

WATERTOWN PARKS, RECREATION & FORESTRY DEPARTMENT

Minutes of March 31, 2020 Board Meeting

Park & Rec Fieldhouse – 5:30 p.m.

Members Present: (Via video) Pat Shriver, Bill McElhany, Justin Struckman, Scott Johnston, and Melissa Terronez. (In person) Bruce Buhler

Members Absent: Lee Rycraft

Staff Present: (In person) Terry Kelly, Todd Walker, Levi Pearson. (Via video) Jeremy Herrboldt, Matt Brandsrud, John Small, Doug Taken

Staff Absent: Dan Miller, excused

Media: none

Guests: (Via video) Mayor Caron, Glenn Villhauer

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

Public Comment: none

Delegations: none

1. **Approval of Agenda** – Motion by Struckman to approve Agenda, seconded by McElhany. Motion carried.
2. **Approval of Minutes of February 25, 2020 Board Meeting** – Motion by McElhany to approve the minutes of the February 25, 2020 Board meeting, seconded Terronez. Motion carried.
3. **Approval of Minutes of March 4 Golf Committee Meeting** – Motion by Buhler to approve the minutes of the March 4, 2020 Golf Committee meeting, seconded by Johnston. Motion carried.
4. **Approval of Minutes of March 23, 2020 Facilities Committee Meeting** – Motion by Terronez to approve the minutes of the March 23, 2020 Facilities Committee Meeting, seconded by Johnston. Motion carried.
5. **Approval of Bills and Payroll** – Motion by Johnston to approve the March 2020 bills and payroll, seconded by Struckman. Motion carried.
6. **Volunteer Approval** – Motion by Buhler to approve Jerry Bybee, City Park volunteer, seconded by McElhany. Motion carried.
7. **Superintendent and Status Reports**
 - a. **Program Reports**
 - i. **Recreation** – as written
 - ii. **Ice Arena** – as written
 - b. **Maintenance Reports**
 - i. **City Park & Cemetery** – as written
 - ii. **Golf Course** – as written
 - iii. **Parks & Forestry** – as written.
 - iv. **PLWC/Auditorium/Fieldhouse/Aquatic Center** - as written.
 - c. **Zoo** – as written
8. **Forestry Tractor/Loader Recommendation to Purchase off Sourcewell Contract** – Motion by Johnston to recommend to City Council the purchase of a Tractor/Loader off of Sourcewell Contract in the amount of \$78,900 seconded by Buhler. Motion carried.
9. **Recreational Trail Easement Hwy 20/10th Ave. NW** – Motion by Struckman to approve trail easement as presented by City Attorney, Matt Roby, seconded by Terronez. Motion carried.
10. **City Fireworks Policy** – Motion by McElhany to ban the discharge of fireworks at Stokes-Thomas Lake City Park and adjacent beach area effective April 1, 2020, seconded by Johnston. Motion carried.
11. **Anza Field Painting Proposal** – Motion by Johnston to adopt proposed field striping policy at Anza Soccer Complex, seconded by Struckman. Motion carried.
12. **Prairie Lakes Wellness Center Membership Credits** – Motion by Johnston to suspend ACH payments effective immediately for monthly membership fees at the PLWC until the facility reopens to members, with annually paid memberships being extended equal to the number of days the facility is closed, seconded by McElhany. Motion carried.
13. **Old Business** – none
14. **New Business** – Discussion on public access to facilities during the Covid-19 pandemic. Cattail Crossing Golf Course will open April 1, with social distancing guidelines put in place. City Park to remain closed until further notice and all outdoor facilities that require the shared touching of equipment shall be closed to the public. Facilities that allow for no personal contact shall remain open with the requirement of social distancing.
15. **Executive Session** – none
16. **Adjournment** – Motion by Johnston to adjourn, seconded by Struckman. Motion carried.

Terry Kelly, Interim Director