

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

Minutes of Board Meeting – July 31, 2018

Park & Rec Fieldhouse – 12:00 noon

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

Members Absent: Bill McElhany, Lee Rycraft

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

Staff Absent: Todd Walker (excused)

Media: J. T. Fey, Watertown Public Opinion

Guests: Spensor TenEyck, Glen Vilhauer, Matt Roby, Brandi Hanten

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

Public Comment: none

Delegations: John Sperry, representing Thunder Road, who wants to sell his business and Vanessa Victor, Chairman of Urban Renewal, presenting a streetscaping plan.

1. **Approval of Agenda** – Motion by Stoick to approve Agenda, seconded by Buhler. Motion carried.
2. **Approval of Minutes** – Motion by Shriver to approve the minutes of the June 26, 2018 Board meeting, seconded by Johnston. Motion carried.
3. **Approval of Bills and Payroll** – Motion by Stoick to approve the July 2018 bills and payroll, seconded by Johnston. Motion carried.
4. **Volunteer Approval** – Motion by Johnston to approve Recreation volunteers, Nick Kranz and Francis Kearney and Jerry and Ardes Bybee at City Park, seconded by Stoick. Motion carried.
5. **Old Business** –
 - a. **Mancell Addition Cash in Lieu Adjustment** – Motion by Shriver to adjust cash in lieu of land amount from \$1,553.00 to \$3,213.15 , adding total parcel into City, seconded by Johnston. Motion carried.
 - b. **Project Updates** – Director updated Board on current 2018 C.I.P. projects.
 - c. **Open** – Board decided on 5:30 p.m. future meeting times at the Zoo for Fall/Winter/Spring Board meetings.
6. **New Business** –
 - a. **Credit Card Contract** – Motion by Johnston to recommend to City Council to move forward with an agreement using Open Edge credit card company processor for Civic Rec transactions and cancel current agreement, seconded by Rycraft. Motion carried.
 - b. **2019 Budget Update** – Director reviewed 2019 capital requests.
 - c. **Election of Officers** – Motion by Johnston to nominate McElhany for President, seconded by Stoick. Motion carried. Motion by Stoick to nominate Rycraft for Vice President, seconded by Shriver. Motion carried. Motion by Shriver to nominate Johnston for Secretary/Treasurer, seconded by Stoick. Motion carried.
 - d. **Open** – None
7. **Superintendent and Status Reports**
 - a. **Golf** – See written report.
 - b. **City Park & Cemetery** – see written report.
 - c. **Zoo** – See written report. Staffing issue discussion.
 - d. **Recreation**– See written report. Pool closes August 22.
 - e. **Parks and Forestry** – See written report
 - f. **PLWC** – See written report.
8. **Executive Session** – Motion by Shriver to go into Executive Session for the purpose of contract negotiations – Thunder Road Discussion at 1:31 p.m., seconded by Stoick. Motion carried. No action taken. Motion by Shriver to come out of Executive Session at 1:45 p.m., seconded by Johnston. Motion carried.
9. **Adjournment** – Motion by Shriver to adjourn, seconded by Johnston. Motion carried.

Jay DeLange, Director