

## City of Columbus Park Board Meeting

February 27, 2014, 6:30 p.m.

### Call to Order

Terry Phinney called the meeting to order at 6:27 p.m.

### Roll Call

Members Present: Marilyn Didling, Andrew Fraley, Sandie Wood, Terry Phinney, and Bob Bodene.

Members Absent: Andrea Messina and Jim Ingalls.

Also Present: Council Member Denny Peterson, City Administrator Elizabeth Mursko, Jim Windingstad of Public Works, Ryan Stark, and Secretary Karen Boland.

### Welcome

The Board welcomed new member Andrew Fraley.

Council Member Denny Peterson is replacing Council Member Jeff Duraine as the City Council's Park Board liaison.

### Approval of Minutes

Marilyn Didling made a **motion** to approve the October 17, 2013 minutes. Second by Bob Bodene. Motion was approved.

### Agenda Additions or Deletions

None.

### New Business

#### a) 2014 YMCA Park Play Dates

A YMCA representative will be at the March 20th Park Board meeting. Elizabeth said the 2013 cost to the City for the Play Dates program was \$500. She handed out the YMCA's specific marketing plan for Columbus. Board members suggested also handing out the flyer to home school groups that meet regularly at the park in spring. Elizabeth will check with Lorie on the contact person for the groups and determine the best way to coordinate getting the handouts to participants. Marilyn said she would be willing to bring them to the park when the groups meet, if that looks like the best way to distribute them.

b) Park Waiver Form

The City revisited its Waiver Form for those reserving park facilities to make it easier to understand. After review and feedback from the Board, Elizabeth will ask the City Attorney to address questions at the next City Council meeting re: the circumstances when a waiver must be signed, and who is authorized to sign it (e.g. if an agent of FLAAA signs it, does it cover all FLAAA participants who use the fields?, etc.)

Treasurer's Report

Elizabeth explained that the Park Board oversees three funds:

The Park Fund is a general fund account used for park operations expenses. It receives revenue from Anoka County property taxes, interest income, reservation fees, tower rental, and voluntary quarterly contributions from Running Aces.

The Park Capital Fund is used to purchase equipment and projects over \$5000. Elizabeth handed out Schedule C, showing the Park Capital Fund budget in more detail. The budget approved for 2014 allows for purchase of a utility tractor projected at \$15,000, and concrete work projected at \$5000.

The Park Land Fund is money that comes from developers. It can be used for purchases specific to the parks, such as land, fencing, playground equipment, etc.

Park Fund ending balance for 12/31/13	\$52,374.49
Park Capital Fund ending balance for 12/31/13	\$22,510.11
Park Land Fund ending balance for 12/31/13	\$8,229.54

City Administrator/PW Superintendent's Report

a) Park Maintenance Task List Review

A Parks and Grounds task list was handed out, showing duties contracted to Ryan Stark in 2013, and those performed by Public Works staff. Ryan's only 2014 contract currently is for park mowing. The other parks and grounds tasks have not yet been bid for 2014. Ryan attended the meeting to answer Board Member questions and explain his 2013 duties.

Ryan's contract runs from April 15, which is his target date for beginning field maintenance, through October 30, when portable toilets are removed for the year. In 2013 he was not able to start field maintenance until May 1<sup>st</sup> due to weather; therefore we adjusted the contract fee accordingly.

Ball field maintenance was discussed. Due to heavy use, 75% of overall field maintenance work is done in May, June and July. Elizabeth handed out a breakdown of reserved field usage for each month from April through October during 2013, by field. The Board asked for a job bid reflecting a cut back in duties to dragging the fields just once a week during the months of August and September, and no chalking in those months unless it is requested in advance by a reserving patron. Ryan said he would put together numbers showing the cost difference with these changes to the field-maintenance part of the job. The Board will then give the City Council a recommendation for how park maintenance should be covered for 2014. Council Member Peterson, Elizabeth, Jim W., and Board Members complimented Ryan on his past park maintenance and mowing work. Elizabeth asked for his observations on park usage. He said he feels there has been an increase in use of Columbus Park over the last couple of years. There are many regular users. He also said most people treat the parks well. He has found the cleaner things are and the better the upkeep, the better things are treated by users. His experience has been that Hidden Park and Howard Lake parks are not frequently used.

### Old Business

a) Timber Barrier Alternatives

The Board agreed to leave the timbers in place along Kettle River Boulevard for the time being.

b) Phase 3 of the Playground Installation

The bearing issues have not been resolved. The bearing is being redesigned and should be ready for installation in spring.

c) Parking Lot Expansion

Board Members revisited the idea of expanding the main parking lot for Columbus Park. They would like to consider the feasibility and expense of expanding the current lot further north along Notre Dame Street. It was felt expansion should take precedence over paving the existing lots.

d) New Message Center

Board Members discussed replacing the message center near the parking lot at Columbus Park. Suggestions were made to look at samples of possible

replacements, and to find out whether the gentleman that built the one for City Hall might consider working on one for the Park.

e) Concrete Work

Board Members would like to move forward with concrete work discussed earlier: concrete pads under bleachers, picnic tables and equipment boxes; and curbing around the swing set near the tennis courts. In addition they would like to put in curbing around the swing set near the main parking lot. They do not feel concrete work is necessary in Hidden Park. Board Members asked that a new bid be obtained with these changes.

Sandie Wood made a **motion** to request the City Council's approval for an expenditure of up to \$6500 for concrete work in the parks this summer. Second by Marilyn Didling. Motion was approved.

Next Meeting

The next meeting will be March 20, 2014 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 8:42 p.m.

Respectfully Submitted

Karen Boland, Recording Secretary