

City of Columbus Park Board Meeting

July 18, 2013, 6:30 p.m.

Call to Order

Terry Phinney called the meeting to order at 6:34 p.m.

Roll Call

Members Present: Sandie Wood, Marilyn Didling, Andrea Messina, Bob Bodene and Terry Phinney. Members Absent: Jim Ingalls

Also Present: Council Member Jeff Duraine, City Administrator Elizabeth Mursko, and Secretary Karen Boland.

Approval of Minutes

Bob Bodene made a **motion** to approve the June 20, 2013 minutes. Second by Marilyn Didling. Motion was approved.

Agenda Additions or Deletions

None.

Treasurer's Report

Elizabeth Mursko addressed the categories of the three existing park funds. The only fund to receive funds from the tax levy is the Park Fund (150). It is used to pay operation costs for the parks. The Park Capital Fund (403) is used for capital costs that are generally over \$5000 (for instance, large equipment). The Park Land Fund (404) receives funds from park dedication fees. \$1525 must be paid on each new residential lot developed. A new commercial lot pays \$762.50. Statutory language guides how this money is spent. Under statute it can only be spent on park assets—things that are fixed, tangible, and add value to the parks. Project dollars that include labor necessary for the asset, such as the installation cost for the Phase 3 playground equipment, may also be paid from this fund.

Park Fund ending balance for 6/30/13	\$42,506.86
Park Capital Fund ending balance for 6/30/13	\$19,465.26
Park Land Fund ending balance for 6/30/13	\$17,428.66

City Administrator's / PW Superintendent Report

a) Walking Path Distance Sign

Trail distances will be stenciled on the path, in white paint, at the main parking lot and at the tennis courts within the next two months.

b) Ball Field Fence

The City Council approved the ball field bleacher fencing project. Century Fence is currently working on it.

c) Phase 3 of the Playground Installation

The equipment was installed, but payment has not been made, because of a bearing problem that needs to be resolved.

d) Other

Another load of engineered woodchips is needed at the playground. The cost is \$15/yd.

New Business

a) 2014 Budget

Park Capital Fund (403) FY 2014 Budget Proposal

Board members would like to increase allocated revenues from American Tower to the capital fund from \$2700 to \$2800. The 2014 budget includes a proposed expenditure of \$15,000 for a utility tractor to be used in marking fields, and other park duties. This will not be necessary in 2014 if the City continues to contract these services. However, since that decision hasn't yet been made, the Board felt it should stay in the 2014 budget. \$7000 expenditure is also included for Park Trail Maintenance Seal Coat/Overlay.

Elizabeth reported that the seal coat contractor will not seal the cracks in the tennis court, as was hoped. This was item 4 on the list of Park Board tasks from April 2013. It is currently unknown how this will be completed.

Board members agreed that they would like to include Concrete Work for Pads and Curbing: Items 2 and 3 on the task list, as a proposed expense from this fund in the future.

Park Fund (150) FY 2014 Budget Proposal

In 2012 87% of the Parks' budget was spent. Board members went line-by-line through the Park Fund (150) disbursements. Actual expenses from 2009, 2010, 2011 and 2012 were reviewed as well as the 2011, 2012, and 2013 budgets.

Proposed changes in 2014 from the 2013 budget included:

- a \$100 decrease in telephone expenses. The cell phone contract has been terminated, but may be needed again if the City doesn't contract park maintenance services in the future.

- a \$50 increase to the trash hauling budget. This is to bring the item more in line with actual expenses in 2011 and 2012.
- a \$50 increase to general liability insurance budget. This is to bring the item more in line with actual expenses in 2012.
- a \$50 decrease in workers' comp insurance expenses. This item may not be necessary if the park maintenance contract remains in place, so it was reduced to cover the maximum amount that has been needed in the past four years.
- a \$100 increase in park planning expenses.
- a \$300 decrease for motor fuels-gasoline. Last year was the first year this was a separate item for the parks. It appears to have been set higher than is needed.

Board members asked if the Park Maintenance item needs to be as high as it is, based on the amount paid out in June that was listed as "Park Maintenance Contract 1 of 6." Elizabeth will check to find out if anything else is included in this line item.

Board members noted a large variation between supply costs in 2009 and 2010 versus 2011 and 2012. Elizabeth will get more information from Jim Fraley.

Under the current contract, RVS Services drags and chalks the ball fields twice weekly during the months of April through September. Board members would like to see field revenues and amount of usage for these months to determine whether these services should be cut back.

At the August meeting, Elizabeth will bring back the proposed budget changes, plus revenue figures and fees from the ball fields. The 2014 budget will need to be finalized at the next meeting so it can be presented to the City Council.

b) Portable Toilet

Elizabeth said there have been complaints about no porta-potty closer to the T-ball field, making it difficult for younger kids. Board members considered moving the portable toilet that is currently near the tennis court to a location closer to the T-ball field. Elizabeth will ask Jim Fraley about expenses to move a porta-potty and to put in a new concrete pad.

Old Business

a) Timber Barriers

The Risk Safety Officer from the League of MN Cities has not yet visited. Members are waiting to find out if timber barriers may be removed, and, if, so, if they need to be replaced with any other type of barrier.

b) Swing set Curbing, and Concrete Pads

Members would like to see this item included in the budget as noted above.

c) YMCA Park Play Days Wrap-Up

Five children registered for the first session. A few more registered for the second session. The YMCA distributed flyers in backpacks at Columbus Elementary School. Andrea suggested the Y put a banner up at the park to advertise. Before committing to the program for next year, members would like to meet with the Y to find out what advertising took place, how many children attended, how to boost attendance, and whether one session might be more cost-effective. The Board included it in the 2014 budget.

Next Meeting

The next meeting will be August 15, 2013 at 6:30 p.m. in the Public Works Building.

Adjourn

Sandie Wood made a **motion** to adjourn. Second by Bob Bodene. Meeting was adjourned at 8:44 p.m.

Respectfully Submitted

Karen Boland, Recording Secretary