

**CITY OF MAYER**  
**PARKS & RECREATION COMMISSION MINUTES**  
 Tuesday May 13, 2014

**Commission Members Present:** Council Liaison Etienne Stieve-McPadden, Commission Members Elizabeth Butterfield, Chad Bloom and Krista Goedel.

**Commission Members Absent:**

**Others Present:** None

**Staff Present:** Luayn Murphy, City Administrator

**I. CALL TO ORDER**

The meeting was called to order at 6:32 PM by Chair Stieve-McPadden.

**II. ADOPT AGENDA**

On a motion Commissioner Butterfield and seconded by Commissioner Bloom to approve the agenda. Motion carried 4/0.

**III. MINUTES**

On a motion by Commissioner Stieve-McPadden and seconded by Commissioner Butterfield to approve the minutes of the April 1, 2014 meeting. Motion carried 4/0.

**BUDGET TO DATE**

Staff presented the following to date Park Board Budget.

Account Descr	2013	2014	2014	Budget	2013 Amt	Adopted	YTD Amt
<b>FUND 100 GENERAL FUND</b>							
Dept 45000 Park and Rec							
E 100-45000-100 Wages and Salaries				\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-110 Other Pay Boards &				\$1,000.00	\$1,080.00	\$1,500.00	\$240.00
E 100-45000-180 Employee Withholdings				\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-212 Motor Fuels				\$0.00	\$266.09	\$1,000.00	\$0.00
E 100-45000-300 Professional Srvs				\$4,000.00	\$1,693.46	\$4,000.00	\$180.60
E 100-45000-360 Insurance (GENERAL)				\$3,400.00	\$3,211.00	\$3,400.00	\$2,949.50
E 100-45000-370 Recreation Program				\$1,000.00	\$0.00	\$1,000.00	\$0.00
E 100-45000-381 Electric Utilities				\$500.00	\$143.90	\$500.00	\$52.52
E 100-45000-400 Repairs & Maint Cont				\$6,000.00	\$9,890.28	\$5,000.00	\$453.24
E 100-45000-430 Miscellaneous (GENERAL)				\$1,700.00	\$2,895.09	\$1,700.00	\$1,557.76
E 100-45000-490 Donations to Civic Org s				\$0.00	\$0.00	\$0.00	\$0.00
E 100-45000-500 Capital Outlay (GENERAL)				\$26,000.00	\$30,155.03	\$26,000.00	\$0.00
E 100-45000-530 City Beautification				\$2,000.00	\$2,954.61	\$3,000.00	\$17.09
E 100-45000-720 Transfer Out				\$0.00	\$23,197.00	\$0.00	\$0.00
Dept 45000 Park and Rec				\$45,600.00	\$75,486.46	\$47,100.00	\$5,450.71
<b>FUND 100 GENERAL FUND</b>				<b>\$45,600.00</b>	<b>\$75,486.46</b>	<b>\$47,100.00</b>	<b>\$5,450.71</b>
				\$45,600.00	\$75,486.46	\$47,100.00	\$5,450.71

### Capital Improvement Plan 2015

Park Board reviewed previous year capital improvement plans. On a motion by Commissioner Butterfield and seconded by Commissioner Goedel the Park Board is recommending the following 2015 Capital Improvement Plan for the Parks. Motion carried 4/0.

<b>Mayer Capital Improvement Plan-2015 (5 Year Plan)</b>			
<b>Project</b>	<b>Year</b>	<b>Priority</b>	<b>Est. Cost</b>
<b>PARK Improvements</b>			
Grand Stand	2015		\$ 50,000
Park Trees and Shrubs	2015		\$ 3,000
Sand Volley Ball	2015		\$ 35,000
Fencing Outfields 1&2	2016		\$ 15,000
Park Trees and Shrubs	2016		\$ 3,000
Grand Stand	2016		\$ 50,000
Shuffle Board	2016		\$ 5,000
Park Trees and Shrubs	2017		\$ 3,000
Grandstand	2017		\$ 50,000
Horseshoes	2017		\$ 5,000
Field Lights Field 1	2018		\$ 50,000
Picnic Tables	2018		\$ 3,000
Gazebo/Park Shelters	2018		\$ 50,000
Parking Area & Road to/from HWY 25	2019		\$ 100,000
Park Trees and Shrubs	2019		\$ 3,000
			\$ 425,000

### Budget for 2015

Park Board reviewed last year's budget and on a motion by Commissioner Butterfield and seconded by Commissioner Goedel to recommend the following 2015 budget to the City Council. Motion carried 4/0.

Account Descr	2013 Budget	2013 Amt	2014 Adopted	2014 YTD Amt	2015 Budget
<b>FUND 100 GENERAL FUND</b>					
Dept 45000 Park and Rec					
E 100-45000-100 Wages and Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$3,840.00
E 100-45000-110 Other Pay Boards &	\$1,000.00	\$1,080.00	\$1,500.00	\$240.00	\$1,500.00
E 100-45000-180 Employee Withholdings	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00
E 100-45000-212 Motor Fuels	\$0.00	\$266.09	\$1,000.00	\$0.00	\$1,000.00
E 100-45000-300 Professional Svcs	\$4,000.00	\$1,693.46	\$4,000.00	\$180.60	\$4,000.00
E 100-45000-360 Insurance (GENERAL)	\$3,400.00	\$3,211.00	\$3,400.00	\$2,949.50	\$3,400.00
E 100-45000-370 Recreation Program	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
E 100-45000-381 Electric Utilities	\$500.00	\$143.90	\$500.00	\$52.52	\$250.00
E 100-45000-400 Repairs & Maint Cont	\$6,000.00	\$9,890.28	\$5,000.00	\$453.24	\$5,000.00
E 100-45000-430 Miscellaneous (GENERAL)	\$1,700.00	\$2,895.09	\$1,700.00	\$1,557.76	\$1,700.00
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)	\$26,000.00	\$30,155.03	\$26,000.00	\$0.00	\$88,000.00
E 100-45000-530 City Beautification	\$2,000.00	\$2,954.61	\$3,000.00	\$17.09	\$2,000.00

E 100-45000-720 Transfer Out	\$0.00	\$23,197.00	\$0.00	\$0.00	\$0.00
Dept 45000 Park and Rec	\$45,600.00	\$75,486.46	\$47,100.00	\$5,450.71	\$111,984.00
FUND 100 GENERAL FUND	\$45,600.00	\$75,486.46	\$47,100.00	\$5,450.71	\$111,984.00
	\$45,600.00	\$75,486.46	\$47,100.00	\$5,450.71	\$111,984.00

**Herald Journal Promotion of Twins Youth Clinic**

Staff was contacted by a representative of the Herald Journal about promoting the Twins Youth Clinic. There are clinics in Watertown and Winsted also the Herald Journal will be completing an article about the Twins Youth Clinics and then emphasizing the three clinics.

**Ice Skating Rink in West Ridge Park**

There are berms remaining from the former ice skating rink in West Ridge Park. Park Board discussed that the Park probably would not be used again for an ice skating rink. Staff will level the area.

**Joint Venture with the EDA**

Park Board would like to have a joint meeting with the EDA to discuss downtown beautification.

**Prizes for the 5K**

On a motion by Commissioner Goedel and seconded by Commissioner Butterfield the Park Board is recommending the following prizes for the 5K to the City Council any participant that pays a registration fee will be considered a participant and not staff and are eligible to receive prizes. Motion carried 4/0.

Mayer Mini Moxie Age Categories	Prize	5K Age Categories	Prize
5-6	\$10.00	10-29	\$50.00
6-7	\$10.00	30-49	\$50.00
7-8	\$10.00	50 & Over	\$50.00
8-9	\$10.00		
9-10	\$10.00		
<b>Total Prizes</b>	<b>\$50.00</b>		<b>\$150.00</b>
<b>Grand Total</b>			<b>\$200.00</b>

**Mayer Rising Community Festival**

Staff requested input from the Park Board on whether the Park Board would like to have a promotion of the parks at the Mayer Rising Community Festival. Park Board members agreed and would also like to promote the restroom project.

**Interview of Park Board Candidates**

At 7:30 PM the Park Board interviewed Nate McNeilly for the open park board position. Park Board will interview the other applicant Patricia Lanting at the next meeting.

**Next Meeting**

The next meeting will be held on Tuesday June 3, 2014.

**Commissioners Report**

Chad will be absent for the July 8, 2014 meeting.

**Staff Report**

Follow up on previous Park Board actions and requests.

**1. Aglime Needed**

Public Works Staff has evaluated the fields for aglime and will be ordering for the fields.

**2. Aglime from Zion**

The Aglime from Zion was removed.

**3. Dragging of Baseball Fields**

Staff consulted with Public Works employee about the proper way to drag baseball fields.

**4. Meeting with Coaches**

A meeting was held on Thursday, April 8 at 2 PM to discuss baseball field usage and to secure signatures on the use agreements.

**5. Installation of Signs**

The "Do Not Climb on the Fence" signs have been installed.

**6. Little Free Library**

Little Free Library has been installed in Old Schoolhouse Park.

**7. Adopt A Park Program**

Three families have now signed up for the Adopt-A-Park Program. Chad and Jhna Bloom have adopted Meadow Park. The Boyd Family and Dwayne Krienke have adopted West Ridge Park.

**8. Old Schoolhouse Restrooms**

The City Council has secured the services of Oleson and Hobbie Architects to draw the plans for the restrooms in Old Schoolhouse Park.

**9. Watertown Mayer Community Education Brochure**

Contacted Helen Waldock and placed the requested information in the Summer Brochure.

**10. Next Meeting**

The last meeting Park Board had wanted to have Chris Guerten, from Sports Resource Center and the meeting to discuss outdoor hockey rink boards. I have asked him to attend the June meeting.

**Adjournment**

On a motion by Commissioner Bloom and seconded Commissioner Butterfield to adjourn the meeting at 8:30 PM. Motion carried 4/0.