

**WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT**

**Minutes of December 2018 Board Meeting – January 3, 2019**

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

**Members Present:** Bill McElhany, Scott Johnston, Justin Struckman, Lee Rycraft and Bruce Buhler

**Members Absent:** Pat Shriver, Heidi Stoick

**Staff Present:** Jay DeLange, Terry Kelly, Jeremy Herrboldt, Todd Walker, Dan Miller, John Small, Matt Brandsrud

**Staff Absent:** none

**Media:** Dan Crisler, Watertown Public Opinion

**Guests:** none

**Call to Order:** President McElhany called the meeting to order.

**Public Comment:** none

**Delegations:** none

1. **Approval of Agenda** – Motion by Johnston to approve Agenda, seconded by Rycraft. Motion carried.

2. **Approval of Minutes** – Motion by Rycraft to approve the minutes of the November 26, 2018 Board meeting, seconded by Struckman. Motion carried.

3. **Approval of Bills and Payroll** – Motion by Johnston to approve the December 2018 bills and payroll, seconded by Rycraft. Motion carried.

4. **Volunteer Approval** – Motion by Rycraft to approve the 11 listed Recreation volunteers, seconded by Johnston. Motion carried.

5. **Old Business** –

a. **Discussion on Park Dedication meeting with Plan Commission** –

b. **Open** – none.

6. **New Business** –

a. **Declare Zoo radios as surplus/junk and dispose (give to Police Department for trade)** – Motion by Struckman to declare Zoo radios as junk and give to Police Department for trade-in, seconded by Rycraft. Motion carried.

b. **Consideration of LAZS Fee Recommendation for Zoo Memberships** – Motion by Johnston to approve the LAZS Board recommendation for Zoo membership price increases, effective January 1, 2019, seconded by Struckman. Motion carried.

c. **Permission for Council authorization to advertise for Bids/Purchasing Contract for PREMIER Fields Playground** – Motion by Johnston to recommend to City Council to purchase PREMIER Fields playground equipment with Sourcewell contract, seconded by Rycraft. Motion carried.

d. **Open** – none

7. **Superintendent and Status Reports**

a. **Parks & Forestry** – See written report.

b. **Recreation** – see written report. Indoor Adult Soccer at Fieldhouse has been very popular.

c. **Zoo** – See written report.

d. **Golf** – See written report.

e. **PLWC** – See written report.

f. **City Park & Cemetery** – See written report.

8. **Executive Session** – Motion by Johnston to go into Executive Session at 6:23 p.m. to discuss contract negotiations and personnel issues, seconded by Rycraft. Motion carried. Motion by Rycraft to come out of Executive Session at 7:05 p.m., seconded by Johnston. Motion carried.

Motion by Rycraft to adopt employee pricing for PLWC and Cattail Crossing Golf Course employees to receive an annual membership at the pricing of \$48.00, only employees working at specific facilities are eligible for employee pricing, seconded by Struckman. Motion carried.

Motion by Johnston to offer Pearson Golf Management a 3-year contract extension contingent upon both parties entering into new contract terms through 2021, seconded by Struckman. Motion carried.

9. **Adjournment** – Motion by Rycraft to adjourn, seconded by Johnston. Motion carried.

Jay DeLange, Director