

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

Minutes of February 25, 2020 Board Meeting Discovery Center, Bramble Park Zoo – 5:30 p.m.

Members Present: Pat Shriver, Bill McElhany, Justin Struckman, Lee Rycraft, Melissa Terronez and Bruce Buhler

Members Absent: Scott Johnston

Staff Present: Terry Kelly, Jeremy Herrboldt, Dan Miller, Matt Brandsrud, John Small, Doug Taken

Staff Absent: Todd Walker

Media: Dan Crisler, Watertown Public Opinion

Guests: Mayor Caron, Glenn Villhauer, Lego League

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

Public Comment: Lego League discussion on moving forward with ADA Park at Morningside. Board showed support and will look at funding options.

Delegations: Tim Sheehan with Watertown Chamber of Commerce. Discussion on contingency plan for Cookin' on Kampeska if City Park is flooded. Request is to look at north side of PLWC.

1. **Approval of Agenda** – Motion by Buhler to approve amended Agenda after removing item #7, Recreational Trail Easement, seconded by Rycraft. Motion carried.
2. **Approval of Minutes of January 28, 2020 Board Meeting** – Motion by Rycraft to approve the minutes of the January 28, 2020 Board meeting, seconded by Struckman. Motion carried.
3. **Approval of Bills and Payroll** – Motion by McElhany to approve the February 2020 bills and payroll, seconded by Rycraft. Motion carried.
4. **Volunteer Approval** – none
5. **Superintendent and Status Reports**
 - a. **Program Reports**
 - i. **Recreation** – as written
 - ii. **Ice Arena** – as written
 - b. **Maintenance Reports**
 - i. **City Park & Cemetery** – as written
 - ii. **Golf Course** – as written
 - iii. **Parks & Forestry** – as written. Junior Block to retire March 12, 2020.
 - iv. **PLWC/Auditorium/Fieldhouse/Aquatic Center** - as written. Discussion on air quality tests in pool area. Will look to work with HVAC company to redesign for better air flow.
 - c. **Zoo** – as written
6. **Thunder Road Lease** – Motion by Rycraft to allow a forbearance to Thunder Road lease payment until the sale of the business or two operational seasons, whichever comes first, seconded by Buhler. Motion carried.
7. **Recreational Trail Easement - *Removed from Agenda***
8. **Summer Program Fees** – Motion by Struckman to accept Summer 2020 fees as attached, seconded by Terronez. Motion carried.
9. **City Park Fireworks Policy** – Discussion on future of allowing public shooting of fireworks at City Park campground and beach. Board action postponed until March 2020 Board meeting.
10. **Animal Care Building Preliminary Design and Recommendation** – Motion by Struckman to recommend to the City Council to adopt the final floor plan design proposal from TSP Architects and to request \$540,000 be transferred from the City Capital Improvement Fund to the Parks and Recreation budget to finance the estimated project cost of \$1,540,000 with the balance of funds coming from the Lake Area Zoological Society, seconded by Rycraft. Motion carried.
11. **Old Business** – none
12. **New Business** – Snowmobiles on golf course.
13. **Executive Session** – none
14. **Adjournment** – Motion by Rycraft to adjourn, seconded by Struckman. Motion carried.

Terry Kelly, Interim Director