

**CITY OF MAYER
PARKS AND RECREATION COMMISSION
TUESDAY, FEBRUARY 18, 2020 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Call to Order
2. Approve Agenda
3. Minutes
 - A. January 14, 2020 Park and Recreation Commission Minutes
 - B. February 11, 2020 Park and Recreation Commission Minutes – Open House
4. Business
 - A. Discovery Park Play Equipment – Concept Plan Review and Approval
 - B. 2020 Goals and Long Term Plan
5. Staff Updates
 - A. Ice Skating Rink – Update
 - B. Adopt a Park Program
 - C. Baseball Batting Cage – Old School House Park
 - D. Hockey Nets
 - E. Compost Site – Update
 - F. Skate Park Equipment
 - G. Archery Range and Dog Park
6. Commissioner Reports/Comments
7. Adjournment

CITY OF MAYER
REGULAR MEETING – PARKS AND RECREATION COMMISSION
JANUARY 14, 2020 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS

1. Call to Order

The meeting was called to order at 6:31 p.m.

Those present were Park Commissioners, Brian Schaeppi, Mike Wegner, Nikki McNeilly and Melissa Gomes. Also present was City Administrator, Margaret McCallum and Jason Hilgers, Public Works.

Absent: Troy Congdon

Also present: None.

2. Approve Agenda

Schaeppi moved to approve the agenda as presented. Gomes Seconded. Motion passed 4-0.

3. Minutes

December 10, 2019 Park and Recreation Commission Meeting Minutes

McNeilly moved to approve the December 10, 2019 Park and Recreation Commission Minutes. Gomes seconded. Motion passed 4-0.

4. Business

A. Discovery Park Play Equipment

McCallum presented two concept plans for the Discovery Park playground. She highlighted that both concept plans have a small children area, an older child play area and swings.

The Commission liked that small child play area and found it unique and what they envisioned. The Commission liked both of the older child play concepts, preferring slightly the concept with ropes courses, etc. over the traditional playground.

Gomes asked if additional options could be presented for the swings area.

McNeilly discussed presenting the concepts at the February open house event. She stated that it would be beneficial to ask residents if they like a more traditional playground or a unique playground. She agreed to bring some extra options for the swing area. McNeilly suggested that

the city have large printouts of the concept plans for residents to look at. She asked if the City could provide stickers for residents to place on the concept plan they like best.

The Commission discussed the color of the playground. McCallum informed that there were color combinations within the packet to choose from. The Commission agreed to more earth toned colors for the park but did not decide on a final colors at this time.

B. Baseball Batting Cage

McCallum and Hilgers presented an aerial photograph of the baseball field and a new desired location for the batting cage. They informed that the initial decided location was not ideal because trees would have to be moved and it would clutter the area and cause possible congestion.

The Commission agreed to the new location.

Hilgers explained that the batting cage would be 80 feet long by 20 feet wide with 6 inches of lime.

McCallum presented and suggested the purchasing of a Pro Tunnel Frame with three sections for an estimated cost of \$2,629.99. In addition, staff recommended the Pro Series Tunnel netting for an estimated \$1,539.99. Staff recommended the thicker outdoor netting over the thinner indoor/outdoor netting. The reasoning being that the thicker net could withstand the natural elements more so than the thinner net.

Staff projected the cost to be under \$10,000.00, but recommended to the Commission budgeted for at least \$10,000.00 for all equipment, lime, concrete, etc.

McNeilly moved to recommend to Council purchasing of the batting cage equipment, lime and concrete for the batting cage project, not to exceed \$10,000.00. Gomes seconded. Motion passed 4-0.

C. Hockey Nets

The Commission discussed purchasing hockey nets for the ice rink.

Hilgers informed that the Public Works Department could construct some hockey nets for the ice rink. The Commission agreed to allow the Public Works Department to construct the hockey nets.

5. Staff Updates

A. Ice Skating Rink – Update

McCallum said that the rink is open and that people have been skating on it. She informed that staff continues to monitor the rink and flood as needed.

B. Memorial Benches

McCallum informed that the purchasing of memorial benches was highlighted in the January Park and Recreation Newsletter. She stated that the City would promote it on social media as well.

C. Adopt a Park Program

McCallum stated that the Adopt a Park Program was also highlighted in the January newsletter and will also be promoted on social media.

D. Skate Park Equipment

McCallum informed that continues review application materials for grants for the Skate Park Equipment.

E. Archery Range and Dog Park

McCallum informed that these are topics that the Commission will continue to discuss.

McCallum said that she would bring the compost site to the City Council at the January work session for general discussion on the site and what the future goals are for the site and if archery would make sense there

6. Commissioner Reports/Comments

None.

7. Adjournment

McNeilly moved to adjourn the meeting at 7:22 p.m. Gomes seconded. Motion passed 4-0.

CITY OF MAYER
REGULAR MEETING – PARKS AND RECREATION COMMISSION – OPEN HOUSE
FEBRUARY 11, 2020 @ 6:30 P.M.
CITY HALL COUNCIL CHAMBERS

1. Call to Order

The meeting was called to order at 6:30 p.m.

Those present were Park Commissioners, Brian Schaeppi, Mike Wegner, Nikki McNeilly, Troy Congdon and Melissa Gomes. Also present was City Administrator, Margaret McCallum and Jason Hilgers, Public Works.

Absent: None.

Also present: Mike Dodge, Mayor, and Brady Pate of Flagship Recreation. Several residents of Mayer.

2. Business

A. Open House

McCallum informed that the purpose of the meeting was to hold an open house on the Fieldstone Development park; Discovery Park. She stated that the old park would be taken down and completely replaced with a new structure.

Pate provided to the Commission and residents three different concept plans for a new park.

After much discussion, the Commission and residents agreed that there should be separate age group play areas. The concept plan included an area for toddlers and young children and a larger play area for older children. It also included a swing area.

The overall consensus was to go with the swings, toddler playhouse, two turning play seats, and a large ropes and slide play structure.

The Park Commission agreed to hold a special Park Commission meeting on February 18, 2020 to do a final recommendation to the council on the structure.

3. Adjournment

The Commission adjourned the Open House at 7:32 p.m.



Memorandum

Item: Discovery Park Playground

Meeting Date: February 18, 2020

Presented By: Margaret McCallum, City Administrator

Details:

To review and discuss finalizing the concept plan for Discovery Park. To recommend to Council the purchasing of the playground after final discussion on design and colors are decided.

Attachments:

4 Concept Color Plans



Mayer Discovery Park_BJ Color Palette

Mayer_Discovery_Park-SmartPlay • 02.12.2020



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Mayer Discovery Park_BL Color Palette

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Mayer Discovery Park_BO Color Palette

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Mayer Discovery Park_AU Palette

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Memorandum

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Meeting Date: February 18, 2020

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Attachments:

4 Concept Color Plans

Bluejay –

- A parking area on 3rd Street NW.
- New basketball hoops (2019)
- *Bike Rack*
- *Benches*

West Ridge Park –

- Parking Lot
- Trail connections
- Fenced in Dog Park (One of two proposed locations)
- Lighting along trail
- Light in Gazebo
- Benches
- Grills (2019)
- *Lights on the trail located to the north*

Discovery Park

- Update playground equipment
- Gazebo
- Basketball Court
- Benches

Meadow Park

- Parking Lot
- Update skate park equipment
- 4 square space
- Gazebo
- Benches
- Frisbee Golf Baskets
- *Trail Reconstruction (Northwest portion)*
- *Lacrosse Nets*

Old School House Park

- Remove Public Works Building
- Splash Pad
- Additional Parking
- Shelter with bathrooms
- Benches
- Lighting on trails

City of Mayer, Minnesota
 Capital Improvement Plan - Parks Fund 220
 Schedule of Planned Capital Outlay
 For the Year Ended December 31, 2019 (Actual) and 2020 to 2025 (Projected)

Department	Year	Year to Replace	Item	Cost	2019 Projected Amounts
Parks		2020	Old School House Park Trail	\$ 50,000	\$ -
Parks		2020	West Ridge Parking Lot	70,000	-
Parks		2020	Skate Park Equipment	25,000	-
Parks		2020	Archery Range	10,000	-
Parks		2020	Discovery Park Playground Equipment	100,000	-
Parks		2020	Old School House Bathrooms	200,000	-
Parks		2020	Gazebo - Meadow Park	30,000	-
Parks		2021	Gazebo - OSH Park	30,000	-
Parks		2021	Splash Pad - OSH Park	215,000	-
Parks		2021	Meadow Park Trail Reconstruction	60,000	-
Parks		2022	Discovery Park - Gazebo	30,000	-
Parks		2022	Discovery Park - Basketball Court	30,000	-
Parks		2022	Dog Park Fencing - Meadow Park	25,000	-
Parks		2023	Parking Lot - Meadow Park	75,000	-
Parks		2023	Additional Parking - OSH Park	60,000	-
Parks		2023	Trail Addition - West Ridge Park	70,000	-
					<u>\$ -</u>

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2020	2021	2022	2023	2024	2025
Projected Amounts	Projected Amounts	Projected Amounts	Projected Amounts	Projected Amounts	Projected Amounts
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
70,000	-	-	-	-	-
25,000	-	-	-	-	-
10,000	-	-	-	-	-
100,000	-	-	-	-	-
200,000	-	-	-	-	-
30,000	-	-	-	-	-
-	30,000	-	-	-	-
-	215,000	-	-	-	-
-	60,000	-	-	-	-
-	-	30,000	-	-	-
-	-	30,000	-	-	-
-	-	25,000	-	-	-
-	-	-	75,000	-	-
-	-	-	60,000	-	-
-	-	-	70,000	-	-
<u>\$ 485,000</u>	<u>\$ 305,000</u>	<u>\$ 85,000</u>	<u>\$ 205,000</u>	<u>\$ -</u>	<u>\$ -</u>

Draft

City of Mayer, Minnesota
 Capital Improvement Plan - Parks Fund 220
 Schedule of Projected Revenue, Expenditures and Debt
 For the Year Ended December 31, 2019 (Actual) and 2020 to 2025 (Projected)

	2019
Revenues	
Property taxes	
Interest on investments	8,542
Donations	-
Miscellaneous (Park Dedication Fees)	21,168
Total Revenues	29,710
Expenditures	
Capital outlay	
Facilities	-
Total Expenditures	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	29,710
Other Financing Sources	
Transfers In	
General	-
Bond Proceeds	-
Sale of Fixed Asset	-
Transfers Out	-
Total Other Financing Sources	-
Net Change in Fund Balances	29,710
Fund Balances January 1	335,476
Fund Balances, December 31	\$ 365,186

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Capital Project Fund Projected Activity

	2020	2021	2022	2023	2024	2025
\$	100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	5,478	109	-	-	-	-
	-	-	-	-	-	-
	21,591	22,023	22,464	22,913	23,371	23,839
	127,069	122,132	122,464	122,913	123,371	123,839
	485,000	305,000	85,000	205,000	-	-
	485,000	305,000	85,000	205,000	-	-
	(357,931)	(182,868)	37,464	(82,087)	123,371	123,839
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	(357,931)	(182,868)	37,464	(82,087)	123,371	123,839
	365,186	7,255	(175,613)	(138,149)	(220,236)	(96,865)
\$	7,255	\$ (175,613)	\$ (138,149)	\$ (220,236)	\$ (96,865)	\$ 26,974



Memorandum

Item: Staff Updates

Meeting Date: February 18, 2020

Presented By: Margaret McCallum, City Administrator

Details:

Ice Skating Rink – Update

The Public Works Department has been working day and night (when weather permits) to flood the Old School House skating rink. Due to weather fluctuations, the usability of the rink has varied. The Public Works Department will continue to monitor and flood until the end of February.

Adopt a Park Program

We received two applications so for the Adopt a Park Program! I am working on getting them processed. The parks requests are for Meadow Park and West Ridge Park.

Baseball Batting Cage

The batting cage was approved to be purchased by the City Council. The Public Works Department will do site preparation and construction as soon as weather permits.

Hockey Nets

Public Works built these amazing hockey nets for the ice rink at Old School House Park. Materials were about \$100.00 for both.



Skate Park Equipment

The grant work paperwork is still being worked on. With other current priorities, it has been pushed off a little bit, but still remains a priority.

Compost Site – Update

A general discussion on the compost site and future use will go to the Council at the February 24, 2020 workshop meeting.

Archery Range and Dog Park

There are items that still need additional location planning and will come back in March. Discussion at the Council level on the Compost site location will help determine if the location is feasible for one of these projects.

Attachments:

None.