

City of Watertown

Proposed Parks, Recreation and Forestry
Board Agenda

Prairie Lakes Ice Arena

Watertown, South Dakota

February 25, 2025, 12:00 PM



CITY OF

WATERTOWN
SOUTH DAKOTA

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1. CALL TO ORDER	
2. ROLL CALL	
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7. OLD BUSINESS	
8. NEW BUSINESS	
(a) River Ridge concept review River Ridge Concept	6
(b) Park sign format review	
(c) Review of park rental requests	
(d) Pickleball complex ribbon cutting - May 14th 10:30 a.m.	
9. SUPERINTENDENT AND STATUS REPORT	
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10. EXECUTIVE SESSION

11. MOTION TO ADJOURN

Watertown
Parks, Recreation and Forestry Board Meeting Minutes
January 28, 2025

CALL TO ORDER

The Parks, Recreation and Forestry Board met in regular session at 12:00 p.m. in the Prairie Lakes Wellness Center.

ROLL CALL

Present upon roll call: Board member Terronez, Graf, Keyes, and Leitheiser

Absent: Board member Johnson, Lalim, Colberg & Board Liason Buhler

Staff present: Rodiek, Lowe, Brandsrud, Maag, Pearson, Hillis, Bolin & Plocher

Guest: Brandon from the Watertown Current Newspaper

PUBLIC COMMENT

DELEGATIONS

APPROVAL OF AGENDA

Motion by Terronez, seconded by Keyes, to approve the agenda as presented. Motion Carried.

REGULAR AGENDA

Approval of Minutes of

Motion by Leitheiser, seconded by Keyes, to approve the minutes from November 26, 2024 Board Meeting. Motion Carried.

OLD BUSINESS

NEW BUSINESS

Recommendation to apply for Cattail Crossing Liquor License

No recommendations were made due to more information needed by City Hall.

Recommendation to enter into an agreement with the Watertown School District for use of the stadium.

The City would enter into an agreement with the Watertown School District for use of the stadium. The Parks & Recreation Department would use it for the fall football program with primary use being the Watertown Baseball Association program activities. The maintenance of the Stadium would be taken over by the Parks & Recreation Department for a period of 3 years. This timeframe would allow the Watertown Baseball Association and the City to develop a long-term future plan for baseball field needs.

Motion by Terronez, seconded by Leitheiser, Motion to enter into an agreement with the Watertown School District for use of the stadium. Motion Carried.

Recommendation to enter into an agreement with the Watertown Baseball Association for the use of the Stadium

The City would enter into a parallel agreement with the Watertown Baseball Association for a period of 3 years. An annual fee of \$11,000 would be the responsibility of the WBA to the City of Watertown. Watertown Baseball Association would be responsible for pitching mound, moving fences and their sound system, whereas the Parks & Recreation Department would be responsible for the cost of the utilities, garbage, mowing and turf management for this site. This agreement would allow for continued use of the Stadium.

Motion by Terronez, seconded by Keyes, Motion to enter into an agreement with the Watertown Baseball Association for the use of the stadium. Motion Carried.

Review of Park Rental requests

Event information was shared in regards to the upcoming facility rental for Pride in the Park. There were no objections for this event.

Designation of Park Board Liason to LAZS

The Park Board President Nate Graf designated Nash Colberg to become the new Liason for LAZS.

SUPERINTENDENT AND STATUS REPORT

Director's Report

A new Facility Management Division will be housed under the Parks, & Recreation Department. Interviews have taken place for the Superintendent of this Division and an offer has been made.

We are in the new budget year and working on Phase I of the River Ridge Project.

Status Reports: Recreation/WFAC

Maintenance and Status Reports: Park and Forestry/City Park/Cemetery

Bryce Lawrence has become certified for playground inspections.

Status Report: Prairie Lakes Wellness Center

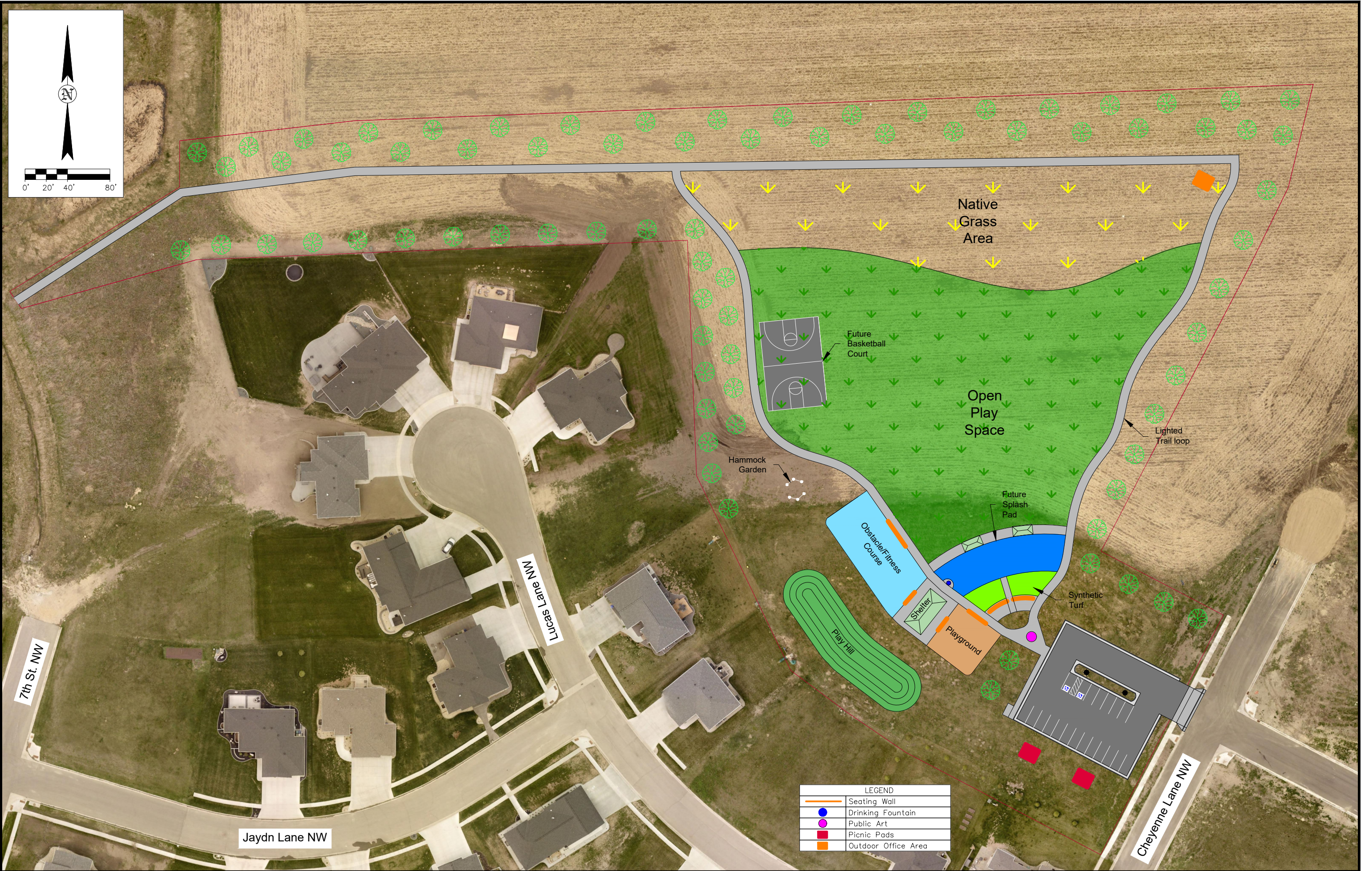
Status Report: Cattail Crossing Golf Course

Maintenance and Status Report: Bramble Park Zoo

EXECUTIVE SESSION

MOTION TO ADJOURN

Motion by Terronez, seconded by Leitheiser, to adjourn. Motion Carried.



Native
Grass
Area

Open
Play
Space

Future
Basketball
Court

Future
Splash
Pad

Lighted
Trail loop

Synthetic
Turf

Obstacle/Fitness
Course

Shelter

Playground

Play Hill

Hammock
Garden

Lucas Lane NW

7th St. NW

Jaydn Lane NW

Cheyenne Lane NW

LEGEND	
	Seating Wall
	Drinking Fountain
	Public Art
	Picnic Pads
	Outdoor Office Area

RECREATION/FIELDHOUSE/AQUATICS REPORT: FEBRUARY 2025

Fieldhouse was used for the Farm Show February 10th – 18th. Special Thanks to the Parks and Forestry Divisions for helping remove and install the turf! We were able to move most user groups to the Maas or City Aud while the Fieldhouse was occupied.

Facility schedules continue to remain consistent with rentals, birthday parties, practices, camps, association use and programming.

Summer Hiring for open positions has begun. Hosting Walk In-Interviews in March and April.

Maas Committee follow up meeting will be held on Wednesday, February 26th.

Summer Brochure and online registration is scheduled to open April 1st.

Pool Pass Super Saver Days are scheduled for March 28th – March 31st.

Program Review (Ongoing or Upcoming):

Youth: Fun Friday, Basketball Basics, ACE (Agility, Coordination & Exercise), Youth Fastpitch Camp, Football Academy, Spring Flag Football League

Adult: Co-Ed Volleyball, Indoor Soccer, Open Pickleball, Indoor Disc Golf League, Open Walking, Wiffleball League, Dodgeball League, Pickleball Tournament

Special Events: Roller Skating Parties, Specialty Classes for Art & Pottery, Open Gym at the City Aud

Josh Maag: Recreation Superintendent

**MT. HOPE CEMETERY
STATUS REPORT COMPARISON
January 2025**

BURIAL INFORMATION

	Jan-23			Jan-24			Jan-25			2022	2023	2024
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount	Total	Total	Total
Regular Opening	6	\$737	\$4,078	5	\$737	\$3,685	4	\$774	\$3,096	66	50	49
	<i>(2 County openings @ \$565)</i>											
Weekend/Holiday Opening	0	\$1,078	\$0	0	\$1,078	\$0	1	\$1,132	\$1,132	10	11	6
Cremation Opening	0	\$365	\$0	2	\$365	\$730	1	\$383	\$383	33	40	27
Cremation Wkend/Holiday	0	\$706	\$0	1	\$706	\$706	0	\$741	\$0	8	1	10
Late Fee	0	\$341	\$0	1	\$341	\$341	0	\$358	\$0	3	1	3
Columbarium Opening	0	\$89	\$0	0	\$89	\$0	0	\$93	\$0	9	7	6
Infant	0	\$230	\$0	1	\$230	\$0	0	\$242	\$0	2	0	1
	<i>(Infant section - free)</i>				<i>(Infant section - free)</i>							
Disinterment	0	\$2,211	\$0	0	\$2,211	\$0	0	\$2,322	\$0	0	0	0
Total Burials	6			10			6			131	110	102

TOTAL REVENUE FROM OPENINGS

\$4,078.00

\$5,462.00

\$4,611.00

\$72,224.00

\$64,462.00

\$61,053.00

LOT INFORMATION

	Jan-23			Jan-24			Jan-25			2022	2023	2024
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount	Total	Total	Total
Lot Sale	2	\$737	\$1,474	10	\$737	\$7,370	0	\$774	\$0	\$49,608	\$48,546	\$38,324
	0	\$902	\$0	0	\$902	\$0	0	\$947	\$0	\$17,703	\$10,824	\$5,412
Concrete Foundation	1	\$856	\$856	5	\$856	\$4,280	0	\$899	\$0	\$24,800	\$25,624	\$20,544
Columbarium Sale	0	\$62	\$0	0	\$62	\$0	0	\$65	\$0	\$0	\$0	\$0
Overuse Fee	0	\$737	\$0	1	\$737	\$737	0	\$774	\$0	\$11,713	\$4,422	\$6,633
	0	\$902	\$0	0	\$902	\$0	0	\$947	\$0	\$2,529	\$2,706	\$7,216
Perpetual Care	0	\$365	\$0	1	\$365	\$365	0	\$383	\$0	\$1,023	\$365	\$1,825
	0	\$454	\$0	0	\$454	\$0	0	\$477	\$0	\$2,544	\$2,270	\$3,234
Recording Fee	1	\$30	\$30	5	\$30	\$150	0	\$30	\$0	\$1,380	\$1,020	\$870
Niche Sale	0		\$0	0		\$0	0		\$0.00	\$17,060.71	\$15,536.00	\$12,539.00
Maus Storage Fee	0	\$159	\$0	0	\$159	\$0	0	\$167	\$0	\$298	\$159	\$0
Monument Settings	6	\$89	\$498	9	\$89	\$801	4	\$93	\$356	\$5,561	\$5,215	\$5,073
	<i>(6 @ old rate of \$83)</i>							<i>(4 @ 2024 price)</i>				
Affidavit Fee	0	\$154	\$0	0	\$169	\$0	0	\$169	\$0	\$0	\$0	\$0

TOTAL REVENUE FROM LOT SALES AND FEES

\$2,858.00

\$13,703.00

\$356.00

\$134,219.71

\$116,687.00

\$101,670.00

**Parks and Forestry
Board Report
February 2025**

Parks

- Service and maintenance on all equipment is still in the works.
- Seasonal staffing needs are being addressed with letters sent out to returning staff.
- CIP equipment purchasing is ongoing.
- Walk-in interviews are scheduled for the coming weeks with the hopes of attracting candidates for seasonal work.
- Flooding of the outdoor rinks continues.
- Staff that needed to recertify their Commercial Applicator license have been completed.
- Outsourcing letters for mowing have been sent out. We will review submitted quotes to decide which contractors to use for the season.
- Fieldhouse turf was removed and put back in after the Watertown Winter Farm Show.

Forestry

- Tree removals continue with hazardous/dangerous trees being removed when possible.
- Ash trees continue to be removed when staff has an opportunity.
- Forestry staff have been trimming trees when possible, as well, with the help of the Street Division.
- Forestry Technician position is open with Jamie Maag transferring to Cattail Crossing as their new mechanic.

Matt Brandsrud

Parks & Forestry Superintendent

PLWC Parks and Rec Committee Report – January 2025

January was another membership record with 4,027 memberships recorded. PLWC 2025 Winter/Spring Swim Lesson registration started at the end of December and we currently have 175 kids registered with 18 classes full and 11 classes that are still open. **In the Sports Zone**, PLWC Open Volleyball League, WPR Youth Basketball, WPR Co-Ed Volleyball League, and WPR City League Adult Basketball started in January. Rentals included LATC Basketball Intramural League, Elite Volleyball practice, Watertown School District Basketball team practice. Rental events included the Heiser Basketball Tournament (Jan. 4), the Watertown Swim Club Swim Meet (Jan. 11 & 12), and Watertown Christian School Basketball Tournament (Jan. 25). The Watertown Swim Club continues to practice at the **PLWC Indoor Pool** and birthday party rentals were booked in the PLWC Party Room.

PLWC Membership Numbers - Year-To-Year Comparisons

Note: Memberships below are unit counts. A family membership unit counts as 1 unit can have 2 or more people within the unit.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	4,027											
2024	3,911	3,807	3,684	3,662	3,663	3,393	3,365	3,594	3,762	3,745	3,737	3,702
2023	3,793	3,377	3,366	3,284	3,288	3,039	3,010	3,308	3,441	3,417	3,482	3,434
2022	3,033	2,986	2,969	2,928	2,916	2,872	2,843	2,829	2,801	2,838	2,840	2,929
2021	2,837	2,765	2,321	2,278	2,237	2,236	2,683	2,589	2,541	2,411	2,465	2,534
2020	2,693	2,799	2,827	2,204	2,263	2,225	2,562	2,575	2,441	2,405	2,425	2,502
2019	2,627	2,707	2,729	2,707	2,644	2,604	2,591	2,532	2,531	2,587	2,625	unk

Red annotates highest/lowest numbers in membership comparison.

Monthly Visits

2025	27,877											
2024	28,484	26,533	23,608	24,867	19,468	16,054	20,024	15,570	17,314	20,542	21,247	22,105
2023	25,852	22,589	23,091	20,119	16,726	14,989	14,622	15,864	22,086	21,386	22,733	25,868
2022	25,642	23,277	25,091	22,120	18,539	15,488	13,925	13,473	15,826	19,784	21,847	17,535
2021	24,281	22,732	22,037	19,252	16,049	14,073	13,194	12,733	15,564	17,897	20,140	19,732
2020	28,781	27,571	13,358	closed4covid	4,454	8,388	9,483	12,074	14,133	17,130	19,014	19,394
2019	25,971	24,931	25,667	22,866	22,878	16,715	16,070	15,945	18,927	23,859	26,114	24,164

Highest Daily Attendance - membership + guest passes

2025	1,027											
2024	1,184	1,163	1,010	1,160	903	748	770	699	721	808	892	989

Monthly Events

- Sports Zone Rental Groups - #32 days
- PLWC Rec Program/Tournaments Days - #20 days

Daily/Monthly Numbers

- Child Watch Visits = 236
- PLWC Wellness Classes = 206

**Bramble Park Zoo
Board Report
February 2025**

Animal Care

- Consulting veterinarian is making weekly rounds
- Entering animal records into Zims
- Animal transaction paperwork, shipments, and introductions for swift fox, red pandas, eagle, and owl
- Animal Quality of Life Assessments: Colobus, coyote, kangaroo, sloth, ring-tailed lemurs, De Brazza's monkey, cornsnake, guinea pig, and ferret
- Animal treatments: Kangaroo, spider monkey, and bearded dragons
- Animal medications: Colobus, De Brazza's, coyote, pony, ring-tailed lemur, swift fox
- Animal Care: Daily cleaning, enrichment, weighing, and training
- Snow and ice removal and extra bedding for animals
- Animal collection planning
- Job shadow
- Education Animal Handling class

Maintenance & Grounds Projects

- Grounds: Garbage, snow removal, sand walkways
- Serviced/Repaired: Perching for colobus, outside bathroom frozen pipes due to heater breaking, repaired door in bird world, installed eyebolts in otter building
- Unload and store bedding
- Fire extinguisher checks
- Made a door in animal care safer by adding a lock and window

Education, Roots & Shoots, Special Events, and Marketing

- Special Events are set for 2025! You can find them here <https://www.brambleparkzoo.com/events/>
- Online sign up for all summer zoo programs will take place April 1st with brochure coming out soon. Visit <https://secure.rec1.com/SD/watertown-sd> to register.
- Outreach programs were presented to Lincoln 1st Graders and visitors at the Webster Farm & Home Show reaching 142 individuals of all ages.
- Girls Rule "Junior" and "Senior" participants met at the zoo for programs on animals, science, health and wellbeing. Dr. Pickrel was the guest speaker.
- Educator assisted zookeepers with new animal transport.
- Working with City of Watertown HR to hire 2 full-time positions at the Zoo.
- Planned 6th Grade and 2nd Grade Days for the spring. Watertown students in these grades come for a full day of hands-on learning.
- A Birthday Party, Animal Handling Training for staff, webinar, and radio visit rounded out the month.

Other

- Renewal permits for eagles, captive bred wildlife, and transport
- Radio interview for 365 grant we received
- Looked over applications for Visitor Service/Education Assistant and Animal Care Supervisor positions
- SDSU Large Mammal Ecology and Management Class tour
- Press release for the Red Pandas
- IMLS survey to be eligible for their grants

Upcoming

Animal Update

Animal Births & Hatches

Animal Deaths

- 0.0.2 Redhooks due natural causes
- 0.0.3 Bluegills due to poor quality of life
- 0.0.2 Cichlids due to natural causes

Animal Acquisitions

- 1.0 Swift fox for breeding
- 2.0 Red pandas for exhibit

Animal Dispositions**Rehab Birds****Status**

0.0.2	Kestrel	pending possible homes
0.0.1	Bald Eagle	Healed wing break pending possible homes
0.0.1	Bald Eagle	Euthanized due to not healing
0.0.1	Rough legged hawk	Healing wing break and released
0.0.1	Great horned owl	badly broken wing and euthanized
0.0.1	Rough legged hawk	thin so monitoring
0.0.1	Short eared owl	recovered and going to Penn State
0.0.1	Swainson's hawk	recovered and pending possible homes

Monthly Volunteers with Hours

Dr. Andrea Hennen 45 hours

BRAMBLE PARK ZOO
Status Report and Comparison
February 2025

DAILY ATTENDANCE

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>YTD</u> <u>2/17/22</u>	<u>YTD</u> <u>2/17/23</u>	<u>YTD</u> <u>2/17/24</u>	<u>YTD</u> <u>2/17/25</u>
Adult	21,832	17,735	15,546	63	77	110	79
Youth	12,098	9,826	7,830	15	25	34	15
LAZS	16,209	13,319	12,237	128	214	322	192
Under 2	4,647	3,700	3,395	8	7	21	12
Non-paid Education	4,656	5,776	6,143	134	204	142	11
Codington Schools	235	786	185	0	0	0	0
Free Passes	1,234	1,038	1,138	3	0	2	0
Reciprocity	1,025	1,741	1,954	0	31	8	17
Free Days	1,042	2,194	1,856	0	0	0	0
50% Reciprocity - adult	710	148	142	2	0	5	0
50% Reciprocity - youth	582	116	63	1	0	3	0
Tax Exempt - adult	107	400	642	0	15	0	0
Tax Exempt - youth	1,166	1,973	2,349	0	0	0	0
Tax Exempt - Cod. Schools	185	342	497	0	0	0	0
Tax Exempt - 50% Rec. - adult	1	0	0	0	0	0	0
Tax Exempt - 50% Rec. - youth	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	65,731	59,094	53,977	354	573	647	326

DAILY RECEIPTS

Admissions	\$348,844	\$328,528	\$307,522	\$917	\$1,475	\$4,370	\$1,232
Concessions	\$35,521	\$34,116	\$30,037	\$221	\$329	\$138	\$94
Rentals (Wagons/Strollers)	\$1,137	\$1,275	\$1,197	\$0	\$6	\$0	\$0
Gift Shop	\$106,832	\$93,343	\$86,166	\$705	\$541	\$823	\$519
Education Programs	\$37,305	\$38,604	\$37,419	\$300	\$1,084	\$3,453	\$1,001
Over/Short	<u>\$61</u>	<u>\$1</u>	<u>-\$29</u>	<u>\$0</u>	<u>-\$2</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	\$529,701	\$495,867	\$462,313	\$2,143	\$3,433	\$8,784	\$2,845

ADDITIONAL RECEIPTS

Coin Operated Machines	\$21,621	\$16,399	\$15,512	\$0	\$0	\$0	\$0
Other Misc. Revenue	\$3,856	\$2,198	\$747	\$0	\$0	\$0	\$0
Memberships (I/F/G from LAZS)	\$89,725	\$87,496	\$92,061	\$2,354	\$3,940	\$1,716	\$2,628
Donations	\$125,671	\$33,750	\$39,096	\$3,000	\$3,000	\$2,917	\$0
Sale of Generated Fixed Assets	\$8,925	\$17,700	\$3,350	<u>\$8,500</u>	<u>\$0</u>	<u>\$150</u>	<u>\$0</u>
TOTAL	\$249,798	\$157,542	\$150,765	\$13,854	\$6,940	\$4,782	\$2,628

<u>TOTAL RECEIPTS</u>	\$779,499	\$653,409	\$613,077	\$15,997	\$10,373	\$13,566	\$5,474
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A quick introduction / bio as a new employee. I began my role as the Prairie Lakes Ice Arena Superintendent on November 1st. I was born and raised in Tracy, MN. Served four years in the Air Force with duty stations in the United Kingdom and Washington State. Returned to MN and received a B.S. in Recreation Management from Mankato State University. I also met my wife Marilyn while at Mankato and we have been married 33 years. Following graduation, we served a two-year stint in the Peace Corps, living in the small rural community named El Papayo in the Dominican Republic. For the past 22 years I worked in the YMCA movement. 10 years in Willmar, MN with a focus on programming, membership, and marketing. The last 12 years as the CEO of the Marshall Area YMCA. We have two grown daughters. Grace is a Speech Language Pathologist for LifeScape in Sioux Falls. Laura is working on her Doctorate in Occupational Therapy at St. Catherine's in St. Paul.

A year-to-year comparison report for September 1 - January 31 shows a 52% increase in ice time within our major stakeholder groups. 2023 / 24 saw a total of 1,045 hours of ice time between WHA and WFSC. 55% WHA and 35% WFSC. 2024/25 expanded to 1,588 hours between WHA, WFSC, and the Shamrocks. 41% WHA, 32% Shamrocks, and 27% WFSC. This does not include curling, facility rentals, open skate sessions, adult hockey, birthday parties, etc.

We have recently completed the Lakers home tournament schedule. WFSC continues to practice for their competitions and Spring Show in early May. The Curling League is finishing league play with 4 teams. Their goal is to expand their participation and ice time in the coming year. The Shamrocks have completed 23 home games. 8 home games remain through April 11th

The inaugural stakeholder meeting was held in February with goals of establishing relationships, building trust, aligning our goals and objectives, creating our leadership and decision-making processes, identifying and working through our key concerns, etc. Immediate priorities include the completion of new user agreements, identifying summer ice maintenance windows, and bringing everyone to the table to set the 2025 / 26 master ice schedule.

Matt, Jeff, and I attended the 11-month warranty meeting with RJM construction. We toured the facility and documented all outstanding facility concerns. Most were addressed by sub-contractors within days. Other projects are still underway but protected by documenting during the warranty period.

Notable upcoming events / rentals include:

- March 1 Augustana Inter-Squad Game and Skate with the Vikings prior to a Shamrocks game.
- March 13 to 15 we host the Boy's State Tournament.
- April 12 – Great Plains High School After-Prom Party.
- June – WHA, Northerner (Brainerd), and Legends (Sioux Falls) Hockey Camps.
- July – Shamrocks 2025 / 26 Try Outs
- September – Tentative pre-season tournament hosted by 1820 Athletics from Aberdeen.

Submitted by Tom Bolin, Superintendent of Prairie Lakes Ice Arena