

# WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

## Minutes of March 26, 2019 Board Meeting

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

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

**Members Absent:** Pat Shriver

**Staff Present:** Jay DeLange, Terry Kelly, Jeremy Herrboldt, Todd Walker, John Small, Jim Lloyd

**Staff Absent:** Matt Brandsrud (flood), Dan Miller (sick)

**Media:** none

**Guests:** Eric Hanson and Vanessa Victor from Infrastructure Design Group, Brandi Hanten from Engineering Dept.

**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 Struckman to approve the minutes of the February 2019 Board meeting, seconded by Stoick. Motion carried.

3. **Approval of Bills and Payroll** – Motion by Rycraft to approve the March 2019 bills and payroll, seconded by Johnston. Motion carried.

4. **Volunteer Approval** – none

5. **Old Business** –

a. **Trail Update–Easement Park Dedication discussion** – Motion by Johnston to approve a deed from the Carter Trust for the trail system with remaining park dedication to be determined at annexation of property, seconded by Stoick. Motion carried.

b. **PREMIER Complex Playground update** – Assistant Director updated Board on purchase process and that the playground will be purchased through Sourcewell contract with Crouch Recreation for an amount not to exceed \$70,000.

c. **Open** – none.

6. **New Business** –

a. **Memorandum of Understanding Office/Visitor Services Manager at BPZ** – Motion by Stoick to approve the memorandum of understanding, as attached, seconded by Rycraft. Motion carried.

b. **Declare Park Shop Lights as Surplus** – Motion by Johnston to declare 12 park shop lights as surplus and dispose as junk, seconded by Rycraft. Motion carried

c. **Marketing Pass Discussion** – Motion by Rycraft to approve an all-facility pass for marketing purposes, seconded by Struckman. Motion carried.

d. **Open** – Flood update

7. **Superintendent and Status Reports**

a. **Golf** – See written report.

b. **City Park & Cemetery** – see written report. Cleared snow from residence. Comfort station drains isolated. Electrical pedestals shut off.

c. **PLWC** –See written report.

d. **Recreation**– See written report. Summer Brochure coming out April 2<sup>nd</sup>. Pool Saver Day online April 5<sup>th</sup>. Hosting State Senior Games the second week of September.

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

f. **Zoo** – see written report. Jim updated Zoo flood plan. AZA accreditation completed with inspection coming in June.

8. **Executive Session** – Motion by Rycraft to go into Executive Session at 6:40 p.m. for the purpose of contract negotiations, seconded by Stoick. Motion carried. Motion by Johnston to come out of Executive Session at 7:27 p.m., seconded by Struckman. Motion carried.

9. **Pearson Golf Management Agreement** – Motion by Rycraft to accept Pearson Golf Agreement as written, seconded by Struckman. Motion carried.

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

Jay DeLange, Director