

**CITY OF MAYER
CITY COUNCIL &
PARKS & RECREATION COMMISSION
MEETING MINUTES
Tuesday November 15, 2016**

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

Council Members Present: Etienne Stieve-McPadden, Erick Boder, and Nikki McNeilly.

Commission Members Absent: None

Council Members Not Present: Gerry Thomas, Mayor.

Others Present: None

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 Chair Dodge.

II. ADOPT AGENDA

On a motion by Commissioner Butterfield and seconded by Commissioner McNeilly to approve the agenda with two additions vacant commission members and update on West Ridge Park shelter. Motion carried 5/0.

III. MINUTES/BUDGET/CIP

Minutes

On a motion by Commissioner Johnson and seconded by Commissioner McNeilly to approve the minutes of the October 11, 2016 meeting with one correction. Motion carried 5/0.

Park Board Budget 2017

**Park Board Budget 2017
Current Period: October 2016**

2017		2015	2016	2016	
Account Descr	Budget	2015 Amt	Adopted	YTD Amt	Budget
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	\$6,713.76	\$9,360.00
E 100-45000-110 Other Pay Boards &	\$1,500.00	\$1,230.00	\$1,500.00	\$0.00	\$1,500.00
E 100-45000-120 Employer Contrib Ret	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-180 Employee Withholdings	\$588.00	\$328.07	\$588.00	\$513.60	\$716.00
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$1,549.64	\$1,300.00
E 100-45000-300 Professional Srvs	\$4,000.00	\$6,224.64	\$6,240.00	\$1,453.90	\$7,400.00
E 100-45000-303 Engineering Fees	\$0.00	\$483.00	\$2,000.00	\$195.00	\$2,000.00
E 100-45000-360 Insurance (GENERAL)	\$5,900.00	\$5,862.00	\$5,900.00	\$3,101.00	\$6,077.00
E 100-45000-370 Recreation Program	\$1,000.00	\$2,585.76	\$1,000.00	\$410.00	\$2,000.00
E 100-45000-381 Electric Utilities	\$250.00	\$148.45	\$177.00	\$128.04	\$177.00
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$3,741.06	\$5,000.00
E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$1,089.88	\$1,000.00	\$374.67	\$1,000.00
E 100-45000-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)	\$53,000.00	\$9,211.33	\$59,451.00	\$41,429.03	\$59,820.00
E 100-45000-530 City Beautification	\$2,000.00	\$1,085.04	\$2,000.00	\$701.71	\$2,000.00
E 100-45000-580 New Equipment	\$0.00	\$0.00	\$7,500.00	\$9,124.99	\$0.00

E 100-45000-720 Transfer Out
Dept 45000 Park and Rec

\$0.00	\$26,474.00	\$0.00	\$31,245.00	\$0.00
\$83,618.00	\$68,155.55	\$100,136.00	\$100,681.40	\$98,350.00

Budget Capital Improvement Plan and Gantry Chart

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

BUSINESS

Review of Park Shelter Plan

Council was present to discuss the construction of a picnic shelter in Old Schoolhouse Park. Discussion about the current building and its use as a picnic shelter. Commissioner Osborn had contacted RAM building and their input was that the building change in occupancy and the overall structure of the building with today's building codes would not be acceptable for the public's use. Discussion continued about placing restrooms in the picnic shelter. The Park Board does have \$260,000 in its 220 Fund that can be spent on the shelter. Amounts have been budgeted in previous budgets for a picnic shelter and when the shelter wasn't constructed the funds were transferred to the 220 Fund. Discussion also about doing a design builds of the shelter. Next step will be for staff to get financial numbers for the cement, sewer and water hookup, building and restroom costs for the Park Boards December meeting.

Commission Vacancies

The last election has created two vacancies on the Park Board. Discussion with City Council about filling of the positions. City Council was in agreement to begin the advertising process and for Park Board to begin interviews.

Holiday Tree Lighting

Park Board had wanted to discuss the lighting of a holiday tree. This will be added to the 2017 goals in January.

Tree Replacement

Staff had contacted Oas Landscaping and because of the cost of trees and no warranty this will be a 2017 agenda item.

Movie for December

Park Board decided that the movie title for December 28 will be Santa Claus. The City will offer two shows one at 10 AM and one at 7 PM.

Next Meeting

The next meeting of the Park Board will be on Tuesday, December 13, 2016 at 6:30 PM.

Commissioners Report

Save the information that was provided by Commissioner Johnson when making decisions about the purchase of playground equipment.

Staff Report

Updated the commission on the status of the picnic shelter in West Ridge Park and the issue of finding someone to complete the footings. Staff has been told that next week (Nov 28) the footings should be completed. Public works staff informed Park Board that he will be placing red rock on the ball fields, taking down the volley ball nets and soccer nets. Soccer nets will need to be replaced next year.

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to adjourn the meeting at 7:45 PM. Motion carried 5/0.

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