

# WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

## Minutes of April 30, 2019 Board Meeting

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

**Members Present:** Heidi Stoick, Pat Shriver, Justin Struckman, Scott Johnston and Bruce Buhler

**Members Absent:** Bill McElhany, Lee Rycraft

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

**Staff Absent:** Dan Miller (sick), Levi Pearson

**Media:** none

**Guests:** Ryan Van Gilder, Doug Hoftiezer, Vanessa Victor

**Call to Order:** Secretary Johnston called the meeting to order.

**Public Comment:** none

**Delegations:** Jacob Beutler, representing National Rifle League; Charlie Even, representing Watertown Fastpitch Softball Assn.

**1. Approval of Agenda** – Motion by Stoick to approve Agenda, with the addition of 6.b., Koch Complex Temporary Fencing, seconded by Struckman. Motion carried.

**2. Approval of Minutes** – Motion by Struckman to approve the minutes of the March 2019 Board meeting, seconded by Stoick. Motion carried.

**3. Approval of Bills and Payroll** – Motion by Struckman to approve the April 2019 bills and payroll, seconded by Shriver. Motion carried.

**4. Volunteer Approval** – Motion by Stoick to approve one Zoo volunteer and two City Park volunteers, as listed, seconded by Shriver. Motion carried.

### **5. Old Business** –

**a. Trail Update**– Vanessa Victor, from Infrastructure Design Group, spoke about the Carter Trust Property and that the trail location was moved by maximizing trail dedication.

**b. Roof Repair Update** – Asst. Director updated Board that the low bid for roof repairs for the following facilities: Family Aquatic Center Bathhouse, Bramble Park Zoo Discovery Center, Koch Complex Restroom Building and Foundation Fields Restroom/Concession Building from Elite Exteriors was accepted by City Council for the lump sum bid amount of \$41,243.70.

**c. PREMIER Complex Playground update** – Asst. Director updated Board that the City Council approved the Mayor to enter into a Sourcewell purchasing agreement with Crouch Recreation to construct the new playground at PREMIER Softball Complex for an amount not to exceed \$80,000.

**d. Open** – none.

### **6. New Business** –

**a. Recommendation for Foundation Field Sidewalk Accessibility Project** – Motion by Stoick to recommend moving forward with the Foundation Field Sidewalk Accessibility Project, seconded by Shriver. Motion carried.

**b. Open – Koch Complex Temporary Fencing** – Motion by Shriver to fund ground stakes for temporary fencing at Koch Complex, not to exceed \$1,000, seconded by Struckman. Motion carried.

### **7. Superintendent and Status Reports**

**a. PLWC**– See written report.

**b. Zoo** – see written report.

**c. Parks & Forestry** –See written report. Forestry Department is helping with City Wide Cleanup.

**d. Recreation**– See written report. Civic Rec software program is going well.

**e. City Park & Cemetery** – See written report. Doing meter repairs at City Park.

**f. Golf Course** – see written report. Flooding in wetland areas ongoing. Restoring crossings with millings.

### **8. Executive Session** – none

**9. Adjournment** – Motion by Stoick to adjourn, seconded by Shriver. Motion carried.

Note: May, June & July meetings will be held at noon.

Jay DeLange, Director