

City of Watertown

Proposed Parks, Recreation and Forestry
Board Agenda
Police Department
Watertown, South Dakota
October 29, 2024, 12:00 PM



CITY OF
WATERTOWN
SOUTH DAKOTA

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. PUBLIC COMMENT	
4. DELEGATIONS	
(a) Lake Area Zoological Society	
5. APPROVAL OF AGENDA	
6. REGULAR AGENDA	
(a) Approval of Minutes of Parks, Recreation and Forestry Board - Sep 24 2024 - Minutes - Pdf	3 - 5
7. NEW BUSINESS	
(a) Bramble Park Zoo accreditation/planning discussion with LAZS	
(b) Thunder Road Facility improvement request	
8. OLD BUSINESS	
(a) Park Land Dedication determination - Pelican Place Addition	
9. SUPERINTENDENT AND STATUS REPORT	
(a) Director's Report	
(b) Status Reports: Recreation/WFAC Recreation Board Report - October 2024	6
(c) Maintenance and Status Reports: Park and Forestry/City Park/Cemetery Cemetery Board Report - Sept 2024 Parks Board Report - October 2024 PLIA Board Report - October 2024	7 - 9
(d) Status Report: Prairie Lakes Wellness Center PLWC Board Report - October 2024	10
(e) Status Report: Cattail Crossing Golf Course	11

[Cattail Crossing Golf Course Board Report - October 2024](#)

(f) Maintenance and Status Report: Bramble Park Zoo

12 - 14

[Bramble Park Zoo Board Report - October 2024](#)

[Zoo Status Report & Comparison--October 2024](#)

10. EXECUTIVE SESSION

11. MOTION TO ADJOURN

Watertown
Parks, Recreation and Forestry Board Meeting Minutes
September 24, 2024

CALL TO ORDER

The Parks, Recreation and Forestry Board met in regular session at Noon in the Prairie Lakes Wellness Center.

ROLL CALL

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

Absent: Board member Johnson and Leitheiser

Staff present: Rodiek, Lowe, Maag, Plocher

Guests: Reid & Roberta Homola, Steve, Ted & Sara Horning, Colin DeJong

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 Colberg, seconded by Keyes, to approve the minutes from August 21, 2024 Board Meeting. Motion Carried.

OLD BUSINESS

Kayak Rental proposal

Reid and Roberta Homola presented to the board their Kayak Rental concept and how it would work. The Kayaks would be available to rent online, the customer would receive a code to unlock a kayak. This would be a self-serve amenity that the Homola's would oversee. Reid and Roberta have General Liability Insurance for this business. They would like to locate their business at City Park.

Motion by Keyes, seconded by Terronez, Motion to subservice Kayak rentals at City Park Motion Carried.

Thunder Road status

The new lease has been approved for Thunder Road. An investment group will be taking over this business with new energy and ideas in mind. There is the possibility of this being a year around business. Rent paid to the City would be 5% on the net income of the first \$500,000 and 2 1/2% on the gross receipts over the

\$500,000. The building is owned by the City of Watertown. The City will take care of the mechanical maintenance on this facility.

NEW BUSINESS

Board determination of Park Land Dedication proposal for the Horning Pelican Place Addition Concept Plan

The options that were discussed in regards to the Park Land Dedication proposal were to secure a trail easement to provide a future trail connection along with cash in lieu for the balance. Hornings would like to put something in this area that would be usable by kids/families. The recommendation from the Park Master Plan would be to not accept additional park land in areas where not needed. There are already two parks near that vicinity. Hornings would like to hear more ideas on what we can put in this area. A couple of the board members will be appointed to have further discussion with the Hornings to look at more options. Discussion was tabled until next months meeting.

Motion by Lalim, seconded by Keyes, Motion to table discussion on the Horning Pelican Place Addition Concept Plan until next months meeting. Motion Carried.

SUPERINTENDENT AND STATUS REPORT

Director's Report

Pickleball Complex project is coming along good. Two of the courts will be lighted along with shade structures going up in the center of the complex.

The City has made an offer which was accepted for the new Ice Arena Superintendent position.

Randy Kittle from Pierre met with the Park and Rec Director last week to close out the resurfacing of the trail project.

The Watertown Family Aquatic Center slides are getting reconditioned with a gelcoat sealant.

Status Reports: Recreation/WFAC

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

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 Colberg, seconded by Keyes, motion to adjourn meeting. Motion Carried.

RECREATION/FIELDHOUSE/AQUATICS REPORT: OCTOBER 2024

Aquatic Center water slides have been painted and refurbished. The postseason and winterizing list is close to complete.

Staff is busy scheduling the Maas, City Aud, Fieldhouse, and Shooting Range facilities with rentals, camps, association use and programming.

Recreation staff continues assisting in daily operations of the ice arena manager duties and daily tasks. Open Skate Schedule has been established and has been seeing good attendance early on.

Program Review (Ongoing or Upcoming):

Youth: Travel Team Volleyball, Fun Friday, Boys & Girls Travel Team Basketball League, Basketball Basics, Try Hockey, ACE (Agility, Coordination & Exercise), Archery, Tumbling Tykes, Youth Fastpitch Camp

Adult: Indoor Soccer, Women's Volleyball, Open Play Pickleball, Open Pottery, Indoor Disc Golf League, City League Basketball, Cornhole League

Special Events: Roller Skating, Birthday Parties

Tournaments: November 15 & 16 Adult Futsal Tournament at City Aud

Josh Maag: Recreation Superintendent

MT. HOPE CEMETERY
STATUS REPORT COMPARISON
September 2024

BURIAL INFORMATION

	Sep-22			Sep-23			Sep-24		
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount
Regular Opening	46	\$689	\$31,446	37	\$737	\$26,925	36	\$737	\$26,532
				<i>(2 County openings @ \$565)</i>					
Weekend/Holiday Opening	9	\$932	\$8,388	5	\$1,078	\$5,390	5	\$1,078	\$5,390
Cremation Opening	23	\$341	\$7,843	33	\$365	\$12,045	17	\$365	\$6,205
Cremation Wkend/Holiday	8	\$584	\$4,672	1	\$706	\$706	8	\$706	\$5,648
Late Fee	3	\$243	\$729	1	\$341	\$341	1	\$341	\$341
Columbarium Opening	7	\$83	\$581	5	\$89	\$445	4	\$89	\$356
Infant	2	\$172	\$172	0	\$230	\$0	1	\$230	\$0
	<i>(Infant section - free)</i>			<i>(Infant section - free)</i>			<i>(Infant section - free)</i>		
Disinterment	0	\$2,067	\$0	0	\$2,211	\$0	0	\$2,211	\$0
Total Burials	98			82			72		

2021 Total	2022 Total	2023 Total
67	66	50
12	10	11
38	33	40
12	8	1
2	3	1
5	9	7
1	2	0
0	0	0
137	131	110

TOTAL REVENUE FROM OPENINGS

\$53,831.00

\$45,852.00

\$44,472.00

\$78,286.00

\$72,224.00

\$72,224.00

LOT INFORMATION

	Sep-22			Sep-23			Sep-24		
	No.	Fees	Amount	No.	Fees	Amount	No.	Fees	Amount
Lot Sale	58	\$689	\$39,962	44	\$737	\$32,332	48	\$737	\$35,376
	16	\$843	\$13,488	10	\$902	\$9,020	4	\$902	\$3,608
Concrete Foundation	25	\$800	\$20,000	20	\$856	\$17,064	22	\$856	\$18,832
Columbarium Sale	0	\$55	\$0	0	\$62	\$0	0	\$62	\$0
Overuse Fee	12	\$689	\$8,268	6	\$737	\$4,422	7	\$737	\$5,159
	3	\$843	\$2,529	2	\$902	\$1,804	6	\$902	\$5,412
Perpetual Care	2	\$341	\$682	1	\$365	\$365	3	\$365	\$1,095
	2	\$424	\$848	3	\$454	\$1,362	5	\$454	\$2,326
Recording Fee	37	\$30	\$1,110	23	\$30	\$690	26	\$30	\$780
Niche Sale	8		\$14,927.00	4		\$8,699.00	5		\$8,693.00
Maus Storage Fee	1	\$149	\$149	0	\$159	\$0	0	\$159	\$0
Monument Settings	47	\$83	\$3,901	49	\$89	\$4,325	39	\$89	\$3,471
				<i>(6 @ old rate of \$83)</i>					
Affidavit Fee	0	\$154	\$0	0	\$169	\$0	0	\$169	\$0

2021 Total	2022 Total	2023 Total
\$70,278	\$49,608	\$48,546
\$7,587	\$17,703	\$10,824
\$15,200	\$24,800	\$25,624
\$0	\$0	\$0
\$4,823	\$11,713	\$4,422
\$3,372	\$2,529	\$2,706
\$682	\$1,023	\$365
\$2,544	\$2,544	\$2,270
\$1,500	\$1,380	\$1,020
\$14,738.00	\$17,060.71	\$15,536.00
\$0	\$298	\$159
\$6,734	\$5,561	\$5,215
\$0	\$0	\$0

TOTAL REVENUE FROM LOT SALES AND FEES

\$105,864.00

\$80,083.00

\$84,752.30

\$127,498.00

\$134,219.71

\$116,687.00

Parks and Forestry

Board Report

October 2024

Parks

- Perennials have been cut and removed for the season.
- Staff has been busy winterizing facilities and irrigation systems.
- Park/Complex spraying is ongoing when weather allows.
- Community Gardens will be cleaned, mowed and tilled for the fall.
- Mowing continues as needed in the parks and complexes. With mulching of leaves done when time and weather allows.
- Koch Complex and 4th Avenue Ballfield renovations are ongoing.
- Memorial benches are still in the works on being placed throughout the Parks.
- Staff has been cleaning up graffiti in various parks, these incidents have been reported.
- Koch Complex and Foundation Field fencing is still being worked on with Koch completed.
- River Ridge Park will be seeded with turf grass and a native grass mix in the coming weeks as well as the planting of more trees.

Forestry

- Crew has been working hard on stump grinding and will continue as they are able.
- Community gardens will be cleaned up of all refuse and trash left by renter, if any.
- Leaf drop-off site has opened and will regularly have to be emptied.
- Staff removed, stumped and cleaned up 48 trees from City Park. These trees (mostly Ash) were in need of being removed due to their condition and location.

Matt Brandsrud

Parks & Forestry Superintendent

Prairie Lakes Ice Arena

Board Report

October 2024

Prairie Lakes Ice Arena

- Watertown Shamrocks games are underway keeping all staff busy and learning new ways to be more efficient in concessions and beer sales.
- RJM Construction has completed most of the punchlist items on the building with just a few smaller items to address.
- We are working on hiring more seasonal staff for cleaning and concession positions.
- We have been working on getting schedules from the user groups for the upcoming season to get that placed into FinnlySports software so we can know the timeslots that are available to the public. To see the daily schedule you can visit:
<http://watertown.finnlyconnect.com/>
- Open skates started on October 16th and have been well attended.
- Associations' respective seasons are underway keeping the rinks very busy in the evening and weekend along with various rentals and weekend tournaments.
- Tom Bolin, the new Prairie Lakes Ice Arena Superintendent starts on November 1st.

Matt Brandsrud

Parks & Forestry Superintendent

PLWC Parks and Rec Committee Report - October 2024

October marks the start of colder months and it's the time when the PLWC starts seeing more seasonal members returning. The new **Watertown Parks and Recreation Outdoor Pickleball courts** are nearing completion outside the PLWC with daily questions from people asking what's going in there. The colder (and windier) weather has many players back inside the PLWC gymnasiums as the seasons change with **Open Court** play in the morning and early afternoon hours before school gets out and the gyms fill up with classes, leagues and rentals.

PLWC Fall Swim Lesson registration is still ongoing for the two sessions before the end of the year as PLWC Aquatic staff continue to teach kids how to be safe around water. **In the Sports Zone, PLWC Co-Ed Volleyball** that began Sept. 18 has 40 people on 10 teams for the Competitive A team and 36 people on 6 teams for the Recreational B team. The **Watertown Middle School Girls Volleyball** team continues to practice daily afterschool. **WPR Youth Volleyball** classes finishes up in October and **WPR Women's Volleyball League** started playing on Sundays.

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
2024	3911	3807	3684	3662	3663	3393	3365	3594	3762			
2023	3793	3377	3366	3284	3288	3039	3010	3308	3441	3417	3482	3434
2022	3033	2986	2969	2928	2916	2872	2843	2829	2801	2838	2840	2929
2021	2837	2765	2321	2278	2237	2236	2683	2589	2541	2411	2465	2534
2020	2693	2799	2827	2204	2263	2225	2562	2575	2441	2405	2425	2502
2019	2627	2707	2729	2707	2644	2604	2591	2532	2531	2587	2625	unk
2018	2700	2681	2688	2705	2685	2607	2571	2552	2573	2600	2639	2655

Red annotates highest/lowest numbers in membership comparison.

Monthly Visits

2024	28,484	26,533	23,608	24,867	19,468	16,054	20,024	15,570	17,314			
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	closed to covid	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

2024	1,184	1,163	1,010	1,160	903	748	770	699	721
-------------	-------	-------	-------	-------	-----	-----	-----	-----	-----

Monthly Events

- Sports Zone Rental Groups - #20 days
- PLWC Rec Program/Tournaments Days - #10 days

Daily/Monthly Numbers

- Child Watch Visits = 181
- PLWC Wellness Classes = 204

Cattail Crossing Golf Course

October Board Report

The golf course is in the final stages of wrapping up for the season. With the recent dry weather, we have been watering fairways, greens & tees pretty heavily to make sure they go into the winter months very healthy.

Irrigation blowout is currently scheduled for the end of the month but we may adjust depending on weather.

The maintenance staff has been busy with the daily Fall project of blowing and mulching leaves. They have also been installing the new Tee Sign posts. We will wait until the Spring to attach the new signs.

We recently removed all GPS screens from the golf carts to make sure they don't freeze with the cold evening temps. All club and ball washers have been drained as well.

This is the last season with our current fleet and we are in the process of seeing bid specs for our new lease agreement.

Our patio project has been selected as a finalist for the cover of Rochester Concrete's National sales catalog. The company is looking to come out and do a photo shoot within the next couple weeks.

Levi Pearson, PGA
Scott Schunter, GCSAA
Cattail Crossing Golf Course

**Bramble Park Zoo
Board Report
October 2024**

Animal Care

- Consulting veterinarian is making weekly rounds
- Record keeping on ZIMS and updating inventory lists
- Animal Care: daily cleaning, enrichment, and training
- Animal breeding and transaction paperwork: lemurs, siamangs, swift fox, condors, and ducks
- Animal Quality of Life: colobus, coyote, wolf, kangaroo, swift fox, sloth, ring tailed lemurs, De Brazza monkey, cornsnake, amazon parrot, guinea pig, and ferret
- Animal treatments: sloth, DeBrazza's monkey, spider monkeys, horse, wolf, and lemurs
- Animal medications: wolf, colobus, De Brazzas, coyote, pony, ring tailed lemur, and spider monkey
- Working on DeBrazza's monkey introductions
- Banded and released guinea chicks
- Public Eagle release
- Bison introductions

Maintenance & Grounds Projects

- Lots of fall leave removal, mowing, weed eating, trimming trees, spray weeds and grounds keeping in all areas.
- Serviced/Repaired: lights in lemur building, lights and ballasts in Amazon tank room, door hinge in wolf building, floor tiles in Discovery Center, tires on workhorse, cleaned both lift stations, removed ductwork in bridge, took down shade tarp by Concessions, and began fall shallow line blow out.

Education, Roots & Shoots, Special Events, and Marketing

- Fall Zoo School classes have had record attendance numbers! So far, 97 youth and their parents/grandparents have attended these classes on Thursday afternoons or Friday mornings. There are 2 weeks of class left in November, get signed-up for one or more!
- 132 students and staff attended field study trips this month. Topics included Animal Ambassadors, Interdependence & symbiosis, plant and animal structures and functions, and endangered animals.
- First PREMIER Bank/PREMIER Bankcard held a 5K run/walk through the zoo with 62 people in attendance.
- Outreach programs were held at St. Martin's School, Rotary, Optimist and Avantara Clark reaching 220 people.
- Approximately 50 people attended a dual bald eagle release at Thompsons Point State Lakeside Use Area.
- Early Out Zoo School was held in September (Born in the USA – native animals) and October (Critter Coverings – classification) reaching 36 school-aged kids.
- 959 people attended the Inaugural KXLG Community Chili Cook-off on a HOT September day.
- Zoo Boo will be held on Saturday, October 26th
- The Zoo is currently working with the Watertown School District to find participants for the grant funded Roots & Shoots Girls Rule program, which will start in November with instructor Barb Struwe.
- The 2025 United Way Campaign is in full swing. The Zoo Educator is a Loaned Executive Co-Chair once again.
- 50 individuals with special needs (from youth to senior citizens) attended tours and Animal Encounters.
- Wild Wednesday Animal Encounters have resumed on Power 106.3 for the shoulder season. A new Animal Ambassador visits the radio station each month.

Other

- Staff meeting regarding AZA Accreditation
- Stacy gave a talk at Rotary and Optimist Clubs
- Meet with TSP and Austin Engineering for wolf project
- Working on FWS permits

Upcoming

Animal Update

Animal Births & Hatches

Animal Deaths

- 1.0 swift fox necropsy pending most likely age related
- 0.0.1 Cichlid

Animal Acquisitions

- 0.2 Red Billed Blue magpies

Animal Dispositions

- 1.0 Ruff lemur to Micke Grove Zoo in CA
- 0.0.1 Golden eagle to New Mexico

Rehab Birds

Status

- | | |
|------------------------|-------------------------------|
| 0.0.2 Kestrel | pending possible release/home |
| 0.0.2 Red tail hawk | pending possible release/home |
| 0.0.1 Great horned owl | release |
| 0.0.1 Barn owl | Euthanized due to broken wing |
| 0.0.2 Swanson's hawk | looking for homes |

Monthly Volunteers with Hours

- | | |
|------------|----------|
| Dr. Hennen | 60 hours |
|------------|----------|

BRAMBLE PARK ZOO
Status Report and Comparison
October 2024

DAILY ATTENDANCE

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>YTD</u> <u>10/17/21</u>	<u>YTD</u> <u>10/17/22</u>	<u>YTD</u> <u>10/17/23</u>	<u>YTD</u> <u>10/17/24</u>
Adult	21,832	17,735	15,546	20,081	15,639	14,347	15,685
Youth	12,098	9,826	7,830	10,699	8,083	6,973	7,383
LAZS	16,209	13,319	12,237	15,263	12,377	11,417	13,361
Under 2	4,647	3,700	3,395	4,211	3,256	3,130	3,567
Non-paid Education	4,656	5,776	6,143	3,747	5,674	5,267	5,987
Codington Schools	235	786	185	235	213	185	55
Free Passes	1,234	1,038	1,138	1,191	974	979	1,119
Reciprocity	1,025	1,741	1,954	989	1,700	1,951	1,872
Free Days	1,042	2,194	1,856	1,042	2,194	1,856	2,039
50% Reciprocity - adult	710	148	142	688	145	133	162
50% Reciprocity - youth	582	116	63	572	116	68	82
Tax Exempt - adult	107	400	642	107	400	642	674
Tax Exempt - youth	1,166	1,973	2,349	1,166	2,064	2,339	2,827
Tax Exempt - Cod. Schools	185	342	497	185	320	475	339
Tax Exempt - 50% Rec. - adult	1	0	0	1	0	0	0
Tax Exempt - 50% Rec. - youth	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	65,731	59,094	53,977	60,179	53,155	49,762	55,152

DAILY RECEIPTS

Admissions	\$348,844	\$328,528	\$307,522	\$323,042	\$288,930	\$281,305	\$324,882
Concessions	\$35,521	\$34,116	\$30,037	\$33,960	\$32,345	\$28,551	\$29,751
Rentals (Wagons/Strollers)	\$1,137	\$1,275	\$1,197	\$1,065	\$1,191	\$1,143	\$1,305
Gift Shop	\$106,832	\$93,343	\$86,166	\$103,090	\$87,874	\$81,118	\$82,897
Education Programs	\$37,305	\$38,604	\$37,419	\$33,051	\$34,726	\$32,505	\$33,356
Over/Short	<u>\$61</u>	<u>\$1</u>	<u>-\$29</u>	<u>\$63</u>	<u>\$0</u>	<u>\$3</u>	<u>\$11</u>
TOTAL	\$529,701	\$495,867	\$462,313	\$494,271	\$445,066	\$424,624	\$472,202

ADDITIONAL RECEIPTS

Coin Operated Machines	\$21,621	\$16,399	\$15,512	\$20,285	\$14,410	\$13,566	\$15,892
Other Misc. Revenue	\$3,856	\$2,198	\$747	\$3,856	\$2,160	\$741	\$0
Memberships (I/F/G from LAZS)	\$89,725	\$87,496	\$92,061	\$74,172	\$70,242	\$76,945	\$67,794
Donations	\$125,671	\$33,750	\$39,096	\$91,875	\$27,747	\$30,096	\$48,381
Sale of Generated Fixed Assets	\$8,925	\$17,700	\$3,350	<u>\$8,500</u>	<u>\$11,700</u>	<u>\$2,000</u>	<u>\$150</u>
TOTAL	\$249,798	\$157,542	\$150,765	\$198,688	\$126,259	\$123,348	\$132,216

<u>TOTAL RECEIPTS</u>	\$779,499	\$653,409	\$613,077	\$692,959	\$571,326	\$547,972	\$604,418
------------------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------