

AGENDA

WATERTOWN PARKS, RECREATION & FORESTRY BOARD MEETING

TUESDAY, AUGUST 28, 2018

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

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

800 10th St. NW

Call to Order

Public Comment

Delegations – Matt Jungers – Thunder Road

1. Approval of Agenda
2. Approval of Minutes of July 31, 2018 Board meeting
3. Approval of Bills & Payroll for August 2018
4. Volunteer Approval
5. Old Business
 - a. 2019 Budget Update
 - b. Open
6. New Business
 - a. East Woods 20th Addition Park Dedication
 - b. PLWC Policy and Procedures
 - c. CCGC Shoreline Stabilization Funding
 - d. Committee Assignments
 - e. Open
7. Superintendent and Status Reports
 - a. Zoo
 - b. Parks & Forestry
 - c. Golf Course
 - d. Prairie Lakes Wellness Center
 - e. Recreation
 - f. City Park & Cemetery
8. Executive Session
9. Adjournment

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT
Minutes of Board Meeting – July 31, 2018
Park & Rec Fieldhouse – 12:00 noon

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

Members Absent: Bill McElhany, Lee Rycraft

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

Staff Absent: Todd Walker (excused)

Media: J. T. Fey, Watertown Public Opinion

Guests: Sponsor TenEyck, Glen Vilhauer, Matt Roby, Brandi Hanten

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

Public Comment: none

Delegations: John Sperry, representing Thunder Road, who wants to sell his business and Vanessa Victor, Chairman of Urban Renewal, presenting a streetscaping plan.

1. **Approval of Agenda** – Motion by Stoick to approve Agenda, seconded by Buhler. Motion carried.
2. **Approval of Minutes** – Motion by Shriver to approve the minutes of the June 26, 2018 Board meeting, seconded by Johnston. Motion carried.
3. **Approval of Bills and Payroll** – Motion by Stoick to approve the July 2018 bills and payroll, seconded by Johnston. Motion carried.
4. **Volunteer Approval** – Motion by Johnston to approve Recreation volunteers, Nick Kranz and Francis Kearney and Jerry and Ardes Bybee at City Park, seconded by Stoick. Motion carried.
5. **Old Business** –
 - a. **Mancell Addition Cash in Lieu Adjustment** – Motion by Shriver to adjust cash in lieu of land amount from \$1,553.00 to \$3,213.15 , adding total parcel into City, seconded by Johnston. Motion carried.
 - b. **Project Updates** – Director updated Board on current 2018 C.I.P. projects.
 - c. **Open** – Board decided on 5:30 p.m. future meeting times at the Zoo for Fall/Winter/Spring Board meetings.
6. **New Business** –
 - a. **Credit Card Contract** – Motion by Johnston to recommend to City Council to move forward with an agreement using Open Edge credit card company processor for Civic Rec transactions and cancel current agreement, seconded by Rycraft. Motion carried.
 - b. **2019 Budget Update** – Director reviewed 2019 capital requests.
 - c. **Election of Officers** – Motion by Johnston to nominate McElhany for President, seconded by Stoick. Motion carried. Motion by Stoick to nominate Rycraft for Vice President, seconded by Shriver. Motion carried. Motion by Shriver to nominate Johnston for Secretary/Treasurer, seconded by Stoick. Motion carried.
 - d. **Open** – None
7. **Superintendent and Status Reports**
 - a. **Golf** – See written report.
 - b. **City Park & Cemetery** – see written report.
 - c. **Zoo** – See written report. Staffing issue discussion.
 - d. **Recreation**– See written report. Pool closes August 22.
 - e. **Parks and Forestry** – See written report
 - f. **PLWC** – See written report.
8. **Executive Session** – Motion by Shriver to go into Executive Session for the purpose of contract negotiations – Thunder Road Discussion at 1:31 p.m., seconded by Stoick. Motion carried. No action taken. Motion by Shriver to come out of Executive Session at 1:45 p.m., seconded by Johnston. Motion carried.
9. **Adjournment** – Motion by Shriver to adjourn, seconded by Johnston. Motion carried.

Jay DeLange, Director

Bramble Park Zoo Board Report August 2018

Animal Care

- Consulting veterinarian spent 34 hours performing rounds and consults
- Record keeping on ZIMS is almost updated
- Animal surveys and SSP's
- Animal training and enrichment
- X-rayed ponies' hooves and leaser
- Vaccinating and worming barn animals
- Treating capuchin group
- Catching prairie dogs
- Spray wolf ears
- Spraying children's zoo for flies
- Treating jaguar tumor
- Treating Swift fox foot

Maintenance Projects

- Replace camel automatic waterer
- Prep and cleanup for Midco free Day & LAZS picnic
- Storm pickup
- Spraying and pulling weeds
- Trimmed trees
- Lots of ground maintenance
- Pressure washing visitor railings
- Removed items and painted Waterfowl kiosk

Education, Roots & Shoots, Special Events, and Marketing

- 33 teens were part of the Zoo Crew program this year.
- Zoo camps and classes have wrapped up for summer, but Early Out Zoo Schools begin in September and Fall Zoo Schools begin in October.
- Roots & Shoots camps have finished for the summer.
- Outreach programs were presented at Elkton, Appleton Library, Clark Potato Days and IC Kids on Target.
- Farm Fun Day was held Saturday, July 28th from 11am-3pm and over 1,000 visitors came to the zoo throughout the day.
- LAZS Member Appreciation Picnic was held on Tuesday, August 7th with 257 members in attendance.
- Midco Free Day was a success with 4,011 visitors on Thursday, August 9th from 10:00 am to 7:00 pm.
- 5 Zoo Crew teens and 1 chaperone attended a conference in Colorado from July 27-30th.
- Chili Cook-off will be Saturday, September 22nd. Sign your team up today!
- The United Way campaign is underway. The Zoo Educator is an LE Captain once again. School rallies have been held. Welcome back teachers.

Other

- Gun Training
- Volunteers, interns and project skills provided 134 hours of volunteer time.
- Developed text for tree signage
- Raised \$25,000 to be matched with AWCFE Endowment Campaign
- TSP is working on schematic plans for the Animal Care Center
- Received BPZ's USFWS Rehab permit
- Renewed BPZ's USDA exhibitor permit

Upcoming

- Construct shop building
- Tree removal & trimming
- Update Prairie Pothole Kiosk

Animal Update

Animal Acquisitions

- 1.0 Inland bearded dragon
- 1.1 Domestic ferret
- 0.0.1 White pelican

Animal Deaths

- 0.0.1 Marine toad (unknown)
- 0.0.1 Tarantula (unknown)

Animal Births & Hatches

Animal Disposition

- 0.0.14 Prairie dogs
- 0.1 Pony

Rehab Birds

- 1 Bald eagle
- 3 Bald Eagle
- 1 Bald Eagle
- 1 Bald eagle
- 1 Bald eagle
- 1 Golden eagle
- 5 Red-tailed hawk

Status

- Euthanized/lead poisoning
- Lead poisoning (still in treatment)
- Died-suspect poisoning
- Euthanized - Mange/rare
- Euthanized/broken elbow
- Euthanized/WNV
- All pending

Busiest summer for Rehab work

Volunteers

- Paulette Cotten
- Amanda Phillips

BRAMBLE PARK ZOO
Status Report and Comparison
August 2018

DAILY ATTENDANCE

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>YTD</u> <u>8/21/16</u>	<u>YTD</u> <u>8/21/17</u>	<u>YTD</u> <u>8/21/18</u>
Adult	21,638	18,925	17,474	14,536	13,589	12,972
Youth	12,349	9,590	9,650	7,349	7,555	6,532
LAZS	13,893	13,406	12,205	10,578	10,058	9,427
Under 2	4,462	4,011	4,022	3,104	3,171	2,788
Non-paid Education	7,668	7,588	7,079	6,690	5,832	4,493
Codington Schools	312	319	145	260	111	187
Free Passes	1,234	1,244	1,347	1,004	1,090	836
Reciprocity	2,051	2,357	2,447	1,889	1,930	743
Free Days	4,713	4,348	5,978	3,533	5,978	0
50% Reciprocity - adult	145	149	159	116	126	615
50% Reciprocity - youth	91	114	103	100	88	529
Tax Exempt - adult	350	563	464	545	459	177
Tax Exempt - youth	1,387	1,561	1,416	1,525	1,416	912
Tax Exempt - Cod. Schools	153	200	303	186	303	280
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	62,792	51,415	51,706	40,491

DAILY RECEIPTS

Net Admissions	\$254,710	\$253,765	\$243,082	\$199,606	\$195,000	\$187,032
Concessions	\$0	\$0	\$31,447	\$0	\$27,744	\$20,643
Rentals--Wagons & Strollers	\$0	\$0	\$1,293	\$0	\$924	\$1,191
Other--Gifts, Feeders, Rides	\$0	\$0	\$66,597	\$0	\$53,858	\$58,916
Ed. Programs & Donations	\$34,326	\$32,383	\$30,912	\$29,759	\$26,302	\$26,433
Memberships	\$0	\$0	\$68,295	\$0	\$0	\$29,205
Over/Short	<u>\$0</u>	<u>\$0</u>	<u>-\$119</u>	<u>\$0</u>	<u>(\$111)</u>	<u>(\$1)</u>
TOTAL	\$289,036	\$286,148	\$441,507	\$229,365	\$303,717	\$323,420

**Parks & Forestry
Board Report
August 2018**

Parks

- Staff has been busy mowing, trimming and spraying in all of our park areas.
- Koch complex hosted the state youth co-ed tourney.
- Premier hosted the state class E softball tourney that was transferred from Brookings.
- The showmobile has been booked for 9 rentals in August.
- Staff performed a larvacide application for all 35 locations in August.
- Soccer fields have been marked and goals have been set. We received a request to have fields marked at Anza again prior to July 15 for the start of High School soccer. The first home match was August 14th.
- Staff continue to work on irrigation issues at Premier fields.
- Staff have replaced heads and maintained the irrigation system at Anza.
- Staff have prepared the football fields at Mt. Hope for the boys and girls club program.
- Part time staff dropped off drastically with the start of school.
- Staff have been spraying for mosquitos when directed by Wastewater.
- Wood chips have been delivered to parks.
- Staff prepare Foundation Fields every Tuesday for Special Olympics softball.
- Staff continue to prepare Premier for any adult softball leagues that are still playing.
- Staff have been replacing faded bike path signs.
- Painting foul lines at the softball complexes and the soccer fields takes 2 personnel a whole day to get that accomplished.
- Staff have been tasked with dipping for mosquitos after the mosquito coordinator left employment with the City.

Forestry

- Forestry staff continue to remove boulevard trees and trim trees across the entire city as well as park property.
- Seasonal staff have been watering and placing wood chips around the newly planted trees throughout the park system.
- Several large Cottonwoods have been removed with the help of the street department.
- Forestry staff removed the brush pile at the golf course.

Wade Pengilly
Parks and Forestry Superintendent

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

Notes:

- The staff continues to be busy performing irrigation repairs around the course.
- We have lost the majority of the staff with school beginning. With this, the frequency of performing daily maintenance tasks has been adjusted. I will be seeking additional help to finish out the season.
- The golf course mechanic has had to take a medical leave for a short time which will require me to perform all equipment repairs and maintenance to the fleet.
- We have applied herbicide to all 50 acres of fairways on the golf course. This process takes approximately 2 full days of spraying to complete. An application was made on the driving range fairway to kill the grassy weeds growing in this area. This area has also been inter-seeded with new grass.
- The staff has been undertaking and continuing the process of restoring 9 Red green. This green was re-opened to play on Thursday, August 23, 2018 but will require on-going work throughout the remainder of the season. The issue of algae setting in in the thinner areas of the green required the staff to physically remove these areas and lay sod from the nursery green. A “grow-in” fertilizer program has been implemented for this green and will also continue for the remainder of the season.
- The staff has stripped the sod remnants from the nursery green, added new root mix and re-seeded this green and have already had substantial germination in this area. This green is also under the same “grow-in” program for the remainder of the season.
- A plan will be put in place to restore and protect the area of lakeshore bank in front of the pump house which began to erode earlier this year due to high lake levels and wave action. This plan will entail laying down fabric and placing a rock armor higher up the bank to eliminate this problem. Funds for this project will come from the course improvement line item which was approved for this year. The project estimate is \$7,500 - \$10,000.

Upcoming

- The staff will be making on-going fertilizer/fungicide applications to the greens and tees on the course.
- Greens aeration will be performed this fall as we finish up our tournament season.
- Locations for additional trees will be marked with new trees being purchased and planted this fall.
- Additional “in house” projects will be performed as time, weather and manpower allows.

**Todd Walker
Golf Course Superintendent**

GOLF COURSE STATUS REPORT
Season and Year to Date Comparison
August 2018

<u>SEASON TICKET</u>	<u>Season Comparison</u>			<u>Year to date</u>		
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>8/21/16</u>	<u>8/20/17</u>	<u>8/12/18</u>
<u>CATEGORIES:</u>						
Family (head of household)	38	28	22	28	22	36
Family Duplicate (spouse & kids)	149	100	70	100	70	116
Couple	87	74	69	74	69	84
Couple Duplicate	87	74	69	74	69	84
Adult 7 day	246	236	242	234	241.5	221
Adult 5 day / Senior	52	51	49	50	48	116
Young Adult 19-23	9	8	7	8	7	13
Youth 18 & under	24	25	26	24	25	40
TOTALS:	692	596	554	592	551.5	710
<u>GREEN FEES:</u>						
9 hole weekday	2,465	2,206	2,029	1,774	1,713	1,569
9 hole weekend	1,586	1,510	1,334	1,178	1,134	1,128
18 hole weekday	1,136	1,410	892	1,072	756	658
18 hole weekend	1,133	1,045	932	869	798	697
Youth 9 hole wkdy	310	243	201	219	177	121
9 hole add'l	153	135	221	106	185	175
Driving Range - 1 bucket	3,128	2,932	2,019	2,606	1,747	1,918
Driving Range - 5 buckets	173	189	156	170	131	123
Driving Range - 10 buckets	40	69	116	65	112	87
Driving Range - 50 buckets	26	15	10	15	10	0
Driving Range Seas Pass - Junior	2	3	2	3	2	3
Driving Range Seas Pass - Adult	8	9	10	10	8	13
Driving Range Seas Pass - Family	15	7	8	8	6	9
Family after 5:00	62	60	28	53	24	15
9-hole punch card (10 punch)	116	104	101	104	101	69
<u>RENTAL CARTS:</u>						
<u>Season Leases:</u>						
Family	36	28	19	27	19	28
Individual	37	34	44	34	44	44
<u>Rental by Rounds:</u>						
9 hole	4,207	3,532	3,493	2,994	3,032	2,963
18 hole	1,994	1,941	1,635	1,364	1,403	1,387
Season Cart Trail #'s	83	78	76	78	76	81
# of weekends open	31	33	33	21	21	20
Receipts (excluding cart storage)	\$375,635	\$356,311	\$352,093	\$319,241	\$322,488	\$337,544
Receipts (ACH)	\$61,564	\$61,922	\$62,888	\$41,084	\$45,765	\$33,851
Cart Storage/Trail Fee	\$32,386	\$31,681	\$36,370	\$31,681	\$36,370	\$34,570
Cart Storage/Trail Fee (ACH)	\$10,078	\$9,684	\$10,427	\$6,463	\$7,585	\$7,509
Rental Cart Receipts	\$84,639	\$75,119	\$76,858	\$62,480	\$69,478	\$74,570
Rental Cart Receipts (ACH)	\$4,216	\$5,364	\$5,061	\$3,578	\$3,681	\$3,973

Recreation Board Report August 2018

- Family Aquatic Center has wrapped up the season and the month of August has actually been a successful one, when August has usually been pretty slow. Multiple 90 degree days have greatly helped. Staffing during this time of year has been a headache with colleges starting earlier and earlier, which depleted our staff greatly by the second week of the month. Along with many of the larger cities like Brookings and Aberdeen we did need to shut down three days early due to lack of staff and concern over safety of course. Overall numbers have been pretty good as daily admissions are way up, along with rentals and concessions has done really good also. Lessons were down a little bit this year, but we do have competition with the Prairie Lakes Wellness Center lessons.
- Fall, Winter and Spring Brochure is at the printer and ready to come out on Tuesday, September 4. As we get ready for the launch of our new registration software from CivicRec in the new year we are going old school with our fall and winter registrations for the rest of 2018 as all registrations will have to be done at the Park and Rec. office. Then in January 2019 we will launch the new and easier CivicRec software for people to register online. This should be much easier than it was in the past for the public and also employees and have many more options as well.
- Fall programs are starting up with Youth Flag Football already underway at the Fieldhouse while the Adult 6 on 6 Flag Football League will be kicking off on September 4 which will be played at Koch Complex.
- In the Park and Rec. Gyms at the Wellness Center we recently hosted practices for the Watertown High School Volleyball Team for 5 days as the Arena was having mechanical problems.
- Watertown Area Senior Games are coming up on August 23-25 and this year we are expecting another good crowd. The Watertown games are always the last games before the State Games which take place the week after Labor Day. Our turnout is usually one of the best in the state as this is their last chance to prepare for the State Games.
- 2019 and 2020 State Senior Games for South Dakota will be in held in Watertown as the last time we hosted the games were in 2009 and 2010. The Senior Games board is excited to have Watertown back as a host with all of our new facilities that we have now. We are in the process of developing a committee to help plan and run the games. Also will be looking for around 200 volunteers to help make this event a success.
- The new Pickleball Courts at Nelson Park have been getting a lot of use since they were completed and we are excited to be able to host the Senior Games Pickleball Tournament there for the first time. We will also be having a Grand Opening Celebration Tournament coming up on October 6 before we lose a lot of the snow birds who will be heading to warmer climates shortly thereafter.

Volunteers: Ash Griffin

Jeremy Herrboldt – Recreation Superintendent

**RECREATION BOARD REPORT
AUGUST 2018**

Programs Upcoming:

PeeWee Flag Football Academy	8/21/2018
Sr. Games	8/23/2018
Fall, Winter & Spring Brochure	9/4/2018

Programs Ongoing:

Sr. Activities

Programs Ending:

Summer Activities

	Season to Date
<u>Auditorium/ Fieldhouse Usage Revenue</u>	<u>8/16/18</u>
Watertown Youth Soccer Association	\$ 4,000
Watertown Baseball Association	\$ 2,400
Hockey	\$ 1,500
Private Fieldhouse Rentals	\$ 10,711
Private Auditorium Rentals	\$ 15,627
Private PLWC Rentals	\$ 16,954
Weight Watcher Rentals	\$ 5,104
Auditorium/Fieldhouse Birthdays	\$ <u>8,786</u>
Total Revenue	\$65,082

FAMILY AQUATIC CENTER STATUS REPORT

Season and Year to Date Comparison

AUGUST 2018

<u>SEASON TICKETS</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>8/17/16</u>	<u>8/12/17</u>	<u>8/13/18</u>
Family	368	477	489	389	384	391
Individual	642	565	516	567	516	583
Additional Passes @ \$15 ea				53	68	60
Additional Passes @ \$20 ea				17	17	10
Additional Passes @ \$25 ea				14	20	16
10-Packs	119	99	92	73	92	92
Replacement passes				5	2	0
 <u>DAILY TICKETS</u>						
Individual	14,737	14,317	11,181			
1 - 4 pm \$6 Admission				10,009	7,741	9,332
4 - 7 pm \$4 Admission				3,098	2,604	3,134
\$3 Admission				61	14	9
\$5 Admission				66	107	77
 <u>LESSONS</u>	 929	 966	 1,013	 959	 1,013	 854
 <u>ATTENDANCE</u>						
10-Pack Tickets redeemed	981	1,033	1,636	937	1,589	767
Total Swimmers	41,243	42,679	71,115	39,914	68,183	47,621
Total Attendance	42,224	43,712	72,751	40,851	69,772	48,388
 # of days open	 87	 88	 75	 77	 64	 71
 <u>REVENUE (Net):</u>						
Daily admissions	\$82,258	\$77,172	\$62,104	\$72,876	\$58,427	\$68,939
Season tickets	\$80,295	\$75,625	\$80,762	\$75,452	\$80,762	\$83,101
Rentals	\$3,737	\$5,521	\$1,922	\$3,755	\$1,525	\$2,871
Concessions	\$45,895	\$44,467	\$37,787	\$42,046	\$35,677	\$43,529
Swim Lessons	\$25,389	\$26,384	\$27,725	\$26,185	\$27,725	\$23,358
Resale	\$1,749	\$1,859	\$1,588	\$293	\$1,578	\$1,278
Guard Training Reimb.						
Birthdays/ fundraisers/ Adv	\$564	\$911	\$599			
Over/Short	\$91	\$82	\$26	\$79	\$26	\$20
Donations	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$239,978	\$232,021	\$212,513	\$220,686	\$205,720	\$223,096

CITY PARK CAMPGROUND
 STATUS REPORT AND COMPARISON
 AUGUST 2018

	<u>Season Comparison</u>			<u>Year to date</u>		
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>8/22/16</u>	<u>8/21/18</u>	<u>8/13/18</u>
Standard Camping Sites	5,403	5,875	5,908	4,747	4,104	3,102
Full Service Sites					460	429
Firewood	475	578	495	33	0	243
Net Revenue	\$101,833	\$116,465	\$116,249	\$93,115	\$93,662	\$74,575
# of Weekends	26	26	27	16	17	15

Opened May 1, 2018

* 2018 Water issues on North Side
 Volunteer Host: Jerry & Ardes Bybee

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

BURIAL INFORMATION	Jul-16			Jul-17			Jul-18			2015 Total	2016 Total	2017 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Regular Opening	34	\$595	\$20,230	25	\$625	\$15,625	32	\$625	\$20,000	69	55	53
Weekend/Holiday Opening	7	\$805	\$5,635	9	\$845	\$7,605	12	\$845	\$10,140	18	17	17
Cremation Opening	24	\$297.50	\$7,140.00	19	\$310.00	\$5,890.00	10	\$310	\$3,100.00	22	30	24
Cremation Wkend/Holiday	5	\$507.50	\$2,537.50	7	\$530.00	\$3,930.00	4	\$530	\$2,120.00	10	7	8
Columbarium Opening	1	\$70	\$70	5 (1 wkend fee only)	\$75	\$595	5	\$75	\$675	3	2	8
Infant	0	\$185.00	\$0.00	2 (1 wkend fee only)	\$156.25	\$312.50	2	\$156.25	\$0.00	2	2	3
Disinterment	0	\$595	\$0.00	0	\$625	\$0.00	1	\$1,250	\$1,250.00	4.5	0	0
Total Burials	71			67			66			128.5	113	113
TOTAL REVENUE FROM OPENINGS		\$35,612.50			\$33,957.50			\$37,285.00		\$69,905.50	\$59,027.50	\$60,522.50

LOT INFORMATION	Jul-16			Jul-17			Jul-18			2015 Total	2016 Total	2017 Total
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount			
Lot Sale	44	\$595	\$26,240	44	\$625	\$27,500	52	\$625	\$32,500	\$29,690	\$39,330	\$38,750
Columbarium Sale	17	\$730	\$12,410	14	\$765	\$10,710	5	\$765	\$3,825	\$24,680	\$14,600	\$10,710
Overuse Fee	0	\$50	\$0	0	\$52.50	\$0	0	\$52.50	\$0	\$0	\$0	\$0
	4	\$595	\$2,380	2	\$625	\$1,250	1	\$625	\$625	\$5,355	\$3,570	\$3,750
	5	\$730	\$3,650	4	\$765	\$3,060	3	\$765	\$2,295	\$3,615	\$3,650	\$3,060
Perpetual Care	4	\$297.50	\$1,190.00	1	\$310.00	\$310.00	0	\$310	\$0	\$1,770	\$1,487.50	\$1,240.00
	2	\$365.00	\$730.00	3	\$385.00	\$1,155.00	0	\$385	\$0	\$2,555	\$1,095	\$1,540
Recording Fee (affidavit - 3 pg)	26	\$30	\$780	26	\$30	\$780	24	\$30	\$720	\$1,080	\$1,020	\$1,020
Niche Sale	2		\$3,570	3		\$6,225	4		\$7,060	\$4,465	\$5,410	\$18,850
Maus Storage Fee	1	\$130	\$130	4	\$135	\$540	0	\$135	\$0	\$0	\$260	\$540
Monument Settings	35	\$70	\$2,450	41	\$75	\$3,017	32	\$75	\$2,400	\$3,683	\$3,640	\$5,117
Affidavit Fee	0	\$140	\$0	0 (1 @ \$67 / 10 @ \$70)	\$140	\$0	0	\$140	\$0	\$0	\$0	\$0
TOTAL REVENUE FROM LOT SALES AND FEES		\$53,530.00			\$54,547.00			\$49,425.00		\$76,893.00	\$74,062.50	\$84,577.00

Rules of the Game Policies and Procedures

Providing Fitness for Life

**ALL RULES AND POLICIES THAT ARE LISTED BELOW WERE APPROVED
AND ADOPTED BY THE WATERTOWN PARKS AND RECREATION BOARD
PLWC RESERVES THE RIGHT TO AMEND THESE POLICIES AS NEEDED WITHOUT NOTICE**

August 28, 2018

OPERATING SCHEDULE

Normal Wellness Center operating hours are available by calling 605-882-6250 or visiting www.plwc.life. Unanticipated closures may occur in the event of weather related conditions or other community emergencies.

CHECK IN

All members and nonmembers including youth must use the front entrance (unless otherwise advertised) and check in at the front desk. All patrons that are in 4th grade and above need to check in. All swim team members need to check in regardless of what grade they are in.

RULES AND PROCEDURES ENFORCEMENT

Staff on duty have the authority to enforce all rules and procedures. All accidents or incidents occurring within the Center and its grounds must be reported and documented by staff on duty and given to the superintendent.

PETS

Pets of any kind are not allowed in the Wellness Center. Assistance dogs and police service dogs are exempt from this policy.

RIGHTS TO REFUSE SERVICE

The Wellness Center reserves the right to refuse or revoke the membership of any person and/or remove or refuse entry to any person if the center determines the person poses a threat to the health, safety and welfare of other users of the facility. Such determination may be based on evidence of the person's conduct and statements which occur outside of and unrelated to the facility.

GENERAL OPERATING PROCEDURES

The Prairie Lakes Wellness Center is intended as a multi-functional community center for participants of all ages. It is a priority to offer a safe environment and safe programs for everyone. Some areas of the facility will be limited by numbers of participants and/or ages.

- Instructing or Personal Training is not allowed by non PLWC staff
- PLWC reserves the right to take photographs of individuals participating in programs, classes, or other activities in the public areas of the facility for use in brochures, advertisements and other promotional materials.

- Our facility is not intended as a drop-off child care service. We do provide on-site child watch. Please ask at the front desk for our Guidelines for Youth Using the Facility Policy.
- PLWC complies with the Americans with Disabilities Act. Anyone needing reasonable accommodations is encouraged to notify the office staff at 605-882-6250.
- PLWC does not provide medical insurance to cover participants during any activity.

COMMUNITY BULLETIN BOARD

PLWC provides a bulletin board for non-profit groups to post their events. This board is NOT available for services or sale announcements. Please check in with the front desk staff before you post anything on the board.

BICYCLES, IN-LINE SKATES AND SKATEBOARDS

Skating, skateboarding and biking is not allowed on the sidewalk areas near the main entrance. Please use the bike rack when riding your bike to the facility.

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

Alcoholic beverages are not allowed in the PLWC or on its grounds without approval from the facility. Anyone under the influence or in possession of any illegal substance will be asked to leave the facility and law enforcement officials will be contacted immediately. The use of tobacco products is not allowed in the facility but is permitted in the parking area.

WEAPONS

Any person bringing a firearm into the Wellness Center shall comply with all local, state and federal laws pertaining to firearms and shall keep their firearm securely on their person at all times. No person under the age of 18 shall possess or carry a firearm into the Wellness Center. No person may brandish any firearm or any other weapon or item in a manner that threatens or intimidates another person. Any person violating this policy or violating local, state or federal laws pertaining to weapons will be removed from the Wellness Center and is subject to arrest and prosecution.

INCLEMENT WEATHER POLICY

The PLWC has a standardized method of cancellation and notification in the event of inclement weather.

- The facility will remain open during normal operating hours at all times possible.
- Classes may be held during inclement weather, but may not be the class as advertised.
- Classes may be cancelled in emergency situations.
- Members will be notified through email, radio and social media of the facility's intentions during inclement weather.
- Some classes, if necessary, will be made up as time allows. For example, swimming lessons.

LOCKER ROOMS

The locker rooms are designed to provide users with a dressing area, showers, steam room and sauna room use during operating hours. Youth are to stay in the youth section and are not allowed to use the sauna or steam rooms unless accompanied by an adult. Lockers can be rented for a cost on a yearly basis if available. Please see the front desk for more information

CLOTHING

Appropriate attire must be worn while participating in activities at the Wellness Center. Anyone displaying vulgarity or inappropriate attire will be asked to either change or leave the facility. Soft, non-marking soul shoes must be worn in all areas that require shoes. No open toed shoes while working out. All clothing and personal belongings must be stored in a locker or cubby. Coat racks are available near the main entrance of the facility and near the walking track area.

LOST AND FOUND

The Wellness Center is NOT responsible for the loss, theft or damage of personal property of any kind.

- Unclaimed items of value (wallets, keys, purses, jewelry, etc.) will be held in the administrative office for 90 days after which they may be discarded or given to charity.
- Currency turned in will be documented and held for a period of 30 days and then given back the person who found the currency.
- Unclaimed items (towels, suits, clothing, shoes, etc.) will be held at the PLWC for 30 days then will be discarded or given to charity.
- Personal care, beauty items, garments and water bottles will be discarded after one week.

MEMBERSHIPS

All Wellness Center memberships are for a designated time period. Upon execution of a written contract, members will be issued a membership code number and have a picture taken. Members will be provided with a complete set of policies and procedures at the time of membership purchase or upon request. Memberships are non-transferable and non-refundable. Memberships can only be frozen for medical reasons (a doctor's note must be provided) and only for a period of no more than 6 months or military leave.

SPECTATORS

Spectators will be welcomed into the facility during special activities but must remain in the designated area of the activity. Otherwise, they will be asked to pay for a day pass or asked to leave the facility.

FACILITY RENTAL POLICIES

The Prairie Lakes Wellness Center can be rented out at various times of the week, and at various costs, depending on the party's needs. To find out the various options and costs, inquire at the front desk.

DISCIPLINE AND INAPPROPRIATE BEHAVIOR

All Wellness Center Patrons are expected to display courteous and considerate behavior. Foul language, abusing membership privileges and disobeying facility rules are prohibited.

- For a minor infraction of policies, the patron will be asked to leave and the incident will be documented. Upon a second occurrence, the patron will be asked to leave the facility, given a written warning as to the consequences of further infractions by a supervisor and parents of

minors will be notified. If the behavior continues or worsens, the patron's privileges may be terminated and privilege to enter the facility revoked.

- Unauthorized use of cameras or other filming devices is strictly prohibited.
- Major disciplinary problems may result in immediate loss of membership privileges and/or permanent banishment from the facility.

GROUP FITNESS ROOMS

- A minimum of 3 people are needed to hold a class.
- Be considerate to members on wait lists and call at least 60 minutes prior to class to cancel your spot if unable to attend.
- No shoes are to be worn inside the Mind/Body Room.
- All 3 group fitness rooms will remain locked when not in use and are not available for public use.
- Stereo systems are to be used only by instructors in the group fitness rooms.

COMMUNITY ROOM

The Community Room is for all types of activities, meetings, family gatherings and birthday parties. It is located adjacent to the pool for the convenience of birthday parties. The fee is by the hour and varies based on the for-profit or non-profit status of the users. Birthday parties can be scheduled through the Aquatics Coordinator. The room is equipped with a refrigerator, large screen TV, conference call telephone and Wifi.

CHILD WATCH

The Wellness Center provides drop-off child watch for your convenience while a parent or guardian is using the facility. The service is open to children newborn to 10 years of age on a first come basis.

- Parents are able to put money on their account at the front desk that can be used towards payment for child watch services or payment must be paid per visit.
- Payments are made in half hour increments.
- Children may not be left in child watch for more than 2 hours at a time.
- A parent or guardian must remain in the building while children are in the child watch room.
- If there are no children using the child watch 30 minutes prior to closing, the service will close early.
- We practice the safe sleep policies.
- Child watch has a handbook of rules pertaining to child watch.

GYMNASIUM POLICIES

The gyms are intended to serve the various needs of the public through the continuous offering of a wide range of programs. In most cases a minimum of one court will be available for drop-in use.

- Only non-marking athletic shoes may be used on the gym floor. No open toed shoes.
- Food and beverages are not allowed in the gymnasium.
- Misuse of any equipment or property in the facility is cause for removal from the facility.
- Hanging on the basketball rims is not permitted.

- Staff reserves the right to eliminate activities unsuitable for the gym.
- Facility staff may change scheduled programming due to various size/numbers of users

AQUATIC POLICIES

The pool provides an opportunity for recreational and competitive activities, fitness classes, swimming lessons, therapy and special events.

- Use of the pools adheres to a schedule of designated activities and times.
- Children 3rd grade and younger must be accompanied by a responsible person 16 years or older.
- Children 4th grade and older can swim independently.
- Slide and play structure are only operating during open/family swim time. Must be 48" or shorter to use the play structure and 48" or taller to use the water slide.
- Swim At Your Own Risk (SAOR). During non-lifeguarded hours, there are 3 open lanes in the leisure pool for patrons 18 years or older to use. A SAOR waiver must be signed at the front desk or the pool area prior to swimming. SAOR is indicated in RED on the pool schedule.
- Swim suit attire is required for pool usage and infants must wear a swim diaper.
- Lifejackets, arm floats, and swimsuits with attached floatation inserts are not allowed. No outside equipment/toys may be brought into the pool.
- Food/Beverages may be consumed in the designated bleacher area only. No glass containers are allowed.

WHIRLPOOL

- Must be out of High School to use the Whirlpool. If not out of High School, must be accompanied by an adult
- Any child under the age of 3 is not allowed in the whirlpool or whirlpool area at any time.
- It is recommended that pregnant women DO NOT use the whirlpool.
- Observe a reasonable time to be in the whirlpool, no longer than 20 minutes.
- Person with heart disease, high blood pressure, or circulatory disorder should consult their physician before using the whirlpool.
- Use of the whirlpool while under the influence of alcohol, narcotics, drugs or specific medications may lead to serious consequences and is not recommended.

RACQUETBALL COURT POLICIES

Racquetball courts are available for racquetball, handball and walleyball.

- Reservations may be made 24 hours in advance, otherwise it is a first come basis. Each player may reserve one court per time slot.
- Protective eye wear is highly recommended for adults and mandatory for individuals 17 years and younger.
- Equipment (balls, racquets and eye wear) can be provided by the facility or you may bring your own equipment.

- Only non-marking athletic shoes may be used in the racquetball courts. Bare feet and sandals are not allowed.
- No food or beverages allowed in the courts.

WALKING/RUNNING TRACK POLICIES

The 200 meter track is available on the 2nd floor of the facility for all walkers and joggers.

- Non-marking shoes must be worn at all times when using the track. No bare feet or open toed shoes.
- Walkers should occupy the inside lane and runners should occupy on the outside lane (i.e, walkers should not walk in the running lane). Always pass on the outside.
- Stretching should be done in the designated areas and not on the track.
- Strollers are permitted. PLWC has strollers available or you may bring your own.
- Standing spectators are not permitted on the track.
- Small children must be with an adult and must stay within an arm's length from the adult at all times.

WEIGHT AND EXERCISE AREA POLICIES

The weight and exercise area are used for both supervised and unsupervised programs

- Patrons must be dressed in appropriate exercise attire. Shirts and clean athletic shoes must be worn at all times. Open-toed shoes are not permitted.
- Equipment users must be in 8th grade or older. Individuals younger than 8th grade must meet with the Fitness Coordinator before being allowed to use the machines or equipment.
- Young children in strollers or carriers are not allowed in the weight or cardio area.
- Participants are responsible for proper use of the equipment. Please be courteous to others and wipe down weight equipment and benches after each use. Do not rest on benches, do not drop weights and put equipment away after use.
- Personal Trainers are not allowed unless employed with PLWC.
- Acceleration Room Policy- If the door is open then the room is available for member use. If the door is closed then the room is closed for member use. Members are not allowed to shut the door.