

AGENDA

WATERTOWN PARKS, RECREATION & FORESTRY BOARD MEETING

TUESDAY, MARCH 27, 2018

****5:15 p.m.****

****Fieldhouse – Highland Training Room**

1900 W. Kemp

Note: It is expected that a quorum of the Plan Commission will be in attendance at this board meeting

5:15 p.m. Call to Order

Delegation

1. Approval of Agenda
2. Approval of Minutes of February 27, 2018 Board meeting
3. Approval of Bills & Payroll for March 2018
4. Volunteer Approval
5. Old Business
 - a. Reconsideration of Ball Complex Tournament & Concession Fees
 - b. Open
6. New Business
 - a. Use of Photos/Video for Private Promotional Opportunities @ PLWC
 - b. Conditional Use Permit for Alcoholic Beverage at Premier Softball Complex
 - c. LCSSA Malt Beverage License

6:00 p.m. d. Joint Discussion on Park Master Planning & River Ridge Development with Plan Commission

e. Open

7. Superintendent and Status Reports
 - a. Zoo
 - b. City Park & Cemetery
 - c. Recreation
 - 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 – February 27, 2018

Bramble Park Zoo - Discovery Center – 5:30 p.m.

Members Present: Justin Struckman, Heidi Stoick, Scott Johnston, Bill McElhany, Pat Shriver, and Bruce Buhler

Members Absent: Lee Rycraft

Staff Present: Jay DeLange, Terry Kelly, Dan Miller, Wade Pengilly, John Small and Tom Weeks

Staff Absent: Todd Walker, Jeremy Herrboldt (both excused)

Media: Dan Crisler, Watertown Public Opinion

Guests: Mayor Caron, Brandi Hanten, Shane Waterman, David Ebbers and Colin DeJong from Aason Engineering

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

Delegations: John Sperry, representing Thunder Road, who wants to retire and is attempting to sell the business. Board authorized staff to enter into discussion with Sperry to identify potential contract changes to recommend to Board.

1. **Approval of Agenda** – Motion by Johnston to approve Agenda with the addition of Sidewalk Quotes in New Business Open, seconded by Stoick. Motion carried.
2. **Approval of Minutes** – Motion by Shriver to approve the minutes of the January 30, 2018 Board meeting, seconded by McElhany. Motion carried.
3. **Approval of Bills and Payroll** – Motion by Shriver to approve the February 2018 bills and payroll, seconded by Stoick. Motion carried.
4. **Volunteer Approval** – none
5. **Old Business** –
 - a. **Concession Agreement Update** – Motion by Shriver to accept concession proposal with the change of private tourneys from \$15 to \$20 per team per tourney, seconded by Johnston. Motion carried.
 - b. **River Ridge Park Dedication** – Motion by Shriver to have urban planner research current annexed values of property to determine cash payment in lieu of land, seconded by Buhler. Motion carried.
 - c. **Open** – None
6. **New Business** –
 - a. **Summer 2018 Program Fees** - Motion by Stoick to approve the proposed Summer 2018 program fees, seconded by Shriver. Motion carried.
 - b. **Authorize release of \$42,000 of Golf Course restricted funds for mower purchase** – Motion by Johnston to authorize the release of \$42,000 of Golf Course restricted funds for mower purchase, seconded by Stoick. Motion carried.
 - c. **Relocating 11 individuals in gas storage building at Golf Course** – Motion by McElhany to relocate 11 individuals in the gas storage building to open first 20 spots for rental carts, seconded by Buhler. Motion carried. Motion by Stoick to pursue legal notice on abandoned cart, seconded by McElhany. Motion carried.
 - d. **Discussion of PLWC drug court program** – Board supports utilizing the Wellness Center facility for the proposed drug court program.
 - e. **Cemetery Bench Policy** – After discussion, Board supports retaining the language of ordinance 6.0305 and not to recommend a change to City Council.
 - f. **Open (Sidewalk Accessibility project bid review)** – Motion by Shriver to recommend low bid of \$30,091 by DeGroot Construction to City Council for approval for Sidewalk Accessibility Project, seconded by Buhler. Motion carried.
7. **Superintendent and Status Reports**
 - a. **Golf Course** – See written report.
 - b. **Parks & Forestry** – See written report.
 - c. **PLWC** – Recent swim meet had 356 participants. PLWC will be hosting Chamber After 4:00 on March 22nd.
 - d. **Zoo** – See written report.
 - e. **Recreation** – See written report. Working on Summer Brochure which will come out the first week of April.
 - f. **City Park & Cemetery** – See written report.
8. **Executive Session** – none.
9. **Adjournment** – Motion by Johnston to adjourn, seconded by Shriver. Motion carried.

**Bramble Park Zoo
Board Report
March 2018**

Animal Care

- Consulting veterinarian spent 32 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 kangaroo pouch
- Treating B&W ruffed lemur for possible infection
- Trimming parrot beaks
- Carnivore heartgard
- Treating capuchin group
- Trimming pony hooves
- Worming pelican
- Treating Alpaca's mouth
- Routine fecal floatation's

Maintenance Projects

- Aquarium maintenance (pump rebuild, sand filters, fuses)
- Installed new controller in Aquarium
- Completed security map for zoo
- Lots of snow removal
- Safety meetings
- Constructed kangaroo gates
- Put new cutting edge and bristles on bobcat
- Removed tree pile in camel fence
- Installed new water foundation
- Put markers on all cat shift doors
- Working on sloth exhibit

Education, Roots & Shoots, Special Events, and Marketing

- The Zoo has hired a new Roots & Shoots Coordinator and summer Education Assistant.
- Summer camps and classes along with Roots & Shoots programs will be available for sign-up beginning April 9th. Get your brochure on April 3rd and start planning!
- The Zoo presented at 2 career days, one in Toronto and one in Waverly.
- A grant was submitted to the Watertown Community Foundation's Youth Council to start a Bee Box Project at the zoo.
- The Zoo Educator read to Watertown Christian students during Read Across America.
- Many groups are already coming for Spring tours!
- One more early out zoo school will be held April 20th from 12:30-5:00pm

Other

- Volunteers, interns and project skills provided 20 hours of volunteer time.
- Completed plans for shop bid documents
- Received \$15,000 grant from the WCF for endowment match funds

- Received a grant from GL&PT to market Western Minnesota & Brookings
- Received \$2,500 from the SD Dept. of Agriculture to plant additional trees and develop tree signs
- Working on Corporate Sponsorships
- Cat door planning
- Working with the IT Dept. to develop a new security system
- CPR Training for staff

Upcoming

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

Animal Update

Animal Acquisitions

- 0.0.1 Columbia boa
- 0.0.1 Leopard gecko
- 2.0 Domestic rats

Animal Deaths

- 0.1 Scarlet Ibis (tumors, hernia)
- 0.0.1 Rainbow trout (lunch)
- 0.0.1 Great-horned owl (unknown)
- 0.1 Snowy owl (unknown)

Animal Births & Hatches

Animal Disposition

Rehab Birds

Bald Eagle
Great horned owl
Rough legged hawk
Snowy owl
Snow goose

Status

Severely broken humorous, bird shot (euthanized)
Hit by car (euthanized)
Broken wing (euthanized)
Compound fracture of elbow joint (euthanized)
Broken wing tip (add to collection)

Volunteers

BRAMBLE PARK ZOO
Status Report and Comparison
March 2018

DAILY ATTENDANCE

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>YTD</u> <u>3/13/16</u>	<u>YTD</u> <u>3/13/17</u>	<u>YTD</u> <u>3/13/18</u>
Adult	21,638	18,925	17,404	675	527	147
Youth	12,349	9,590	9,584	317	274	48
LAZS	13,893	13,406	12,189	978	965	331
Under 2	4,462	4,011	4,021	146	132	25
Non-paid Education	7,668	7,588	7,057	344	112	95
Codington Schools	312	319	145	19	0	0
Free Passes	1,234	1,244	1,345	25	27	7
Reciprocity	2,051	2,357	2,451	84	87	46
Free Days	4,713	4,348	5,978	0	0	0
50% Reciprocity - adult	145	149	156	2	2	3
50% Reciprocity - youth	91	114	104	2	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	2,692	2,357	706

DAILY RECEIPTS

Net Admissions	\$254,710	\$253,765	\$242,492	\$9,575	\$9,976	\$1,804
Concessions	\$0	\$0	\$31,374	\$0	\$766	\$333
Rentals--Wagons & Strollers	\$0	\$0	\$1,138	\$0	\$38	\$4
Other--Gifts, Feeders, Rides	\$0	\$0	\$66,016	\$0	\$1,249	\$844
Ed. Programs & Donations	\$34,326	\$32,383	\$30,505	\$2,660	\$3,654	\$1,484
Memberships	\$0	\$0	\$68,295	\$0	\$0	\$6,775
Over/Short	<u>\$0</u>	<u>\$0</u>	<u>-\$136</u>	<u>\$0</u>	<u>(\$57)</u>	<u>\$0</u>
TOTAL	\$289,036	\$286,148	\$439,684	\$12,235	\$15,625	\$11,245

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

BURIAL INFORMATION	Feb-16			Feb-17			Feb-18			2015 Total	2016 Total	2017 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Regular Opening	6	\$595	\$3,570	10	\$625	\$6,250	9	\$625	\$5,625	69	55	53
Weekend/Holiday Opening	4	\$805	\$3,220	4	\$845	\$3,380	6	\$845	\$5,070	18	17	17
Cremation Opening	5	\$297.50	\$1,487.50	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	2	\$75	\$150	2	\$75	\$230	3	2	8
Infant (Infant section - free)	0	\$185.00	\$0.00	0	\$195.00	\$0.00	2	\$156.25	\$0.00	2	2	3
Disinterment	0	\$595	\$0.00	0	\$625	\$0.00	0	\$625	\$0.00	4.5	0	0
Total Burials	15			19			19			128.5	113	113

TOTAL REVENUE FROM OPENINGS	<u>\$8,277.50</u>	<u>\$10,710.00</u>	<u>\$10,925.00</u>	<u>\$69,905.50</u>	<u>\$59,027.50</u>	<u>\$60,522.50</u>
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LOT INFORMATION	Feb-16			Feb-17			Feb-18			2015 Total	2016 Total	2017 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Lot Sale	0	\$595	\$0	12	\$625	\$7,500	10	\$625	\$6,250	\$29,690	\$39,330	\$38,750
	10	\$730	\$7,300	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
	1	\$730	\$730	2	\$765	\$1,530	0	\$765	\$0	\$3,615	\$3,650	\$3,060
Perpetual Care	1	\$297.50	\$297.50	1	\$310.00	\$310.00	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 (affidavit - 3 pg)	5	\$30	\$150	7	\$30	\$210	4	\$30	\$120	\$1,080	\$1,020	\$1,020
Niche Sale	0		\$0	2		\$3,800	0		\$0	\$4,465	\$5,410	\$18,850
Maus Storage Fee	1	\$130	\$130	4	\$135	\$540	0	\$135	\$0	\$0	\$260	\$540
Monument Settings	5	\$70	\$350	1	\$75	\$75	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	<u>\$8,957.50</u>	<u>\$16,645.00</u>	<u>\$6,370.00</u>	<u>\$76,893.00</u>	<u>\$74,062.50</u>	<u>\$84,577.00</u>
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Recreation Board Report March 2018

- March wraps up a busy stretch of rentals at the Prairie Lakes Wellness Center Park and Rec. Gyms. We had the Futsal Flurry Indoor Soccer Tournament, the Optimist Club Basketball Tournament and wrapped up with the third and final Xtreme Hoops Basketball Tournament for the winter. The Xtreme Hoops tournament has brought in teams for the last tournament from Sioux Falls, Harrisburg, Yankton and also a team from Minnesota.
- John VanStedum who runs the Xtreme Hoops Showcase will now be bringing two Mid-America Youth Basketball Tournaments to town this summer for two, three day events in June and July which should draw a lot of teams from the region. This will be a plus during a usual slow time of year for rentals at the PLWC.
- Upcoming tournaments in April include the JO Volleyball Tournament and also the Park and Rec's own Spring Shootout 3 on 3 Basketball Tournament for youth and adults.
- We have also hosted two basketball skills camps in the past month with Warwick Workouts putting on another 3 day camp at the PLWC, while Tri-State Ambush has hosted a basketball skills camp at the City Auditorium. Tri-State Ambush is a company run by former USD great Josh Mueller along with SDSU Jackrabbit alum Garret Callahan.
- With the added number of portable bleachers we have installed at the PLWC, the seating issues from last winter are no longer an issue. It has required a lot of extra time for our staff to set up and tear down for events, but is well worth it.
- The Ice Arena has been packed with rentals in March. We have hosted 13 skating parties which has brought in \$2,500 in those three short weeks. Actually had more interested but the time frames filled up quickly. Currently looking at ways to open up some times for rentals during the hockey season if possible for next year. Almost impossible to schedule any parties except over the Christmas break and end of the year.
- Open Skates at the Ice Arena wrapped up the first week of March. Next year we will be looking at having theme nights once a month on a Wednesday, which should be a hit with the college crowd and hopefully draw even more people.
- Summer Brochure is at the printer and will be out to the public on Tuesday, April 3. Online sign-ups will begin on Monday, April 9.
- Getting ready for the summer season as staff letters have been sent out and advertisements for employees have also ran. Pool Saver Day is coming up on Friday, April 6 which is always a big day and a good way to get people excited for warmer weather and the pool.
- Spring Golf Lessons, Whiffleball League, Kickball League and After School Recess are all either up and running or coming up shortly.
- Staff has completed CPR training and will be attending Defensive Driving Course too.

Volunteers – None

Jeremy Herrboldt – Recreation Superintendent

**RECREATION BOARD REPORT
MARCH 2018**

Programs Upcoming:

Summer Brochure Distribution	4/3/2018
WFAC Super Saver Day	4/6/2018
Online Registrations Open	4/9/2018
3 on 3 Basketball Spring Shootout	4/14/2018
Spring Golf Lessons	4/16/2018
Lions Ice Show	

Programs Ongoing:

After School Recess
Indoor Walking Club
Sr. Activities
Whiffleball
Winter Shuffleboard League

Programs Ending:

Adult Coed Volleyball League
City League Basketball
Ice Arena/Open Skate/Adult Hockey

	Season to Date
<u>Auditorium/ Fieldhouse Usage Revenue</u>	<u>3/21/18</u>
Watertown Youth Soccer Association	\$ 4,000
Watertown Baseball Association	\$ 2,400
Hockey	\$ 1,500
Private Fieldhouse Rentals	\$ 7,368
Private Auditorium Rentals	\$ 7,844
Private PLWC Rentals	\$ 17,799
Weight Watcher Rentals	\$ 3,874
Auditorium/Fieldhouse Birthdays	\$ 6,979
Total Revenue	\$51,764

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

<u>Programs Ending</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Game Day with the Boys and Girls Club	16	16	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

<u>Programs On-Going</u>			
Wii Golf Winter League	7	7	4
Wii Bowling Team League	19	24	16
Indoor Walking Club	N/A	13	13
8-Ball Spring Pool League	12	12	11
Winter Shuffleboard League	8	16	11
Adult Wiffleball League (Teams)	13	10	11
Wii Bowling Spring League	32	22	19
Adult Indoor Soccer League	22	22	24

Programs Upcoming

Spring Disc Golf League
3 on 3 Basketball Tournament
Hi-Rise/Senior Activities Center Bowling Challenge

March Adult/Senior Activities Highlights

- A lot of new faces and teams are registered for our Adult Wiffleball League held at the Prairie Lakes Wellness Center. This is our second year of having it held at that facility. Kickball was in the plans for Thursdays nights, but had to be canceled due to lack of interest. Next year, I will look to have wiffleball during one season and kickball during another.
- The Senior Activities Center hosted the second annual membership drive on the morning of March 20 from 8 a.m. till 12 p.m. KWAT Radio's "What's Up" broadcasted live from the center and interviewed a lot of members and discussed all of the programs going on. The Center gained 26 new members during the 4 hour period. Such a great thing to have at the Senior Activities Center because it gets the word out on how great the facility is, as well as promotes our programs and activities held there on a daily basis.
- The Senior Health Fair is two months away and we are getting booked with vendors! 14 out of 20 spots have been reserved. Another great event held at the Senior Activities Center every year. The numbers have rapidly grown over the past five years and has become a priority for local businesses in the area that cater to the health of seniors to have a booth at this event.

Andrew Magedanz---Program and Activities Coordinator

ICE ARENA
Season and Year to Date Comparison
MARCH 2018

<u>Season Tickets</u>	<u>Season Ending</u> Totals <u>2016-2017</u>	<u>3/2/2016</u>	<u>Season to date</u>	
			<u>3/1/2017</u>	<u>3/19/2018</u>
Family	6	4	6	6
Individual	25	15	25	24
 <u>Special Interest Groups: (Season tickets purchased)</u>				
Youth Hockey Associ	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	242/978	123/480	90/368
Individual	2730	2,561	2,607	2208
Season Pass Usage	<u>1658</u>	<u>1,632</u>	<u>1,538</u>	<u>1219</u>
	4899	5,171	4,625	3795
 # of Open Skate Sessions	 31	 65	 29	 24
 Average Daily Attendance	 158	 80	 159	 158
 Adult Hockey Attendance Totals				
- Sessions/Participar	14/152	17/264	14/152	12/156
- Season Pass/Daily I	92/60	160/104	92/60	112/44
 Rentals and Adult Hockey Drop In				
- Adult Hockey Drop	\$240	\$ 416	\$ 240.00	\$ 280.00
- Rentals	\$5,911	\$ 2,849	\$ 5,161	\$ 8,540.00

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

Notes:

- The staff is close to wrapping up all preventive maintenance tasks to the golf course equipment.
- Continuing education classes and seminars were attended. Conversations were held with university researchers, members of the USGA and fellow superintendents to obtain various maintenance possibilities as it pertains to mowing frequencies and other cultural maintenance tasks.
- The new tee mower which was purchased has arrived and approval by the city council was obtained to purchase a new wide area rough mower for the golf course. This new rough mower is expected to arrive about the end of April.
- I have also been working on the paperwork and making arrangements for delivery of the new Parks mower as well.
- I continue to work on labor needs for the upcoming 2018 season and started the process of hiring employees for the season. We will have a good group of returning employees again which will be a huge help for the year. Other new employees have also been hired and will begin as soon as the weather breaks and we open the course.
- To date, the golf course came through the winter months in good condition. The staff will begin assembling pieces to put out in anticipation of opening the course for play for the season. I will be monitoring soil temperatures and looking for active growth of the turf as we get closer to setting an opening date.
- The staff has begun to re-locate carts in the storage buildings to make room for 20 rental carts in these areas.
- The Super Saver Membership drive will take place at the clubhouse Mar. 23-25 with the Early Bird Drive to take place at the clubhouse Mar. 30 – April 1.

Upcoming

- As the weather permits, the staff will begin putting out the range supplies to open the range with the golf course to open shortly after.
- The staff will be making fungicide applications to the greens and tees on the course.
- We have purchased new yardage indicators for the fairways and will be installing these items as the weather cooperates.
- Additional trees from our nursery at Foundation Field have been marked for re-location to the golf course. These trees will be transplanted as soon as the frost leaves the ground. Other trees will also be purchased and planted in different locations around the course, in following with the direction set forth by the vision and planning committee.

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

MARCH 2018

Parks & Forestry Report

Parks

The Ice Arena season is nearing an end. The Lions Ice Show will be April 7th and 8th, 2018, and the compressors will be shut down for maintenance soon after.

The Ice Arena was inspected by the Fire Marshall and several deficiencies were noted.

A gas leak at the Ice Arena was discovered by the fire department and was repaired.

Replacement light covers were ordered and installed in the locker rooms at the ice arena.

The new field groomer has been delivered to the shop.

Staff has been busy servicing equipment in preparation for the summer.

Staff drove to Brookings and picked up three (3) new scoreboards for Koch complex.

Mosquito control chemicals have been delivered to the shop.

Highway 81 flowers and park flowers have been ordered.

Forestry

The outdoor ice rinks are no longer being flooded due to weather.

Staff have been busy servicing equipment in preparation for the summer.

Staff continue to respond to hazardous boulevard tree calls.

Prairie Lakes Wellness Center March Highlights

- Completed our Biggest Loser on Friday, March 23 , 98 two person teams, lost approximately 1,757 pounds through the first 11 weeks.
- Completed our Calorie Club program
- Started our last winter volleyball league on March 21st.
- We started a Bean Bag league on Thursdays nights, 9 teams
- Spring Boot Camp started on March 20th, 40 participants
- Hosting a Junior Olympic Volleyball Tournament April 7th & 8th 54 teams, Minnesota, North Dakota and South Dakota
- We are hosting the Middle School swimming lessons program, From March 19th to April 17th.
- We hosted our annual Spring Fling Racquetball Tournament this past weekend Saturday. 35 participants
- Last Thursday we hosted a Chamber after 4:00, will give details at the meeting
- We completed our first year of operation of the new facility on Monday March 19th. Some facts
 - Gross number of new members that signed up 1,166
 - Membership contracts went from 1,230 to 2,069
 - Total daily attendance 264,799, In 2016 we had just over 120,000
 - Average daily attendance for the year was 735, in 2016 the average was 333
- We are starting to put together and scheduling our summer programming