



**PARK & RECREATION MEETING  
Minutes of January 3, 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

**APPROVAL OF MINUTES**

**MOTION:** Cathy Combs made a motion to approve the November 1, 2017 minutes, seconded by Karen Minshall. All in favor, the motion passed 3-0. Jeremy Toy abstained as he was not present for that meeting.

**VISITORS AND GUESTS - None**

**OLD BUSINESS**

1. **Budget FY 2017-18** - To date \$3,368.27 has been spent. See item three for discussion on capital improvement section of this year's budget.
2. **Budget FY 2018-2019** – The board discussed what amounts to request for each section of this budget, in preparation for submission to the city council in March. Further discussion will take place at the February meeting on the capital improvement section.
3. **Recreational Trails Program Grant** – Kim Wagner reported that RTP grant in the amount of \$35,000 have been released. The city has two years to spend the money and must match that amount, bringing the scope of work to \$70,000. The board agreed to immediately initiate projects, using FY 2017-18 capital improvement funds dependent on this grant income.

Jeremy Toy and Pam Proctor will review the grant Memorandum of Agreement. Kim Wagner will email Jeremy a copy of the park board's Master Plan landscape design. He will then contact the city engineer to discuss preparing a bid package for the scope of work identified in the grant proposal and devising a method for breaking down the scope of work between two fiscal years.

**NEW BUSINESS**

1. **Landscape Contract Bid** – Tabled until next meeting
2. **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

**COMMUNICATION**

Karen Minshall made a motion for each park board officer to be re-elected to their current position (Jeremy Toy, Chair; Karen Minshall, Vice-Chair; Cathy Combs, Treasurer; Pam Proctor, Secretary); seconded by Pam Proctor. All in favor, the motion passed 4-0.

**ADJOURNMENT**

**MOTION:** Pam Proctor made a motion to adjourn, seconded by Cathy Combs. 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

  
\_\_\_\_\_  
Jeremy Toy, Chairperson

Dated 2-8-18

Dated 2-7-2018