



**PARK & RECREATION COMMISSION**  
City Hall—Shared Vision Room, 3989 Central Ave NE  
Wednesday, October 23, 2024  
6:00 PM

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## **AGENDA**

### **ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting at [columbiaheightsmn.gov/joinameeting](https://columbiaheightsmn.gov/joinameeting): ID 232 366 062 314, Passcode zhKGrE. For questions, please contact Administration at 763-706-3610.

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

### **CALL TO ORDER/ROLL CALL**

### **MISSION STATEMENT**

The mission of the Columbia Heights Parks & Recreation Department is to foster a healthy, inclusive community by providing a diverse park system and recreational opportunities that enhance the quality of life for people of all ages while fostering sustainability and environmental stewardship for future generations.

**COMMUNITY FORUM:** At this time, individuals may address the Park and Recreation Commission about any item not included on the regular agenda. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. Those in attendance virtually should send this information in the chat function to the moderator. The Board will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda.

### **CONSENT AGENDA**

*(These items are considered to be routine by the Park & Recreation Commission and will be enacted as part of the Consent Agenda by one motion.)*

1. Approve September 25, 2024 Park & Recreation Commission Minutes
2. Approve Payment of Bills - Parks September 2024
3. Approve Payment of Bills - John P Murzyn Hall September 2024

### **LETTERS AND REQUESTS**

### **OLD BUSINESS**

4. Update Sullivan Lake Master Plan – Fitness Court. Memo and Concepts attached.

**NEW BUSINESS**

- [5.](#) Setting rental rates for John P Murzyn Hall 2026, Park Facilities and Event Wagon for 2025. Attached are the current rental rates for 2024 and 2025 (John P Murzyn Hall).

**REPORTS**

**Recreation Director**

**Public Works Director/City Engineer**

**Commission Members**

**ADJOURNMENT**

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**Park & Recreation Commission Minutes of the Meeting**  
**Huset Park West, 519 Mill Street NE**  
**September 25, 2024**

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**Call to Order/Roll Call**

Andrew Macko called the meeting to order at 6:01 pm

Members present: Teresa Eisenbise, Taher Harzallah, Andrew Macko, Avery Metzgar, Andrea Ostergaard, Brian Timm

Staff present: Kevin Hansen, Public Works Director; Keith Windschitl, Recreation Director; Deanna Saefke, Recreation Secretary; Connie Buesgens, Council Representative

**Community Forum**

None at this time.

**Consent Agenda**

Eisenbise asked on page 8 if the line item for Safeassure Safety Service is for the whole department or individual training. Hansen replied Safeassure is an independent safety consultant that the city uses. Public Works has their own safety committee that meets once a month and Safeassure attends approximately half of those meetings. They also provide public works specific trainings. Eisenbise asked about a line item on page 19 for repair and maintenance service because it only shows about 10% of the budget has been used. Windschitl replied that could be that there are some bills that haven't been put into that line item yet. It is also possible that the repairs made already are listed in another line item but still comes out of the same budget for maintenance.

**Motion** by Harzallah, second by Eisenbise, to approve the consent agenda. Upon vote: All ayes. **Motion Carried.**

**Letters and Requests**

None at this time.

**Old Business**

Hansen indicated at the previous meeting the Commission provided feedback on mission statements and gave key words they wanted to see in an updated statement. Staff put together five mission statements for review and would like feedback from the Commission. The first statement brings everything together, but it is the longest. This mentions recreation opportunities, diverse, cultural, inclusive of nature, sustainable, quality of life. The second statement is a different version looking more at future aspects. Statements 3, 4, and 5 are shorter. Hansen asked for input from the Commission to narrow down the options. Eisenbise replied she likes number 4 because it has the key words of healthy, environment, and diversity without being very long. Macko likes the enhance the quality of life for residents statement. With a statement like that you do not need to go into any depth. Hansen reported the Commission can vote on one statement and staff will take that and start drafting sections of the updated plan for future meetings. Ostergaard likes #4 but feels it is missing the piece around retaining greenspace. She likes the statement in #2 regarding sustainability and environmental stewardship. Hansen replied the statement from #2, enhance the quality of life to the line in #4 while fostering sustainability

and environmental stewardship for future generations. Macko and Eisenbise agreed. Hansen indicated the mission statement will read: The mission of the Columbia Heights Parks & Recreation Department is to foster a healthy, inclusive community by providing a diverse park system and recreational opportunities that enhance the quality of life for people of all ages while fostering sustainability and environmental stewardship for future generations. Commission Members agreed with that statement. Eisenbise thanked Hansen for working on the statement. Hansen replied he enjoyed the process and worked with other staff as well.

**Motion** by Timm, second by Metzgar, to accept mission statement; The mission of the Columbia Heights Parks & Recreation Department is to foster a healthy, inclusive community by providing a diverse park system and recreational opportunities that enhance the quality of life for people of all ages while fostering sustainability and environmental stewardship for future generations. Upon vote: All ayes. **Motion Carried.**

### New Business

Buesgens indicated it was nice to be back with the Park & Recreation Commission. Saefke stated Buesgens was the previous council liaison. She presented a book called "How to Turn a Place Around" which is focused on place making. The definition of place making is a philosophy and a practical process for transforming public spaces. It is centered on observing, listening to, and asking questions of the people who live, work, and play in a particular space in order to understand their needs and aspirations for that space and a community as a whole. Buesgens stated in basic terms you are not just creating a design; you're creating a place. The organization that wrote the book learned a few key lessons about the rule of money in creating public spaces. Small scale and inexpensive improvements can be more effective more so than a big project. They talk about developing the ability to effectively manage a space; so, when you are planning you also need to discuss managing and maintenance. For an example she explained how HeightsNEXT has created a food forest at Lomianki Park. There was an unused baseball field at that park. Six years ago, the group came up with the idea to plant food trees and bushes where people could come and pick for free. Last year Marquez Simula and others from the group decided to design a garden with pathways. Now this year it has become a place. There are places to sit, there is something to do, and there is something to eat. The garden has become active with people walking in the evenings, yoga practice in the mornings, a neighbor plays music, and you can see a lot more wildlife in the garden. The book talks about starting with little ideas and observations. She indicated there are little things the Commission can do to gather information before a consultant is hired. Commissioners can go to different parks around the city and watch. Are people using the facilities, are their additional activities happening, or is nothing going on. Then start documenting what they observe. Buesgens recently visited Sullivan Park and saw a couple under the pavilion eating lunch. She started talking to them and asked if they use the park often. They said it is their favorite spot to eat lunch because of the breeze and view of the lake. The third item from the book is the idea behind this concept, is spaces thrive when users have an arrange of reasons. Ten or more reasons will create a successful space. There are exercises and charts in the book. One idea Buesgens has is to have a chess in the park event with the chess club at the High School. After the event ask how people felt, do they see any changes, and would they like to do that again. During one event in the book, they tried the same event in three different places. Two of the events failed and one was successful. There are a lot of examples in the book of what other cities have done. Buesgens indicated the Commission can have subcommittees. The sustainability commission has two people that work on basic plants, one person writes a blurb for the newsletter on sustainability, another person has been looking for interns for projects. She stated it is okay for people to work outside of the meetings on things and bring information back to the meeting for discussion. Buesgens spoke to the City Manager and the city can purchase this book for commission members to read.

Buesgens shared a book on playground examples that she received at a recent national conference. She also shared field usage schedules regarding how the various ballfields are used for recreation programs. Windschitl

indicated the parks highlighted in these schedules are Prestemon, Huset 3 & 5, T-Ball fields at Huset near the garage, one at Keyes and McKenna, Keyes, Ramsdell, and Prestemon are also used for softball leagues. These schedules are primarily from spring and early summer. Ostergaard asked if there are times where you are unable to use multiple fields at the same time. For example, if soccer was happening you couldn't also have baseball or softball. Windschitl replied that is correct. For example, in Huset Park the outfield grass area is used for soccer fields, and it isn't really safe to have a softball game occurring where a ball could be hit into the soccer area.

## Reports

### A. Recreation Director

Windschitl reported the City Council approved the additional cost for Hylander Center gym maintenance. The city gym is maintained by the school district, and they invoice us for the services used. When the gym opened in approximately 2009 the school district has invoiced the city and the cost has not increased since 2012 in that maintenance. The district has now increased the service fee significantly to about \$20,000 annually. It is a difference from \$10,000 per quarter up to \$15,000 per quarter. This money is in the budget under other line items. Windschitl has worked with the district to negotiate other fees they were proposing to charge like inspection fees, to be waived or covered under the increase. This will also be increased for next year's budget.

Windschitl indicated some of the members asked about reviewing the budget before it is approved. He asked if the commission would like to see the budget line by line or just an overview if they are still interested. Ostergaard replied that she is interested. Even just for the recent example where an item didn't change for 12 years and there could be something that the members notice, there could be things that haven't be questioned in a while, or areas where the commission members could help push needs to the city council. She doesn't need a line-by-line review. Windschitl replied this is something that should start being reviewed mid-year. The 2025 budget was started back in March and the final budget is being proposed to the city council next week. Buesgens asked when staff have a better idea of what their line items will look like. Windschitl replied June, July is when staff see the final results from the previous year and have some idea of changes that might be needed. He suggests a review with the commission mid-year. Ostergaard replied that it should be thought of as the Commission Members being a support to staff and not that they are trying to inhibit any process. It would be nice to help refine things and offer feedback to staff. Windschitl replied in his career the city council has always been supportive of the Recreation Department and programs. He also keeps realistic expectations for the budget. This year a unique situation happened where we lost our grant funding for youth programs. This grant funded about \$70,000 for the summer programs. For next year's budget he eliminated a parttime coordinator position that had not been filled the last couple of years and utilized that money to cover the seasonal staff for the summer. So, the budget moved from one line to another.

Windschitl reported there are six teams for youth soccer this year. All the coaches are secured, and teams started playing. Youth basketball skills and soccer skills starts this week. Men's softball fall league is about halfway through their season. The summer Co-Ed and Men's leagues ended a few weeks ago. The Active Agers senior program has been doing a lot of different programming and trips. They are very busy and have a lot of participation.

Eisenbise asked if there was any feedback from the lack of park rentals. Windschitl replied there were very few issues this year and expected a few more with the amount of people that use the parks. He is only aware of one or two issues in the parks with the use of the shelters. As far as the overall revenue taken in for park rentals it will be down this year, but he is unsure of the current amount. There were a lot of building rentals this year, and some that were rented this year and typically were not rented in years past. He asked if anyone heard of any

other issues this year. The plan is to continue this same procedure for rentals of park buildings only in 2025. Buesgens asked how the cleanup of the shelters went without having reservations. Windschitl replied that it varies. There are a lot of responsible groups that clean but every Monday morning the parks crew is always cleaning the parks. Buesgens asked if there is any signage that could be posted to clean after use. Windschitl replied that years ago the Commission and staff agreed to not have too many signs posted in the parks. Hansen replied he will be discussing signs as well.

#### **B. Public Works Director**

Hansen reported the city council authorized the purchase of the fitness court for Sullivan Lark Park. Staff are in the process right now of making a minor amendment to the overall park plan. The plan will be brought back to the Commission for review and comment. The purpose for doing the amendment is to determine the best sighting for the fitness court. There are certain restrictions as to where it can be located, in relation to playground equipment. The fitness court will be installed in 2025.

Hansen indicated that staff have been taking an inventory of all the signage posted at the parks. There is inconsistent messaging. The police have been having some difficulties with enforcement of when the park closes. There are different closing times on signs at parks, but staff cannot find any ordinance or commission changes of when the parks close. Staff will remove the signs and make sure there is a consistent closing time so that it can be enforced. Past Commissions have had discussions on limiting the amount of signage at city parks. Sign proliferation is one thing we keep in mind.

Hansen stated there was a memorial dedication of another art piece here at Huset Park West this past Saturday. This is part of the cities Sister City, Lomianki in Poland where they have a mirror art piece for a memorial where a bomber went down during the war. There were between 150 and 200 people here at the dedication on Saturday. Harzallah asked about the electrical installation around the monument. Hansen replied that will be contracted out to have lighting on the monument.

Ostergaard reported the Commission voted at a previous meeting to change the park hours closing sign at Silver Lake Beach to be the same as all the city parks. Hansen replied that is when staff began looking at all the park signs for consistency. Ostergaard indicated there are Adopt A Park signs at some of the parks that are no longer valid and those should be removed or updated when looking at the other signs within the parks.

#### **C. Commission Members**

None at this time.

The Park and Recreation Commission and staff adjourned the meeting to walk around Huset Park West and discuss the history, current conditions and future plans.

**Motion** by Harzallah, second by Eisenbise, to adjourn the meeting. Upon vote: All ayes. **Motion Carried.**

Macko adjourned the meeting at 7:15 pm.  
Deanna Saefke, Recreation Secretary

Parks Expenses GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS					
TRANSACTIONS FROM 09/01/2024 TO 09/30/2024					
Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL					
Department 5200 PARKS					
09/01/2024	101.5200.42010 MINOR EQUIPMENT	BEG. BALANCE			4,669.28
09/13/2024	AMAZON.COM	113-1381759-19674	6.62		4,675.90
	STAPLER,USB C CABLE CORDS				
09/13/2024	FROST INC	13547	1,667.52		6,343.42
	UTILITY SPRAYER, SPRAY BAR & WAND, 3-NOZ				
09/30/2024	101.5200.42010	END BALANCE	1,674.14	0.00	6,343.42
09/01/2024	101.5200.42160 MAINT & CONSTRUCTION M	BEG. BALANCE			11,526.58
09/09/2024	GROVE NURSERY	34836600	436.50		11,963.08
	EDGING, PLANT				
09/17/2024	REHBEINS BLACK DIRT	14419	559.00		12,522.08
	22 YDS PULVERIZED BLACK DIRT				
09/30/2024	101.5200.42160	END BALANCE	995.50	0.00	12,522.08
09/01/2024	101.5200.42161 CHEMICALS	BEG. BALANCE			3,033.35
09/03/2024	HOME DEPOT #2802	14749	39.80		3,073.15
	ANTI-FREEZE, NITRILE GLOVES				
09/12/2024	MENARDS CASHWAY LUMBER-FRIDLEY	15392	27.90		3,101.05
	ANTIFREEZE				
09/30/2024	TESSMAN CO	S404364-IN	114.47		3,215.52
	HERBICIDE				
09/30/2024	TESSMAN CO	S404364-IN		7.30	3,208.22
	HERBICIDE				
09/30/2024	101.5200.42161	END BALANCE	182.17	7.30	3,208.22
09/01/2024	101.5200.42171 GENERAL SUPPLIES	BEG. BALANCE			12,742.31
09/03/2024	HOME DEPOT #2802	14749	17.97		12,760.28
	ANTI-FREEZE, NITRILE GLOVES				
09/06/2024	MINNEAPOLIS SAW CO INC	185053	25.29		12,785.57
	CHAIN				
09/10/2024	MENARDS CASHWAY LUMBER-FRIDLEY	15303	1.49		12,787.06
	SMALL ICE PACK				
09/11/2024	EARL F ANDERSEN INC	0137376-IN	42.50		12,829.56
	SIGNS-CRIME WATCH, NOT PARKING, DEAD END				
09/13/2024	MENARDS CASHWAY LUMBER-FRIDLEY	15455	66.37		12,895.93
	PAINT BRUSHES, RAGS, SPONGES				
09/16/2024	HOME DEPOT #2802	7011207	12.17		12,908.10
	BITS, SCREWS, NUTS, WASHERS				

09/16/2024	MENARDS CASHWAY LUMBER-FRIDLEY	15628	47.33		12,955.43
	ADHESIVE, PAVERS, CHISEL				
09/19/2024	HOME DEPOT #2802	4011555	100.74		13,056.17
	CONCRETE, CONCRETE TUBE				
09/20/2024	DISCOUNT STEEL INC	5538072	1.70		13,057.87
	HEX SCREWS				
09/26/2024	MINNEAPOLIS SAW CO INC	186023	53.99		13,111.86
	TRIMMER STRING				
09/30/2024	101.5200.42171	END BALANCE	369.55	0.00	13,111.86
09/01/2024	101.5200.42173 PROTECTIVE CLOTHING	BEG. BALANCE			972.64
09/13/2024	MC TOOL & SAFETY	1016	145.34		1,117.98
	GLOVES,SFTY GLSSES,ERPLGS,EAR MUFFS				
09/30/2024	101.5200.42173	END BALANCE	145.34	0.00	1,117.98
09/01/2024	101.5200.42280 VEHICLE REPAIR AND PART	BEG. BALANCE			16,359.08
09/30/2024	PARKS PARTS	14514	3,365.59		19,724.67
09/30/2024	101.5200.42280	END BALANCE	3,365.59	0.00	19,724.67
09/01/2024	101.5200.42282 GAS, OIL, LUBRICANTS	BEG. BALANCE			9,597.68
09/30/2024	PARK FUEL	14511	1,011.51		10,609.19
09/30/2024	101.5200.42282	END BALANCE	1,011.51	0.00	10,609.19
09/01/2024	101.5200.43105 TRAINING & EDUCATION AC	BEG. BALANCE			1,962.08
09/13/2024	NORTHERN GREEN OUTDOORS	80610223950	276.00		2,238.08
	TRAINING CLASSES-TIM L, JOHN N, TIM S,				
09/30/2024	101.5200.43105	END BALANCE	276.00	0.00	2,238.08
09/01/2024	101.5200.43210 TELEPHONE	BEG. BALANCE			135.91
09/26/2024	POPP.COM INC	992849765	4.88		140.79
	092624 - 10013121 POPP				
09/30/2024	101.5200.43210	END BALANCE	4.88	0.00	140.79
09/01/2024	101.5200.43211 CELL PHONES	BEG. BALANCE			1,261.22
09/01/2024	VERIZON WIRELESS	9972759063	155.07		1,416.29
	090124 342019817-00001				
09/30/2024	101.5200.43211	END BALANCE	155.07	0.00	1,416.29
09/01/2024	101.5200.43250 OTHER TELECOMMUNICAT	BEG. BALANCE			1,061.92
09/15/2024	COMCAST	218197180	9.72		1,071.64
	091524 934571297				
09/18/2024	ANOKA COUNTY	B240917G	3.75		1,075.39
	BROADBAND CONN 0924				
09/26/2024	PRECISE MRM LLC	IN200-2000428	60.00		1,135.39



	DATA PLAN 0924				
09/30/2024	101.5200.43250	END BALANCE	73.47	0.00	1,135.39
09/01/2024	101.5200.43600 PROP & LIAB INSURANCE	BEG. BALANCE			15,066.64
09/30/2024	24 PROPERTY & LIAB INSURANCE ALLOCATIO	14534	1,883.33		16,949.97
09/30/2024	101.5200.43600	END BALANCE	1,883.33	0.00	16,949.97
09/01/2024	101.5200.43800 UTILITY SERVICES	BEG. BALANCE			6,787.60
09/26/2024	Internal Charge		35,127.32		41,914.92
09/30/2024	101.5200.43800	END BALANCE	35,127.32	0.00	41,914.92
09/01/2024	101.5200.43810 ELECTRIC	BEG. BALANCE			7,433.04
09/06/2024	XCEL ENERGY (N S P)	1129090708	94.04		7,527.08
	51-0010057576-7				
09/06/2024	XCEL ENERGY (N S P)	1129082334	13.45		7,540.53
	51-9597586-9				
09/06/2024	XCEL ENERGY (N S P)	1129117127	83.52		7,624.05
	51-0012266105-3				
09/09/2024	XCEL ENERGY (N S P)	1129349762	40.11		7,664.16
	51-0011039127-7				
09/10/2024	XCEL ENERGY (N S P)	1129656527	27.70		7,691.86
	51-8042065-3				
09/12/2024	XCEL ENERGY (N S P)	1130381435	119.88		7,811.74
	51-5950185-0				
09/12/2024	XCEL ENERGY (N S P)	1130381435	16.23		7,827.97
	51-5950185-0				
09/16/2024	XCEL ENERGY (N S P)	1131383053	61.97		7,889.94
	51-7654903-4				
09/16/2024	XCEL ENERGY (N S P)	1131383053	167.73		8,057.67
	51-7654903-4				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	24.61		8,082.28
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	13.91		8,096.19
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	15.74		8,111.93
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	8.18		8,120.11
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	70.04		8,190.15
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	43.35		8,233.50
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	169.55		8,403.05
	51-4159573-1				

09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	167.66		8,570.71
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	67.43		8,638.14
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	38.75		8,676.89
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	222.00		8,898.89
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	9.01		8,907.90
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	10.47		8,918.37
	51-4159573-1				
09/18/2024	XCEL ENERGY (N S P)	51-4159573-1	55.81		8,974.18
	51-4159573-1				
09/30/2024	101.5200.43810	END BALANCE	1,541.14	0.00	8,974.18
09/01/2024	101.5200.43830 GAS	BEG. BALANCE			4,040.39
09/09/2024	CENTERPOINT ENERGY	10802324-3	18.11		4,058.50
	10802324-3				
09/09/2024	CENTERPOINT ENERGY	5467671-3	17.10		4,075.60
	5467671-3				
09/09/2024	CENTERPOINT ENERGY	5452216-4	17.10		4,092.70
	5452216-4				
09/17/2024	CENTERPOINT ENERGY	8000014661-5	22.16		4,114.86
	8000014661-5				
09/17/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,131.96
	8000014661-5				
09/17/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,149.06
	8000014661-5				
09/17/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,166.16
	8000014661-5				
09/17/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,183.26
	8000014661-5				
09/30/2024	101.5200.43830	END BALANCE	142.87	0.00	4,183.26
09/01/2024	101.5200.44020 BLDG MAINT CONTRACTUA	BEG. BALANCE			898.97
09/01/2024	ASSET MANAGEMENT SYSTEMS INC	12404476	116.97		1,015.94
	MONITORING 1024-1224 CIRCLE TERRACE				
09/30/2024	101.5200.44020	END BALANCE	116.97	0.00	1,015.94
09/01/2024	101.5200.44050 GARAGE, LABOR BURD.	BEG. BALANCE			23,609.30
09/30/2024	PARKS LABOR	14514	2,673.75		26,283.05
09/30/2024	101.5200.44050	END BALANCE	2,673.75	0.00	26,283.05

09/01/2024	101.5200.44100 RENTS & LEASES	BEG. BALANCE			73,161.26
09/30/2024	24 GARAGE SPACE ALLOCATION	14535	7,241.68		80,402.94
09/30/2024	101.5200.44100	END BALANCE	7,241.68	0.00	80,402.94
TOTAL FOR DEPARTMENT 5200 PARKS			56,980.28	7.30	

Parks EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS							
PERIOD ENDING 09/30/2024							
% Fiscal Year Completed: 74.86							
				ACTIVITY FOR			
		2024	YTD BALANCE	MONTH	ENCUMBERED	UNENCUMBERED	% BDGT
ACCOU	DESCRIPTION	AMENDED BUDGET	09/30/2024	09/30/24	YEAR-TO-DATE	BALANCE	USED
Dept 5200 - PARKS							
41010	REGULAR EMPLOYEES	516,900.00	289,928.75	39,269.68	0.00	226,971.25	56.09
41011	PART-TIME EMPLOYEES	6,600.00	1,637.61	171.09	0.00	4,962.39	24.81
41012	SEASONAL EMPLOYEES	50,500.00	87,250.21	9,959.56	0.00	(36,750.21)	172.77
41020	OVERTIME-REGULAR	25,400.00	5,517.61	1,038.17	0.00	19,882.39	21.72
41210	P.E.R.A. CONTRIBUTION	41,000.00	22,637.61	3,023.44	0.00	18,362.39	55.21
41220	F.I.C.A. CONTRIBUTION	45,700.00	27,842.43	3,627.56	0.00	17,857.57	60.92
41300	INSURANCE	92,900.00	57,268.92	7,821.86	0.00	35,631.08	61.65
41510	WORKERS COMP INSURANCE PREM	42,200.00	16,402.31	1,641.97	0.00	25,797.69	38.87
41810	COLA ALLOWANCE	(25,000.00)	0.00	0.00	0.00	(25,000.00)	0.00
42000	OFFICE SUPPLIES	0.00	125.42	0.00	0.00	(125.42)	100.00
42010	MINOR EQUIPMENT	25,000.00	6,343.42	1,674.14	0.40	18,656.18	25.38
42011	END USER DEVICES	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42030	PRINTING & PRINTED FORMS	200.00	56.60	0.00	0.00	143.40	28.30
42070	TRAINING & INSTR SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42160	MAINT & CONSTRUCTION MATERIALS	26,500.00	12,522.08	995.50	0.00	13,977.92	47.25
42161	CHEMICALS	8,500.00	3,208.22	174.87	0.00	5,291.78	37.74
42170	PROGRAM SUPPLIES	0.00	5.91	0.00	0.00	(5.91)	100.00
42171	GENERAL SUPPLIES	20,000.00	13,111.86	369.55	0.00	6,888.14	65.56
42172	UNIFORMS	2,000.00	1,127.06	0.00	0.00	872.94	56.35
42173	PROTECTIVE CLOTHING	2,000.00	1,117.98	145.34	0.00	882.02	55.90
42280	VEHICLE REPAIR AND PARTS	23,000.00	19,724.67	3,365.59	0.00	3,275.33	85.76
42282	GAS, OIL, LUBRICANTS	15,000.00	10,609.19	1,011.51	0.00	4,390.81	70.73
43050	EXPERT & PROFESSIONAL SERV.	1,000.00	810.94	0.00	0.00	189.06	81.09
43105	TRAINING & EDUCATION ACTIVITIES	4,500.00	2,238.08	276.00	0.00	2,261.92	49.74
43210	TELEPHONE	200.00	140.79	4.88	14.52	44.69	77.66

43211	CELL PHONES	2,500.00	1,416.29	155.07	0.00	1,083.71	56.65
43220	POSTAGE	0.00	2.56	0.00	0.00	(2.56)	100.00
43250	OTHER TELECOMMUNICATIONS	200.00	1,135.39	73.47	0.00	(935.39)	567.70
43310	LOCAL TRAVEL EXPENSE	100.00	231.20	0.00	0.00	(131.20)	231.20
43320	OUT OF TOWN TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43500	LEGAL NOTICE PUBLISHING	100.00	0.00	0.00	0.00	100.00	0.00
43600	PROP & LIAB INSURANCE	22,600.00	16,949.97	1,883.33	0.00	5,650.03	75.00
43800	UTILITY SERVICES	38,700.00	41,914.92	35,127.32	0.00	(3,214.92)	108.31
43810	ELECTRIC	23,000.00	8,974.18	1,541.14	0.00	14,025.82	39.02
43830	GAS	9,800.00	4,183.26	142.87	0.00	5,616.74	42.69
44000	REPAIR & MAINT. SERVICES	57,000.00	9,819.81	0.00	0.00	47,180.19	17.23
44020	BLDG MAINT CONTRACTUAL SERVIC	2,700.00	1,015.94	116.97	458.00	1,226.06	54.59
44030	SOFTWARE & SOFTWARE SUBSCRIPT	3,500.00	2,846.19	0.00	0.00	653.81	81.32
44050	GARAGE, LABOR BURD.	39,500.00	26,283.05	2,673.75	0.00	13,216.95	66.54
44100	RENTS & LEASES	87,000.00	80,402.94	7,241.68	0.00	6,597.06	92.42
44300	MISC. CHARGES	0.00	1,531.42	0.00	0.00	(1,531.42)	100.00
44330	SUBSCRIPTION, MEMBERSHIP	200.00	230.00	0.00	0.00	(30.00)	115.00
44376	CIVIC EVENTS	100.00	0.00	0.00	0.00	100.00	0.00
44390	TAXES & LICENSES	800.00	833.75	0.00	0.00	(33.75)	104.22
45180	OTHER EQUIPMENT	0.00	1,736.67	0.00	0.00	(1,736.67)	100.00
Total Dept 5200 - PARKS		1,215,000.00	779,135.21	123,526.31	472.92	435,391.87	64.17
TOTAL EXPENDITURES - FUND 101		1,215,000.00	779,135.21	123,526.31	472.92	435,391.87	64.17

JPM GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS					
TRANSACTIONS FROM 09/01/2024 TO 09/30/2024					
Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL					
09/01/2024	101.5129.42171 GENERAL SUPPLIES	BEG. BALANCE			2,691.63
09/04/2024	TRIO SUPPLY COMPANY INC	938550	31.18		2,722.81
	FORKS				
09/05/2024	MENARDS CASHWAY LUMBER-FRIDLEY	15056	8.57		2,731.38
	TAPE, BRUSH SET				
09/09/2024	TRIO SUPPLY COMPANY INC	939461		27.23	2,704.15
	RETURN FORKS INV#936893				
09/09/2024	MENARDS CASHWAY LUMBER-FRIDLEY	15243	33.93		2,738.08
	TABLE LEG TIPS,HOSE NOZZLE,Y CONNECTOR				
09/20/2024	J H LARSON ELECTRIC COMPANY	S103243055.001	239.40		2,977.48
	T8 LIGHTS				
09/25/2024	TRIO SUPPLY COMPANY INC	942797	376.00		3,353.48
	MATS				
09/30/2024	101.5129.42171	END BALANCE	689.08	27.23	3,353.48
09/01/2024	101.5129.42990 COMM. PURCHASED FC	BEG. BALANCE			1,102.63
09/06/2024	SHAMROCK GROUP-ACE ICE	3066191	579.55		1,682.18
	POP, CO2 JPM 090624				
09/30/2024	101.5129.42990	END BALANCE	579.55	0.00	1,682.18
09/01/2024	101.5129.43050 EXPERT & PROFESSION	BEG. BALANCE			2,126.42
09/05/2024	ALLIED UNIVERSAL SECURITY SERVICES	16130526	448.00		2,574.42
	SECURITY JPM 083024-090124				
09/19/2024	ALLIED UNIVERSAL SECURITY SERVICES	16171022	224.00		2,798.42
	SECURITY JPM 091424-091524				
09/30/2024	101.5129.43050	END BALANCE	672.00	0.00	2,798.42
09/01/2024	101.5129.43210 TELEPHONE	BEG. BALANCE			454.89
09/26/2024	POPP.COM INC	992849765	1.35		456.24
	092624 - 10013121 POPP				
09/30/2024	POPP.COM INC	992850810	56.95		513.19
	093024 -10010429				
09/30/2024	101.5129.43210	END BALANCE	58.30	0.00	513.19
09/01/2024	101.5129.43250 OTHER TELECOMMUNIC	BEG. BALANCE			377.45
09/15/2024	COMCAST	218197180	34.02		411.47
	091524 934571297				
09/30/2024	101.5129.43250	END BALANCE	34.02	0.00	411.47

09/01/2024	101.5129.43600 PROP & LIAB INSURANCE	BEG. BALANCE			5,600.00
09/30/2024	24 PROPERTY & LIAB INSURANCE ALLOC	14534	700.00		6,300.00
09/30/2024	101.5129.43600	END BALANCE	700.00	0.00	6,300.00
09/01/2024	101.5129.43800 UTILITY SERVICES	BEG. BALANCE			2,342.18
09/26/2024	Internal Charge		1,475.41		3,817.59
09/30/2024	101.5129.43800	END BALANCE	1,475.41	0.00	3,817.59
09/01/2024	101.5129.43810 ELECTRIC	BEG. BALANCE			14,896.20
09/09/2024	XCEL ENERGY (N S P)	1129313215	188.63		15,084.83
	51-4697130-6				
09/10/2024	CORNILLIE 2 COMMUNITY SOLAR	18074	1,657.10		16,741.93
	SOLAR POWER				
09/19/2024	XCEL ENERGY (N S P)	1132711983		2,165.13	14,576.80
	51-4350334-8				
09/19/2024	XCEL ENERGY (N S P)	1132711983		1,820.41	12,756.39
	51-4350334-8				
09/19/2024	XCEL ENERGY (N S P)	1132711983	4,061.51		16,817.90
	51-4350334-8				
09/19/2024	XCEL ENERGY (N S P)	1132711983	3,206.44		20,024.34
	51-4350334-8				
09/19/2024	XCEL ENERGY (N S P)	1132711983		2,056.03	17,968.31
	51-4350334-8				
09/19/2024	XCEL ENERGY (N S P)	1132711983		1,776.24	16,192.07
	51-4350334-8				
09/19/2024	XCEL ENERGY (N S P)	1132711983	1,820.41		18,012.48
	51-4350334-8				
09/30/2024	101.5129.43810	END BALANCE	10,934.09	7,817.81	18,012.48
09/01/2024	101.5129.43830 GAS	BEG. BALANCE			5,621.36
09/17/2024	CENTERPOINT ENERGY	8000014661-5	336.23		5,957.59
	8000014661-5				
09/30/2024	101.5129.43830	END BALANCE	336.23	0.00	5,957.59
09/01/2024	101.5129.44010 BUILDING MAINT:INTER	BEG. BALANCE			7,400.00
09/30/2024	24 BUILDING MAINT ALLOCATION	14529	925.00		8,325.00
09/30/2024	101.5129.44010	END BALANCE	925.00	0.00	8,325.00
09/01/2024	101.5129.44020 BLDG MAINT CONTRAC	BEG. BALANCE			27,938.12
09/01/2024	ASSET MANAGEMENT SYSTEMS INC	12404478	116.97		28,055.09
	MONITORING 1024-1224 MURZYN				
09/04/2024	CINTAS INC	4203837233	120.77		28,175.86
	MOPS, MATS JPM 090324				
09/04/2024	CLEAN BEVERAGE LINE	24-HALL-9	63.00		28,238.86

	BEER LINE CLEANING 0924				
09/10/2024	CINTAS INC	4204671701	38.29		28,277.15
	MOPS JPM 091024				
09/17/2024	CINTAS INC	4205388671	38.29		28,315.44
	MOPS JPM 091724				
09/24/2024	ADAM'S PEST CONTROL, INC	3988701	90.00		28,405.44
	PEST CONTROL 0924 JPM				
09/25/2024	CINTAS INC	4206110298	32.37		28,437.81
	MOPS JPM 092424				
09/25/2024	TRUGREEN CHEMLAWN	200312716	74.42		28,512.23
	LAWN SVC-JPM 091824				
09/30/2024	CLEAN BEVERAGE LINE	24-HALL-10	63.00		28,575.23
	BEER LINE CLEANING 1024				
09/30/2024	SCHINDLER ELEVATOR CORP INC	8106699145	79.96		28,655.19
	PREVENT MAINT 0924-JPM				
09/30/2024	101.5129.44020	END BALANCE	717.07	0.00	28,655.19
09/01/2024	101.5129.44040 INFORMATION SYS:INT	BEG. BALANCE			4,133.36
09/30/2024	24 IT ALLOCATION	14536	516.67		4,650.03
09/30/2024	101.5129.44040	END BALANCE	516.67	0.00	4,650.03
09/01/2024	101.5129.44100 RENTS & LEASES	BEG. BALANCE			(43,370.79)
09/30/2024	24 MURZYN SPACE ALLOCATION	14537		5,533.34	(48,904.13)
09/30/2024	101.5129.44100	END BALANCE	0.00	5,533.34	(48,904.13)
09/01/2024	101.5129.44310 CREDIT CARD FEES	BEG. BALANCE			1,074.27
09/30/2024	CC FEE REC/COM DEV 09/24	14540	5.78		1,080.05
09/30/2024	101.5129.44310	END BALANCE	5.78	0.00	1,080.05



JPM % EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS							
PERIOD ENDING 09/30/2024							
% Fiscal Year Completed: 74.86							
				ACTIVITY FOR			
		2024	YTD BALANCE	MONTH	ENCUMBERED	UNENCUMBERED	% BDGT
ACCOL	DESCRIPTION	AMENDED BUDGET	09/30/2024	09/30/24	YEAR-TO-DATE	BALANCE	USED
Dept 5129 - MURZYN HALL							
41010	REGULAR EMPLOYEES	32,800.00	23,389.35	2,662.42	0.00	9,410.65	71.31
41011	PART-TIME EMPLOYEES	109,900.00	66,953.53	6,934.40	0.00	42,946.47	60.92
41020	OVERTIME-REGULAR	300.00	542.54	70.66	0.00	(242.54)	180.85
41210	P.E.R.A. CONTRIBUTION	10,700.00	6,576.43	394.02	0.00	4,123.57	61.46
41220	F.I.C.A. CONTRIBUTION	11,000.00	6,925.69	736.60	0.00	4,074.31	62.96
41300	INSURANCE	6,600.00	4,657.06	517.44	0.00	1,942.94	70.56
41510	WORKERS COMP INSURANCE PREM	8,900.00	3,339.85	261.15	0.00	5,560.15	37.53
42000	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42010	MINOR EQUIPMENT	5,000.00	1,050.47	0.00	0.00	3,949.53	21.01
42011	END USER DEVICES	600.00	0.00	0.00	0.00	600.00	0.00
42030	PRINTING & PRINTED FORMS	200.00	0.00	0.00	0.00	200.00	0.00
42160	MAINT & CONSTRUCTION MATERIALS	900.00	1,335.72	0.00	0.00	(435.72)	148.41
42161	CHEMICALS	200.00	0.00	0.00	0.00	200.00	0.00
42170	PROGRAM SUPPLIES	0.00	59.00	0.00	0.00	(59.00)	100.00
42171	GENERAL SUPPLIES	10,000.00	3,353.48	661.85	0.00	6,646.52	33.53
42172	UNIFORMS	500.00	0.00	0.00	0.00	500.00	0.00
42990	COMM. PURCHASED FOR RESALE	2,000.00	1,682.18	579.55	0.00	317.82	84.11
43050	EXPERT & PROFESSIONAL SERV.	9,000.00	2,798.42	672.00	0.00	6,201.58	31.09
43210	TELEPHONE	1,500.00	513.19	58.30	4.05	982.76	34.48
43220	POSTAGE	100.00	0.00	0.00	0.00	100.00	0.00
43250	OTHER TELECOMMUNICATIONS	500.00	411.47	34.02	0.00	88.53	82.29
43430	ADVERTISING OTHER	600.00	0.00	0.00	0.00	600.00	0.00
43600	PROP & LIAB INSURANCE	8,400.00	6,300.00	700.00	0.00	2,100.00	75.00
43800	UTILITY SERVICES	4,100.00	3,817.59	1,475.41	0.00	282.41	93.11
43810	ELECTRIC	29,000.00	18,012.48	3,116.28	0.00	10,987.52	62.11

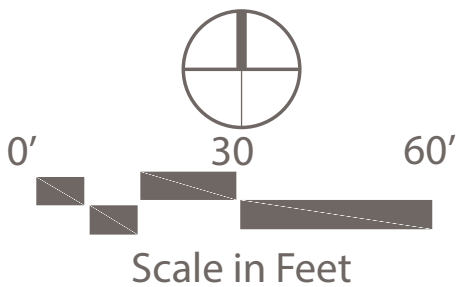
43830	GAS	10,000.00	5,957.59	336.23	0.00	4,042.41	59.58
44000	REPAIR & MAINT. SERVICES	4,000.00	422.01	0.00	0.00	3,577.99	10.55
44010	BUILDING MAINT:INTERNAL SVCS	11,100.00	8,325.00	925.00	0.00	2,775.00	75.00
44020	BLDG MAINT CONTRACTUAL SERVICES	27,000.00	28,655.19	717.07	3,247.00	(4,902.19)	118.16
44030	SOFTWARE & SOFTWARE SUBSCRIPTIO	1,300.00	1,353.36	0.00	0.00	(53.36)	104.10
44040	INFORMATION SYS:INTERNAL SVC	6,200.00	4,650.03	516.67	0.00	1,549.97	75.00
44100	RENTS & LEASES	(66,400.00)	(48,904.13)	(5,533.34)	0.00	(17,495.87)	73.65
44310	CREDIT CARD FEES	3,300.00	1,080.05	5.78	0.00	2,219.95	32.73
44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	0.00	0.00	500.00	0.00
44390	TAXES & LICENSES	500.00	435.00	0.00	0.00	65.00	87.00
Total Dept 5129 - MURZYN HALL		250,400.00	153,692.55	15,841.51	3,251.05	93,456.40	62.68
TOTAL EXPENDITURES - FUND 101		250,400.00	153,692.55	15,841.51	3,251.05	93,456.40	62.68





# Sullivan Lake Park | Concept 1

Columbia Heights, MN  
October 17, 2024 | WSB Project number: 026551-000



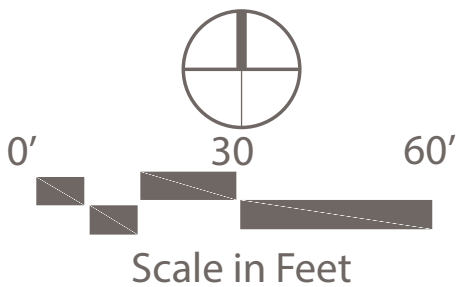
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# Sullivan Lake Park | Concept 2

Columbia Heights, MN  
October 17, 2024 | WSB Project number: 026551-000





**MEMO****CITY OF COLUMBIA HEIGHTS**

**TO:** Parks and Recreation Commission

**FROM:** Kevin Hansen, Director of Public Works / City Engineer

**DATE:** October 17, 2024 for Commission meeting of October 23, 2024.

**SUBJECT:** **Update Sullivan Lake Master Plan – Fitness Court**

The Park and Recreation Commission have completed Master Planning of six (6) Parks, culminating in the reconstruction of each of these parks. The intent of a Master Plan is to provide a detailed plan of the entire park to work from. Therefore, it is the desire of the Park and Recreation Commission and City Staff to have a detailed working plan to rehabilitate or rebuild elements of the park in phases, as funding becomes available. The Master Plan will also provide cost estimates of each park element or amenity and provide an evaluation of financing options for the short and long term redevelopment plan.

In 2024, the Commission reviewed the installation of a Fitness Court at Sullivan Lake Park. Based on the recommendation to City Council, the equipment for the Fitness Court was purchased in 2024 for installation in 2025, saving approximately \$20,000 in 2025 price increases. No work has been performed at Sullivan since 2008 when the park was redeveloped.

As the Fitness Court has placement restrictions, the siting within the park needs to be considered, along with how it may work with existing or redeveloped park amenities, and future redevelopment. Attached are two concept layouts that have been prepared by the Park Consultant WSB, based on initial input from the Park and Recreation Commission and staff.

Concept 1 places the Fitness Court to the north of the existing park shelter, meeting the distance requirements from the play equipment. The concept also expands the play area and equipment, and reconstructs the tennis courts into 2 separate pickleball courts and one combined tennis/pickleball court. With additional features it also expands the parking lot by 9 spaces.

Concept 2 switches the location of the play area and fitness court from concept 1. It also reconstructs the existing tennis court into 2 pickleball courts and adds a basketball ½ court. With additional features concept 2 expands the parking lot by 13 spaces.

It should be noted that each concept show the existing lift station relocated to the south entrance of the park, planned for 2025 or 2026 construction. The concepts are provided for commission review and input to develop a preliminary master plan update so that the Fitness Court may be installed in 2025. Additional park amenities would be installed as funding becomes available.

Attachment: Sullivan Lake Park Master Plan updates (2)

## RECREATION

RENTAL INFORMATION	2024 RATES		2025 RATES	
	(Mon - Thur)	(Fri - Sun)	(Mon - Thur)	(Fri - Sun)
Hall/Kitchen/LaBelle Lounge w/Tax	\$1,872.16	\$3,054.11	\$1,928.32	\$3,146.52
Hall/Kitchen/LaBelle Lounge	\$1,731.48	\$2,824.61	\$1,783.42	\$2,909.35
LaBelle Lounge w/tax	\$429.04	\$620.72	\$479.51	\$639.34
Senior Center or Maithaire/McKenna Room w/tax	\$487.54	\$587.74	\$502.16	\$605.37
Down Payment (non-refundable)	\$800 / \$100	\$800 / \$100	\$800 / \$100	\$800 / \$100
Damage Deposit (refundable)	\$800 / \$250	\$800 / \$250	\$800 / \$250	\$800 / \$250
Security Officer Deposit	\$250.00	\$250.00	\$250.00	\$250.00
Security Officer hourly rate	\$35.00	\$35.00	\$35.00	\$35.00
Pop/CO2 Charge	\$100/\$150/\$200	\$100/\$150/\$200	\$100/\$150/\$200	\$100/\$150/\$200
Early Entry Fee *Preapproved*	\$60.00	\$60.00	\$60.00	\$60.00
Custodial Charge per hour	\$40.00	\$40.00	\$40.00	\$40.00
Events Lasting 2 hours or less	50%	N/A	50%	N/A
Events Lasting 4 hours or less	25%	N/A	25%	N/A
Heights Resident Discount**	25%	25%	25%	25%

**All rental rates, fees, and deposits are subject to State Sales Tax.**

**All JPM rentals end at 1:00 am.** An \$80 plus tax late fee will be assessed every 30 minutes.

Saturday/Sunday rental time: 12:00 noon - 1:00 am. Friday rental time: 9:00 am - 1:00 am. A storage fee of \$100 will be charged for items left in the building outside of rental time. **Single room rentals have a maximum rental time of 7 hours.**

**Linen and Napkin rental is available upon request. 2024 Prices are as follows:**

White or Ivory Linens \$7.00 per hall table (60" rounds and 8' x 2 1/2' banquet tables) Tax additional \$3.50 per bar table .70 per napkin (various colors available)

**White Melamine Dinnerware, Silverware and Plastic Tumblers are available for a rental fee of \$50 plus tax per rental.**

Saturday rentals may decorate Friday before their event from 9:00 am - 4:30 pm for a \$150 fee. This reservation can only be made if the hall is available within 3 weeks of the rental date.

PARK RENTAL FEES	w/tax included
Resident	\$75
Non-Resident	\$175
Large groups 100+ people Res	\$150

EVENT WAGON w/tax \$75  
 BALLFIELD RENTAL plus tax \$75 per day or \$20 per hr  
 GARDEN PLOTS w/tax \$30.00