

**WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT**

**Minutes of July 30, 2019 Board Meeting**

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

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

**Members Absent:** Scott Johnston

**Staff Present:** Jay DeLange, Terry Kelly, Jeremy Herrboldt, Todd Walker, Matt Brandsrud, Dan Miller, John Small, Doug Taken, Tom Weeks, Levi Pearson

**Staff Absent:** none

**Media:** none

**Guests:** Tim Danforth and Jacob Beutler

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

**Public Comment:** none

**Delegations:** Jenni Wirkus, representing Watertown Hockey Association, requesting Board approval for WHA advertising. Motion by Shriver to allow Watertown Hockey Association to provide signage and resurfacers advertisement at the Ice Arena with a re-evaluation after three years, seconded by Rycraft. Motion carried.

1. **Approval of Agenda** – Motion by Rycraft to approve Agenda, seconded by Shriver. Motion carried.

2. **Approval of Minutes** – Motion by Struckman to approve the minutes of the June 27, 2019 Board meeting, seconded by Shriver. Motion carried.

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

4. **Volunteer Approval** – Motion by Struckman to approve Jill Pearson, City Park volunteer and Phil Schwartz and Chelsey Lacroix, Zoo volunteers, seconded by Shriver. Motion carried.

5. **Old Business** –

a. **Open** – none.

6. **New Business** –

a. **Consideration of Shooting Complex Private Use Application** – Motion by Rycraft to approve amended application and rental agreement, as attached, seconded by Shriver. Motion carried.

b. **Consideration of Department Corporate Sponsorship Policy** – Motion by Shriver to approve corporate sponsorship policy, as attached, seconded by Rycraft. Motion carried.

c. **2020 Budget Update** – Director updated Board on timeline of current budget process.

d. **Election of Officers** – Motion by Shriver to remove single term for board officers and to request change to City Council, seconded by Rycraft. Motion carried. Motion by Rycraft to nominate Shriver for president, seconded by Struckman. Motion carried. Motion by Shriver to nominate Struckman for vice president, seconded by Rycraft. Motion carried. Motion by Shriver to nominate Johnston for secretary, seconded by Rycraft. Motion carried.

e. **Open** – Buehler discussed a range of topics, including outsourcing mowing, tree plantings, PREMIER Fields, Koch Complex.

7. **Superintendent and Status Reports**

a. **Golf Course**– See written report.

b. **City Park & Cemetery** – See written reports. North loop of City Park will stay closed for all of 2019, due to wet conditions.

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

d. **Recreation**– See written report.

e. **Zoo** – See written report.

f. **PLWC** – see written report.

8. **Executive Session** – Motion by Struckman to go into Executive Session at 7:45 p.m., seconded by Rycraft. Motion carried. Motion by Rycraft to come out of Executive Session at 7:50 p.m., seconded by Shriver. Motion carried. No action taken.

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

Jay DeLange, Director