release of \$42,000 of Golf Course restricted funds for mower purchase
 - c. Relocating 11 individuals in gas storage building to open first 20 spots for rental carts
 - d. Discussion of PLWC drug court program
 - e. Cemetery Bench Policy
 - f. Open
7. Superintendent and Status Reports
 - a. Golf Course
 - b. Parks & Forestry
 - c. Prairie Lakes Wellness Center
 - d. Zoo
 - e. Recreation
 - f. City Park & Cemetery
8. Executive Session
9. Adjournment

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

Minutes of Board Meeting – January 30, 2018

Park & Rec Fieldhouse – 7:00 a.m.

Members Present: Justin Struckman, Scott Johnston, Bill McElhany, Pat Shriver, Lee Rycraft and Bruce Buhler

Members Absent: Heidi Stoick

Staff Present: Jay DeLange, Terry Kelly, Jeremy Herrboldt, Todd Walker, Dan Miller, Wade Pengilly, John Small and Levi Pearson

Staff Absent: None

Media: none

Guests: none

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

Delegations: Shane Waterman and Brandi Hanten, representing River Ridge Park Dedication, who gave a review of proposed park area. No action taken.

1. **Approval of Agenda** – Motion by Shriver to approve Agenda, seconded by Rycraft. Motion carried.

2. **Approval of Minutes** – Motion by Rycraft to approve the minutes of the December 28, 2017 Board meeting, seconded by McElhany. Motion carried.

3. **Approval of Bills and Payroll** – Motion by Johnston to approve the January 2018 bills and payroll, seconded by Rycraft. Motion carried.

4. **Volunteer Approval** – Motion by Johnston to approve the Zoo and Wellness Center volunteers listed in their reports, seconded by Shriver. Motion carried.

5. **Old Business** –

a. **Golf Membership Incentive Pricing** – Motion by Rycraft to accept proposed 2018 golf Spring Saver Promotion rates and rename the 5-Day category to Senior 7-Day category, seconded by Johnston. Motion carried.

b. **Open** – None

6. **New Business** –

a. **Declare Roots & Shoots boulder as surplus and dispose as junk** - Motion by Rycraft to declare the Roots & Shoots boulder as surplus and dispose as junk, seconded by McElhany. Motion carried.

b. **Declare Auditorium office equipment as surplus and dispose as junk** – Motion by Johnston to declare Auditorium office equipment as surplus and dispose as junk, seconded by Rycraft. Motion carried.

c. **Discussion and recommendation on Golf Course wide area mower** – Motion by Shriver to recommend to Finance Committee to request funds from cash reserves for Golf Course wide area mower emergency purchase, seconded by Rycraft. Motion carried.

Open – none

7. **Superintendent and Status Reports**

a. **City Park & Cemetery** – See written report.

b. **Recreation** – See written report.

c. **Zoo** – Discussion on Zoo endowments and written report.

d. **Golf** – See written report. Gave Board acknowledgement of intention to purchase Toro greens mower for \$27,531.00, which was approved in 2018 budget.

e. **Parks & Forestry** – See written report and explained the Diamondball tree removal project.

f. **Prairie Lakes Wellness Center** – See written report.

8. **Executive Session** – none.

9. **Adjournment** – Motion by Rycraft to adjourn, seconded by Johnston. Motion carried.

Jay DeLange, Director

Fee Breakdown: Family Aquatic Center
Watertown Parks, Recreation & Forestry Board
Justin Struckman, President Bruce Buhler, City Council
Bill McElhany, Heidi Stoick, Pat Shriver, Scott Johnston, Lee Rycraft

<u>AQUATIC CENTER</u>		<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Additional</u>		
		Proposed			Comments		
Season Pass:							
Family		\$185/June 1	\$185/June 1	\$185/June 1	\$165/May	\$185/June 1	\$145/one day
Individual		\$65/June 1	\$65/June 1	\$65/June 1	\$55/May	\$65/June 1	\$45/ one day
10-Pack Ticket Books		45	45	45	50		
Family up to Five							
Each addl. family member		\$25/June 1	\$25/June 1	\$25/June 1	\$20/May	\$25/ June	\$15/ one day
Daily Fees:							
Individual		5	6	6	6		
Adventure Open Swim:							
Individual		3	3	3	3		
Group Rentals:							
Adventure Pool		\$30*	\$30*	\$30*	\$30*		
Full Facility		\$400**	\$400**	\$400**	\$400**	1 hour 45 min.	
Open Swim Group Discount							
25 +		\$4.00 p/p	\$5.00 p/p	\$5.00 p/p	\$5.00 p/p		
50 +		\$3.50 p/p	\$4.00 p/p	\$4.00 p/p	\$4.00 p/p		
Birthday Parties							
		\$75***	\$75***	\$75***	\$75***		
Shelter Reservations							
		10	10	10	10		
Swimming Lessons:							
TadPoles/ Wee Waders		20	25	25	\$25		
All Youth		25	30	30	\$30		
Guard Start		35	40	40	\$40		

*plus \$2.00 p/p after 10 people

**plus \$3.00 p/p after 100 people

***plus after 8 people daily admission per person

Pool rental times will be 7:15 pm – 9:00 pm

Working with Drug Court

Bruce Hestad who works with Drug Court approached me and asked if the Drug Court could send some clients to the Wellness Center, they would purchase a month pass on a month to month bases. The Judge would set the number of times the client would have to come in and work out for that month, and if the client would meet the require amount of times, then they could continue the second month and continue as long as they would meet the judge requests. They feel this would help occupy the clients spare time and help the rehabilitation of the client. The only concerns is that we need to keep close tabs on the use of the facility by the individuals and would there be any problems with the various individuals in the facility.

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

Notes:

- The staff continues to work on preventive maintenance tasks to the golf course equipment.
- The staff took advantage of the nicer weather to trim trees and haul brush around different areas of the course.
- I have been walking the course on a regular basis to inspect a lot of the greens due to the open winter we have had. Everything looks to be in good shape, and now with the recent snowfall, the greens will be further protected from wind and possible dessication until spring.
- I will be attending the first of 2 turf conferences, which I attend every spring, on Feb. 26- Mar. 1, 2018. This first one is in Fargo, ND and the second will be in Sioux Falls on Mar. 12-14. At this time I will be gathering information from other superintendents regarding some maintenance practices which have come into question at our course and also soliciting additional information regarding some other cultural practices which could improve our operation.
- 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.
- Fertilizer and chemical needs for 2018 have been ordered and we are waiting for delivery.
- The new mower, which was approved by the Board last month, was ordered the first part of the month. We should be receiving this item about the end of March before the golf season begins.
- The golf course is in dire need of replacing the wide area mower which is used to maintain the rough at the course. This piece has been a lemon since it was purchased and has required extensive and costly maintenance repairs throughout its life. The repairs have not corrected the issues that we continually have with this mower which involve a poor and uneven quality of cut, poor hydraulic performance and frequent hydraulic oil leaks. Terry and I have been working on numbers in an effort to purchase a new and much better piece of equipment for the course. Obtaining the financing for this piece would require funding from the golf course restricted funds (\$42,000) and requesting additional money from the reserve funds to be approved by the City finance committee (\$30,000). The Park Board would need to vote to approve for the funds to be used from the restricted funds account while the finance committee would need to vote to approve releasing the funds from the reserves. This piece has not had any maintenance or repairs made to it this winter and the timing of these requests is crucial in order to have a mower in place before the golf season begins.

Upcoming

- The staff will be attending continuing education classes and seminars along with the annual turf conference in March. I will be listening to and speaking with individuals who specialize in the research of different ways to improve upon the management of poa annua which is an issue that continues to affect many of our fairways.

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

Prairie Lakes Wellness Center February Report

- We have started free after school youth racquetball lessons
- Held the winter swim meet this past weekend. Participation wise, it was the biggest one that the swim club ever had
- The facility continues to have leaks in various locations. The contractors are trying to get a handle on it but so far has not come up with a solution.
- Working on scheduling various small building project and getting quotes for on other ones for 2019.
 - Replacing tile in both youth areas of the lockers rooms
 - Patching a couple of areas of the track
 - Getting a quote to add window shade to the front windows
 - Working with the Parks Dept to come up with a design for a garage and will contact LATI to see if they can build it.
- Working with other Park and Rec Departments to select a new software that can accommodate everyone's needs.
 - Capable of working with ACH's
 - Childwatch check-in and taking in payments
 - Send out emails on a timely bases for reminders etc.
 - Will allow us to continue to use the key pad to check in
 - Allow members to sign up on line for weekly classes, cancel their class on line and the system would email members who are on the waiting list to sign up.

**Bramble Park Zoo
Board Report
February 2018**

Animal Care

- Consulting veterinarian spent 33 hours performing rounds and consults
- Record keeping on ZIMS is almost updated
- Animal surveys and SSP's
- Animal training and enrichment
- Hand feeding sloth
- Worming camels
- Treating 0.1 capuchin monkey
- Treating rooster for frost bite
- Treating Debrazza monkey swollen arm
- Treating kangaroo swollen eye
- Transponding kangaroo
- Tested rabbits for MRSA–negative
- Treating blue tongue skink eye
- Worming pelican

Maintenance Projects

- Aquarium maintenance (pump speed control, water quality test kits)
- Alarms and alarm map
- Painted restroom area in Discovery Center
- Radio repeater work
- Completed Teepee
- Constructed and installed kestrel display in Discovery Center
- Constructed kangaroo doors
- Replaced new hinge pins in cat area
- Snow removal
- Prepare & paint power panel covers
- Working on constructing sloth exhibit
- Repaired water valve in duck building
- Contractors replaced fence and gate next to big pond

Education, Roots & Shoots, Special Events, and Marketing

- Plans are under way for the 5th annual Zoofari event. The 2 day event (Friday 21 and over Sunset Zoofari: A Taste of Cultures and Saturday Family Zoofari: Experience the World). Contact the zoo if you would like to be part of this unique event.
- The sloth has been named. Meet Linus the Linnaeus's 2-toed sloth during a Meet & Greet. Sign up online at www.watertownparkandrec.com
- The zoo is hiring an R&S Coordinator and an Education Assistant. Both are seasonal.
- Summer camps and classes are being re-designed for the 2018 season
- Many classes for February and March are available for sign-up online. You could even stay the night during a ZooSnooze over spring break!
- The Zoo animals are traveling to many shows like Big Boy Toy Show, Farm Show, the Worthington Home and Lifestyle Show, SDSU, Clear Lake Science Night, and more.
- Zoo Crew applications are available for 2018 at www.brambleparkzoo.com

- A grant was submitted to Glacial Lakes & Prairies Tourism to market in Brookings and West Central Minnesota

Other

- Volunteers, interns and project skills provided 20 hours of volunteer time.
- Completed plans for zoo shop and site work
- Submitted grant to WCF for endowment match funds
- Organized zoo blue prints
- Cat door planning
- Donations & thanks you cards
- Completed Native American exhibit

Upcoming

- Replace aviary netting
- Bid out shop building project
- Work on strategic goals

Animal Update

Animal Acquisitions

- 0.1 Chinchilla

Animal Deaths

- 0.0.1 Spoonbill (old age)
- 0.2 Chinchillas (MRSA)
- 0.1 Peahen (mink)

Animal Births & Hatches

Animal Disposition

Rehab Birds

- Bald Eagle

Status

Vet/fluids/lead treatment/died

Volunteers

BRAMBLE PARK ZOO
Status Report and Comparison
February 2018

DAILY ATTENDANCE

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>YTD</u> <u>2/20/16</u>	<u>YTD</u> <u>2/20/17</u>	<u>YTD</u> <u>2/20/18</u>
Adult	21,638	18,925	17,404	117	365	106
Youth	12,349	9,590	9,584	64	192	40
LAZS	13,893	13,406	12,189	248	670	236
Under 2	4,462	4,011	4,021	18	85	15
Non-paid Education	7,668	7,588	7,057	54	75	21
Codington Schools	312	319	145	19	0	0
Free Passes	1,234	1,244	1,345	10	16	7
Reciprocity	2,051	2,357	2,451	17	42	25
Free Days	4,713	4,348	5,978	0	0	0
50% Reciprocity - adult	145	149	156	0	1	3
50% Reciprocity - youth	91	114	104	0	1	4
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	14	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	647	1,677	457

DAILY RECEIPTS

Net Admissions	\$254,710	\$253,765	\$242,492	\$2,768	\$7,886	\$1,355
Concessions	\$0	\$0	\$31,374	\$0	\$519	\$259
Rentals--Wagons & Strollers	\$0	\$0	\$1,138	\$0	\$26	\$2
Other--Gifts, Feeders, Rides	\$0	\$0	\$66,016	\$0	\$754	\$573
Ed. Programs & Donations	\$34,326	\$32,383	\$30,505	\$2,453	\$3,487	\$722
Memberships	\$0	\$0	\$68,295	\$0	\$0	\$4,635
Over/Short	<u>\$0</u>	<u>\$0</u>	<u>-\$136</u>	<u>\$0</u>	<u>(\$1)</u>	<u>\$0</u>
TOTAL	\$289,036	\$286,148	\$439,684	\$5,221	\$12,670	\$7,546

Recreation Board Report February 2018

- The Prairie Lakes Wellness Center was the site of two wrestling tournaments held over one weekend recently. The first tournament was a youth dual team tournament, while the next day was an individual tournament where 296 kids participated. This was the first time we have hosted a wrestling tournament and the overall consensus was overwhelmingly positive. With both sets of bleachers out, we were able to have enough seating for the large crowd. The parking spaces were full and parking spilled over into the grass areas outside of the parking lot. Overall we were all thrilled with how everything went and look forward to hosting more wrestling events in the future years.
- Upcoming tournaments in the coming months on the Park and Rec. Courts at the Prairie Lakes Wellness Center include the Indoor Soccer Tournament, the third X-treme Hoops Showcase Tournament, Boys and Girls Club Basketball Tournament, JO Volleyball Tournament and our own 3 on 3 Spring Shootout Basketball Tournament to end the season. After all the tournaments wrap up we will be looking at getting the staff together and doing a day or two of thoroughly cleaning the gyms and trying to keep it as spotless as we can leading into the summer months.
- City League Basketball and Co-Ed Volleyball will be wrapping up this month. Then the Whiffleball League and Adult Kickball will be starting up in March.
- The County will be taking over the two offices at the City Auditorium in April, and staff has been working to clear out those offices and getting rid of old items and papers.
- The Fieldhouse was the site of the Annual Codington County Farm Show recently. For this event the Recreation staff, along with the Parks Department and Golf Course employees all banded together to take the turf out for a week and a half and then put it all back in. This is quite a chore and we appreciate all of their help. The Baseball team also assisted in putting the velcro down to piece all the turf pieces together.
- Since the Farm Show has ended the Fieldhouse has been busy every night since and will be through the end of spring or until the weather cooperates with baseball, softball and soccer practices, along with numerous birthday parties.
- The Summer Brochure will be ready to go to printers next week. Staff have been putting together all the summer programs the last couple of months.
- Wee Wobblers Hockey wrapped up at the Ice Arena with 24 youth participating. Great program getting the really young kids familiar with skating and having fun. A great introduction, which will hopefully lead into the Initiation Hockey program.
- Open Skates at the Ice Arena will be wrapping up the first weekend of March. With hockey wrapping up and the Lion's Ice Show practices getting underway we are starting to schedule a lot of rentals for the month of March, including many birthday parties. During the hockey season, it is extremely hard to get ice time, so many people take advantage of booking ice time this time of year.

Jeremy Herrboldt – Recreation Superintendent

**RECREATION BOARD REPORT
FEBRUARY 2018**

Programs Upcoming:

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
Spring Indoor Golf Lessons	4/9/2018

Programs Ongoing:

Adult Coed Volleyball League
 City League Basketball
 Ice Arena/Open Skate/Adult Hockey
 Indoor Walking Club
 Sr. Activities
 Winter Shuffleboard League

Programs Ending:

Basketball Madness
 Ice Fishing Derby
 Wee Wobbler Hockey

	Season to Date
<u>Auditorium/ Fieldhouse Usage Revenue</u>	<u>2/20/18</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	\$ 14,419
Weight Watcher Rentals	\$ 3,649
Auditorium/Fieldhouse Birthdays	\$ <u>6,369</u>
Total Revenue	\$45,627

ICE ARENA
Season and Year to Date Comparison
FEBRUARY 2018

<u>Season Tickets</u>	<u>Season Ending</u>	<u>Season to date</u>		
	<u>Totals</u>			
	<u>2016-2017</u>	<u>2/10/2016</u>	<u>2/22/2017</u>	<u>2/20/2018</u>
Family	6	4	6	6
Individual	25	15	24	24
<u>Special Interest Groups: (Season tickets purchased)</u>				
Youth Hockey Assoc	101	0	101	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	200/814	123/480	90/368
Individual	2730	2,227	2,607	2208
Season Pass Usage	<u>1658</u>	<u>1,369</u>	<u>1,538</u>	<u>1219</u>
	4899	4,410	4,625	3795
# of Open Skate Sessions	31	53	29	24
Average Daily Attendance	158	83	159	158
Adult Hockey Attendance Totals				
- Sessions/Participar	14/152	14/234	12/140	12/156
- Season Pass/Daily I	92/60	139/95	81/59	112/44
Rentals and Adult Hockey Drop In				
- Adult Hockey Drop	\$240	\$ 380	\$ 236.00	\$ 184.00
- Rentals	\$5,911	\$ 1,972	\$ 3,705	\$ 4,967.00

**MT. HOPE CEMETERY
STATUS REPORT COMPARISON
JANUARY 2018**

BURIAL INFORMATION	Jan-16			Jan-17			Jan-18			2015 Total	2016 Total	2017 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Regular Opening	2	\$595	\$1,190	5	\$625	\$3,125	6	\$625	\$3,750	69	55	53
Weekend/Holiday Opening	0	\$805	\$0	0	\$845	\$0	4	\$845	\$3,380	18	17	17
Cremation Opening	3	\$297.50	\$892.50	3	\$310.00	\$930.00	0	\$310	\$0.00	22	30	24
Cremation Wkend/Holiday	0	\$507.50	\$0.00	0	\$530.00	\$0.00	0	\$530	\$0.00	10	7	8
Columbarium Opening	0	\$70	\$0	1	\$75	\$75	2	\$75	\$230	3	2	8
Infant	0	\$185.00	\$0.00	0	\$195.00	\$0.00	1	\$156.25	\$0.00	2	2	3
		(Infant section - free)			(Infant section - free)			(Infant section - free)				
Disinterment	0	\$595	\$0.00	0	\$625	\$0.00	0	\$625	\$0.00	4.5	0	0
Total Burials	5			9			13			128.5	113	113
TOTAL REVENUE FROM OPENINGS		\$2,082.50			\$4,130.00			\$7,360.00		\$69,905.50	\$59,027.50	\$60,522.50

LOT INFORMATION	Jan-16			Jan-17			Jan-18			2015 Total	2016 Total	2017 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Lot Sale	0	\$595	\$0	4	\$625	\$2,500	4	\$625	\$2,500	\$29,690	\$39,330	\$38,750
	2	\$730	\$1,460	3	\$765	\$2,295	0	\$765	\$0	\$24,680	\$14,600	\$10,710
Columbarium Sale	0	\$50	\$0	0	\$52.50	\$0	0	\$52.50	\$0	\$0	\$0	\$0
Overuse Fee	0	\$595	\$0	0	\$625	\$0	0	\$625	\$0	\$5,355	\$3,570	\$3,750
	0	\$730	\$0	2	\$765	\$1,530	0	\$765	\$0	\$3,615	\$3,650	\$3,060
Perpetual Care	1	\$297.50	\$297.50	0	\$310.00	\$0.00	0	\$310	\$0	\$1,770	\$1,487.50	\$1,240.00
	0	\$365.00	\$0.00	1	\$385.00	\$385.00	0	\$385	\$0	\$2,555	\$1,095	\$1,540
Recording Fee												
Recording Fee (new as of 1/1/12) (affidavit - 3 pg)	1	\$30	\$30	4	\$30	\$120	1	\$30	\$30	\$1,080	\$1,020	\$1,020
Niche Sale	0		\$0	1		\$2,425	0		\$0	\$4,465	\$5,410	\$18,850
Maus Storage Fee	0	\$130	\$0	3	\$135	\$405	0	\$135	\$0	\$0	\$260	\$540
Monument Settings	5	\$70	\$350	0	\$75	\$0	0	\$75	\$0	\$3,683	\$3,640	\$5,117
Affidavit Fee	0	\$140	\$0	0	\$140	\$0	0	\$140	\$0	\$0	\$0	\$0
TOTAL REVENUE FROM LOT SALES AND FEES		\$2,137.50			\$9,660.00			\$2,530.00		\$76,893.00	\$74,062.50	\$84,577.00