

City of East Bethel Park Commission Agenda

6:00 PM

Date: June 11, 2014

Location: City Hall



Item

- | | | |
|---------|-----|---|
| 6:00 PM | 1.0 | Call to Order |
| 6:01 PM | 2.0 | Adopt Agenda |
| 6:02 PM | 3.0 | Approve – May 14, 2014 Minutes |
| 6:05 PM | 4.0 | Parks Financial Information & Parks Capital Funds Summary |
| 6:10 PM | 5.0 | Park Tour |
| 7:50 PM | 6.0 | Council Report and Other Business |
| 8:00 PM | 7.0 | Adjourn |

EAST BETHEL PARK COMMISSION MEETING

May 14, 2014

The East Bethel Parks Commission met on May 14, 2014 at 7:17 P.M at the East Bethel City Hall for their regular monthly meeting.

MEMBERS PRESENT: Tim Hoffman Kenneth Langmade Sue Jefferson Stacy Voelker
Bill Zimmermann

MEMBERS EXCUSED: Bonnie Harvey Denise Lachinski

ALSO PRESENT: Jack Davis, City Administrator
Tim Harrington, City Council

**Adopt
Agenda**

Jefferson motioned to adopt the agenda. Hoffman seconded; all in favor, motion carries unanimously.

Approve
April 11,
2014

Jefferson made a motion to approve April 11, 2014 minutes as submitted. Hoffman seconded; all in favor, motion carries unanimously.

Parks
Financial
Information &
Parks Capital
Funds
Summary

If anyone has any questions, Davis will be glad to answer them. Hoffman said we don't get many chances to ask you questions.

Davis said there are a couple of line items that have been paid in full. Equipment and workman's comp are already paid for the year. We are a 1/3 of the way through the year and have spent about 25% of the budget. However, the next three months are the busiest times of the year but we appear to be on track. Hoffman said we talked to Nate about the worker's compensation. We are over on motor vehicle parts, but what do you do when something breaks. Davis what concerns me is the bottom line. There will be adjustments. Some won't be as expensive as expected. They should be a wash.

Hoffman motioned to present the parks financial information and parks capital fund summary as presented. Voelker seconded; all in favor, motion carries unanimously.

Parks Capital
Improvement
Planning

The Parks Commission prepares a Capital Improvement Plan annually which updates projected projects, evaluates priorities and establishes funding for these works for the coming year and for each of the subsequent years for a five year period. This plan is presented to City Council for their approval and use for preparing the coming year's budget.

Attached is the updated draft 2015-2019 Parks CIP. We will discuss those projects that are listed for 2015 and determine if they need to stay in their current funding year or be rearranged to reflect any changes in our park priorities. Other projects can be added and existing ones can be deleted if there is a need for restructuring the schedule.

With changes to the General Fund transfer amount that the previous CIP's have used, we will need to reevaluate which projects are financially feasible.

Some projects that have been discussed include:

- 1) Construction of a regulation baseball field in Booster West Park
- 2) Construction of soccer fields at Bonde Park
- 3) Adding additional skate board park equipment to existing parks and new parks
- 4) Improvements to the outdoor ice rink
- 5) Playground upgrades to Booster Park, Anderson Lakes Park, Rod and Norma Smith Park

Fiscal Impact: As noted in CIP's

Presented in your packet is the Park Acquisition and Development fund, which is funded from development fees, Park Capital fund, transfer, Trails fund, which is funded from development fees. You have gone over all of these and they are open for your comments.

Davis said one of the things on the list that he is very glad to see is the repairs to the outdoor ice rink. We were discussing the management contract and also the outdoor rink. We want to encourage more participation there. We need lighting, replacement of the boards, warming house and also having a second sheet of ice. If the demand came up, it would be a good place to do it. The poles could have double lights. It would be a project that would attract users. We also talked about ways to promote the facility. We can increase the awareness by having it on the reader board. We have talked about an improved sign at the Arena that is more readable. It had to be moved back in 2008 when the road was put in. If you are in the parking lot you can read it but, it is too far from the highway to be read. It is a good promotion of the facility (the reader board). It is a worthy project and it needs to get done. Voelker asked if the other rink would be hockey or recreational. Davis said we could look at another park to have a rink. That is one thing we need to take a look at. One of the reasons the rink is out there now is that water is available. Some of the parks would require the water being trucked in. In Booster East or West, we could look at having another rink. In Booster East, where the old school building would be a potential site. There is power there and water wouldn't be a huge issue.

Hoffman said usage was low this year because the issue was temperature. None of us did any outdoor activities this winter. That rink does need updating. It would be nice to have maybe a second sheet for recreational skaters. Davis said we don't allow any organized youth groups on that rink as a practice area. Hoffman said the recreational skaters couldn't skate, if there is a pick up game. The St. Francis rinks have a hockey area and also a recreational. Voelker said a lot of cities have that. Hoffman said what about putting a rink up at Booster East. Davis said we could board it up and pave it. It would be exclusively a recreational rink. If you devote it to a skating rink, it wouldn't have much summer use. Harrington said if you were going to upgrade the lighting, if people want to skate at night, it would be a better deal by the hockey rink.

Hoffman said we also have the project of installing irrigation at Bonde. Do we need to do anything else to make a soccer field? Davis said not really, if you irrigate it, fertilize it and seed it you would have room for two fields. Hoffman said Soderville asked about a grass infield. Those fields at Bonde Park get little use. They want 60-foot bases. Davis said he

doesn't see where it would be an issue. Here if we had irrigation, where we could irrigate the infield. You could work it in with the soccer fields. It has been awhile since he has done sod estimates. It would probably cost about \$4,000 to sod it. Hoffman said it would be a grass infield in for the younger kids. You can't set it as a 90-foot; the kids won't be able to play. If we do that, we are already irrigating the soccer fields. They are nice fields. They need a little work on the backstops. If they are irrigated, they have a nice infield and have more people use the park.

Davis said regarding the 2016 allocation for a regulation baseball field, was youth programs and for the East Bethel Bandits. They were looking for a place to play. They aren't that interested in that anymore, but he will verify that. He doesn't know what the demand is for regulation baseball field. Those programs drop off when the kids get older. It is hard to get 15 kids to form a team. Maybe move the Bonde soccer project to 2016. The decision doesn't have to be made tonight. Tonight we are only really approving the expenditures for 2015. We are just looking at what we want to prioritize for the other years.

Davis said Bonde park was proposed over a two-year period. It is \$40,000 in 2017, and \$25,000 in 2015. You will have to drill a well. By the time you do two fields that will probably be a phased implementation. That is more than what it would cost to do that. You could probably do it all for \$65,000. The last irrigation projects were at Whispering Oaks and Hidden Haven. Both of them were \$30,000 together. That was 4 years ago. \$65,000 is more in line with that. We will also have to run power to the well. We will have to check with Nate on that. Maybe the first year was the well drilling. It was broken up into two different funds. We had hoped there would be development by now in the Park Acquisition. We had hoped to get fees this year, but now it looks like 2015.

Hoffman said he would like to see Bonde done all in one year. We will have a \$100,000 in our fund. Hoffman proposed to move that up to 2015. We could get all of Bonde Park and the ice arena fixed all in one year and in 2016 converting the field to a baseball field. It will be a few years before we get lights here. Davis said a field with lights would be \$150,000 to \$200,000. We would need more users to do that. Hoffman said we need to get the rink done. Who wanted to go outside this past year? If we make that usable for people they will use it. There are not a lot of places for young people to just go and skate. We use to take the kids to Oak Grove to skate. We would spend a ½ hour in the car.

Davis said we have the outdoor rink included. . Harrington asked if the \$35,000 would be enough for a rink. Davis said it depends on what we do for a warming house. We have the poles for the lights. We can put the boards up again, and level it out. It will be about \$2,000. \$35,000 would be pushing it, but we could get something done. If we couldn't, we still have in the park acquisition and development we have \$26,000.

Hoffman said of course Council could give us more money. Davis said he thinks we have adequate funds to do both projects. Hoffman said it will wipe out the funds, but it will be nice to have two projects done. If we don't get something going in the parks, we are never going to get more funding. You will never get people saying that parks need more money.

Davis said we should concentrate on the larger parks. There are some parks that are rarely used. The parks we need to concentrate are Booster, Norsland Manner, John Anderson, Whispering Oak's; we can serve more people that way. We should concentrate the investments in these areas. Hoffman said he agrees with that. We should make sure they

stay that way. We have some nice projects on here to make that happen. One thing we haven't done is anything about winter recreation. It has always been summer recreation. The parks we do have are very nice.

Davis said at some point, we might be able to develop a parks program and offer programs. Should we move a playground up to 2017? Hoffman said absolutely. There are three in the proposed CIP. Rod and Norma would be a good place to move up. Davis said Anderson Lakes should be moved up because it is very out dated. A lot of these parks will get used more if there is better equipment. If there are old slides, and monkey bars. There is a tennis court at Anderson Lakes, it needs to be repainted and relined. It may get more use as a basketball court. He does know that tennis was a fad, and then it dropped off. These two tennis courts in Booster East get a lot of use, Whispering Aspen got a lot of use last year, and Whispering Oaks gets a lot of use. Hoffman said the funds allocated were very small for the projects. Davis said each project should be about \$45,000. Hoffman said \$35,000 isn't much at all. Davis said the last one we did was about \$40,000. Hoffman said that was in Whispering Aspen. Davis said it would be a couple thousand more each year for inflation. We should look at bumping one to 2017. It doesn't matter what we plug in for the cost now. He wouldn't have any problem bumping them all up to \$45,000. Langmade said at Whispering Aspen we love the playground equipment and it would be nice if we had some benches. They go down with smaller children. If you can add the benches, that would help. Davis said hopefully that could be Eagle Scout project. They did some projects a few years ago doing benches. Some of the signs they did in the parks were excellent. Generally benches are something we can get out of the operating budget. Hoffman said it is beautiful down there. It is pretty impressive, a little island in the center with a playground. Voelker asked if the playground included wood chips. Davis said yes. Hoffman said should we move it to 2017? Davis said move one up to 2017 and leave the others at 2018. The one at Rod and Norma did get used quite a bit. He doesn't know much about Anderson Lakes. We can switch these around and make the determination later. He would like to replace Booster East and get something bigger. It is one of the showpiece parks and is heavily used. We can get another couple years out of it. We can reexamine the cost for that one in a couple of years. Hoffman said it be nice to make that that one bigger. Booster West is used quite extensively. As far as Anderson Lakes and Rod and Norma Smith, you couldn't go wrong on which one comes first. Hoffman said that works for me.

Davis said he would recommend moving Bonde irrigation project to 2015 in the Park Capital fund and allocating \$65,000 for that project. 2016 no changes at this time. 2017 playground equipment at Rod and Norma Smith, 2018 playground at Anderson Lakes and Booster. 2019 would be skate board equipment at Booster West. We might want to move that one to 2016. That skateboard park is used a lot. That one might be better to move to 2016. If there is interest in the baseball field. From a safety issues, that skateboard equipment maybe should be moved. Hoffman asked if \$15,000 is enough. Davis said it probably wouldn't be able to be done for \$15,000. The half pipe is starting to show wear. It has been there for ten years. Hoffman said you would want to bump things up. Davis said you probably would want to bump up to \$25,000. Hoffman said we should move that up. That equipment does get used hard. Voelker asked if it should be moved to 2015. Davis said we could take a look at it, and he will sit down with Nate on it. Hoffman said we could fund it out of Park Acquisition fund. Davis said if you want to move it to 2015. Anything beyond 2 years is subject to change. We could leave 2019 blank.

Hoffman asked if there is anything else we should move around. We haven't seen the skateboard park and didn't realize it is a safety issue. Davis said it is used more than the playground. There are skateboards, bikes, and anything that has wheels on it. Hoffman doesn't see any reason to not move that up. If it is a safety issue lets get it done. Then we can point to three projects we got done.

Hoffman motioned move irrigation and soccer fields for Bonde Park at the cost of \$65,000 in 2015, Booster skateboard for \$25,000 in 2015 to the Park Acquisition fund, remove from Park Capital, Rod and Norma to 2017 at \$45,000 change the other two playground equipment to \$45,000 for 2018. Voelker seconded; all in favor, motion carries unanimously.

Davis asked if there is any desire to actually examine each park individually and to see what is offered. To determine what is the most used and maybe use that as a basis for formulating decisions for investment. Maybe it is time to act on it or forget about it. Deerhaven gets no use. Let's just leave the little park and leave the back area in a natural state. Hoffman said he thought we were already doing that. If that hasn't happened, it should. Carlisle is another one that we talked about that. Davis said Carlisle and another one on 203rd, Hidden Creek; it is two or three acres. That is another one. That is a candidate for just being maintained in on the irrigated portion. Carlisle Park, which is north of Deerhaven, is one we should reassess and invite the neighbors to see if people are using it. There is a little playground and a ball field there. We quit maintaining it as a ball field. Hoffman said Deerhaven we talked about doing that last year. With the exception of our regional parks, Booster, Bonde and John Anderson are subject to fluctuation. There are other areas, when housing picks up Whispering Aspen will have needs for more parks. Just something to think about. Hoffman asked if we had more parkland in Whispering Aspen. The residents up there wanted the playground area where it is currently located. Davis said would have 10 acres where the plant is. We will dismantle the tank. The lagoon will be drained, sludge removed. We will start at 243rd and take all the material to grade the lagoon, then level it out. Hoffman said he wasn't aware we had more acreage. Davis said on the backside of the pond there is a 1/2 acre or more in there. It would be a great area for a playground, but it is too close to the water. Hoffman said that is good to know.

Council
Report and
Other
Business

Staff and the Parks Commission will continue discussions on the future direction of the City's Parks and projects with the City Council liaison Tim Harrington. The purpose of this discussion will be to formulate goals and objectives for the park development program and to update the commission on issues currently before the City Council.

Adjourn

Hoffman motioned to adjourn the May 14, 2014 meeting at 8:20 p.m. Voelker seconded; all in favor, motion carries unanimously.

Respectfully submitted by:

Jill Anderson
Recording Secretary

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2014
1/1/14 to 5/31/14

Account Description	Actual - 5/31/14	FY 2014 Budget	YTD as a % of Budget
Public Works - Park Maintenance			
E 101-43201-101 Full-Time Employees Regular	72,291.74	197,900.00	37%
E 101-43201-102 Full-Time Employees Overtime	1,603.04	1,000.00	160%
E 101-43201-103 Part-Time Employees	-	5,900.00	0%
E 101-43201-105 Employee On Call/Standby Pay	-	3,100.00	0%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	5,355.60	14,300.00	37%
E 101-43201-125 FICA/Medicare	7,107.84	19,700.00	36%
E 101-43201-126 Deferred Compensation	2,216.12	5,900.00	38%
E 101-43201-131 Cafeteria Contribution	18,335.44	44,000.00	42%
E 101-43201-151 Worker s Comp Insurance Prem	8,365.78	8,450.00	99%
E 101-43201-201 Office Supplies	-	100.00	0%
E 101-43201-211 Cleaning Supplies	281.81	500.00	56%
E 101-43201-212 Motor Fuels	8,638.87	16,000.00	54%
E 101-43201-213 Lubricants and Additives	-	500.00	0%
E 101-43201-214 Clothing & Personal Equipment	516.15	3,000.00	17%
E 101-43201-215 Shop Supplies	-	400.00	0%
E 101-43201-216 Chemicals and Chem Products	-	3,000.00	0%
E 101-43201-217 Safety Supplies	108.97	700.00	16%
E 101-43201-218 Welding Supplies	-	100.00	0%
E 101-43201-219 General Operating Supplies	831.18	2,200.00	38%
E 101-43201-221 Motor Vehicles Parts	2,633.12	2,100.00	125%
E 101-43201-222 Tires	-	1,000.00	0%
E 101-43201-223 Bldg/Facility Repair Supplies	61.45	2,500.00	2%
E 101-43201-225 Park/Landscaping Materials	182.11	7,000.00	3%
E 101-43201-226 Sign/Striping Repair Materials	-	1,500.00	0%
E 101-43201-229 Equipment Parts	318.89	2,000.00	16%
E 101-43201-231 Small Tools and Minor Equip	60.07	2,000.00	3%
E 101-43201-306 Personnel/Labor Relations	85.33	300.00	28%
E 101-43201-307 Professional Services Fees	225.00	600.00	38%
E 101-43201-321 Telephone	496.13	2,500.00	20%
E 101-43201-341 Personnel Advertising	108.00	200.00	54%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	493.91	6,000.00	8%
E 101-43201-384 Sewer Utilities	-	300.00	0%
E 101-43201-385 Refuse Removal	76.59	1,200.00	6%
E 101-43201-387 Heating Fuels/Propane	159.98	250.00	64%
E 101-43201-401 Motor Vehicle Services (Lic d)	190.50	2,200.00	9%
E 101-43201-402 Repairs/Maint Machinery/Equip	-	3,000.00	0%
E 101-43201-403 Bldgs/Facilities Repair/Maint	-	3,000.00	0%
E 101-43201-405 Park & Landscape Services	-	2,200.00	0%
E 101-43201-415 Other Equipment Rentals	208.00	7,000.00	3%
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	543.71	1,200.00	45%
E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	100%
E 101-43201-434 Conferences/Meetings	180.00	400.00	45%
	148,375.33	393,700.00	38%

**PARK CAPITAL FUNDS SUMMARY
MAY 2014**

PARK ACQUISITION AND DEVELOPMENT FUND			
Account #	Description	2014 YTD	Remaining Balance
REVENUES:			
R 404-34791	Park Dedication Fees	-	
R 404-36210	Interest Earnings	7.02	
Total Revenues		<u>7.02</u>	
EXPENSES:			
E 404-40400-201	Office Supplies	-	
E 404-40400-223	Bldg/Facility Repair Supplies	-	
E 404-40400-224	Street Maint Materials	-	
E 404-40400-225	Park/Landscaping Materials	-	
E 404-40400-302	Architect/Engineering Fees	-	
E 404-40400-303	Legal Fees	-	
E 404-40400-307	Professional Services Fees	-	
E 404-40400-322	Postage/Delivery	-	
E 404-40400-342	Legal Notices	-	
E 404-40400-351	Printing and Duplicating	-	
E 404-40400-403	Bldg/Facilities Repair/Maint	-	
E 404-40400-405	Park & Landscape Services	-	
E 404-40400-416	Machinery Rentals	-	
E 404-40400-422	Auto/Misc Licensing Fees/Taxes	-	
E 404-40400-530	Improvements Other Than Bldgs	-	
Total Expenses		<u>-</u>	
December 31, 2013 Balance		26,064.37	
Current Balance			26,071.39

PARK CAPITAL FUND			
REVENUES:			
R 407-36210	Interest Earning	14.57	
R 407-36240	Refunds & Reimbursements	-	
R 407-39201	Transfer from General Fund	50,000.00	
Total Revenues		<u>50,014.57</u>	
EXPENSES:			
E 407-40700-219	General Operating Supplies	-	
E 407-40700-223	Bldg/Facility Repair Supplies	-	
E 407-40700-225	Park/Landscaping Materials	-	
E 407-40700-226	Street & Lot Restriping	-	
E 407-40700-231	Small Tools and Minor Equip	-	
E 407-40700-302	Architect/Engineering Fees	-	
E 407-40700-303	Legal Fees	-	
E 407-40700-403	Bldgs/Facilities Repair/Maint	-	
E 407-40700-405	Park & Landscape Services	-	
E 407-40700-530	Improvements Other Than Bldgs	-	
E 407-40700-550	Motor Vehicles	-	
E 407-40700-935	Street Capital Transfers	-	
E 407-45202-225	Park/Landscaping CCNH	-	
E 407-45202-302	Architect/Engineering Fees	-	
E 407-45202-342	Legal Notices	-	
E 407-45202-409	Other Repair/Maintenance	-	
E 407-45202-520	Buildings and Structures	-	
Total Expenses		<u>-</u>	
December 31, 2013 Balance		36,929.30	
Current Balance			86,943.87

PARK TRAILS DEVELOPMENT FUND

REVENUES:

R 410-36210	Interest Earnings	38.77
R 410-34791	Park Dedication Fees	-
R 410-39201	Transfer from General Fund	-
Total Revenues		<u>38.77</u>

EXPENSES:

E 410-41000-224	Street Maint Materials	-
E 410-41000-225	Park/Landscaping Materials	-
E 410-41000-226	Sign/Striping Repair Materials	-
E 410-41000-231	Small Tools and Minor Equip	-
E 410-41000-302	Architect/Engineering Fees	-
E 410-41000-303	Legal Fees	-
E 410-41000-307	Professional Services Fees	-
E 410-41000-405	Park & Landscape Services	-
E 410-41000-415	Other Equipment Rentals	-
E 410-41000-510	Land	-
E 410-41000-530	Improvements Other Than Bldgs	-
E 410-45202-225	Park/Landscape	-
E 410-45202-302	Architect/Engineering Fees	-
Total Expenses		<u>-</u>

December 31, 2013 Balance 144,088.10

Current Balance

144,126.87



City of East Bethel Park Commission Agenda Information

Date:

June 11, 2014

Agenda Item Number:

Item 5.0

Agenda Item:

Parks Tour

Requested Action:

Informational Item

Background Information:

The Parks tour will depart City Hall at 6:00 p.m. and will visit the following Parks:

- Booster Park (skate park and baseball field locations)
- John Anderson Park (possible trail spur)
- Bonde Park (soccer/lacrosse upgrades)
- Water Treatment Plant (future development area)
- Rod and Norma Smith Park
- Anderson Lakes Park
- Outdoor Ice Rink
- Sandhill Crane Natural Area

Fiscal Impact:

Recommendation(s):

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel Park Commission Agenda Information

Date:

June 11, 2014

Agenda Item Number:

Item 6.0

Agenda Item:

Council Report and Other Business

Requested Action: Informational

Background Information:

Staff and the Parks Commission will continue discussions on the future direction of the City's Parks and projects with the City Council liaison Tim Harrington. The purpose of this discussion will be to formulate goals and objectives for the park development program and to update the commission on issues currently before the City Council.

Attachments:

Fiscal Impact:

Recommendation(s):

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____