

CITY OF LOWELL  
PARKS AND RECREATION COMMISSION  
TUESDAY, APRIL 19, 2016 AT 6:00 P.M.  
CITY HALL

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. March 15, 2016
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. Ice Skating Rink – Lowell Little League
  - b.
  - c.
  - d.
7. NEW BUSINESS
  - a. Discussion with Council
  - b.
  - c.
8. PARK UPDATES
  - a. Recreation Park
  - b. Stoney Lakeside Park/Dog Park/Skateboard Park
  - c. Creekside Park
  - d. Richards Park
  - e. Upper Bridge, Moose/Rogers, North Washington Property
  - f. Riverwalk Park
9. COMMISSIONER COMMENTS

Note: The next meeting will be May 17, 2016 at Riverwalk Park.

10. ADJOURNMENT

**LOWELL PARKS AND RECREATION COMMISSION**

**TUESDAY, March 15, 2016, 6:00 P.M.**

**City Hall**

**1. CALL TO ORDER; ROLL CALL**

The meeting was called to order at 6:04 p.m. by Perry Beachum and roll was called.

Members Present: Nancy Anderson, Perry Beachum and Paula Mierendorf

Members Absent: Susan Pomper and Mike DeVore

Others Present: Dave Pasquale, Peggy Covert, Mike Hoevenaar, Nate Post,  
Dirk Ritzema, Andrea Ketchmark, Harry Burkholder, Mike McKendrick  
and Luanne Wisniewski

IT WAS MOVED BY BEACHUM AND SECONDED BY MIERENDORF to excuse the absence of commissioner Susan Pomper.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY MIERENDORF and seconded by ANDERSON to approve the agenda with the addition to New Business b. Responsibilities of the Commissioners.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

IT WAS MOVED BY MIERENDORF and seconded by ANDERSON to approve the minutes of January 19, 2016 as corrected.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

**4. REVIEW FINANCIAL REPORT**

By consensus the commissioners approved the financial report.

**5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Nate Post voiced his concerns regarding the agreements and the February meeting.

6. **OLD BUSINESS**

a. **Park Agreements**

The commissioners reviewed the park agreements with Nate Post, Lowell Youth Football and Mike Hoevenaar, Lowell Little League.

IT WAS MOVED BY ANDERSON and seconded by MIERENDORF to approve the Park Agreements as presented for the City Council to review and approve.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

b. **Fairgrounds Signage**

Beachum felt this was an issue that should be reviewed with the planning commission and Kent County board members as they work through their new lease.

7. **NEW BUSINESS**

a. **North Country Trail – Town Trail Project**

Andrea Ketchmark and Harry Burkholder gave a speech on making the City of Lowell a “Trail Town”. The Trail Town program improves the town’s signage with wayfinding signs, brochures, etc., which helps hikers find restaurants, camping, hotels, stores, etc. This would bring more people to events in Lowell, such as the Riverwalk Concerts, Girls Night Out, etc. North Country Trail has received a grant and would like to invite any interested Park commissioners to attend their meetings. Mierendorf volunteered to attend these meetings.

b. **Responsibilities of the Commissioners**

Beachum discussed with the commissioners what the Park & Recreation Board responsibilities are. Pasquale thought the board should meet with the Council members to discuss this issue further.

8. **PARKS UPDATE**

a. **Recreation Park**

Beachum reported there is a section of the fence that has been down for some time and he would like Fosburg to check into this.

b. **Stoney Lakeside Park**

No comments were received or discussed on this item.

c. **Creekside Park**

Mierendorf discussed her goals this year for the community garden.

d. **Richards Park**

No comments were received or discussed on this item.

e. **Upper Bridge, Moose/Rogers, North Washington Properties**

The commissioners would like to meet with the Boy Scout leaders on a walk around at the cabin.

f. **Riverwalk Park**

No comments were received or discussed on this item.

9. **COMMISSIONER COMMENTS**

Mierendorf presented an article for the commissioners to review.

THE MEETING WAS ADJORNED BY BEACHUM AT 8:33 p.m.

Respectfully submitted,  
Luanne Wisniewski

LEE FUND  
April 18, 2016

	<u>FISCAL YEAR</u> <u>2015 2016 ACTUAL</u>	<u>FISCAL YEAR</u> <u>2015-2016</u> <u>BUDGET</u>	<b>Available</b>
REVENUE:			
Interest Revenue	\$3,569.15	\$10,000.00	
Total Revenues:	\$3,569.15	\$10,000.00	
EXPENDITURES:			
Park Improvements	0.00	\$10,000.00	\$6,835*
Total Expenditures:	0.00		
Ending Balance:			
Net of Revenues/Appropriations	\$3,569.15		

**Carr fund II \$71,028.27**  
**KC Youth Fair \$224.75 rec'd 10/6/2015**  
**KC Youth Fair \$771.95 rec'd 6/2015**

**Capital outlay items paid this fiscal year.**  
**None**

**\*\$6,835 available for park improvements during the fiscal year 2015-2016**

**Of this amount, \$1500 committed for ice rink.**

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 04/30/2016  
 % Fiscal Year Completed: 83.33

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 AMENDED BUDGET	YTD BALANCE 04/30/2016	ACTIVITY FOR MONTH 04/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Dept 751-PARKS							
Revenues							
101-751-593.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	771.95	3,000.00	224.75	0.00	2,775.25	7.49
101-751-652.000	CREEKSIDE PARK REVENUE	300.00	500.00	750.00	0.00	(250.00)	150.00
101-751-653.000	PARK USER FEES	8,905.00	9,000.00	5,359.50	0.00	3,640.50	59.55
<b>TOTAL Revenues</b>		<b>9,976.95</b>	<b>12,500.00</b>	<b>6,334.25</b>	<b>0.00</b>	<b>6,165.75</b>	<b>50.67</b>
Expenditures							
101-751-702.000	SALARIES-PERMANENT	29,741.42	25,900.00	17,683.75	1,235.54	8,216.25	68.28
101-751-707.000	SALARIES-TEMPORARY	6,082.79	9,400.00	4,777.52	45.00	4,622.48	50.82
101-751-708.000	STANDBY	245.04	500.00	272.68	48.24	227.32	54.54
101-751-709.000	SALARIES-OVERTIME	1,872.88	1,000.00	171.48	0.00	828.52	17.15
101-751-715.000	SOCIAL SECURITY	3,039.80	2,900.00	1,832.65	107.33	1,067.35	63.19
101-751-716.000	HEALTH INSURANCE	5,451.51	5,300.00	4,107.83	343.82	1,192.17	77.51
101-751-717.000	LIFE INSURANCE	88.02	100.00	53.00	1.51	47.00	53.00
101-751-718.000	PENSION	6,333.02	4,500.00	3,689.13	0.00	810.87	81.98
101-751-721.000	LONGEVITY	455.01	400.00	195.00	0.00	205.00	48.75
101-751-722.000	WORKERS COMPENSATION	83.50	2,100.00	582.42	32.58	1,517.58	27.73
101-751-723.000	DENTAL INSURANCE	345.00	300.00	210.45	16.20	89.55	70.15
101-751-724.000	EYECARE	149.01	200.00	63.95	1.92	136.05	31.98
101-751-725.000	DISABILITY INSURANCE	222.28	300.00	139.39	3.63	160.61	46.46
101-751-740.000	OPERATING SUPPLIES	4,917.03	6,000.00	3,607.25	0.00	2,392.75	60.12
101-751-802.000	CONTRACTUAL	36,745.00	33,000.00	14,634.79	0.00	18,365.21	44.35
101-751-864.000	CONFERENCES & CONVENTIONS	0.00	100.00	0.00	0.00	100.00	0.00
101-751-910.000	INSURANCE	2,618.54	3,200.00	3,122.00	0.00	78.00	97.56
101-751-920.000	PUBLIC UTILITIES	15,958.14	25,000.00	8,015.53	503.65	16,984.47	32.06
101-751-930.000	REPAIR & MAINTENANCE	4,078.70	6,000.00	5,273.64	4,270.36	726.36	87.89
101-751-940.000	RENTALS	15,611.95	20,000.00	11,241.99	115.70	8,758.01	56.21
101-751-955.000	MISCELLANEOUS EXPENSE	0.00	300.00	0.00	0.00	300.00	0.00
<b>TOTAL Expenditures</b>		<b>134,038.64</b>	<b>146,500.00</b>	<b>79,674.45</b>	<b>6,725.48</b>	<b>66,825.55</b>	<b>54.39</b>
<b>Net - Dept 751-PARKS</b>		<b>(124,061.69)</b>	<b>(134,000.00)</b>	<b>(73,340.20)</b>	<b>(6,725.48)</b>	<b>(60,659.80)</b>	
TOTAL REVENUES							
TOTAL EXPENDITURES							
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>9,976.95</b>	<b>12,500.00</b>	<b>6,334.25</b>	<b>0.00</b>	<b>6,165.75</b>	<b>50.67</b>
		<b>134,038.64</b>	<b>146,500.00</b>	<b>79,674.45</b>	<b>6,725.48</b>	<b>66,825.55</b>	<b>54.39</b>
		<b>(124,061.69)</b>	<b>(134,000.00)</b>	<b>(73,340.20)</b>	<b>(6,725.48)</b>	<b>(60,659.80)</b>	<b>54.73</b>

# PARK USER FEES

Sport Group	2013			2014			2015		
	DATE	AMOUNT	PLAYERS	DATE	AMOUNT	PLAYERS	DATE	AMOUNT	PLAYERS
YOUTH FOOTBALL	Oct	\$2,175.00	290	Nov. 2014	1912.5	255	Oct.	\$2,610	261
XTREME SOFTBALL	July	\$500.00	Tournament						
LITTLE LEAGUE	July	\$3,510.00	420	25-Jun	\$ 4,660.00	466	May	\$4,440	444
YMCA	Dec	\$1,980.00	264	Jan (2015)	\$1,750	175	Jan-16	1920	192
BACKYARD DREAMS	Sept	\$525.00	70	Jan (2015)	\$225	22 1/2			
LACROSSE	Flood	-		4-Sep	\$ 577.50	77	Sept	\$829.50	79
T-BALL									
<b>TOTALS:</b>									
Kent County Youth Fair	Dec	\$ 500.50					June	\$ 771.95	
							Oct. 2013 to Mar. 2015		
							Oct.	\$ 224.75	
<b>TOTALS:</b>		\$500.50					\$ 996.70		