

**PARK BOARD MEETING MINUTES  
DECEMBER 11, 2023**

Chairman Jay Schulz called the meeting to order at 6:00 pm. Committee members present: Chairman Jay Schulz, Alderman John Lavallee, Alderwoman Lori Lancaster, Alderwoman Rosa Luna, Scott Logan and Pep Saucedo. Also present were Mayor Kelly, City Administrator Lou Leone, Finance Director Deb Bejot and Supt. Ryan Knop.

**Public Comment**

None

**Approval of Minutes**

A motion was made by Alderwoman Lancaster, seconded by Scott Logan to accept the Park Board Minutes of November 20, 2023, as presented. All ayes. Motion carried.

**Parks Controlled Burn**

The Parks and Rec Department would like to conduct controlled burns within the City's parks throughout the fall and winter, weather dependent, similar to what's been done in the past. The HFPD, NERCOM and the Police Dept. will be notified. A motion was made by Scott Logan, seconded by Alderwoman Lancaster to recommend approval to the City Council. All ayes. Motion carried.

**Budget Discussion**

The Park Board reviewed the budget spreadsheets. Areas discussed:

**Revenue**

- 04-00-44860 Park Programs - \$12,000
- 04-00-44430 Swim Lessons Pool - \$4,500
- Add subcategory 04-00-44451 Concessions, Parks
- 04-08-44600 General Events - \$28,700 (planning 2/3 participation)

**Expense**

- 04-00-55120 General Park Maintenance - \$25,000 (General \$10K; Tree Trimming Lions Park \$7K; MWP West Dog Shelter \$8K). Everything has been mulched over the last couple of years and is holding up well so is not needed in the upcoming fiscal year. The HERS Shelter/Garage Repairs will need to be done in the near future; Ryan will evaluate what needs to be done.
- 04-07-55180 Pool Maintenance - \$24,000 (general maintenance, new pool plumbing, caulk for pool and pool tree trimming)
- 04-07-57010 Concessions - \$9,000
- 04-00-57070 Park Programs - \$11,700 (includes swim lessons/water aerobics instructors and the basketball program) + \$10,300 for new program equipment.
- Advertising for pool and park will be run out of the general fund for 24/25.
- 04-07-56150 Electricity/Utilities - \$14,000
- 04-07-58000 New Equipment/Infrastructure - \$22,000 (includes new NVR system, pool vac, pressure washer, hand tools for pool, training AED's, and training kit, pool filters)
- 04-00-58000 New Equip/Infrastructure - \$13,700 (includes general new parks equipment, 5 picnic tables, 1 ADA tables and 10 park trash cans); budget each year for next three years.

**Other Discussion**

- 04-00-58000 New Equipment/Infrastructure – The cost for soccer field equipment is \$27,000, which includes 4 sets of goals; the City currently doesn't own any soccer equipment. Deb suggested that funds could be taken out of the capital improvement fund with the revenue from soccer tournaments going back into capital improvement. There was discussion that the equipment could also be rented from the Jr. Hornets for the first year.
- Develop 3-5 year plan for maintenance/equipment for Mary's and Lion's Parks which could be a capital improvement plan. The approximate cost to remove the old playground and install a new playground at Mary's Park is \$100,000; could save \$3,500 if the City does the removal of the existing playground equipment at Mary's Park.

- Finance Director Deb Bejot related there are two parks accounts: parks general fund and the parks money market capital improvement account. The only revenue going into the money market account is building permit fees; current balance is \$75,000.
- The cost for a new parks mower is approximately \$20,000.
- Balance of \$10,840 to be put in Parks Capital Improvement Money Market Account.
- Continue budget discussion at the January meeting.

#### **Financial Report**

The report was provided by Finance Director Deb Bejot and included in the agenda packet. Deb related that she revised the report to remove the (\$11,000 – dog park fence transfer) in expenses to reflect a true picture.

#### **Vandalism Report**

No report.

#### **Mayor's Report**

Mayor Kelly gave an update on the DCEO Grant for the walking path at Lion's Park. The grant is still in process and once the project gets approved, the City will receive a state award letter to be executed by the City, after which an agreement will be generated. The process will take a few months to complete.

#### **Supt. Knop's Report**

Supt. Knop reviewed his report as submitted. The Egg Nog Jog went well with 51 participants and the Conchas and Coco was well received but could be a shorter duration. The ESL Program went live and will kick off in January.

#### **Harvard Parks Foundation Report**

No new report.

#### **New Business**

Finance Director Deb Bejot noted a request will be made at the budget workshop for the Milky Way Park pit/pump project to be financed through the general capital improvement fund using ARPA funds.

Supt. Knop distributed Survey Results/Draft 1 for the board's review to be discussed at the next meeting.

The next meeting is Monday, January 15, 2024, at 6 pm.

At 8:05 pm, a motion was made by Scott Logan, seconded by Alderwoman Lancaster to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Chairman Jay Schulz