

CITY OF MAYER
PARKS & RECREATION COMMISSION
MEETING MINUTES
 Tuesday October 11, 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: Brett Altergott, Flagship

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. 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 September 13, 2016 meeting. Motion carried 5/0.

Park Board Budget 2017

Current Period: August 2016

MAYER, MN

Park Board Budget 2017

Current Period: September 2016

Account Descr	2015 Budget	2015 Amt	2016 Adopted	2016 YTD Amt	2017 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	\$5,492.56	\$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	\$420.18	\$716.00
E 100-45000-212 Motor Fuels	\$1,000.00	\$1,264.13	\$1,100.00	\$1,277.69	\$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	\$116.17	\$177.00
E 100-45000-400 Repairs & Maint Cont	\$5,000.00	\$7,880.85	\$4,000.00	\$1,341.60	\$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	\$40,501.44	\$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	\$0.00	\$26,474.00	\$0.00	\$31,245.00	\$0.00
Dept 45000 Park and Rec	\$83,618.00	\$68,155.55	\$100,136.00	\$95,755.91	\$98,350.00

Budget and Capital Improvement Plan

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

BUSINESS

Review of West Ridge Park Plan

Brett Altergott from Flagship Recreation presented a plan for expanding and adding play pieces to the current area. Consideration was given to the developmental benefits of each piece of play equipment. In order to add pieces to the area they will have to be individual pieces because of the different heights of the current equipment. Total for all six pieces without installation is \$50,228.90. Park board will use this information when planning the park budget for next year.

Review of Park Shelter Plan

Staff presented information on a picnic shelter for Old Schoolhouse Park. Park Board first discussed if this was the appropriate place for a picnic shelter now that they would not be using the current public works building. It was consensus of the board that they like the location but would change the orientation of the building.

A picture of a picnic shelter that was constructed in White Bear Lake was presented to the Park Board. It had the following characteristics:

- 24' by 44' hip shelter.
- two uni sex bathrooms
- stainless steel serving counter
- overhead light fixtures

The estimated cost to construct just the building for the City of Mayer would be \$72,445. The cost to construct the restrooms is based on the cost of construction for Yost Park of \$75,450.00. The additional costs will be the sewer and water connections and any electrical work that needs to be completed. Water is already at the site however sewer will have to be dug in.

Building	\$43,445.00
Freight	\$2,000.00
Engineering & Design	\$5,500.00
Installation	\$21,500.00
	\$72,445.00
Restrooms Additional	\$75,450.00
Total	\$147,895.00

Park Board further reviewed the items that they would like the picnic shelter to have.

- Capacity for 50-75 people
- Handicapped accessible
- Grill outside
- Extended concrete pad
- Should be 60 feet long

Structure should be orientated north to south

Contain restrooms

Three stalls in the women's and two stalls in the men's with one urinal

Changing tables in both restrooms

Counter with outlets

Ten picnic tables total of which 2 should be handicapped accessible

Drinking fountain

Garbage cans.

Utility closet

Park Board will meet with the City Council to discuss the vision they have for the picnic shelter.

Curbing Old Schoolhouse Park

Park Board had previously decided that there was a need to complete the curbing in Old Schoolhouse Park before West Ridge Park. Discussion about completing West Ridge Park and completing the curbing around the playground equipment to have one park completed. On a motion by Commissioner McNeilly and seconded by Commissioner Butterfield to change the 2017 CIP to reflect curbing at West Ridge Park for 2017 and Old Schoolhouse Park for 2018. Motion carried 5/0.

Ice Skating Rink

Staff requested input on whether an ice skating rink should be considered for this winter. Park Board decided that they do not have a location for a skating rink and person to work on the rink. They cited snow removal and preparation of the ice.

Movie for December

Staff requested input on a movie for December. The tentative date that had been set aside for December was the 28th. A movie title will be decided at the next meeting.

Gantry Chart Review

Park Board reviewed the gantry chart.

Tree Replacement

Staff has identified sixteen trees need replacing (1 Meadow Park, 6 West Ridge, 5 Discovery and 4 Old Schoolhouse). Park Board has budgeted \$3,000 for trees. On a motion by Commissioner Butterfield and seconded by Commissioner Johnson to purchase trees and gaiter bags not to exceed the \$3,000. Motion carried 5/0.

Next Meeting

The November meeting date falls on the election and meetings cannot be held on an election day. Park Board also wants to hold a joint meeting with the City Council and Council can meet on November 15. The next meeting of the Park Board will be on Tuesday, November 15, 2016 at 6:30 PM.

Commissioners Report

Discussion about having a lighting of a Christmas tree. This will be on the next agenda for further discussion.

Staff Report

None

Adjournment

On a motion by Commissioner McNeilly and seconded by Commissioner Johnson to adjourn the meeting at 7:55 PM. Motion carried 5/0.