



PARK & RECREATION COMMISSION
Sullivan Lake Park - 721 51st Ave NE, Columbia Heights
MN 55421
Wednesday, September 24, 2025
6:00 PM

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: 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 Commission 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:

The Community Forum is an opportunity to address the Park and Recreation Commission about items not scheduled for a public hearing.

All speakers must provide their name and connection to Columbia Heights. In-person speakers should complete a form for Staff and introduce themselves when called on. Virtual speakers should send their information to the moderator via chat and turn on their camera when called.

Comments are limited to five minutes. Disrespectful language is not allowed. The Commission may ask questions or refer items for follow-up but typically does not take action during the forum.

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 August 27, 2025 Park & Recreation Commission Meeting Minutes
2. Approve Payment of Bills - Parks August 2025
3. Approve Payment of Bills - John P Murzyn Hall August 2025

LETTERS AND REQUESTS

OLD BUSINESS

- [4.](#) Sullivan Lake Park Master Planning (update) Open House

NEW BUSINESS

REPORTS

Recreation Director

Public Works Director/City Engineer

Commission Members

ADJOURNMENT

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MINUTES

Call to Order/Roll Call

Andrew Macko called the meeting to order at 6:04 pm

Members present: Michael Deneen, Teresa Eisenbise, Taher Herzallah, Andrew Macko, Andrea Ostergard

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

Saefke reported that Perez Umphress submitted her resignation from the Commission due to personal circumstances. She enjoyed her time on the Commission, gaining insight, and getting to know the community members.

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Community Forum

None at this time.

Consent Agenda

Eisenbise asked under the parks budget what the building maintenance contractual services are for and why it is in the red. Hansen replied that it could be for a portion of Public Works and then any of the park buildings. For example, there was a heater in one of the buildings that went out, which the majority of that cost is for that heater. The other cost is for ongoing HVAC issues at Circle Terrace Park. He indicated that it is something that the Park & Recreation Commission previously reviewed if old park buildings should be removed that are no longer in use, because the building is still minimally heated during the winter to avoid pipes bursting. This should be considered in the future as the parks are being redone because many buildings are not used for programs and mostly used for storage. The city pays for insurance on the buildings, there are maintenance costs, and the group should think about what service the building is providing for the community. Windschitl replied there are a fair amount of rentals for the buildings that are usable. We only rent the buildings at Ramsdell, Huset East, Keyes, and McKenna Parks. All other park shelters are on a first come first served basis. Hansen indicated the type of budgeting that is done is not a line item by line item. It is an overall total budget for the parks, and as of July 50% of the budget has been expended. Any one line item can be over or under, but at the end of the day what is really monitored is what the budget total is.

Ostergaard asked what the actual usage is for the park buildings. If that is reported towards the end of the year she often misses that meeting due to other conflicts. Windschitl replied that typically that number is reported when discussing the rental rates of the parks. Staff can get those numbers for her at the end of the year. Ostergaard asked if people are upset or have issues using the shelters on a first come first serve basis. Windschitl replied no we rarely hear of issues, one that was reported was someone putting table clothes on the tables, but then they left and when they returned the plastic tablecloths were thrown away. It actually was one of the parks staff who cleaned up the shelter because they thought it was left behind from the previous evening since no one was on site. Saefke informed the Commission that if you go to the Rec Desk website you can view the calendar for each park and see what weekends it is used or reserved.

Eisenbise asked if there isn't a meeting in November. Windschitl indicated in the past they have merged the two

November and December meetings and held it in early December. Hansen replied it depends on what is going on for the commission. There are two active planning processes that will be going on at that time. One is going to be Sullivan Lake Park and then the ongoing soccer field. If there is a need to meet then there will definitely be a meeting scheduled.

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

Letters and Requests

None at this time.

Old Business

Sullivan Lake Park fitness court update.

Macko indicated that the mural is very pretty and he knows the artist. Hansen asked if any other members have been to the park. Ostergaard replied she was there slightly before the mural was finished. Macko said it is vibrant.

Hansen indicated the current contractors will finish the restoration along the sidewalks, and benches need to be installed and they will be wrapped up. Next year the city will put lighting in for the fitness court next year, there will be four lights around the fitness court. City staff will be doing the restoration work where the tennis courts were. He informed the Commission that the grand opening of the fitness court is September 8th. This date was chosen because the National Fitness Campaign is available on that date. The city council, park and recreation commission and public are invited. It will be at 10am. Hopefully members will be able to attend. Hansen indicated there are routines available for the fitness court, pictures and a QR code are posted.

Buesgens asked if there will be more trees planted to create future shade around the fitness court. Hansen replied that the city will do a landscape plan around the court area. Planting trees is certainly part of that. He indicated that some of the plants around the splash pad need to be divided, plus some from the roundabout and they will then be used at Sullivan, particularly around the north side and also the lake side or west side between the court and the trail. Buesgens added that there are security cameras at some of the parks and is wondering if there is one at Sullivan Lake Park. Hansen replied there is a mobile camera. Buesgens stated there are cameras permanently located at other parks. Hansen replied if that is something that the Commission wants to recommend to the city council that would be one thing to include when the playground is being planned. Windschitl stated the cameras around Huset Park haven't always provided the clearest pictures. Hansen indicated the cameras at Huset Park do not have a great resolution and are already considered old in technology standards. Hansen replied the IT Department is working with the police department to replace the cameras to high definition models around Huset Park.

Macko stated he is excited to check out the fitness court when it is not so hot outside. He informed the Commission that the mural artist also won a few first place awards for her art at the State Fair this year.

Macko stated the September Park & Recreation Commission Meeting will be held at Sullivan Lake Park.

Sullivan Lake Park Master Plan

Hansen indicated the Sullivan Lake Park Master Plan will be updated based on public feedback. Invites will be sent out to a large area of residents around Sullivan Lake Park to invite them for input on updating the master plan. This focuses on access to the park, the playground, and we will not get into the type of courts other than indicating the removal of the pickleball court as previously discussed as possible amenity. Due to noise with pickleball Huset Park would be a better fit to place a court in the future. There isn't any funding for the construction of any courts right now at Sullivan Lake Park. The grant was for trails, lighting, and a larger playground area. Hansen indicated this meeting will be an opportunity for the community to engage in the planning process. A consultant will be hired to go through the planning process. A master plan needs to be updated because to get the playground built everything needs to be in place with construction

plans done early next year. At the next meeting there will be the Sullivan Lake Park Open House to discuss the master plan of the park. There will also be a second open house to continue the discussion of the soccer field development. At this open house the feedback that has been received from the community on the plan options will be presented. What the community feedback has been to locate a full size soccer field at Huset Park. This meeting will be after the Sullivan Lake Park open house in September.

Macko asked for the walking path around the park and lake the retaining wall that is dilapidated will be included in this project. Hansen replied that none of the walking trails are included in this current grant. We had previously applied for a grant to completely redo the walking trail around Sullivan. There are some tree root issues that have headed the walking trail and on the south side is the retaining wall that needs to be replaced in order to have a ten foot wide trail. None of that is included in the grant we received, so staff will continue to look for funding options. Ostergaard clarified the current grant funding is only for the area around the playground. Hansen replied it is to access and update where the playset will be relocated. Eisenbise asked where the relocation of the playground is. Hansen replied the playset was located on the south side of the shelter and now the fitness court is there. Staff have taken all of that equipment and will be able to reuse most of it up at Hilltop Park. There are a few parts that need to be replaced. A new larger playset will be installed. That is one comment we often received was that the playset was too small. The Commission previously discussed making sure the playset is accessible and that same comment was given to Hansen while he was inspecting the fitness court and a group of people were at the park. He believes what is meant is that the future playset is not only accessible for handicapped people but also forms of autism or other disabilities. Often times for autistic children there is a separate area away from the larger denser structure. Eisenbise asked if the new playset will be in the northeast side of the park. Hansen replied that is what needs to be determined. We are also required by the National Fitness Campaign to have any playset to be located 150 feet away. He reminded the Commission that whatever changes are made to Sullivan Lake Park, it is meant for all citizens and not just one specific area. We will listen to all concerns and feedback. If we can accommodate concerns we will do our best to do that. Buesgens indicated for decades the parks have been fairly quiet and now that we are trying to reactivate them people are used to them being quiet. Parks are meant to have games, gatherings, kids playing, and it is a change. Hansen indicated that it is unknown as to what type of court will be installed at Sullivan because the needs of the community might change by the time there is available funding. It could be basketball, tennis, pickleball with some kind of screening to help with sound transmission and that will be a future discussion.

Saefke asked Hansen to inform the Commission of how the public meeting process will go for the September meeting. Hansen replied that one thing that is typically done, it needs to be recorded as to whomever is speaking, it becomes part of the minutes and what their comments are. Basically, we listen to what they're saying, people are limited to five minutes. Ostergaard replied they are the same rules as during our community forum in a regular meeting. Hansen replied it is more of a community engagement. The five minutes can be flexible as long as they are not repeating the same information. He stated that he will go through the park process; this is the first step to listen to public comments, create a final plan recommendation, the Commission reviews that recommendation, then passes that recommendation on the City Council, the council adopts the plan, staff then takes the plan into our construction design and prepare plans. The role of the Commission is to determine what is important, relevant, should they try to accommodate certain things, and then relay that to staff and the consultant. Hansen informed the Commission if they have any clarifying questions of a community member to please ask them. For example, the residents that have voiced concerns mostly are speaking about noise related issues. Buesgens asked if there is a screen around the port a potty. Hansen replied it is a chain link fence. This is for appearance and not screening because when there is vandalism at the parks it often is burning of the port a potty. He indicated if there is a concern with seeing a port a potty or hearing a door close, that native plantings or arborvitaes would be a way to help alleviate those concerns. Ostergaard feels a lot of people have opinions and thinks it is a matter of getting the word out there regarding the meeting. Hansen replied the notices will be mailed out to residents up to 53rd, down to 51st, over to Central Ave, and as far west would maybe be halfway in between Sullivan Lake and University Avenue. Typically notices are given out 7 to 10 days notice. If the Commission wants to do a larger area

they certainly can. It will also be on the city website. Eisenbise replied next month the meeting will be at Sullivan Lake Park and a time with the community and after that an open house regarding the soccer field.

New Business

None at this time.

Reports

A. Recreation Director

Windschitl reported the summer youth programs have ended. The last trip was today. The participation numbers were good all summer. Programs were successful. There were a lot of new staff this year. Men's softball ended last week. The next program of focus will be youth soccer.

B. Public Works Director

Hansen reported that the seasonal positions were full this year with twelve in parks and they are starting to roll off. There are a few that are not going to school so they will stay on staff as long as we are able to keep them. Seasonals can only work 67 days if they are going to school or 100 days if they are not in school.

C. Commission Members

Deneen indicated he is involved in a lot of theater activities and rehearsal space is for limited. He had an idea that using rooms inside Murzyn Hall could be a source for these groups to rent out. Windschitl replied there are a few rooms that do not get used on a regular basis. There are civic groups who use rooms and recreation programs are scheduled throughout the facility. Hansen replied the open space on the fitness court at Sullivan Lake Park would be a good idea. Buesgens replied they should check with local churches as well.

Buesgens attended the Recreation Theater performance of by the Millstreet Players. It was very good, and she found out that they can use other resources on stage through the school. There were 22 kids, and they did a really good job. Windschitl indicated that it has been a better fit to use the PAC instead of Murzyn Hall. It is a nice opportunity that we get from the school district, and they also utilize the Hylander Center gym during the school year. It gets used more often than he has been aware of. He is working with the principal to get a schedule. The only concern with additional use because of the wear and tear on the equipment. Windschitl stated that the adult open volleyball on Monday and Friday evenings has been very busy. Buesgens has been seeing more and more volleyball nets in people's yards.

Eisenbise gave a suggestion for programming to hold a seasonal clothing swap. Buesgens replied that she might want to work with Nathen at First Lutheran because they host a Buy Nothing Group. Ostergaard asked what is different for the type of event Eisenbise is thinking of. Eisenbise indicated it has more intention of just clothing, there are often time organizers that will take dropped off items and organize them. Sometimes it is open for more than one day. Buesgens replied that she has hosted a puzzle swap in the Senior Center.

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

Macko adjourned the meeting at 6:55 pm.
Deanna Saefke, Recreation Secretary

Parks EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS							
PERIOD ENDING 08/31/2025							
% Fiscal Year Completed: 66.58							
				ACTIVITY FOR			
		2025	YTD BALANCE	MONTH	ENCUMBERED	UNENCUMBERED	% BDGT
ACCOU	DESCRIPTION	AMENDED BUDGET	08/31/2025	08/31/25	YEAR-TO-DATE	BALANCE	USED
Dept 5200 - PARKS							
41010	REGULAR EMPLOYEES	513,700.00	308,510.98	38,809.17	0.00	205,189.02	60.06
41011	PART-TIME EMPLOYEES	6,700.00	1,525.26	186.99	0.00	5,174.74	22.77
41012	SEASONAL EMPLOYEES	60,700.00	83,460.16	24,802.09	0.00	(22,760.16)	137.50
41020	OVERTIME-REGULAR	8,200.00	4,389.42	467.29	0.00	3,810.58	53.53
41050	ACCRUED LEAVE ADJUSTMENT	0.00	5,421.91	5,421.91	0.00	(5,421.91)	100.00
41210	P.E.R.A. CONTRIBUTION	40,000.00	24,285.46	2,948.04	0.00	15,714.54	60.71
41220	F.I.C.A. CONTRIBUTION	45,700.00	29,910.62	5,229.76	0.00	15,789.38	65.45
41300	INSURANCE	96,000.00	41,742.98	5,043.72	0.00	54,257.02	43.48
41510	WORKERS COMP INSURANCE PREM	20,900.00	13,344.80	2,325.75	0.00	7,555.20	63.85
41810	COLA ALLOWANCE	27,200.00	0.00	0.00	0.00	27,200.00	0.00
42000	OFFICE SUPPLIES	300.00	180.02	13.54	0.00	119.98	60.01
42010	MINOR EQUIPMENT	26,200.00	9,066.59	0.00	0.40	17,133.01	34.61
42011	END USER DEVICES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	178.56	0.00	0.00	(178.56)	100.00
42030	PRINTING & PRINTED FORMS	200.00	0.00	0.00	0.00	200.00	0.00
42070	TRAINING & INSTR SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42160	MAINT & CONSTRUCTION MATERIALS	26,500.00	7,066.32	2,220.00	0.00	19,433.68	26.67
42161	CHEMICALS	9,500.00	3,678.28	0.00	0.00	5,821.72	38.72
42171	GENERAL SUPPLIES	22,200.00	15,145.67	1,418.65	0.00	7,054.33	68.22
42172	UNIFORMS	2,500.00	1,431.12	0.00	0.00	1,068.88	57.24
42173	PROTECTIVE CLOTHING	2,200.00	1,728.92	0.00	0.00	471.08	78.59
42175	FOOD SUPPLIES	0.00	35.70	8.98	0.00	(35.70)	100.00
42280	VEHICLE REPAIR AND PARTS	23,000.00	18,300.32	2,643.34	0.00	4,699.68	79.57
42282	GAS, OIL, LUBRICANTS	15,500.00	7,633.59	0.00	0.00	7,866.41	49.25
43050	EXPERT & PROFESSIONAL SERV.	1,100.00	661.45	20.00	0.00	438.55	60.13

43105	TRAINING & EDUCATION ACTIVITIES	5,900.00	4,076.03	1,166.04	0.00	1,823.97	69.09
43120	EDUCATIONAL REIMBURSEMENT	0.00	1,656.00	0.00	0.00	(1,656.00)	100.00
43210	TELEPHONE	100.00	17.22	1.32	43.17	39.61	60.39
43211	CELL PHONES	2,500.00	1,532.50	208.24	0.00	967.50	61.30
43250	OTHER TELECOMMUNICATIONS	200.00	624.05	13.02	0.00	(424.05)	312.03
43310	LOCAL TRAVEL EXPENSE	300.00	322.17	0.00	0.00	(22.17)	107.39
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	21,100.00	14,066.64	1,758.33	0.00	7,033.36	66.67
43800	UTILITY SERVICES	40,000.00	10,103.15	685.55	0.00	29,896.85	25.26
43810	ELECTRIC	23,500.00	11,075.72	1,477.74	0.00	12,424.28	47.13
43830	GAS	10,000.00	5,258.48	119.48	0.00	4,741.52	52.58
44000	REPAIR & MAINT. SERVICES	70,000.00	17,050.04	1,136.00	2.00	52,947.96	24.36
44020	BLDG MAINT CONTRACTUAL SERVICES	1,200.00	7,427.01	229.00	458.00	(6,685.01)	657.08
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	3,500.00	1,532.83	0.00	137.34	1,829.83	47.72
44050	GARAGE, LABOR BURD.	42,500.00	37,602.29	4,784.64	0.00	4,897.71	88.48
44100	RENTS & LEASES	112,900.00	81,300.75	10,286.67	0.00	31,599.25	72.01
44300	MISC. CHARGES	0.00	1,187.34	0.00	0.00	(1,187.34)	100.00
44310	CREDIT CARD FEES	0.00	2.04	0.00	0.00	(2.04)	100.00
44330	SUBSCRIPTION, MEMBERSHIP	200.00	0.00	0.00	0.00	200.00	0.00
44376	CIVIC EVENTS	300.00	0.00	0.00	0.00	300.00	0.00
44390	TAXES & LICENSES	800.00	1,915.21	0.00	0.00	(1,115.21)	239.40
Total Dept 5200 - PARKS		1,287,000.00	774,447.60	113,425.26	640.91	511,911.49	60.22

Parks GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS					
TRANSACTIONS FROM 08/01/2025 TO 08/31/2025					
Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL					
Department 5200 PARKS					
08/01/2025	101.5200.42000 OFFICE SUPPLIES	BEG. BALANCE			166.48
08/29/2025	INNOVATIVE OFFICE SOLUTIONS LLC	IN4920035	13.54		180.02
	PENS, PAPER				
08/31/2025	101.5200.42000	END BALANCE	13.54	0.00	180.02
08/01/2025	101.5200.42160 MAINT & CONSTRUCTION MAT	BEG. BALANCE			4,846.32
08/08/2025	REHBEINS BLACK DIRT	15152	2,220.00		7,066.32
	80YDS PULVERIZED BLACK DIRT				
08/31/2025	101.5200.42160	END BALANCE	2,220.00	0.00	7,066.32
08/01/2025	101.5200.42171 GENERAL SUPPLIES	BEG. BALANCE			13,727.02
08/06/2025	WW GRAINGER,INC	9597824979	1,248.50		14,975.52
	PEST WASTE BAGS, PEST WASTE DISPENSORS				
08/12/2025	HOME DEPOT #2802	7021569	4.39		14,979.91
	FENCE POST, POST CAP				
08/14/2025	MENARDS CASHWAY LUMBER-FRIDLEY	34837	165.76		15,145.67
	HOSES, SPRINKLERS, VALVE, BLOOM +				
08/31/2025	101.5200.42171	END BALANCE	1,418.65	0.00	15,145.67
08/01/2025	101.5200.42175 FOOD SUPPLIES	BEG. BALANCE			26.72
08/07/2025	CUB FOODS	00749Q	8.98		35.70
	SNACKS,BEVERAGES- IN HOUSE MEETING				
08/31/2025	101.5200.42175	END BALANCE	8.98	0.00	35.70
08/01/2025	101.5200.42280 VEHICLE REPAIR AND PARTS	BEG. BALANCE			15,656.98
08/31/2025	PARKS PARTS	15044	2,643.34		18,300.32
08/31/2025	101.5200.42280	END BALANCE	2,643.34	0.00	18,300.32
08/01/2025	101.5200.43050 EXPERT & PROFESSIONAL SER	BEG. BALANCE			641.45
08/20/2025	PICTURES AND GIFTS LLC	2101	20.00		661.45
	EMBROIDERY				
08/31/2025	101.5200.43050	END BALANCE	20.00	0.00	661.45
08/01/2025	101.5200.43105 TRAINING & EDUCATION ACTI	BEG. BALANCE			2,909.99
08/01/2025	SAFEASSURE CONSULTANTS INC	3844	1,166.04		4,076.03
	SAFETY SERVICES 0925-0826				
08/31/2025	101.5200.43105	END BALANCE	1,166.04	0.00	4,076.03
08/01/2025	101.5200.43210 TELEPHONE	BEG. BALANCE			15.90

08/26/2025	POPP.COM INC	992889929	1.32		17.22
	082625 - 10013121				
08/31/2025	101.5200.43210	END BALANCE	1.32	0.00	17.22
08/01/2025	101.5200.43211 CELL PHONES	BEG. BALANCE			1,324.26
08/14/2025	VERIZON WIRELESS	6121040641	208.24		1,532.50
	081425 442735411-00001				
08/31/2025	101.5200.43211	END BALANCE	208.24	0.00	1,532.50
08/01/2025	101.5200.43250 OTHER TELECOMMUNICATION	BEG. BALANCE			611.03
08/11/2025	ANOKA COUNTY	B250811G	3.75		614.78
	BROADBAND CONN 0825				
08/15/2025	COMCAST	248938946	9.27		624.05
	081525 934571297				
08/31/2025	101.5200.43250	END BALANCE	13.02	0.00	624.05
08/01/2025	101.5200.43600 PROP & LIAB INSURANCE	BEG. BALANCE			12,308.31
08/31/2025	25 PROPERTY & LIAB INSURANCE ALLOCATION	15027	1,758.33		14,066.64
08/31/2025	101.5200.43600	END BALANCE	1,758.33	0.00	14,066.64
08/01/2025	101.5200.43800 UTILITY SERVICES	BEG. BALANCE			9,417.60
08/10/2025	Internal Charge		685.55		10,103.15
08/31/2025	101.5200.43800	END BALANCE	685.55	0.00	10,103.15
08/01/2025	101.5200.43810 ELECTRIC	BEG. BALANCE			9,597.98
08/07/2025	XCEL ENERGY (N S P)	1205280924	41.41		9,639.39
	51-0011039127-7				
08/07/2025	XCEL ENERGY (N S P)	1205264090	11.66		9,651.05
	51-9597586-9				
08/07/2025	XCEL ENERGY (N S P)	1205299308	85.55		9,736.60
	51-0012266105-3				
08/07/2025	XCEL ENERGY (N S P)	1205249053	13.82		9,750.42
	51-7654903-4				
08/07/2025	XCEL ENERGY (N S P)	1205249053	122.97		9,873.39
	51-7654903-4				
08/07/2025	XCEL ENERGY (N S P)	1205238259	38.38		9,911.77
	51-8042065-3				
08/11/2025	XCEL ENERGY (N S P)	1205851185	93.66		10,005.43
	51-0010057576-7				
08/12/2025	XCEL ENERGY (N S P)	1206328139	95.98		10,101.41
	51-5950185-0				
08/12/2025	XCEL ENERGY (N S P)	1206328139	100.61		10,202.02
	51-5950185-0				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	14.49		10,216.51

	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	20.06		10,236.57
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	32.21		10,268.78
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	8.69		10,277.47
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	28.23		10,305.70
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	32.21		10,337.91
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	176.64		10,514.55
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	227.01		10,741.56
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	53.62		10,795.18
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	221.19		11,016.37
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	9.34		11,025.71
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	20.12		11,045.83
	51-4159573-1				
08/18/2025	XCEL ENERGY (N S P)	51-4159573-1	29.89		11,075.72
	51-4159573-1				
08/31/2025	101.5200.43810	END BALANCE	1,477.74	0.00	11,075.72
08/01/2025	101.5200.43830 GAS	BEG. BALANCE			5,139.00
08/06/2025	CENTERPOINT ENERGY	10802324-3	18.02		5,157.02
	10802324-3				
08/06/2025	CENTERPOINT ENERGY	5467671-3	16.91		5,173.93
	5467671-3				
08/15/2025	CENTERPOINT ENERGY	8000014661-5	16.91		5,190.84
	8000014661-5				
08/15/2025	CENTERPOINT ENERGY	8000014661-5	16.91		5,207.75
	8000014661-5				
08/15/2025	CENTERPOINT ENERGY	8000014661-5	16.91		5,224.66
	8000014661-5				
08/15/2025	CENTERPOINT ENERGY	8000014661-5	16.91		5,241.57
	8000014661-5				
08/15/2025	CENTERPOINT ENERGY	8000014661-5	16.91		5,258.48
	8000014661-5				
08/31/2025	101.5200.43830	END BALANCE	119.48	0.00	5,258.48

08/01/2025	101.5200.44000 REPAIR & MAINT. SERVICES	BEG. BALANCE			15,914.04
08/27/2025	J. BECHER & ASSOC INC	25130096-F	497.00		16,411.04
	TROUBLESHOOT PATHWAY LIGHTS-LABELLE				
08/27/2025	J. BECHER & ASSOC INC	25130099-F	639.00		17,050.04
	TROUBLESHOOT & DISCONNECT LIGHTING-SULLI				
08/31/2025	101.5200.44000	END BALANCE	1,136.00	0.00	17,050.04
08/01/2025	101.5200.44020 BLDG MAINT CONTRACTUAL S	BEG. BALANCE			7,198.01
08/13/2025	NORTHLAND REFRIGERATION INCORPORATE	6506	229.00		7,427.01
	BUILDING MAINTENANCE 2025				
08/31/2025	101.5200.44020	END BALANCE	229.00	0.00	7,427.01
08/01/2025	101.5200.44030 SOFTWARE & SOFTWARE SUBS	BEG. BALANCE			1,532.83
08/31/2025	101.5200.44030	END BALANCE	0.00	0.00	1,532.83
08/01/2025	101.5200.44050 GARAGE, LABOR BURD.	BEG. BALANCE			32,817.65
08/31/2025	PARKS LABOR	15044	4,784.64		37,602.29
08/31/2025	101.5200.44050	END BALANCE	4,784.64	0.00	37,602.29
08/01/2025	101.5200.44100 RENTS & LEASES	BEG. BALANCE			71,014.08
08/02/2025	ON SITE SANITATION INC	0001935674	232.00		71,246.08
	SATELLITE RENT-HUSET				
08/02/2025	ON SITE SANITATION INC	0001935675	74.00		71,320.08
	SATELLITE RENT-MCKENNA				
08/02/2025	ON SITE SANITATION INC	0001935676	220.00		71,540.08
	SATELLITE RENT-SULLIVAN				
08/02/2025	ON SITE SANITATION INC	0001935677	74.00		71,614.08
	SATELLITE RENT-KEYES				
08/02/2025	ON SITE SANITATION INC	0001935678	74.00		71,688.08
	SATELLITE RENT-LABELLE				
08/02/2025	ON SITE SANITATION INC	0001935679	74.00		71,762.08
	SATELLITE RENT-GAUVITTE				
08/02/2025	ON SITE SANITATION INC	0001935680	74.00		71,836.08
	SATELLITE RENT-PRESTEMON				
08/02/2025	ON SITE SANITATION INC	0001935681	146.00		71,982.08
	SATELLITE RENT-RAMSDALL				
08/02/2025	ON SITE SANITATION INC	0001935682	380.00		72,362.08
	SATELLITE RENT-SILVER LAKE				
08/02/2025	ON SITE SANITATION INC	0001935683	148.00		72,510.08
	SATELLITE RENT-HUSET				
08/02/2025	ON SITE SANITATION INC	0001935684	380.00		72,890.08
	SATELLITE RENT-HUSET				
08/02/2025	ON SITE SANITATION INC	0001935685	74.00		72,964.08

	SATELLITE RENT-LOMIANKI				
08/02/2025	ON SITE SANITATION INC	0001935686	222.00		73,186.08
	SATELLITE RENT-MCKENNA				
08/02/2025	ON SITE SANITATION INC	0001935687	74.00		73,260.08
	SATELLITE RENT-OSTRANDER				
08/02/2025	ON SITE SANITATION INC	0001935688	74.00		73,334.08
	SATELLITE RENT-RAMSDELL				
08/31/2025	25 GARAGE SPACE ALLOCATION	15028	7,966.67		81,300.75
08/31/2025	101.5200.44100	END BALANCE	10,286.67	0.00	81,300.75
TOTAL FOR DEPARTMENT 5200 PARKS			28,190.54	0.00	

JPM GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS					
TRANSACTIONS FROM 08/01/2025 TO 08/31/2025					
Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL					
Department 5129 MURZYN HALL					
08/01/2025	101.5129.42160 MAINT & CONSTRUCTION M	BEG. BALANCE			141.33
08/04/2025	MENARDS CASHWAY LUMBER-FRIDLEY	67486027501	1.56		142.89
	DECOR 1G PLATE				
08/04/2025	MENARDS CASHWAY LUMBER-FRIDLEY	67486027501	5.98		148.87
	2-PORT DECO STRAP				
08/31/2025	101.5129.42160	END BALANCE	7.54	0.00	148.87
08/01/2025	101.5129.42170 PROGRAM SUPPLIES	BEG. BALANCE			0.00
08/03/2025	TAHO SPORTSWEAR	20127	557.40		557.40
	STAFF SHIRTS				
08/31/2025	101.5129.42170	END BALANCE	557.40	0.00	557.40
08/01/2025	101.5129.42171 GENERAL SUPPLIES	BEG. BALANCE			2,038.11
08/01/2025	MENARDS CASHWAY LUMBER-FRIDLEY	34081	19.99		2,058.10
	LIGHT BULBS				
08/06/2025	GOODIN CO INC	1473200-00	222.88		2,280.98
	TOILET SEATS				
08/14/2025	TRIO SUPPLY COMPANY INC	1041006	156.72		2,437.70
	TP DISPENSER				
08/15/2025	MENARDS CASHWAY LUMBER-FRIDLEY	34916	24.56		2,462.26
	WIRE STIPPER, AAA BATTERIES				
08/21/2025	MENARDS CASHWAY LUMBER-FRIDLEY	35298	20.56		2,482.82
	TUBING,CONTNR SET,HOSE CLAMPS-BEER COOLR				
08/31/2025	101.5129.42171	END BALANCE	444.71	0.00	2,482.82
08/01/2025	101.5129.42990 COMM. PURCHASED FOR P	BEG. BALANCE			1,386.63
08/08/2025	SHAMROCK GROUP-ACE ICE	566279	323.00		1,709.63
	POP JPM 080825				
08/31/2025	101.5129.42990	END BALANCE	323.00	0.00	1,709.63
08/01/2025	101.5129.43050 EXPERT & PROFESSIONAL S	BEG. BALANCE			3,935.42
08/07/2025	ALLIED UNIVERSAL SECURITY SERVICES	17407752	224.00		4,159.42
	SECURITY JPM 080225-080325				
08/12/2025	ADAM'S PEST CONTROL, INC	4235556	95.40		4,254.82
	PEST CONTROL-JPM 0825				
08/21/2025	ALLIED UNIVERSAL SECURITY SERVICES	17460903	192.00		4,446.82
	SECURITY JPM 081625				
08/28/2025	ALLIED UNIVERSAL SECURITY SERVICES	17478312	208.00		4,654.82

	SECURITY JPM 082325-082425				
08/31/2025	101.5129.43050	END BALANCE	719.40	0.00	4,654.82
08/01/2025	101.5129.43210 TELEPHONE	BEG. BALANCE			416.12
08/26/2025	POPP.COM INC	992889929	1.63		417.75
	082625 - 10013121 PHONE MURZYN HALL				
08/31/2025	POPP.COM INC	992890854	56.82		474.57
	083125 -10010429 TELEPHONE MURZYN HALL				
08/31/2025	101.5129.43210	END BALANCE	58.45	0.00	474.57
08/01/2025	101.5129.43250 OTHER TELECOMMUNICAT	BEG. BALANCE			258.79
08/15/2025	COMCAST	248938946	32.43		291.22
	081525 934571297 MURZYN HALL (3.2%)				
08/31/2025	101.5129.43250	END BALANCE	32.43	0.00	291.22
08/01/2025	101.5129.43600 PROP & LIAB INSURANCE	BEG. BALANCE			5,366.69
08/31/2025	25 PROPERTY & LIAB INSURANCE ALLOCATI	15027	766.67		6,133.36
08/31/2025	101.5129.43600	END BALANCE	766.67	0.00	6,133.36
08/01/2025	101.5129.43810 ELECTRIC	BEG. BALANCE			14,895.96
08/07/2025	XCEL ENERGY (N S P)	1205225609	3,462.09		18,358.05
	ELECTRIC				
08/07/2025	XCEL ENERGY (N S P)	1205220128	190.55		18,548.60
	ELECTRIC				
08/08/2025	CORNILLIE 2 COMMUNITY SOLAR	19089	2,051.98		20,600.58
	SOLAR POWER				
08/31/2025	101.5129.43810	END BALANCE	5,704.62	0.00	20,600.58
08/01/2025	101.5129.43830 GAS	BEG. BALANCE			7,683.76
08/15/2025	CENTERPOINT ENERGY	8000014661-5	340.92		8,024.68
	GAS				
08/31/2025	101.5129.43830	END BALANCE	340.92	0.00	8,024.68
08/01/2025	101.5129.44010 BUILDING MAINT:INTERNAL	BEG. BALANCE			6,883.31
08/31/2025	25 BUILDING MAINT ALLOCATION	15022	983.33		7,866.64
08/31/2025	101.5129.44010	END BALANCE	983.33	0.00	7,866.64
08/01/2025	101.5129.44020 BLDG MAINT CONTRACTUA	BEG. BALANCE			10,682.58
08/08/2025	NORTHLAND REFRIGERATION INCORPORAT	6474	995.00		11,677.58
	WATER HEATER INTALL JPM				
08/11/2025	VIKING AUTOMATIC SPRINKLER	1025-F434645	395.00		12,072.58
	ANNUAL EMERGENCY LIGHTS INSPECTION-JPM				
08/12/2025	CINTAS INC	4239765920	30.52		12,103.10
	MOPS JPM 081225				

08/13/2025	NORTHLAND REFRIGERATION INCORPORAT	6506	1,624.00		13,727.10
	BUILDING MAINTENANCE 2025-MURZYN HALL				
08/18/2025	CLEAN BEVERAGE LINE	25-HALL-8	66.00		13,793.10
	BEER LINE CLEANING 0825				
08/19/2025	CINTAS INC	4240504112	30.52		13,823.62
	MOPS JPM 081925				
08/26/2025	CINTAS INC	4241239703	30.52		13,854.14
	MOPS JPM 082625				
08/31/2025	101.5129.44020	END BALANCE	3,171.56	0.00	13,854.14
08/01/2025	101.5129.44040 INFORMATION SYS:INTERN	BEG. BALANCE			3,733.31
08/31/2025	25 IT ALLOCATION	15029	533.33		4,266.64
08/31/2025	101.5129.44040	END BALANCE	533.33	0.00	4,266.64
08/01/2025	101.5129.44100 RENTS & LEASES	BEG. BALANCE			(38,598.59)
08/30/2025	ON SITE SANITATION INC	0001948002	222.00		(38,376.59)
	SATELLITE RENT-MCKENNA				
08/31/2025	25 MURZYN SPACE ALLOCATION	15030		5,533.34	(43,909.93)
08/31/2025	101.5129.44100	END BALANCE	222.00	5,533.34	(43,909.93)
08/01/2025	101.5129.44310 CREDIT CARD FEES	BEG. BALANCE			995.13
08/31/2025	CC FEE REC/COM DEV 08/25	15033	183.38		1,178.51
08/31/2025	101.5129.44310	END BALANCE	183.38	0.00	1,178.51
08/01/2025	101.5129.44390 TAXES & LICENSES	BEG. BALANCE			350.00
08/31/2025	101.5129.44390	END BALANCE	0.00	0.00	350.00
TOTAL FOR DEPARTMENT 5129 MURZYN HALL			14,048.74	5,533.34	

JPM EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS							
PERIOD ENDING 08/31/2025							
% Fiscal Year Completed: 66.58							
				ACTIVITY FOR			
		2025	YTD BALANCE	MONTH	ENCUMBERED	UNENCUMBERED	% BDGT
ACCOU	DESCRIPTION	AMENDED BUDGET	08/31/2025	08/31/25	YEAR-TO-DATE	BALANCE	USED
Dept 5129 - MURZYN HALL							
42000	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42010	MINOR EQUIPMENT	5,000.00	3,064.09	0.00	0.00	1,935.91	61.28
42160	MAINT & CONSTRUCTION MATERIALS	3,000.00	148.87	7.54	0.00	2,851.13	4.96
42170	PROGRAM SUPPLIES	0.00	557.40	557.40	0.00	(557.40)	100.00
42171	GENERAL SUPPLIES	6,000.00	2,482.82	444.71	0.00	3,517.18	41.38
42172	UNIFORMS	500.00	0.00	0.00	0.00	500.00	0.00
42990	COMM. PURCHASED FOR RESALE	2,000.00	1,709.63	323.00	0.00	290.37	85.48
43050	EXPERT & PROFESSIONAL SERV.	10,000.00	4,654.82	719.40	0.00	5,345.18	46.55
43210	TELEPHONE	700.00	474.57	58.45	28.20	197.23	71.82
43250	OTHER TELECOMMUNICATIONS	500.00	291.22	32.43	0.00	208.78	58.24
43430	ADVERTISING OTHER	600.00	0.00	0.00	0.00	600.00	0.00
43600	PROP & LIAB INSURANCE	9,200.00	6,133.36	766.67	0.00	3,066.64	66.67
43800	UTILITY SERVICES	5,600.00	3,721.15	0.00	0.00	1,878.85	66.45
43810	ELECTRIC	32,000.00	20,600.58	5,704.62	0.00	11,399.42	64.38
43830	GAS	10,500.00	8,024.68	340.92	0.00	2,475.32	76.43
44000	REPAIR & MAINT. SERVICES	3,800.00	987.57	0.00	0.00	2,812.43	25.99
44010	BUILDING MAINT:INTERNAL SVCS	11,800.00	7,866.64	983.33	0.00	3,933.36	66.67
44020	BLDG MAINT CONTRACTUAL SERVICES	27,000.00	13,854.14	3,171.56	3,245.00	9,900.86	63.33
44030	SOFTWARE & SOFTWARE SUBSCRIPTIO	1,300.00	1,374.50	0.00	0.00	(74.50)	105.73
44040	INFORMATION SYS:INTERNAL SVC	6,400.00	4,266.64	533.33	0.00	2,133.36	66.67
44100	RENTS & LEASES	(66,400.00)	(43,909.93)	(5,311.34)	0.00	(22,490.07)	66.13
44310	CREDIT CARD FEES	2,000.00	1,178.51	183.38	0.00	821.49	58.93
44330	SUBSCRIPTION, MEMBERSHIP	500.00	0.00	0.00	0.00	500.00	0.00
44390	TAXES & LICENSES	500.00	350.00	0.00	0.00	150.00	70.00
Total Dept 5129 - MURZYN HALL		72,600.00	37,831.26	8,515.40	3,273.20	31,495.54	56.62

MEMO

CITY OF COLUMBIA HEIGHTS

TO: Parks and Recreation Commission

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

DATE: September 18, 2025 for Commission meeting of September 24, 2025.

SUBJECT: **Sullivan Lake Master Plan Update**

In 2024/25, 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 and installed in 2025, with the Fitness Court grand opening on Sept 8th. With its installation, a new play area has been proposed as the Fitness Court installation removed the prior playset. Other than the Fitness Court, no work has been performed at Sullivan since 2008 when the park was last redeveloped.

The Commission previously reviewed a Master Plan update for siting (locating) the Fitness Court. This was the basis for a grant application to the MNDNR, which Columbia Heights was successful at obtaining. The City will be hiring a park planning consultant to assist in developing a new master plan for Sullivan Lake Park and also prepare construction documents based on the Master Plan. For Wednesday's Commission meeting, the Sullivan Lake Park Neighborhood was invited to attend with the primary intent to receive public input/comments/suggestions to develop a complete updated master plan. For the meeting, the consultant and staff will facilitate the conversation from the public to start developing the amenities for the plan. It should be noted that we will cover the entire park for the Master Plan, but the construction documents will only include the items that the City received the grant for – layout attached. Items to consider:

- An MnDNR grant of \$350,000 was awarded in June for the installation of the play area, shade covered seating areas, removals and grading, lighting, benches and trail. The estimated cost of this work is \$750,000.
- Public comment has been received to date commenting on Pickle Ball, play area and portable restrooms proximity to the adjacent development.
- Hydraulic studies were recently completed for the Medtronic site redevelopment that include:
 - Replacing the Sullivan Lake sanitary sewer Lift Station
 - A water main connection from 51st to 53rd Avenues to provide adequate flow and fire protection.
- The utility work will have to be coordinated with the park improvements for proper sequencing:
 - The Lift Station project will be designed in 2025 for late fall / early spring completion prior to park improvements.
 - The water main will need to be extended from 51st Avenue north of the new play area prior to phase II or III of the park improvements, concurrent with the sanitary sewer work.

- The next steps will be:
 - Receive public input/comments
 - Receive Park and Rec Commission input/comments
 - Facilitate additional public input/comments through social media
 - Develop concepts based on Public, Commission and staff input/comments.
 - Review concepts with the public at a Commission meeting
 - Review final Master Plan Commission and Council.
 - Commission recommend final Master Plan to Council
 - Council order Preparation of Construction plans based on Master Plan.
 - Prepare Construction Plans and Specs
 - Publicly bid work for mid/late summer construction.



C:\ACAD\CD\cs\WB\02651-000\Project Files\05_Discipline\Landscaping\Exhibits\02651-000 Sullivan Lake Park Final Concept

Sullivan Lake Park | Recreational Site Plan

Columbia Heights, MN

