

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

Minutes of Board Meeting – May 29, 2018

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

Members Present: Bill McElhany, Lee Rycraft, Heidi Stoick and Bruce Buhler

Members Absent: Justin Struckman, Scott Johnston and Pat Shriver

Staff Present: Jay DeLange, Terry Kelly, Todd Walker, John Small, Dan Miller, Wade Pengilly and Levi Pearson

Staff Absent: Jeremy Herrboldt (ill)

Media: Dan Crisler, Watertown Public Opinion

Guests: Mayor Caron, Glen Vilhauer, Brandi Hanten, Jerad Mancell, Matt Roby, Peter Boyle

Call to Order: Vice-President McElhany called the meeting to order.

Delegations: Tom Marquardt of Marquardt Electric, gave an explanation of electrical pedestal issues at City Park.

1. **Approval of Agenda** – Motion by Rycraft to approve Agenda, with the addition of item 6e., Consideration of Agreement for Professional Services with Infrastructure Design Group for Phase 1 of the Lake Kampeska Final Trail Loop for \$39,800, seconded by Stoick. Motion carried.

2. **Approval of Minutes** – Motion by Stoick to approve the minutes of the April 24, 2018 Board meeting, seconded by Rycraft. Motion carried.

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

4. **Volunteer Approval** – Motion by Stoick to approve the Recreation and Zoo volunteers listed in their reports and Gabe and Logan Syhre and Steve and Maxine Johnson at City Park, seconded by Rycraft. Motion carried.

5. **Old Business** –

a. **Update on Trail Survey/Design Project** – Director updated the date and time of next Master Plan Committee meeting to be held at the Event Center on June 8 at 6:00 p.m. to unveil the final concept draft.

b. **Open** – None

6. **New Business** –

a. **Discussion and Recommendation on Department Software Package** – Peter Boyle discussed the progress of obtaining a centralized software system. Motion by Rycraft to recommend to Council to approve the funding to purchase centralized software, seconded by Stoick. Motion carried.

b. **Discussion and recommendations of park dedications for River Ridge, Olive House and Mancell**

Additions – Mancell Addition - Motion by Stoick to reject park land as shown on exhibit and to use .29 acres into Bike Trail addition, seconded by Rycraft. Motion carried. Olive Place – Motion by Stoick to recommend cash in lieu of land valued at \$7,053.70 minus value of extra easement of land value in addition to the cash credit value of standard four foot sidewalk, seconded by Rycraft. Motion carried. River Ridge – Board agreed to maintain the motion from the April 25, 2017 meeting.

c. **Update/discussion reference lakeshore erosion near pump house at Golf Course** – Motion by Rycraft to go to Finance Committee for fund approval from 212 account to fix shoreline at Cattail Crossing Golf Course, seconded by Stoick. Motion carried.

d. **Update/discussion regarding damaged electrical pedestals at City Park** – Motion by Stoick to move forward with fixing the seven broken pedestals at City Park, seconded by Rycraft. Motion carried.

e. **Consideration of Agreement for Professional Services with Infrastructure Design Group for Phase 1 of the Lake Kampeska Final Trail Loop for \$39,800** – Motion by Rycraft to recommend to City Council to enter into Phase 1 with Infrastructure Design Group for \$39,800 to design and prepare documents for trail expansion, seconded by Stoick. Motion carried.

7. **Superintendent and Status Reports**

a. **Golf** – See written report.

b. **Recreation** – See written report.

c. **Zoo** – See written report.

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

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

f. **PLWC** – See written report.

8. **Executive Session** – None

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

Jay DeLange, Director