

CITY OF LOWELL
PARKS AND RECREATION COMMISSION
TUESDAY, AUGUST 16, 2016 AT 6:00 P.M.
RICHARDS PARK

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. July 19, 2016
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Stoney Lakeside Park – Playground Equipment
 - b. Tree planting to honor Jim Hall
 - c.
 - d.
7. NEW BUSINESS
 - a. Wish List for Richards Park
 - 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 September 20, 2016 at Recreation Park (Fairgrounds).

10. ADJOURNMENT

**LOWELL PARKS AND RECREATION COMMISSION
TUESDAY, JULY 19, 2016, 6:00 P.M.
CREEKSIDE PARK**

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 6:01 p.m. by Perry Beachum and roll was called.

Members Present: Nancy Anderson, Perry Beachum, Mike DeVore, Paula Mierendorf,
Susan Pomper

Members Absent:

Others Present: Dave Pasquale, Luanne Wisniewski, Mike Hoevenaar and Scott Fosburg

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY DEVORE and seconded by POMPER to approve the agenda as presented.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY MIERENDORF and seconded by DEVORE to approve the minutes of June 21, 2016 as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

4. REVIEW FINANCIAL REPORT

By consensus the commissioners approved the financial report.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Mike Hoevenaar reported his summer season is about done; the fall season will end the 2nd week of October.

6. OLD BUSINESS

a. Stoney Lakeside Park – Playground Equipment

Robert Rogers could not make this meeting. He will bring a new estimate for the playground to the August meeting.

b. Tree Planting to honor Jim Hall

By consensus the commissioners approved the brass plaque to honor Jim Hall next to the tree that will be planted in Riverwalk Park.

c. City Park Pamphlet

This item was tabled until more work has been completed on the pamphlet.

7. NEW BUSINESS

a. Wish List for Creekside

Some items to add to the wish list are; better lighting around the concession stand, paved path to the women's restroom and from the pavilion to the gate, also from the gate to the dugouts wheelchair accessible.

Fosburg mentioned LaBombard is getting an estimate from Williams and Works regarding updating the Master Plan.

b. Street Signage

A sample of wayfair signs along with the grant was reviewed. The commissioners discussed the trail and park's signage.

8. PARKS UPDATE

a. Recreation Park

The commissioners had a discussion regarding the sprinkler system at Burch field and what needed to be done to protect the sprinklers during fair week.

b. Stoney Lakeside Park

No comments were received or discussed on this item.

c. Creekside Park

Mierendorf is already suppling FROM with vegetables. She would like to add a picnic table to the garden.

d. Richards Park

No comments were received or discussed on this item.

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

DeVore will bring the idea of naming the North Washington Property/Boy Scout Cabin "Scout Park" to the Council.

f. **Riverwalk Park**

Beachum commented the Riverwalk Festival was well attended and successful.

9. **COMMISSIONER COMMENTS**

No comments were received.

THE MEETING WAS ADJORNED BY BEACHUM AT 7:10 p.m.

Respectfully submitted,
Luanne Wisniewski

LEE FUND
August 15, 2016

| | <u>FISCAL YEAR</u> <u>2016 2017 ACTUAL</u> | <u>FISCAL YEAR</u> <u>2016-2017</u> <u>BUDGET</u> | Available |
|--------------------------------|---|---|-----------|
| REVENUE: | | | |
| Interest Revenue | \$109.16 | \$5,000.00 | |
| Total Revenues: | \$109.16 | | |
| EXPENDITURES: | | | |
| Park Improvements | | \$5,000.00 | |
| Total Expenditures: | | | |
| Ending Balance: | | | |
| Net of Revenues/Appropriations | \$109.16 | | |

Carr fund II \$71,028.27
KC Youth Fair \$962.10 rec'd 7/2016
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

****The auditors will be finishing up next week. At this time, they have set an amount between \$8,000 - \$9,000 for the Lee Fund to spend for the year ending 6/30/17.**

08/15/2016 11:53 AM
 User: SUE
 DB: Lowell

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 08/31/2016
 % Fiscal Year Completed: 16.99

| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2016 | 2016-17 AMENDED BUDGET | YTD BALANCE 08/31/2016 | ACTIVITY FOR MONTH 08/31/16 | AVAILABLE BALANCE | % BDC USED |
|--------------------------------|--------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------------|----------------------|---------------|
| Fund 101 - GENERAL FUND | | | | | | | |
| Dept 751-PARKS | | | | | | | |
| Revenues | | | | | | | |
| 101-751-593.000 | KENT COUNTY YOUTH FAIR CONTRIBUTIONS | 1,186.85 | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 101-751-652.000 | CREEKSIDE PARK REVENUE | 1,175.00 | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 101-751-653.000 | PARK USER FEES | 10,509.50 | 7,000.00 | 1,130.00 | 830.00 | 5,870.00 | 16.14 |
| | TOTAL Revenues | 12,871.35 | 8,050.00 | 1,130.00 | 830.00 | 6,920.00 | 14.04 |
| Expenditures | | | | | | | |
| 101-751-702.000 | SALARIES-PERMANENT | 27,093.44 | 28,000.00 | 2,734.38 | 1,035.24 | 25,265.62 | 9.77 |
| 101-751-707.000 | SALARIES-TEMPORARY | 7,780.14 | 9,400.00 | 1,289.88 | 545.00 | 8,110.12 | 13.72 |
| 101-751-708.000 | STANDBY | 272.68 | 500.00 | 96.48 | 96.48 | 403.52 | 19.30 |
| 101-751-709.000 | SALARIES-OVERTIME | 243.84 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-751-715.000 | SOCIAL SECURITY | 2,787.21 | 3,300.00 | 318.21 | 126.19 | 2,981.79 | 9.64 |
| 101-751-716.000 | HEALTH INSURANCE | 5,503.68 | 6,000.00 | 524.51 | 154.69 | 5,475.49 | 8.74 |
| 101-751-717.000 | LIFE INSURANCE | 80.06 | 100.00 | 8.24 | 6.76 | 91.76 | 8.24 |
| 101-751-718.000 | PENSION | 5,560.50 | 5,400.00 | 453.27 | 0.00 | 4,946.73 | 8.39 |
| 101-751-721.000 | LONGEVITY | 195.00 | 500.00 | 13.01 | 0.00 | 486.99 | 2.60 |
| 101-751-722.000 | WORKERS COMPENSATION | 879.67 | 2,100.00 | 99.11 | 38.38 | 2,000.89 | 4.72 |
| 101-751-723.000 | DENTAL INSURANCE | 303.96 | 400.00 | 33.82 | 13.36 | 366.18 | 8.46 |
| 101-751-724.000 | EYECARE | 98.25 | 200.00 | 10.44 | 8.56 | 189.56 | 5.22 |
| 101-751-725.000 | DISABILITY INSURANCE | 211.11 | 300.00 | 21.91 | 18.05 | 278.09 | 7.30 |
| 101-751-740.000 | OPERATING SUPPLIES | 4,985.61 | 6,900.00 | 420.94 | 168.64 | 6,479.06 | 6.10 |
| 101-751-744.000 | UNIFORMS | 0.00 | 350.00 | 0.00 | 0.00 | 350.00 | 0.00 |
| 101-751-802.000 | CONTRACTUAL | 27,071.00 | 36,830.00 | 7,172.35 | 765.69 | 29,657.65 | 19.47 |
| 101-751-864.000 | CONFERENCES & CONVENTIONS | 0.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-751-910.000 | INSURANCE | 3,122.00 | 3,300.00 | 0.00 | 0.00 | 3,300.00 | 0.00 |
| 101-751-920.000 | PUBLIC UTILITIES | 9,362.06 | 16,000.00 | 1,974.85 | 759.10 | 14,025.15 | 12.34 |
| 101-751-930.000 | REPAIR & MAINTENANCE | 8,763.45 | 9,000.00 | 1,820.28 | 1,447.70 | 7,179.72 | 20.23 |
| 101-751-940.000 | RENTALS | 15,163.82 | 20,000.00 | 4,435.17 | 1,288.89 | 15,564.83 | 22.18 |
| | TOTAL Expenditures | 119,477.48 | 151,080.00 | 21,426.85 | 6,472.73 | 129,653.15 | 14.18 |
| | Net - Dept 751-PARKS | (106,606.13) | (143,030.00) | (20,296.85) | (5,642.73) | (122,733.15) | |
| TOTAL REVENUES | | | | | | | |
| TOTAL EXPENDITURES | | | | | | | |
| NET OF REVENUES & EXPENDITURES | | | | | | | |
| | | 12,871.35 | 8,050.00 | 1,130.00 | 830.00 | 6,920.00 | 14.04 |
| | | 119,477.48 | 151,080.00 | 21,426.85 | 6,472.73 | 129,653.15 | 14.18 |
| | | (106,606.13) | (143,030.00) | (20,296.85) | (5,642.73) | (122,733.15) | 14.19 |

PARK USER FEES

| Sport Group | 2016 | | | | 2017 | | | | 2018 | | | |
|------------------------|--------|---------|---------|--|------|--------|---------|--|------|--------|---------|---|
| | DATE | AMOUNT | PLAYERS | | DATE | AMOUNT | PLAYERS | | DATE | AMOUNT | PLAYERS | |
| YOUTH FOOTBALL | | | | | | | | | | | | |
| XTREME SOFTBALL | | | | | | | | | | | | |
| LITTLE LEAGUE | May-16 | \$5,150 | 515 | | | | | | | | | |
| YMCA | | | | | | | | | | | | |
| BACKYARD DREAMS | Jun-16 | \$300 | 30 | | | | | | | | | |
| LACROSSE | Aug-16 | \$830 | 83 | | | | | | | | | |
| T-BALL | | | | | | | | | | | | |
| TOTALS: | | \$6,280 | | | | \$0 | | | | \$0 | | |
| Kent County Youth Fair | | | rentals | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| TOTALS: | | | | | | \$0 | | | | \$ | | - |