

**CITY OF MAYER  
PARKS & RECREATION COMMISSION  
MEETING MINUTES**

Tuesday September 13, 2016

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

**Commission Members Absent:** None

**Others Present:** Etienne Stieve-McPadden

**Staff Present:** Luayn Ruch-Hammond, City Administrator.

**I. CALL TO ORDER**

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

**II. ADOPT AGENDA**

On a motion by Commissioner Butterfield and seconded by Commissioner Johnson to approve the agenda with one addition flower planters. Motion carried 5/0.

**III. MINUTES/BUDGET/CIP**

**Minutes**

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to approve the minutes of the August 10, 2016 meeting. Motion carried 5/0.

**Park Board Budget 2017**

Current Period: August 2016 Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt
<b>FUND 100 GENERAL FUND</b>				
Dept 45000 Park and Rec				
E 100-45000-100 Wages and Salaries	\$7,680.00	\$4,288.40	\$7,680.00	\$3,643.72
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	\$278.76
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$978.15
E 100-45000-300 Professional Svcs	\$4,000.00	\$6,224.64	\$6,240.00	\$1,122.23
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	\$92.54
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$1,044.10
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	\$32,145.09
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$701.71
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	\$84,331.98

**Budget and Capital Improvement Plan**

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

## **BUSINESS**

### **Review of Park Maintenance Policy**

Park Board reviewed the Mayer Ball Field Maintenance policy and made no changes. On a motion by Commission McNeilly and seconded by Commissioner Osborn to approve the Mayer Ball Field Maintenance Policy. Motion carried 5/0.

### **Discussion on Purchase of Omnispin**

Park Board would like to continue to purchase playground pieces for persons with differing abilities. On a motion by Commissioner Johnson and seconded by Commissioner Butterfield to recommend to the City Council to purchase an Omnispin to be placed in West Ridge Park. Motion carried 5/0.

### **Planning of Parks**

Staff presented a gantry chart with the 2017 CIP items of park shelter, trees and curbing at Old Schoolhouse Park. Park Board would like the chart added to the monthly park board packet. Discussion on the park shelter for Old Schoolhouse Park. Park board members were encouraged to complete a wish list for a park shelter for the next meeting. Park Board requested that staff provide information that the park board received at a previous meeting about shelters in the next packet.

### **Trees in Old Schoolhouse Park**

Park Board reviewed the results of the report from S & S tree specialists. Their recommendation is to not cut the trees down. They have something called verticillium wilt. It causes large and separate branches to defoliate and possibly die-back. The trees may recover so it would not be necessary to take the trees down at this point but instead to monitor in coming years.

### **Planters Downtown**

Staff requested Park Board input on the plants for 2017. They would like the same plants for 2017 as 2016.

### **Commissioners Report**

Tree needs to be trimmed at 100 Ash Avenue North branches are hanging over the sidewalk. Discussion about securing of the mini biffs in the parks. Staff will check with public works.

Park Board would like to have a pedestrian crossing marked across Co. Road 30 at Coldwater Crossing and Hidden Crossing. On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to recommend that the City Council pursue a pedestrian crossing with Carver County. Motion carried 5/0.

### **Staff Report**

None

### **Next meeting**

Next meeting is Tuesday, October 11, 2016.

### **Adjournment**

On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to adjourn the meeting at 7:15 PM. Motion carried 5/0.