



Watertown City Council  
Monday, March 14, 2022  
7:00 p.m.

### WORK SESSION AGENDA

The City Council meeting is open to the public.

#### Discussion Items:

1. Zoo New York
  - Lawrence Sorel, Executive Director and CEO
2. Parks and Public Lands
  - Scott Weller, Superintendent of Parks and Recreation
  - Kenneth Mix, City Manager
3. Recreation Programs
  - Scott Weller, Superintendent of Parks and Recreation
  - Kenneth Mix, City Manager
4. City Hall Improvements
  - Michael Delaney, City Engineer
  - Dana Aikins, Code Enforcement Supervisor
  - Kenneth Mix, City Manager

March 10, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Parks and Recreation

### **Parks and Public Spaces**

I believe that City governments' most effective role in economic development is to create a place people want to live in by maintaining high quality public environments, including a decent system of parks and public spaces. Public spaces include tree-lined streets, squares, traffic islands, and landscaping in parking lots.

I described what I called the "Park Improvement Initiative" in my budget memo for this year's budget, which said:

"We have been focusing more attention on Thompson Park, which is one of the City's most valuable assets. The importance of making improvements here is reinforced by several Goals and Strategies identified in the adopted Comprehensive Plan and Strategic Goals and Objectives. Parks & Recreation, Public Works, Planning, and GIS have been coordinating their efforts to make improvements. The volunteer program has also been re-started after a COVID hiatus.

This budget contains several items to assist with this effort. The Light Equipment Operator/Municipal Worker I on the DPW Buildings and Grounds crew has been re-instated. This position was cut two years ago in anticipation of consolidation of grass mowing operations that did not occur. More funds for seasonal workers have also been added to the Parks and Playgrounds budget for trail work and invasive brush removal. Replacement of old equipment is proposed to improve the efficiency of the work.

The Parks and Recreation accounts have been re-organized to separate programs and events from maintenance. There are now maintenance accounts for Parks and Playgrounds and Athletic Facilities. Programs, including staffing of the playgrounds, are included in the Program and Events account."

We were not able to hire the additional seasonal employees, because of the lack of applicants. GYMO donated the services of a company to bring in a machine for half a day to clear buckthorn in Thompson Park. We were impressed by the work they did and hired them to widen Middle Trail. The park volunteers exceeded expectations for how much work was done last year.

The City's ballfields are very well maintained, and we have a very good tree program. We should continue to maintain those standards. We could, however, put more resources into other aspects of the landscape. The resources can be in the form of additional employees, contracted services, and volunteer efforts. The Thompson Park master plan will provide guidance for landscape improvements in that park.

### **Recreation Programs and Events**

While only government provides public parks, recreation programs and events can be provided by other organizations. I consider them to be optional governmental services but are within the Council's authority to provide. The primary events that the Department of Parks and Recreation is involved in are:

M2M Run	Youth Tennis	Hockey Tournaments
Harvest Festival	Horseback Riding	Figure Skating Events
Concert in the Park	Thompson Park Pool	Home Show
DPAO Concerts	Alteri Pool	Comic Con
Outdoor Movie(s)	Splash Pad	BRAVO
T-Ball / Coach Pitch Baseball	Swim Lessons	Jefferson County Fair
10U Baseball	Learn to Skate	Walks/Runs
13U Baseball	Snowtown Events	Local Tournaments
Coed Softball	Playground Program	Outdoor Movie(s)
Sunday Softball	Skating Events	Arena Events
Kickball	Concessions	
Parades	Wolves Games	

There is a need for a person to coordinate and promote programs and events, especially if we continue to play a larger role in the Concert in the Park and other activities are added.

### **Recreation Fees**

Council Member Olney requested information on who pays what recreational fees. A list of the primary facility users and what they pay is attached. The current fee schedule is also attached.

### **Sports Fields Assessment**

Council Member Olney also requested an assessment of our sports fields. As noted above, we consider them to be in very good condition. That doesn't mean that there couldn't be an improvement made here and there.

We don't believe we need additional fields at this time, though lighting another field would helpful. A big improvement to the fields would be to convert North

into a four-field clover facility (potentially lighted). It would be an improvement for local leagues and would draw tournaments to the area. However, it would not increase the number of fields and it would be a significant expense.

This year we plan to add the practice fields at North Star and Sacred Heart to our software. This will encourage additional use and allow us to track usage. These two fields are used by Little League free of charge.

We also plan to cut out the infield on Marble #2. Marble fields currently don't see much use, but they have great potential, especially with bathrooms and pavilion nearby. Changing the infield from grass to clay will increase usage and therefore open up some of the other fields. This would be a good candidate for lights in the future.

There have been several suggestions for other types of new recreational facilities. We are considering proposing that a needs survey and assessment be done to determine what we are short on and what the public would actually use. A list of our current primary facilities is attached.

## City of Watertown Parks & Recreation Overview

Primary Facility Users	Payment Type	Amount	
Watertown Wolves	Agreement	\$ 28,000	\$80/\$150 hr.
Watertown Minor Hockey	Agreement	\$ 48,760	
Watertown Figure Skating Assoc.	Agreement	\$ 30,000	\$85 hr.
DPAO	Agreement	\$4,000/\$6,000	Indoor/Outdoor
Jefferson County Fair	Agreement	\$ 8,200	
BRAVO Festival	Agreement	\$ 3,500	
Watertown Rapids	Agreement	\$ 11,600	
Watertown Red & Black	Agreement	\$ 4,400	
Pop Warner	Agreement	\$ 1,460	
Relay for Life	Agreement	\$ 1,475	
Watertown American Little League	TBD	TBD	
South Jefferson Sports Plex	Fee Schedule	\$ 1,200	
Babe Ruth Baseball	Fee Schedule	\$ 1,100	
Power Play Sports	Fee Schedule	\$ 7,500	
Comic Con	Fee Schedule	\$ 2,500	
Adult Skating Groups	Fee Schedule	\$ 13,000	
Community Broadcasters	Fee Schedule	\$ 1,500	
MMA Events	Fee Schedule	\$ 3,100	
Home Show	Fee Schedule	\$ 4,500	
Circus	Fee Schedule	\$ 5,600	
Spa Shows	Fee Schedule	\$ 6,500	
Patriot Lacrosse	Fee Schedule	\$ 1,300	
North County Lacrosse	Fee Schedule	\$ 2,800	
IHC School	Fee Schedule	\$ 5,000	
Jefferson Community College	Fee Schedule	\$ 2,000	
Movement Sports	Fee Schedule	\$ 1,300	
Unity Lacrosse	Fee Schedule	\$ 500	
Numerous Walks/Runs	Fee Schedule		
Watertown City School District	Intermunicipal Agreement		

### Primary Programs & Events

M2M Run	Youth Tennis	Hockey Tournaments
Harvest Festival	Horseback Riding	Figure Skating Events
Concert in the Park	Thompson Park Pool	Home Show
DPAO Concerts	Alteri Pool	Comic Con
Outdoor Movie(s)	Splash Pad	BRAVO
T-Ball / Coach Pitch Baseball	Swim Lessons	Jefferson County Fair
10U Baseball	Learn to Skate	Walks/Runs
13U Baseball	Snowtown Events	Local Tournaments
Coed Softball	Playground Program	Outdoor Movie(s)
Sunday Softball	Skating Events	Arena Events
Kickball	Concessions	
Parades	Wolves Games	

## **Primary Facilities**

- 1) **Arena**
- 2) **Thompson Park**
  - Pool*
  - Splashpad*
  - Pavilions & Picnic*
  - Trails*
  - Tennis Courts*
  - Bathrooms*
  - Playground*
  - Maintenance Buildings*
- 3) **Fairgrounds/Bicentennial Park**
  - Multi-Purpose Fields (5)*
  - Softball/Baseball Fields (4)*
  - Pool*
  - Basketball Court*
  - Skate Park*
  - Pavilion*
  - Horse Ring*
  - Trail*
- 4) **John Adams Fields (North)**
  - Softball/Baseball Fields (5)*
  - Multi-Purpose Fields (2)*
  - Basketball Court*
- 5) **Marble Park**
  - Softball/Baseball Fields (2)*
  - Pavilion*
  - Bathrooms*
- 6) **Kostyk Park**
  - Softball/Baseball Field (1)*
  - Playground*
- 7) **North Star**
  - Playground*
  - Baseball Practice Field (1)*
- 8) **Academy Street**
  - Playground*
  - Basketball Court*
- 9) **Portage**
  - Playground*
- 10) **Taylor**
  - Playground*
- 11) **North Hamilton**
  - Playground*
- 12) **Jefferson**
  - Playground*
- 13) **Emerson Place**
  - Playground*
- 14) **Butler Pavilion**
- 15) **Waterworks Park**

# City of Watertown

## City Fees and Charges Schedule

### FY 2021-22

#### Parks and Recreation Fees\*

\* Military personnel and their immediate families, upon producing military ID, will be charged at the City Resident rate

<b>Arena - Ice Time for Groups</b>	<b>City Resident</b>	<b>Non City Resident</b>
Minor Hockey & Figure Skating / Student Groups		\$80.00 per hour
Adult and Non City Groups		\$120.00 per hour
Events Where Admission / Donation is Charged	\$150.00	\$188.00 per hour
School Ice Skating (Mon - Fri 12:00pm - 2:30pm)	\$2 per student to cover cost of skating and rentals	
 <b>Arena - Ice Time</b>	 <b>City Resident</b>	 <b>Non City Resident</b>
Public Skating	\$3.00	\$4.00 per day
Public Skating (children under the age of 4 years old)	No Charge	No Charge
Season Public Skating Pass	\$125.00	\$156.00 season
Family Ice Skating Pass	\$250.00	\$313.00 season
Skate & Shoot	\$5.00	\$6.00 per day
Season Skate & Shoot Pass	\$125.00	\$156.00 season
Season Skate & Shoot Pass and Public Skate	\$200.00	\$250.00 season
Ice Skate Rental	\$3.00	\$4.00 per day
Ice Skate Rental (children under the age of 4 years old)	No Charge	No Charge
Ice Skate Sharpening	\$5.00	\$6.00 per day
Rock & Skate	\$5.00	\$6.00 per day
Slip Slide & Skate		
Per Season	\$25.00	\$50.00 season
Per Season - With Skate Rental	\$35.00	\$70.00 season
Broomball	\$5.00	\$6.00 per day
Broomball Equipment Rental	\$3.00	\$4.00 per broom
Replacement ID Card	\$5.00	\$6.00 per card
 <b>Arena - Rental of Space</b>	 <b>City Resident</b>	 <b>Non City Resident</b>
Arena Rental / Performances	\$1,000.00	\$1,250.00 per day
Performances - Day Before / After	\$500.00	\$625.00 per day
Arena Rental Non Ice Time	\$100.00	\$125.00 per hour
Multipurpose Room - Daily	\$100.00	\$125.00 per day
Multipurpose Room - Hourly	\$25.00	\$31.00 per hour
Vendor Space	\$100.00	\$125.00 per day
Large Stage Set Up	\$1,000.00	\$1,250.00 per event
Small Stage Set Up	\$500.00	\$625.00 per event
Large Bleacher Set Up	\$500.00	\$625.00 per event
Small Bleacher Set Up	\$250.00	\$313.00 per event
PA System Rental	\$50.00	\$63.00 per event
Hang Signage	\$50.00	\$63.00 per hour
Hospitality Room	\$250.00	\$313.00 per day
Office Rental - Seasonal	\$500.00	\$625.00 per season
Office Rental - Daily	\$50.00	\$63.00 per day
Birthday Party Room	\$50.00	\$63.00 per party
Arena Concession - Per Vendor	\$250.00	\$313.00 per day
Arena Concession - Unlimited Concession Stands	\$1,000.00	\$1,250.00 per day
Craft and Vendor Fairs - Booth w/o Electricity	\$40.00	\$50.00 per day
Craft and Vendor Fairs - Booth w/ Electricity	\$50.00	\$63.00 per day

To Be Effective: July 1, 2021  
Adopted : May 24, 2021

**City of Watertown**  
**City Fees and Charges Schedule**  
**FY 2021-22**

**Parks and Recreation Fees (con't)**

<b>Miscellaneous Arena Fees</b>	<b>City Resident</b>	<b>Non City Resident</b>
Admission to Events		
Craft and Vendor Fairs	\$3.00	\$3.00 per day
Special Events Sponsored by Parks & Rec	\$5.00	\$5.00 per day
Advertising Fees		
Advertising Signs in Arena	\$400.00	\$500.00 May-Aug
Advertising on TV in Lobby	\$100.00	\$125.00 per month

<b>Chairs and Table Rental</b>	<b>City Resident</b>	<b>Non City Resident</b>
Chair Rental: Up to 500 Chairs	\$1.00	\$1.25 per day
Chair Rental: 501 - 1000	\$0.75	\$1.00 per day
Chair Rental: 1001+	\$0.50	\$0.75 per day
Table Rental: 1 - 20 Tables	\$4.00	\$5.00 per day
Table Rental: 21+ Tables	\$3.00	\$4.00 per day

<b>Field Rental</b>	<b>City Resident</b>	<b>Non City Resident</b>
Fairgrounds Main Baseball Field - Grandstand		
Hourly	\$75.00	\$100.00 per hour
Lights	\$75.00	\$100.00 per day
Fairgrounds Main Multipurpose Field - Outdoor Stadium		
Hourly	\$75.00	\$100.00 per hour
Lights	\$75.00	\$100.00 per day
Fairgrounds Horse Ring	\$60.00	\$75.00 per day
Municipal Fairgrounds Rental	\$250.00	\$313.00 per day
Other Athletic Fields		
Hourly	\$20.00	\$25.00 per hour
Lights	\$30.00	\$38.00 per day
Performances	\$1,000.00	\$1,250.00 per day
Day Before / After	\$500.00	\$625.00 per day
Practice - Schools Within City Limits & JCC	50%	N/A per hr

<b>Field Rental For Tournaments</b>	<b>City Resident</b>	<b>Non City Resident</b>
Main Fields - Non-Profit 501C3	\$41.00	\$51.00 per hour
Other Fields - Non-Profit 501C3	\$15.00	\$19.00 per hour
Regular For Profit Events	Hourly rate	Hourly rate per day
Additional Chalk Lining	\$25.00	\$31.00 per lining

<b>Naming Rights - Athletic Fields (5 year term - fields used mid-April through early-October)</b>		
Regular Athletic Fields (11)		\$1,000 per year
Regular Athletic Fields with lights (4)		\$1,500 per year
Main Multi-Purpose Field (1)		\$3,000 per year
Grandstand (1)		\$5,000 per year

	<b>City Resident</b>	<b>Non City Resident</b>
<b>Turf</b>	\$15.00	\$19.00 per bag

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**Parks and Recreation Fees (con't)**

<b>Parking</b>	<b>City Resident</b>	<b>Non City Resident</b>
Parking - Arena Concert / Performance / Show	\$1,500.00	\$1,875.00 per event
Parking - Outdoor Events	\$3,000.00	\$3,750.00 per event

<b>RV sites</b>	<b>City Resident</b>	<b>Non City Resident</b>
With Utility Hookup	\$25.00	\$31.00 per night
Without Utility Hookup	\$15.00	\$19.00 per night

**Jefferson County Agriculture Society Fair**

Arena Rental - Fair		\$3,000.00 fair
RV Sites - Fair Week		\$75.00 per site
Concessions - Jeff Co Ag Society		\$1,000.00 fair

<b>Marquee Advertising</b>	<b>City Resident</b>	<b>Non City Resident</b>
Non Parks and Recreation Events - Daily	\$10.00	\$13.00 per day
Non Parks and Recreation Events - Weekly	\$50.00	\$63.00 per week

<b>Miscellaneous Parks and Recreation Fees</b>	<b>City Resident</b>	<b>Non City Resident</b>
Vendor Fee	\$50.00	\$63.00 per event
Vendor Fee - Large Event	\$300.00	\$375.00 per event
Alcohol Permit Processing Fee	\$10.00	\$13.00 per day

<b>Pavilion Rentals</b>	<b>City Resident</b>	<b>Non City Resident</b>
Mayor Butler Pavilion	\$50.00	\$63.00 per day
Fairgrounds Pavilion	\$50.00	\$63.00 per day
Veterans Memorial Pavilion	\$50.00	\$63.00 per day
Marble Park Pavilion	\$50.00	\$63.00 per day
Thompson Park		
Large Pavilion - One of Four Quarters	\$50.00	\$63.00 per day
Large Pavilion - Full	\$200.00	\$250.00 per day
Picnic Areas	\$10.00	\$13.00 per day
Rotary Pavilion	\$50.00	\$63.00 per day
Pinnacle Pavilion	\$50.00	\$63.00 per day
Band Stand	\$25.00	\$31.00 per day

**Thompson Park - Garbage Removal for Large Groups**

1-99 people	\$25.00 per day
100-199 people	\$50.00 per day
200+ people	\$75.00 per day

<b>Bubble Ball</b>	<b>City Resident</b>	<b>Non City Resident</b>
Bubble Ball Rental	\$5.00	\$6.00
Bubble Ball Event Fee	\$100.00	\$125.00

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**City of Watertown**  
**City Fees and Charges Schedule**  
**FY 2021-22**

**Parks and Recreation Fees (con't)**

**Team Sports Programs**

Men's and Coed Adult Softball	\$300.00	per team
Sunday Softball	\$300.00	per team
Volleyball Team	\$200.00	per team
Kickball Team	\$225.00	per team
Soccer Tournament	\$225.00	per team
Basketball Tournament	\$125.00	per team
Soccer Teams	\$225.00	per team
Sunday Football League	\$250.00	per team

**Baseball and Softball Adult**

	<b>City Resident</b>	<b>Non City Resident</b>
Athletic Tournaments	\$200.00	\$300.00 per team

**Parks and Recreation Programs**

	<b>City Resident</b>	<b>Non City Resident</b>
Tennis Clinic	\$30.00	\$60.00 per person
Golf Lessons	\$35.00	\$70.00 per person
Youth Baseball & Softball Leagues	\$15.00	\$30.00 per person
Youth Swimming Lessons	\$15.00	\$30.00 per person
Fishing Clinic	\$30.00	\$60.00 per person
Family Yoga	\$10.00	\$20.00 per person
Scuba Diving Lessons	\$30.00	\$60.00 per person
Kid's Zumba	\$15.00	\$30.00 per person
Youth Running Club	\$20.00	\$40.00 per person
Horseback Riding Lessons	\$50.00	\$100.00 per person
Archery Day Camp	\$15.00	\$30.00 per person
Archery Week Camp	\$40.00	\$80.00 per person
Boot Camp Exercise Program	\$25.00	\$50.00 per person
Youth Camps	\$25.00	\$50.00 per person
Parks and Recreation Classes	\$25.00	\$50.00 per person

March 7, 2022

To: The Honorable Mayor and City Council  
From: Kenneth A. Mix, City Manager  
Subject: City Hall Improvements

We will be discussing the need for improvements to City Hall including:  
1. Court Renovations, 2. Second Floor Reconfiguration, and 3. Envelope (walls, windows, roof)/HVAC/Lighting Improvements.