

**CITY OF MAYER  
PARKS & RECREATION COMMISSION  
MEETING MINUTES  
Tuesday, July 16, 2016**

**Commission Members Present:** Commission Members Elizabeth Butterfield, Alisa Johnson Nate McNeilly, and Council Liaison Bruce Osborn.

**Commission Members Absent:** Commission Members Mike Dodge.

**Others Present:** Council Member Stieve-McPadden.

**Staff Present:** Kyle Kuntz, Public Works; Luayn Ruch-Hammond, City Administrator.

**I. CALL TO ORDER**

Meeting was called to order at 6:30 PM by Vice Chair Butterfield.

**II. ADOPT AGENDA**

On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to approve the agenda Motion carried 4/0.

**III. MINUTES/BUDGET/CIP**

**Minutes**

On a motion by Commissioner Osborn and seconded by Commissioner McNeilly to approve the minutes of the June 14, 2016 meeting. Motion carried 4/0.

**Budget and Capital Improvement Plan**

Discussion on the 2016 budget and 2016 CIP, Park Board acknowledged receipt of both documents.

**Park Board Budget 2017**

Current Period: June 2016

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt
FUND 100 GENERAL FUND				
Dept 45000 Park and Rec				
E 100-45000-100 Wages and Salaries	\$7,680.00	\$4,288.40	\$7,680.00	\$1,936.88
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$148.18
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$433.16
E 100-45000-300 Professional Srvs	\$4,000.00	\$6,224.64	\$6,240.00	\$498.40
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00
E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$410.00
E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$68.34
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$764.21
E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$1,089.88	\$1,000.00	\$249.69
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$24,172.14
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$689.22
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$9,124.99
E 100-45000-720 Transfer Out	\$0.00	\$26,474.00	\$0.00	\$31,245.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$73,036.21
FUND 100 GENERAL FUND	\$83,618.00	\$68,155.55	\$100,136.00	\$73,036.21
	\$83,618.00	\$68,155.55	\$100,136.00	\$73,036.21

## **BUSINESS**

### **Park Update Public Works**

Public works staff updated the Park Board on activities:

- Sand Volley ball Court is up and running.
- Spraying thistles in the City
- Completing ball field preparation
- Concession stand cleaned
- Water fountain has been repaired
- Soccer nets have new stakes
- Order new soccer nets next year
- Fences are in
- Needs a couple more no motorized vehicles

Top Priorities for this year

- Curbing in Discovery Park
- Replace trees in parks in the fall
- Continue spraying
- Repair Field #1 Sprinkler system
- Additional wood chips in parks
- Additional lime for field #1
- Old Schoolhouse Park drainage issue.

Public works would like to change curbing in the CIP for 2017. He would like to complete Old Schoolhouse Park curbing instead of Meadow Park. The cost to do the curbing in Old Schoolhouse Park is an additional \$990. On a motion by Commissioner Osborn and seconded by Commissioner Johnson to change the 017 CIP to reflect the completion of Old Schoolhouse curbing and to add \$1,000 to the repairs and maintenance line item and \$990 the capital outlay line item. Motion carried 4/0.

### **West Ridge Park Shelter**

Park Board needed to decide on a color for the roof of the park shelter. On a motion by Commissioner Osborn and seconded by Commissioner Johnson the roof color will be evergreen. Motion carried 4/0.

### **Future Planning of Park Amenities**

Staff presented a modified gantry chart that could be used when planning park amenities. Park Board would like to use the gantry chart concept. They would like to start planning the 2017 park projects in Sept and Oct of 2016.

### **August Movie**

Park board reviewed a list of movies and on a motion by Commissioner Johnson and seconded by Commissioner Butterfield to make the movie Zootopia for Saturday August 20, 2016 at 7:00 PM. Motion carried 4/0. Commissioner Johnson to do the popcorn. Staff will prepare a suggestion box for movies.

### **Shade in the Parks**

Continued discussion on shade in the parks. Park Board would like a quote for canvas shades to cover playground equipment in Old Schoolhouse Park. Staff will present at the next meeting.

**Discussion on Conversion of Public Works Building**

Commissioner Osborn had talked to a representative of RAM about the conversion of the current building to a park shelter. The representative from RAM stated it might be cheaper to tear down the current building and build new. Consider bidding on the project when the City has plans completed by an architect and signed off of by an engineer. This maybe could be completed as a design build. Concerns about wind ratings and whether the LMC would insure the building. Request to send pictures of the building and what the park board would like to construct. Discussion on his recommendations at a future meeting.

**Commissioners Report**

Commissioner Johnson had visited Inspiration Park in Delano and encouraged other park board members to do the same. Mayer Park Board could garner ideas for future parks.

**Staff Report**

None

**Next meeting**

The primary election is scheduled for Tuesday, August 9, 2016. No public meetings can be held on that day after 6:00 PM. The next meeting of the Park Board will be on Wednesday, August 10, 2016.

**Adjournment**

On a motion by Commissioner Johnson and seconded by Commissioner McNeilly to adjourn the meeting at 7:28 PM. Motion carried 4/0.