

## WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

### Minutes of August 27, 2019 Board Meeting

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

**Members Present:** Pat Shriver, Bill McElhany, Scott Johnston, Melissa Terronez and Bruce Buhler

**Members Absent:** Justin Struckman, Lee Rycraft

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

**Staff Absent:** Levi Pearson

**Media:** Dan Crisler, Watertown Public Opinion

**Guests:** Glen Vilhauer

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

**Public Comment:** none

**Delegations:** none

1. **Approval of Agenda** – Motion by Johnston to amend Agenda by adding items 6c and 6d and removing item 6a, seconded by McElhany. Motion carried.

2. **Approval of Minutes** – Motion by Johnston to approve the minutes of the July 30, 2019 Board meeting, seconded by Terronez. Motion carried.

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

4. **Volunteer Approval** – Motion by McElhany to approve City Park, Zoo and Recreation volunteers as listed, seconded by Terronez. Motion carried.

5. **Old Business** –

a. **Update on Shooting Complex Private Use Application** – Assistant Director updated Board on upcoming private events.

b. **Open** – none.

6. **New Business** –

a. **Board Review of RFP document** – (Removed)

b. **Forestry – Emerald Ash Borer discussion** – Director updated Board on the need for both a City Forester and purchasing a grapple saw/crane. Also discussion on tree inventory process.

c. **Committee Assignments** – Motion by Johnston to approve the attached Committee Assignments with the Golf Course At-Large names to be appointed at the September Board meeting, seconded by McElhany. Motion carried.

d. **Surplus Picnic Tables** - Motion by Terronez to surplus five fiberglass picnic tables as junk and dispose, seconded by McElhany. Motion carried.

e. **Open** – McElhany asked some questions on Board term limits and the succession of Director position.

7. **Superintendent and Status Reports**

a. **PLWC**– See written report.

b. **City Park & Cemetery** – See written reports.

c. **Zoo** –See written report. 4,183 visitors at Midco Free Day. Chili Cook-Off set for September 21.

d. **Golf**– See written report. Motion by Johnston to do a trial LATI Student Golf Pass for \$80 for the balance of 2019 season, seconded by McElhany. Motion carried. Motion by McElhany to allow 10 rental carts outside overnight for the Fall of 2019 with the understanding that Pearson Golf is to supply the cable and lock, and if there is any sign of damage, they will revert back to storage, seconded by Johnston. Motion carried.

e. **Recreation** – See written report.

f. **Parks & Forestry** – see written report. Two dugouts at Koch Complex were destroyed in a recent wind storm.

8. **Executive Session** – none

9. **Adjournment** – Motion by Johnston to adjourn, seconded by Terronez. Motion carried.

Jay DeLange, Director