



ORIGINAL

**PARK & RECREATION MEETING**  
**Minutes of February 7, 2018**

The Park and Recreation Board met at the City Building on the above date at 7:00 p.m. with the following members present:

Present:       Jeremy Toy                      Karen Minshall                      Cathy Combs       Pam Proctor

Absent:         Fred Hollmann

Also Present: Kim Wagner, Recreation Director; Bill Rachford, Mayor; Sam Trapp, Public Works Director

**APPROVAL OF MINUTES:**

**MOTION:** Karen Minshall made a motion to approve the January 3, 2018 minutes, seconded by Cathy Combs. All in favor, the motion passed 4-0.

**VISITORS AND GUESTS:** Rachael Smith and Sam Cetrulo, Thomas More College; Jenni McBride.

**OLD BUSINESS:**

1. **Budget FY 2017-18** - To date \$3428.27 has been spent.
2. **Budget FY 2018-2019** – The board will complete a 2018-2019 budget proposal at the next board meeting, pending results of estimates from the city engineer on two capital improvement projects: a new basketball court and landscaping of that area. The budget needs to be submitted to the mayor by March 15.
3. **Recreational Trails Program Grant** – Jeremy described to Sam the details of a bid package the board requests the city engineer be asked to prepare. The bid package should address all work funded in the RTP grant. Jeremy noted that he also sent an email to Karen Barto, outlining the scope of work for the bid package.

Jeremy proposed bidding the new basketball court and landscaping as an alternative in the bid package. The board would then use that alternate quote to submit to the city council as a capital improvement project for next fiscal year's park budget.

Sam expressed concern that the two projects may need to be bid separately, to clearly demarcate expenditures for the grant project.

Mayor Rachford requested that members of the park board meet Sam Trapp at the park and mark exactly where they want the new asphalt "completer athletic trail" to be laid. The board agreed to set a date for this as soon as possible.

**NEW BUSINESS**

1. **Landscape Contract Bid** – Tabled until next meeting, when Fred can attend.
2. **Request for memorial bench** - Jenni McBride requested permission to place a memorial bench in the park. She explained that it is created out of recycled bottle caps by Green Tree Plastics, LLC. She hopes to have this done by March 3. Her church will provide

funds, including \$50 extra for color section. Pam Proctor noted that the board seeks all park property to coordinate and that it would be important to have the bench design fit existing bench standards. The board stated it would want to be involved in selecting where the bench would be located. Jenni agreed to this. Karen Minshall made a motion to approve the placement of this memorial bench in the park, pending location selection; seconded by Cathy Combs. The motion passed; all in favor, 4-0.

**3. Agenda Items for Next Meeting**

- a) 2017-18 budget report
- b) 2018-19 budget plans
- c) Recreational Trails Program grant update
- d) Bid for landscaping contract
- e) Memorial bench request

**COMMUNICATION**

Kim Wagner will confirm the Arbor Day date and inform the board. Cathy Combs requested the trees be delivered to the City Building the Wednesday before.

**ADJOURNMENT**

**MOTION:** Pam Proctor made a motion to adjourn, seconded by Karen Minshall. All in favor, the motion passed with a 4-0 vote.

Attested to and submitted by:

  
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 Karen M. Barto, City Clerk/Treasurer

  
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 Jeremy Toy, Chairperson

Dated 3-8-18

Dated 3/7/2018

Approved: 3-7-2018