

CITY OF LOWELL
PARKS AND RECREATION COMMISSION
TUESDAY, JULY 14, 2015 6:00 P.M.
CREEKSIDE PARK

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. June 16, 2015
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a.
 - b.
 - c.
7. NEW BUSINESS
 - a. Review of past projects
 - 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 August 18th at Richard Park.

10. ADJOURNMENT

**LOWELL PARKS AND RECREATION COMMISSION
TUESDAY, JUNE 16, 2015, 6:00 P.M.
STONEY LAKESIDE PARK - CITY HALL**

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 6:12 p.m. by Council Member Jeff Altoft and the roll was called.

Members Present: Jeff Altoft, Paula Mierendorf and Susan Pomper

Members Absent: Perry Beachum, Nancy Anderson

Others Present: Mark Howe, Jim Hall, Jim Carey and Luanne Wisniewski

IT WAS MOVED BY MIERENDORF, and seconded by ALTOFT, to excuse the absence of commissioner Perry Beachum and Nancy Anderson.

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

2. APPROVAL OF THE AGENDA

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

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

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY MIERENDORF and seconded by POMPER to approve the minutes of May 19, 2015 as presented.

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

4. REVIEW FINANCIAL REPORT

Howe mentioned the Kent County Youth Fair is now up to date on their payments and their lease will expire in 2016.

By consensus the commissioners approved the financial report.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

No comments were received or discussed on this item.

6. **OLD BUSINESS**

No comments were discussed on this item.

7. **NEW BUSINESS**

a. **PUBLIC PARK USE AGREEMENT**

Howe would like the contracts for the ball players reviewed this fall and the commissioners briefly discussed some possible changes.

8. **PARK UPDATES**

a. **Recreation Park**

No comments were received or discussed on this item.

b. **Stoney Lakeside Park**

Carey would like to construct an 8 x 12 shelter in the small dog area, built similar to the 16 x 24 shelter in the large dog area. All the commissioners felt this was a great idea.

Carey also praised the high school students who volunteered painting posts and benches for their "give back day". Verizon employees also have a community service day and plan to spread a pile of sand for the dog park.

The commissioners viewed the new bathroom partitions and were disappointed to see the Men's had been vandalized.

c. **Creekside Park**

Mierendorf gave an update on the community garden.

d. **Richards Park**

Howe informed the commissioners the house at 318 Lincoln Lake that had burned will be removed this month. He added a local church has volunteered to plant some grass in the lot.

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

No comments were received or discussed on this item.

f. **Riverwalk Park**

Howe mentioned umbrellas were added to the picnic tables on the Riverwalk and Adirondack chairs will be placed in the open spaces soon.

9. **COMMISSIONER COMMENTS**

No comments were received.

IT WAS MOVED BY POMPER and seconded by ALTOFT to adjourn at 6:45 p.m.

Respectfully submitted,
Luanne Wisniewski

July 14, 2015

	<u>FISCAL YEAR</u> <u>2015 2016 ACTUAL</u>	<u>FISCAL YEAR</u> <u>2015-2016</u> <u>BUDGET</u>	Available
REVENUE:			
Interest Revenue		\$10,000.00	
Total Revenues:		\$10,000.00	
EXPENDITURES:			
Other Functions/Capital Outlay*			
Audit Fees			
Transfer Gen. Fund Mowing			
Misc.			
Prof. Services			
Park Improvements		\$10,000.00	
Total Expenditures:		\$10,000.00	
Ending Balance:			
Net of Revenues/Appropriations			

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL

PERIOD ENDING 07/31/2015

% Fiscal Year Completed: 8.47

2015-16

User: SUE
DB: Lowell

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	AMENDED BUDGET	YTD BALANCE 07/31/2015	ACTIVITY FOR MONTH 07/31/2015	AVAILABLE BALANCE	% BDDT USED
Fund 101 - GENERAL FUND							
Dept 751-PARKS							
Revenues							
101-751-593.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	771.95	3,000.00	0.00	0.00	3,000.00	0.00
101-751-652.000	CREEKSIDE PARK REVENUE	225.00	500.00	0.00	0.00	500.00	0.00
101-751-653.000	PARK USER FEES	8,905.00	9,000.00	0.00	0.00	9,000.00	0.00
TOTAL Revenues		9,901.95	12,500.00	0.00	0.00	12,500.00	0.00
Expenditures							
101-751-702.000	SALARIES-PERMANENT	28,852.77	25,900.00	1,244.11	1,244.11	24,655.89	4.80
101-751-707.000	SALARIES-TEMPORARY	5,682.81	9,400.00	560.00	560.00	8,840.00	5.96
101-751-708.000	STANDBY	245.04	500.00	0.00	0.00	500.00	0.00
101-751-709.000	SALARIES-OVERTIME	1,872.88	1,000.00	0.00	0.00	1,000.00	0.00
101-751-715.000	SOCIAL SECURITY	2,942.66	2,900.00	136.02	136.02	2,763.98	4.69
101-751-716.000	HEALTH INSURANCE	5,317.76	5,300.00	187.25	187.25	5,112.75	3.53
101-751-717.000	LIFE INSURANCE	82.59	100.00	7.61	7.61	92.39	7.61
101-751-718.000	PENSION	6,333.02	4,500.00	0.00	0.00	4,500.00	0.00
101-751-721.000	LONGEVITY	455.01	400.00	0.00	0.00	400.00	0.00
101-751-722.000	WORKERS COMPENSATION	1,083.11	2,100.00	49.62	49.62	2,050.38	2.36
101-751-723.000	DENTAL INSURANCE	333.96	300.00	15.46	15.46	284.54	5.15
101-751-724.000	EYECARE	142.12	200.00	5.23	5.23	194.77	2.62
101-751-725.000	DISABILITY INSURANCE	207.91	300.00	20.12	20.12	279.88	6.71
101-751-740.000	OPERATING SUPPLIES	4,645.45	6,000.00	0.00	0.00	6,000.00	0.00
101-751-802.000	CONTRACTUAL	32,845.00	33,000.00	395.00	395.00	32,605.00	1.20
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	2,700.00	0.00	0.00	2,700.00	0.00
101-751-920.000	PUBLIC UTILITIES	15,574.54	25,000.00	0.00	0.00	25,000.00	0.00
101-751-930.000	REPAIR & MAINTENANCE	4,078.70	6,000.00	0.00	0.00	6,000.00	0.00
101-751-940.000	RENTALS	15,403.45	20,000.00	0.00	0.00	20,000.00	0.00
101-751-955.000	MISCELLANEOUS EXPENSE	0.00	300.00	0.00	0.00	300.00	0.00
TOTAL Expenditures		128,717.32	146,000.00	2,620.42	2,620.42	143,379.58	1.79
Net - Dept 751-PARKS		(118,815.37)	(133,500.00)	(2,620.42)	(2,620.42)	(130,879.58)	
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		9,901.95	12,500.00	0.00	0.00	12,500.00	0.00
		128,717.32	146,000.00	2,620.42	2,620.42	143,379.58	1.79
		(118,815.37)	(133,500.00)	(2,620.42)	(2,620.42)	(130,879.58)	1.96

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					
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 (2014 payment)	\$1,750	175	
BACKYARD DREAMS	Sept	\$525.00	70						Jan (2014 payment)	\$225	22 1/2	
LACROSSE	Flood	-			4-Sep	\$ 577.50	77					
T-BALL												
TOTALS:												
Kent County Youth Fair	Dec	\$ 500.50							June	\$ 771.95		
									Oct. 2013 to			
									Mar. 2015			
TOTALS:		\$500.50							\$ 771.95			

REVIEW OF PAST PROJECTS

LEE FUND

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 714 LEE FUND							
Expenditures							
CAPITAL							
07/01/2009			714-000-970.000 PARK IMPROVEMENTS		BEG. BALANCE		0.00
10/15/2009	VR	IMPT	VOUCHER REGISTER 02211	2211	225.68		225.68
12/31/2009	AP	INV	PRESERVATION MATERIALS, INC. PARK IMPROVEMENTS	3213	1,818.00		2,043.68
01/14/2010	AP	INV	TRACTOR SUPPLY PARK IMPROVEMENTS	01/14/2010	338.52		2,382.20
04/01/2010	AP	INV	LOWELL EXTREME GIRLS PARK IMPROVEMENTS	04/01/2010	1,500.00		3,882.20
04/01/2010	AP	INV	RICKERT ELECTRIC PARK IMPROVEMENTS	03/29/2010	2,000.00		5,882.20
07/01/2010			2010-11 Fiscal Year Begin				0.00
10/14/2010	AP	INV	EARTHWORM DOZING & EXCAVATING PARK IMPROVEMENTS	1911	1,150.00		1,150.00
02/03/2011	AP	INV	WILLIAMS & WORKS PARK IMPROVEMENTS	54367	505.75		1,655.75
02/08/2011	AP	INV	WILLIAMS & WORKS PARK IMPROVEMENTS	54031	490.20		2,145.95
03/16/2011	AP	INV	LOWELL XTREME GIRLS SOFTBALL CLU PARK IMPROVEMENTS	03/02/2011	1,500.00		3,645.95
03/23/2011	AP	INV	WILLIAMS & WORKS PARK IMPROVEMENTS	54338	165.25		3,811.20
06/30/2011	AP	INV	WILLIAMS & WORKS PARK IMPROVEMENTS	55292	157.50		3,968.70
07/01/2011			2011-12 Fiscal Year Begin				0.00
09/27/2011	AP	INV	DIGITAL IMAGE SIGNS & GRAPHICS PARK IMPROVEMENTS	2038	1,075.00		1,075.00
01/25/2012	AP	INV	DIGITAL IMAGE SIGNS & GRAPHICS PARK IMPROVEMENTS	1006	75.00		1,150.00
05/01/2012	AP	INV	J & I FLOOR COATING PARK IMPROVEMENTS	723309	1,500.00		2,650.00
07/01/2012			2012-13 Fiscal Year Begin				0.00
04/11/2013	AP	INV	LOWELL LACROSSE PARK IMPROVEMENTS	2012-2013	1,500.00		1,500.00
07/01/2013			2013-14 Fiscal Year Begin				0.00
04/11/2014	CD	CHK	LOWELL LACROSSE	64414	1,500.00		1,500.00
07/01/2014			2014-15 Fiscal Year Begin				0.00
04/22/2015	AP	INV	LOWELL LACROSSE PARK IMPROVEMENTS	2014-2015	1,500.00		1,500.00
06/30/2015			714-000-970.000 Cumulative Net Debits and Credits:	END BALANCE	17,000.90	0.00	1,500.00
CAPITAL: CAPITAL					17,000.90		1,500.00
TOTAL Expenditures					17,000.90		1,500.00
TOTAL FOR FUND 714 LEE FUND					17,000.90		1,500.00

LEE FUND
June 18, 2012

	<u>FISCAL YEAR</u> <u>2011 ACTUAL</u>	<u>FISCAL YEAR</u> <u>2011-2012</u> <u>BUDGET</u>	Available
REVENUE:			
Interest Revenue	\$13,784.93	\$13,500.00	
Total Revenues:	\$13,784.93	\$13,500.00	
EXPENDITURES:			
Other Functions/Capital Outlay	\$2,650.00*	\$7,500.00	\$4,850.00
Audit Fees		300.00	
Transfer Gen. Fund Mowing		\$5,000.00	
Misc.			
Prof. Services	\$450.00		
Total Expenditures:	\$3,100.00		
Ending Balance:	\$10,684.93	\$12,800.00	

Ending Fund Balance:

Received KC Youth Fair 06/07	Received KC Youth Fair 07/08	Received KC Youth Fair 08/09
\$ 90.00 8/1/06	\$ 95.00 7/6/07	\$683.00 8/4/08
\$427.70 9/18/06	\$ 71.00 10/17/07	\$847.00 10/27/08
<u>\$280.00</u> 6/7/07	<u>\$30.00</u> 4/14/08	<u>\$504.50</u> 4/1/09
\$797.70	\$196.00	\$2,034.50

Received KC Youth Fair 11/09
\$715.00

CARR FUND II

12/19/05 RECEIVED	\$69,758.45	Received KC Youth Fair 11-12
YTD INTEREST	\$7,642.02	\$801.25
TOTAL	77,400.47	
PAYMENT MSU	(1,250.00)	
PAYMENT RICKERT	(2,000.00)	
PAYMENT WILLIAMS & WORKS	(1,213.70)	
DIGITAL IMAGE PARK SIGN	<u>(1,075.00)</u>	
	71,861.77	

*CAPITAL OUTLAY PAID THIS YEAR:

Digital Image \$1150.00 (signs for rec park)
J & I Floor Covering \$1500.00