

**WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT**

**Minutes of January 28, 2020 Board Meeting**

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

**Members Present:** Pat Shriver, Bill McElhany, Justin Struckman, Scott Johnston, Melissa Terronez and Bruce Buhler

**Members Absent:** Lee Rycraft

**Staff Present:** Terry Kelly, Jeremy Herrboldt, Todd Walker, Matt Brandsrud, John Small, Doug Taken, Jim Lloyd

**Staff Absent:** Dan Miller (ill)

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

**Guests:** Glenn Villhauer, Eric Hansen with IDG

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

**Public Comment:** none

**Delegations:** none

1. **Approval of Agenda** – Motion by McElhany to approve Agenda, seconded by Johnston. Motion carried.
2. **Approval of Minutes of January 2, 2020 (December 2019) Board Meeting** – Motion by Struckman to approve the minutes of the December 2019 Board meeting, held on January 2, 2020 due to weather, seconded by Terronez. Motion carried.
3. **Approval of Facility Committee Minutes from January 15, 2020 with amended language on Item 1B. (see attached)** – Motion by McElhany to Approve Facility Committee Minutes from January 15, 2020 meeting with amended language on Item 1B. (see attached), seconded by Terronez. Motion carried.
4. **Discussion held on LAZS Committee Minutes from January 21, 2020.**
5. **Approval of Bills and Payroll** – Motion by Johnston to approve the January 2020 bills and payroll, seconded by Struckman.. Motion carried.
6. **Volunteer Approval** – Motion by McElhany to approve volunteers as listed, seconded by Terronez. Motion carried.
7. **Old Business** –
  - a. **Open** – none
8. **New Business** –
  - a. **External Facility Snow Removal Policy** – Motion by Johnston to approve proposed External Facility Snow Removal Policy as written, seconded by Struckman. Motion carried. (See attached policy)
  - b. **Authorization to Call for Bids for Phase 1 of Kampeska Trail Loop:** Motion by Johnston to recommend to City Council to advertise for bids for Phase 1 of Kampeska Trail Loop, seconded by Struckman. Motion carried.
  - c. **Zoo Accreditation Proposal** – Motion by McElhany to recommend to City Council to enter into a professional services contract with TSP Architects for design services related to the Animal Care Building in the amount of \$64,000, with funds allocated from the City Capital Improvement Fund. In addition, to accept a grant from the Watertown Community Foundation in the amount of \$90,000 to fund a two-year fulltime zookeeper position, with the balance of funds to come from the Lake Area Zoological Society and from the Zoo operational budget approved for FY 2020, seconded by Terronez. Motion carried.
  - d. **Open** – none
9. **Superintendent and Status Reports**
  - a. **Program Reports**
    - i. **Recreation** – as written
    - ii. **Ice Arena** – as written
  - b. **Maintenance Reports**
    - i. **City Park & Cemetery** – Discussed the need to replace flooring in the City Park residence due to water issues.
    - ii. **Golf Course** – Motion by Johnston to expend Golf Course Reserve Funds to cover any shortfall in 2020 Golf Car Lease payment, seconded by McElhany. Motion carried.
    - iii. **Parks & Forestry** – as written
    - iv. **PLWC/Auditorium/Fieldhouse/Aquatic Center** - as written
  - c. **Zoo** – as written
10. **Executive Session** – none
11. **Adjournment** – Motion by Johnston to adjourn, seconded by Struckman. Motion carried.

Terry Kelly, Interim Director