

**CITY OF MAYER
PARKS & RECREATION COMMISSION
MEETING MINUTES
Tuesday January 10, 2017**

Commission Members Present: Commission Members Alisa Johnson, Nate McNeilly, Mike Wegner, Troy Congdon and Council Liaison Elizabeth Butterfield.

Commission Members Absent: None

Others Present: None

Staff Present: Luayn Ruch-Hammond, City Administrator.

I. CALL TO ORDER

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

II. ADOPT AGENDA

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

III. MINUTES/BUDGET/CIP

Minutes

On a motion by Commissioner Johnson and seconded by Commissioner Butterfield to approve the minutes of the December 13, 2016 meeting. Motion carried 5/0.

Budget Capital Improvement Plan and Gantry Chart

Discussion on the December 2016 budget, 2017 CIP and Gantry Chart, Park Board acknowledged receipt of all documents.

BUSINESS

Review of 2016 Goals and Establish 2017 Goals

Park Board agreed to keep the 2017 goals the same as 2016 with one addition a Holiday Tree Lighting.

On a motion by Commissioner Wegner and seconded by Commissioner Congdon to approve the following Park Board Goals for 2017. Motion approved 5/0.

1. Continue to partner with Watertown Mayer Community Education on structured programs for our fields and facilities.
2. Seek grant funds when appropriate for projects.
3. Promote the use of City Parks year around through multiple outlets.
4. Review the 5 year Capital Improvement Plan and make recommendations to the City Council.
5. Recommend to the City Council a 2018 Park Board Budget. (May)
6. Continue to work with youth on age appropriate activities.
7. Review the maintenance plan for the parks semi annually. (March & Sept)
8. Continue to recommend a plan for downtown beautification. (Feb March)
9. Continue to strive to improve, develop and upgrade all City Parks.
10. Implement the 2017 Capital Improvement Plan
Picnic Shelter
11. Collaborate with other Boards and City Council to develop parks and promote use
12. Make parks accessible for aging and handicapped.
13. Review Green Step Program to implement best practices for parks.

14. Public works to attend park board meetings quarterly.
15. Review and make recommendations to the Comprehensive Plan
16. Implement a Holiday Tree Lighting Ceremony

Outdoor Recreation Grant

Staff requested Park Board direction on whether they wanted to apply for an Outdoor Recreation Grant this year. Park Board would like to apply for a grant for West Ridge Park for a parking lot, lighting and a trail connection to the Dakota Regional Trail. Staff will bring back costs to the next meeting.

Baseball Field Fee

Staff brought forward the idea of charging for the use of the Baseball Fields. Park Board requested that staff check with surrounding cities to find out if they charge and bring the information to the next meeting.

Park Board Member Roles

Staff presented Park Board with the section of the City Code that pertains to the Park Board. Discussion of the role of a Park Board Member and the Commission as a whole.

Picnic Shelter

Park board had requested the City Council to authorize funds for an architect to assist in the design of a picnic shelter for Old Schoolhouse Park. City Council has a concern about spending the 220 Fund. City Council has requested to meet with the Park Board to discuss the picnic shelter in Old Schoolhouse Park.

Next Meeting

Will be held on Wednesday, February 15, 2017 at 6:30 PM. This will be a joint meeting with the City Council.

Commissioners Report

Commissioner McNeilly observed another City's ice rink and would like to have an ice rink for the winter season 2017-2018. The item will be placed on the June agenda for further discussion.

Staff Report

None

Adjournment

On a motion by Commissioner Johnson and seconded by Commissioner Butterfield to adjourn the meeting at 7:27 PM. Motion carried 5/0.