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PARK & RECREATION COMMISSION

Huset Park West - 519 Mill Street NE

Wednesday, September 25, 2024

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.

CALL TO ORDER/ROLL CALL

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 August 28, 2024 Park & Recreation Commission Minutes
- 2. Approve Payment of Bills Parks August 2024
- 3. Approve Payment of Bills John P Murzyn Hall August 2024

LETTERS AND REQUESTS

OLD BUSINESS

4. Park System Plan Discussion. Staff will continue to lead the discussion regarding updates to the Park Improvement Plan.

NEW BUSINESS

5. Council Member Connie Buesgens will introduce the book "How to Turn a Place Around" as a resource for Commission Members to use during the parks master planning process.

REPORTS

Recreation Director
Public Works Director/City Engineer
Commission Members

ADJOURNMENT

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.



Park & Recreation Commission Minutes of the Meeting Sullivan Lake Park, 721 51st Ave NE August 28, 2024

Call to Order/Roll Call

Andrew Macko called the meeting to order at 6:00 pm

Oath of Office taken by Commission Member Brian Timm

Members present: Teresa Eisenbise, Taher Harzallah, Andrew Macko, Andrea Ostergaard, Priscilla Perez Umphress, Brian Timm

Staff present: Kevin Hansen, Public Works Director; Keith Windschitl, Recreation Director; Deanna Saefke, Recreation Secretary; Amada Marquez Simula, Council Representative

Community Forum

None at this time.

Consent Agenda

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

Letters and Requests

None at this time.

Old Business

Macko directed the Commission to review the mission statement examples on page 25. Hansen stated during the previous Park & Recreation Commission meeting the members were asking what they could be working on and what the agenda looks like moving forward. When talking about improving our park system the first step from a staff perspective is to update the Park System Plan. Staff will bring updated segments forward to the Commission for review and comments. Ultimately there will be an updated system plan that would be brought to the city council.

Hansen indicated the next step for the group would be to go through and look at a Park Improvement Plan. This is a consultant led project that is highly involved from the community perspective. There is a lot of community input during the process. Staff doesn't have the ability to go through park by park and lead those types of meetings. We would want to find out from the community and update the mater plans for each park, or create one where needed, on a park-by-park basis. In 2023 a cursory update was done on all of the fifteen parks and what the costs at that time would be for the improvements. It was around fifteen million. At this point in time, to move forward in that direction, this should be a consultant led project working with the Commission and really engaging the public. This would be after the system plan is updated so we are looking at 2025-2026. There would then be master plans for all of our parks and also be able to detail the costs. Staff would then go back to the city council and work with them to figure out funding scenarios. The city council is the only one who has

authority to provide funding for any level of park improvements. Previously through the strategic planning with the city council, this is done every two or three years, staff have brought up the idea of updating the parks and bringing the conditions up to a certain level. They have discussed scenarios for funding that. Hansen indicated there is not a lot of grant funding available for this type of project on a local level. Without other funding options, one of the best options to raise revenue will be bonding over time. The Park and Recreation Commission will recommend improvements to the city council. Staff will bring the park system plan to the commission at the next meeting. In early 2025 the goal will be to have the final plan updated and then from that go to an implementation plan. That is something a consultant will need to be hired for; largely to create the master plans but also to work with the commission to engage the community on a park-by-park basis. This can be a twelve to eighteen month process. Two cities that recently went through this process were Fridley and Coon Rapids. They also sold bonds for that. Fridley had a 30 million investment in their park system, of that 20 million was through bonds. Coon Rapids had an equivalent amount and a few years prior to Fridley.

Hansen stated that prior to considering any improvements to our park system the first step will be updating the mission statement from 1996. He presented samples of what some other park and recreation bodies have for mission statements. At this meeting or by the next meeting, the commission should decide what they would like to see in an updated mission statement. Mission statements can provide the overarching or guiding principle for the things the group does as it relates to park and recreation in the community. The mission statements begin on page 26 of the agenda packet. The first sentence of the current statement; The purpose of this plan is to ensure that all parks and open areas remain clean, safe, accessible to all, and up to-date to best serve the residents as well as improving the quality of life in Columbia Heights. Hansen feels this is important to think about what parks do in a community, it really relates a quality of life in that community. Hansen read the remaining mission statement; To ensure that this mission be carried out to its fullest extent, we recognize that a support network from various sources must be directly involved in the planning and decision making processes. We recognize that working with other departments such as the Recreation Department, Parks Department, Public Works and Engineering Departments along with citizen participation through community groups and other organizations are necessary and will help lead to the successful implementation of this plan. He indicated this is somewhat wordy and out of date. Most park and recreation groups have a mission statement. The City has a mission statement that is read at the beginning of every meeting. These statements are concise and only a paragraph or two.

Ostergaard asked if the statement should be inclusive of the Commission and the Parks and Recreation Department but not Public Works. Saefke responded that in our city the parks department is under the Public Works. Hansen added that under Public Works is park maintenance, and park development. Macko likes bringing up the fact that we try to offer a variety of things to do outside. He wants to express the opportunities we provide to the public in the statement. Perez Umphress replied a diverse recreation and cultural opportunities for people of all ages. Macko liked that statement. Perez Umphress indicated it is from the Greenfield Recreation statement. Hansen replied from a staff perspective they really liked the Greenfield mission because in a brief statement it really captures recreational and parks but is still representative of Columbia Heights with the diversity and varied culture. Ostergaard indicated liking the Greenfield mission but feels it is missing something regarding nature and sustainability. There is a line in the Edina mission about environmentally sustainable practices and there are good efforts out there for that. If it is something that we as a community are striving for that is good to have in a mission. Windschitl indicated the Minneapolis statement talks about plants and wildlife. Perez Umphress stated with her work she uses Chat GPT often and is wondering if that would be a good tool to use to create a new mission statement. Hansen replied that some of the notes he has written from this discussion is to include varying in different recreation opportunities, Greenville diversity and representing different cultures of the community, nature, sustainable, and to make sure to have

accessibility and inclusivity. He stated Chat GTP is a tool that staff use also. The Commission can think about what they want to see, staff will create a few mission statements for the next meeting. Hansen asked if anyone else has comments. Harzallah indicated he likes the line in the current statement that mentions the quality of life. Perez Umphress stated she isn't sure if this is recognized elsewhere but is wondering about having some kind of land acknowledgement for the native land we are occupying. Ostergaard asked how the city deals with land acknowledgement. Marquez Simula replied there currently isn't one, but she is trying to work with people on one. There is a citywide statement waiting on the next step. Harzallah asked if there is a good representation of the Native community in the city. Marquez Simula replied there is an American Indian group with the school district that is active. They put on the pow wow every year. Ostergaard replied that a note could be made that if and when the city adopts something, that the Park & Recreation Commission will also adopt that land acknowledgement. Hansen indicated he will present the next few chapters of the Park Improvement Plan to the Commission in the next few meetings.

Macko reminded the Commission that the next meeting will be located at Huset Park West.

Hansen stated the group will walk around Sullivan Lake Park and he will give some history on the park. In 2006 the city council started talking about park improvements at all the parks. They started looking at new playgrounds in 2007. At that time collectively everything needed so much work that staff decided to begin working with the Park and Recreation Commission to review all of the city parks. It was determined to begin park improvements with Sullivan Lake Park. No park improvements had been made since the late 1970's. A consultant was hired to prepare a master plan for Sullivan Lake Park. The community was included during the planning process. Hansen indicated that is one of the fun things during the process and the Commission will enjoy working with the residents when it comes to that process. Yes, you hear about problems but there are many ideas of what the residents like or want to see in the park. One of the primary components at Sullivan Lake that residents wanted to keep was the lake and the walking path around it. Prior to this there was an old wood structure that was deteriorating and was an L-shape. One of the questions the Commission and consultant looked at was what size of a shelter people wanted to have. Because the park shelter would be rented and used for parties they wanted to keep a large shelter. The playset was kept at a smaller scale knowing that it might be expanded in the future. Nothing was done with the tennis courts because in 2008 the courts were playable. They are not playable today. Most of our parks have a deficiency in parking. The neighbors indicated they do not want to have car lights shining into their homes, so the parking lot was designed at a lower level with shrubs around the hill to help as well. The trail around the rest of the park was redone as well. Hansen reported a couple of things that will change at the park. One being the small building with two restroom and an old lift station needs updating. That is programmed for replacement in 2025. The lift station for sanitary sewage will be brought towards the front of the area and get it out of the middle of the park. The old Medtronic property comprehensive plan amendment is complete for that site so Medtronic will be putting it back on the market for a developer to come in and redevelop it. There are two primary parts of that redevelopment that the city must consider. One is stormwater management. Residents have stated they want the storm water improved. Medtronic or whomever is going to redevelop the site is going to have to complete significant stormwater improvements. There are also opportunities for outside sources to improve the flow of stormwater that comes into the lake. There is a watershed that would help with water quality improvement. Sullivan Lake is a shallow lake and is treated differently by the State of Minnesota and our management plan. The maximum depth is nine feet and average depth is just under six. The lake is also highly eutrophic, and the main process of decay is due to the large amount of leaves that are deposited in the lake. There are seven storm water inlets and if it wasn't for those inlets it would probably be swampland. Hansen reported with the potential housing development in the area staff want to look at the size of the playground structure and being able to serve the amount of families in this area. The new development will need to have their own interior play structure or have some kind of

agreement that the new developer either gives the city land or funds to accomplish a larger structure. The last item is the fitness court. This is required to be located a certain distance from a playground structure. This will be installed in 2025, and city staff will be doing a large portion of the work. Ostergaard brought this up recently with residents and the first response was why is this happening when there are other things desired in the city. She asked when the city will be releasing information on the project and are there any talking points the Commission can use when speaking to residents. Hansen replied the announcement was made in the city newsletter that a fitness court is coming to Sullivan Lake Park and communication will continue to be made on the project. As part of the agreement with getting the grant the organization wants to host a grand opening event with the community. Staff will advertise that the fitness court is coming. Ostergaard added and why we are putting the fitness court in. Hansen indicated this may not be the only one that we receive. Sullivan Park received the second highest score from the grant review committee, Huset Park received the highest score.

New Business

None at this time.

Reports

A. Recreation Director

Windschitl reported he met with the new city manager and discussed the status of the recreation program, daily operations, and how it all relates with John P Murzyn Hall. They discussed the future of the building and how the city council will need to determine what they want to do with the facility. Windschitl presented his concerns with the building structure itself.

The summer Adult Softball Men's and Co-Ed league ended, and the Men's Fall Softball began last week. The summer youth programs ended two weeks ago. The staff were really great, and participation numbers were higher this year as well. Soccer is the next program to get started and we are in need of coaches. This is entry level soccer for 1st – 6th grades. They play games with Immaculate Conception School and are looking to connect with other local schools. Eisenbise asked if Prodeo Academy has a team. Windschitl replied they are checking with their board to see if that is allowed. Staff are also connecting with St. Charles to get more teams. Ostergaard asked how many teams there are typically. Windschitl replied two or three at some of the grade levels. We have the participation numbers this year but are in need of coaches to get started. Ostergaard asked if there is a flyer or something that she can present at the Valley View open house. Windschitl replied yes.

B. Public Works Director

Hansen reported there was a really good group of seasonal staff this year. There were ten staff and are down to one person at the end of next week due to people going back to school. The goal is to keep one seasonal staff through the fall because there is always enough work with trimming and other seasonal work. A Safe Roads to School grant was received and are installing new sidewalks around the schools. The most recent one was on Monroe, south of 49th to 47th. The concrete alley program will be wrapping up in the next few weeks. More alleys will be addressed next year. They are very expensive to reconstruct. The city council authorized a two-year plan. Next year there will be ten or eleven alleys completed. MNDOT will be presented more information regarding the Central Avenue reimagined and reconstructed project. There was a grassroots group that is trying to establish a downtown area off 40th Street. Central Avenue will be completely reconstructed by 2028. MNDOT is coming forward with a lot of funding for that. One of the nicest parts will be a ten-foot trail or path on both sides of the road out of concrete. The road will be narrowed from a four lane to a two lane. MNDOT will be attending the next work session with the city council. This is really a MNDOT lead project with city participation. Staff are also working with the county to get 40th Avenue reconstructed. The road will be narrowed with pedestrian facilities added. Staff will be meeting with the county tomorrow to lay out a plan for grant funding.

Hansen indicated there is a lot of federal grant funding options for transportation.

C. Commission Members

Perez Umphress mentioned from the last meeting the discussion of a park's passport. She drew up a quick example on Canva. There were two examples of what it could look like for each park. This would be a way to collect feedback from each park by including a QR code. She shared the examples with the Commission. Hansen reported a community survey was completed in 2022 but information like this can certainly be used in the park planning process. Marquez Simula replied this is a great project to include our communications department on so they can sync it up with the city website and social media. It is a great way to connect with residents.

The commission walked around Sullivan Lake Park as Hansen continued to discuss the history and conditions of the park. The condition of the tennis courts was discussed. One of the questions to be asked during the park planning process is keeping a balance among all the parks between active and passive spaces. Other items discussed included parking, tree preservation and planting, lake conditions, restrooms, and other artwork or flower garden within the park. Hansen reported there are not a lot of other plans right now besides the building with the lift station, the removal of the tennis courts, and where to put the fitness court. Staff have applied for trial funding through the DNR. There is an area along the trail that needs to be changed on how it is being held up from the lake. The group continued to walk the path around the lake.

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

Macko adjourned the meeting at 7:32 pm. Deanna Saefke, Recreation Secretary

Parks

GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS TRANSACTIONS FROM 08/01/2024 TO 08/31/2024

Date	Description	Reference #	Debits	Credits	Balance
F 1404.05	TALEDA!				
Fund 101 GE					
	5200 PARKS	DEC DALANCE			405.40
08/01/2024	101.5200.42000 OFFICE SUPPLIES	BEG. BALANCE			125.42
00/04/0004	101 5000 10000	END DALANOE	0.00	0.00	405.40
08/31/2024	101.5200.42000	END BALANCE	0.00	0.00	125.42
08/01/2024	101.5200.42010 MINOR EQUIPMEN	REG BALANCE			4,658.35
	AMAZON.COM	113-1919274-0427408	7.00		4,665.35
00/14/2024	SOLAR OWL FOR THE POWER LINES		7.00		4,000.00
08/14/2024	AMAZON.COM	113-2346670-2985864	3.93		4,669.28
00/14/2024	CAN OPENER	110 2040070 2000004	0.00		4,000.20
08/31/2024	101.5200.42010	END BALANCE	10.93	0.00	4,669.28
08/01/2024	101.5200.42030 PRINTING & PRINTI	BEG. BALANCE			56.60
09/21/2024	101.5200.42030	END BALANCE	0.00	0.00	56.60
08/31/2024	101.5200.42030	END BALANCE	0.00	0.00	36.60
08/01/2024	101.5200.42160 MAINT & CONSTRU	BEG. BALANCE			6,856.67
08/14/2024	GROVE NURSERY	34730500	1,065.92		7,922.59
	PERENNIALS				
08/14/2024	GROVE NURSERY	34749200	45.00		7,967.59
	PERENNIALS				
08/15/2024	SAFETYFIRST PLAYGROUND MAINTE	9497	2,999.99		10,967.58
	PLAYGROUND SURFACING - HUSET				
08/31/2024	101.5200.42160	END BALANCE	4,110.91	0.00	10,967.58
08/01/2024	101.5200.42161 CHEMICALS	BEG. BALANCE			3,033.35
					,
08/31/2024	101.5200.42161	END BALANCE	0.00	0.00	3,033.35
00/04/0004	104 F000 40470 PD00PAM CUIDDU	DEC DALANCE			
08/01/2024	101.5200.42170 PROGRAM SUPPLII	BEG. BALANCE			5.91
08/31/2024	101.5200.42170	END BALANCE	0.00	0.00	5.91
08/01/2024	101.5200.42171 GENERAL SUPPLIE	BEG BALANCE			11,764.68
	EARL F ANDERSEN INC	0136946-IN	244.30		12,008.98
55, 51, 2024	ADVISORY SIGNS	0100000111	2-1-1.00		12,000.00
08/05/2024	MENARDS CASHWAY LUMBER-FRID	13464	34.41		12,043.39
	TANK SPRAYERS, DRAIN SNAKE		-		,

	I	1			
08/09/2024	MINNEAPOLIS SAW CO INC	183820	83.97		12,127.36
	STRING TRIMMER HEADS				
08/12/2024	MENARDS CASHWAY LUMBER-FRID	13799	93.94		12,221.30
	HOSES				
08/14/2024	EARL F ANDERSEN INC	0137066-IN	89.34		12,310.64
	COMBOCADE BARRICADES				
08/14/2024	AMAZON.COM	112-2755578-6409820	5.48		12,316.12
	MEASURING CUP				
08/14/2024	HOME DEPOT #2802	12271	12.48		12,328.60
	BOLTS, WASHERS				
08/19/2024	MENARDS CASHWAY LUMBER-FRID	14187	71.10		12,399.70
	PAINT BRUSHES, PAINT ROLLERS, 5	GALLON B			
08/21/2024	GOODIN CO INC	1339416-00	3.21		12,402.91
	WOODFORD TEE KEY				
08/31/2024	101.5200.42171	END BALANCE	638.23	0.00	12,402.91
08/01/2024	101.5200.42172 UNIFORMS	BEG. BALANCE			1,127.06
08/31/2024	101.5200.42172	END BALANCE	0.00	0.00	1,127.06
			0.00		
08/01/2024	101.5200.42173 PROTECTIVE CLOT	BEG. BALANCE			972.64
08/31/2024	101.5200.42173	END BALANCE	0.00	0.00	972.64
08/01/2024	101.5200.42280 VEHICLE REPAIR A	BEG. BALANCE			15,126.54
08/31/2024	PARKS PARTS	14492	1,232.54		16,359.08
08/31/2024	101.5200.42280	END BALANCE	1,232.54	0.00	16,359.08
08/01/2024	101.5200.42282 GAS, OIL, LUBRICA	BEG. BALANCE			7,750.31
08/14/2024	BONA BROS MINNOCO	9033357	130.98		7,881.29
	PARKS-CLEAR GAS				
08/31/2024	PARK FUEL	14491	1,716.39		9,597.68
08/31/2024	101.5200.42282	END BALANCE	1,847.37	0.00	9,597.68
00/01/2024	101.5200.43050 EXPERT & PROFESS	DEC DALANCE			775.08
			25.06		810.94
08/0//2024	ADAM'S PEST CONTROL, INC	3979876	35.86		810.94
00/04/0004	YELLOW JACKET NEST	END DALANCE	25.00	0.00	010.04
08/31/2024	101.5200.43050	END BALANCE	35.86	0.00	810.94
08/01/2024	101.5200.43105 TRAINING & EDUC	BEG. BALANCE			630.00
08/05/2024	SAFEASSURE CONSULTANTS INC	3614	1,187.08		1,817.08
	SAFETY SERVICES				
08/14/2024	UNIVERSITY OF MINNESOTA	850198	145.00		1,962.08
	PESTICIDE SAFETY RECERTIFICATIO	N			

08/31/2024	101.5200.43105	END BALANCE	1,332.08	0.00	1,962.08
08/01/2024	101.5200.43210 TELEPHONE	BEG. BALANCE			131.06
08/31/2024	101.5200.43210	END BALANCE	0.00	0.00	131.06
00/01/2024	101.0200.40210	END BALANOL	0.00	0.00	101.00
08/01/2024	101.5200.43211 CELL PHONES	BEG. BALANCE			1,106.68
08/01/2024	VERIZON WIRELESS	9970362295	154.54		1,261.22
	080124 342019817-00001				
08/31/2024	101.5200.43211	END BALANCE	154.54	0.00	1,261.22
00/01/0004	101 F000 40000 POCTAGE	DEC DALANCE			0.50
08/01/2024	101.5200.43220 POSTAGE	BEG. BALANCE			2.56
08/31/2024	101.5200.43220	END BALANCE	0.00	0.00	2.56
08/01/2024	101.5200.43250 OTHER TELECOMM	BEG. BALANCE			988.35
08/15/2024	COMCAST	212645805	9.82		998.17
	081524 934571297				
08/16/2024	ANOKA COUNTY	B240816G	3.75		1,001.92
	BROADBAND CONN 0824				·
08/27/2024	PRECISE MRM LLC	IN200-1050610	60.00		1,061.92
	DATA PLAN 0824				
08/31/2024	101.5200.43250	END BALANCE	73.57	0.00	1,061.92
08/01/2024	101.5200.43310 LOCAL TRAVEL EXF	DEC DALANCE			231.20
06/01/2024	101.3200.43310 LOCAL TRAVEL EXP	DEG. BALANCE			231.20
08/31/2024	101.5200.43310	END BALANCE	0.00	0.00	231.20
	101.5200.43600 PROP & LIAB INSUI		4 000 00		13,183.31
	24 PROPERTY & LIAB INSURANCE AL		1,883.33	0.00	15,066.64
08/31/2024	101.5200.43600	END BALANCE	1,883.33	0.00	15,066.64
08/01/2024	101.5200.43800 UTILITY SERVICES	BEG. BALANCE			5,788.00
08/10/2024	Internal Charge		999.60		6,787.60
08/31/2024	101.5200.43800	END BALANCE	999.60	0.00	6,787.60
00/01/2024	101.5200.43810 ELECTRIC	DEC DALANCE			G 160 F0
		BEG. BALANCE	12.99		6,166.58
08/0//2024	XCEL ENERGY (N S P) 51-9597586-9	1122737844	12.99		6,179.57
08/07/2024	XCEL ENERGY (NSP)	1122763032	88.49		6,268.06
00/0//2024	51-0012266105-3	1122/03032	00.49		0,200.00
08/07/2024	XCEL ENERGY (NSP)	1122746085	81.19		6,349.25
00/0//2024	51-0010057576-7	1122/40060	01.19		0,349.25
U8/U8/3U34	XCEL ENERGY (NSP)	1122949022	39.61		6,388.86
00/00/2024	MOLL LINLING! (IN 3 F)	11122343022	39.01		0,000.00

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08/07/2024	CENTERPOINT ENERGY	5452216-4	17.10		3,913.77
	5452216-4				
08/07/2024	CENTERPOINT ENERGY	5467671-3	17.10		3,930.87
	5467671-3				
08/07/2024	CENTERPOINT ENERGY	10802324-3	17.10		3,947.97
	10802324-3				
08/15/2024	CENTERPOINT ENERGY	8000014661-5	24.02		3,971.99
	8000014661-5				
08/15/2024	CENTERPOINT ENERGY	8000014661-5	17.10		3,989.09
	8000014661-5				
08/15/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,006.19
	8000014661-5				
08/15/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,023.29
	8000014661-5				
08/15/2024	CENTERPOINT ENERGY	8000014661-5	17.10		4,040.39
	8000014661-5				
08/31/2024	101.5200.43830	END BALANCE	143.72	0.00	4,040.39
08/01/2024	101.5200.44000 REPAIR & MAINT. S	BEG. BALANCE			9,819.81
08/31/2024	101.5200.44000	END BALANCE	0.00	0.00	9,819.81
08/01/2024	101.5200.44020 BLDG MAINT CONT	BEG. BALANCE			898.97
08/31/2024	101.5200.44020	END BALANCE	0.00	0.00	898.97
08/01/2024	101.5200.44030 SOFTWARE & SOFT	BEG. BALANCE			2,846.19
08/31/2024	101.5200.44030	END BALANCE	0.00	0.00	2,846.19
08/01/2024	101.5200.44050 GARAGE, LABOR B	REG RALANCE			20,371.92
	PARKS LABOR	14492	3,237.38		23,609.30
	101.5200.44050	END BALANCE	3,237.38	0.00	23,609.30
00/01/2024	101.0200.44000	END BALANOE	0,207.00	0.00	20,000.00
08/01/2024	101.5200.44100 RENTS & LEASES	BEG. BALANCE			62,786.75
08/03/2024		0001757141	74.00		62,860.75
00/03/2024	SATELLITE RENT-OSTRANDER	0001/3/141	74.00		02,000.73
08/03/2024		000175139	74.00	+	62,934.75
00/03/2024	SATELLITE RENT-LOMIANKI	000173139	74.00		02,934.73
08/03/2024		0001757138	220.00	+	63,154.75
00/03/2024	SATELLITE RENT-HUSET	0001/3/130	220.00	+	00,104.70
00/02/2024		0001757137	74.00	+	62 220 75
08/03/2024		0001/3/13/	/4.00		63,228.75
00/00/0004	SATELLITE RENT-HUSET	0001757100	140.00	+	00 074 75
08/03/2024	ON SITE SANITATION INC	0001757136	146.00		63,374.75

	SATELLITE RENT-SILVER LAKE				
08/03/2024	ON SITE SANITATION INC	0001757135	220.00		63,594.75
	SATELLITE RENT-RAMSDELL				
08/03/2024	ON SITE SANITATION INC	0001757134	74.00		63,668.75
	SATELLITE RENT-PRESTEMON				
08/03/2024	ON SITE SANITATION INC	0001757133	74.00		63,742.75
	SATELLITE RENT-GAUVITTE				
08/03/2024	ON SITE SANITATION INC	0001757132	74.00		63,816.75
	SATELLITE RENT-LABELLE				
08/03/2024	ON SITE SANITATION INC	0001757131	74.00		63,890.75
	SATELLITE RENT-KEYES				
08/03/2024	ON SITE SANITATION INC	0001757130	220.00		64,110.75
	SATELLITE RENT-SULLIVAN				
08/03/2024	ON SITE SANITATION INC	0001757129	74.00		64,184.75
	SATELLITE RENT-MCKENNA				
08/03/2024	ON SITE SANITATION INC	0001757128	146.00		64,330.75
	SATELLITE RENT-HUSET				
08/28/2024	COLUMBIA HEIGHTS RENTAL INC	1-1038378	44.83		64,375.58
	TILLER RENTAL				
08/31/2024	24 GARAGE SPACE ALLOCATION	14485	7,241.68		71,617.26
08/31/2024	101.5200.44100	END BALANCE	8,830.51	0.00	71,617.26
08/01/2024	101.5200.44300 MISC. CHARGES	BEG. BALANCE			958.61
08/01/2024	WASTE MANAGEMENT OF WI-MN IN	9811197-0500-3	572.81		1,531.42
	TREE & YARD WASTE DISPOSAL				
08/31/2024	101.5200.44300	END BALANCE	572.81	0.00	1,531.42
08/01/2024	101.5200.44330 SUBSCRIPTION, M	BEG. BALANCE			230.00
08/31/2024	101.5200.44330	END BALANCE	0.00	0.00	230.00
08/01/2024	101.5200.44390 TAXES & LICENSES	BEG. BALANCE			833.75
08/31/2024	101.5200.44390	END BALANCE	0.00	0.00	833.75
08/01/2024	101.5200.45180 OTHER EQUIPMEN	BEG. BALANCE			1,736.67
	,				,
08/31/2024	101.5200.45180	END BALANCE	0.00	0.00	1,736.67
		-			,
TOTAL FOR D	DEPARTMENT 5200 PARKS		26,640.00	270.16	
		I			

Parks

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS PERIOD ENDING 08/31/2024

% Fiscal Year Completed: 66.67

ACTIVITY FOR

				ACTIVITITION			
		2024	YTD BALANCE	MONTH	ENCUMBERED	UNENCUMBERED	% BDGT
ACCO	DESCRIPTION	AMENDED BUDGET	08/31/2024	08/31/24	YEAR-TO-DATE	BALANCE	USED
Dept 5	200 - PARKS						
41010	REGULAR EMPLOYEES	516,900.00	250,659.07	39,408.04	0.00	266,240.93	48.49
41011	PART-TIME EMPLOYEES	6,600.00	1,466.52	174.04	0.00	5,133.48	22.22
41012	SEASONAL EMPLOYEES	50,500.00	77,290.65	17,638.72	0.00	(26,790.65)	153.05
41020	OVERTIME-REGULAR	25,400.00	4,479.44	630.02	0.00	20,920.56	17.64
41210	P.E.R.A. CONTRIBUTION	41,000.00	19,614.17	3,009.19	0.00	21,385.83	47.84
41220	F.I.C.A. CONTRIBUTION	45,700.00	24,214.87	4,230.33	0.00	21,485.13	52.99
41300	INSURANCE	92,900.00	49,447.06	7,775.53	0.00	43,452.94	53.23
41510	WORKERS COMP INSURANCE PREM	42,200.00	14,760.34	1,923.43	0.00	27,439.66	34.98
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	4,669.28	10.93	0.40	20,330.32	18.68
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 MATERIAL	26,500.00	10,967.58	4,110.91	0.00	15,532.42	41.39
42161	CHEMICALS	8,500.00	3,033.35	0.00	0.00	5,466.65	35.69
42170	PROGRAM SUPPLIES	0.00	5.91	0.00	0.00	(5.91)	100.00
42171	GENERAL SUPPLIES	20,000.00	12,402.91	638.23	0.00	7,597.09	62.01
42172	UNIFORMS	2,000.00	1,127.06	0.00	0.00	872.94	56.35
42173	PROTECTIVE CLOTHING	2,000.00	972.64	0.00	0.00	1,027.36	48.63
42280	VEHICLE REPAIR AND PARTS	23,000.00	16,359.08	1,232.54	0.00	6,640.92	71.13
42282	GAS, OIL, LUBRICANTS	15,000.00	9,597.68	1,847.37	0.00	5,402.32	63.98
43050	EXPERT & PROFESSIONAL SERV.	1,000.00	810.94	35.86	0.00	189.06	81.09
43105	TRAINING & EDUCATION ACTIVITIES	4,500.00	1,962.08	1,332.08	0.00	2,537.92	43.60

43210 TELEPHONE		200.00	131.06	0.00	0.00	68.94	65.53
43211 CELL PHONI	ES	2,500.00	1,261.22	154.54	0.00	1,238.78	50.45
43220 POSTAGE		0.00	2.56	0.00	0.00	(2.56)	100.00
43250 OTHER TELE	COMMUNICATIONS	200.00	1,061.92	73.57	0.00	(861.92)	530.96
43310 LOCAL TRAV	'EL EXPENSE	100.00	231.20	0.00	0.00	(131.20)	231.20
43320 OUT OF TOW	VN TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43500 LEGAL NOTION	CE PUBLISHING	100.00	0.00	0.00	0.00	100.00	0.00
43600 PROP & LIAB	3 INSURANCE	22,600.00	15,066.64	1,883.33	0.00	7,533.36	66.67
43800 UTILITY SERV	VICES	38,700.00	6,787.60	999.60	0.00	31,912.40	17.54
43810 ELECTRIC		23,000.00	7,433.04	1,266.46	0.00	15,566.96	32.32
43830 GAS		9,800.00	4,040.39	143.72	0.00	5,759.61	41.23
44000 REPAIR & MA	AINT. SERVICES	57,000.00	9,819.81	0.00	0.00	47,180.19	17.23
44020 BLDG MAINT	CONTRACTUAL SERVIC	2,700.00	898.97	0.00	458.00	1,343.03	50.26
44030 SOFTWARE 8	& SOFTWARE SUBSCRIP	3,500.00	2,846.19	0.00	0.00	653.81	81.32
44050 GARAGE, LA	BOR BURD.	39,500.00	23,609.30	3,237.38	0.00	15,890.70	59.77
44100 RENTS & LEA	ASES	87,000.00	71,617.26	8,830.51	0.00	15,382.74	82.32
44300 MISC. CHAR	GES	0.00	1,531.42	572.81	0.00	(1,531.42)	100.00
44330 SUBSCRIPTI	ON, MEMBERSHIP	200.00	230.00	0.00	0.00	(30.00)	115.00
44376 CIVIC EVENT	rs -	100.00	0.00	0.00	0.00	100.00	0.00
44390 TAXES & LIC	ENSES	800.00	833.75	0.00	0.00	(33.75)	104.22
45180 OTHER EQU	IPMENT	0.00	1,736.67	0.00	0.00	(1,736.67)	100.00
Total Dept 5200 - PA	ARKS	1,215,000.00	653,161.65	101,159.14	458.40	561,379.95	53.80
TOTAL EXPENDITUR	RES - FUND 101	1,215,000.00	653,161.65	101,159.14	458.40	561,379.95	53.80

09/20/2024

GL ACTIVITY REPORT FOR CITY OF COLUMBIA HEIGHTS TRANSACTIONS FROM 08/01/2024 TO 08/31/2024

Date	Description	Reference #	Debits	Credits	Balance
Fund 101 GE	NERAL				
08/01/2024	101.5129.42010 MINOR EQUIPMENT	BEG. BALANCE			800.47
08/08/2024	IMPERIAL DADE	4267783	250.00		1,050.47
	BATTERY CHARGER				
08/31/2024	101.5129.42010	END BALANCE	250.00	0.00	1,050.47
08/01/2024	101.5129.42160 MAINT & CONSTRUCTION M	REG BALANCE			1,335.72
00/01/2024	101.0120.421001 / ((1) 1) ((1) 1)	DEG. BALANGE			1,000.72
08/31/2024	101.5129.42160	END BALANCE	0.00	0.00	1,335.72
08/01/2024	101.5129.42170 PROGRAM SUPPLIES	BEG. BALANCE			59.00
08/31/2024	101.5129.42170	END BALANCE	0.00	0.00	59.00
08/01/2024	101.5129.42171 GENERAL SUPPLIES	BEG. BALANCE			2,439.01
08/02/2024	MENARDS CASHWAY LUMBER-FRIDLEY	13324	23.94		2,462.95
	LIGHTERS, WASP KILLER				<u> </u>
08/28/2024	TRIO SUPPLY COMPANY INC	936893	108.15		2,571.10
	PAPER TOWELS, URINAL BLOCKS, FORKS, SP	00			
08/28/2024	MENARDS CASHWAY LUMBER-FRIDLEY	14667	114.98		2,686.08
	27DC MARINE BATTERY, MAT				
08/28/2024	MENARDS CASHWAY LUMBER-FRIDLEY	14667	10.00		2,696.08
	27DC MARINE BATTERY, MAT				
08/28/2024	MENARDS CASHWAY LUMBER-FRIDLEY	14669		10.00	2,686.08
	BATTERY CORE CREDIT INV#14667				
08/29/2024	TRIO SUPPLY COMPANY INC	936966		42.45	2,643.63
	CREDIT - BAD FORKS INV#886597				
08/29/2024	TRIO SUPPLY COMPANY INC	937597	48.00		2,691.63
	UNINAL BLOCKS				
08/31/2024	101.5129.42171	END BALANCE	305.07	52.45	2,691.63
08/01/2024	101.5129.42990 COMM. PURCHASED FOR R	BEG. BALANCE			1,102.63
					<u> </u>
08/31/2024	101.5129.42990	END BALANCE	0.00	0.00	1,102.63
08/01/2024	101.5129.43050 EXPERT & PROFESSIONAL S	BEG. BALANCE			1,582.42
08/15/2024	ALLIED UNIVERSAL SECURITY SERVICES	16044666	384.00		1,966.42
	SECURITY 080924-081024 JPM				
08/31/2024	101.5129.43050	END BALANCE	384.00	0.00	1,966.42

08/01/2024	101.5129.43210 TELEPHONE	BEG. BALANCE			396.74
08/31/2024	POPP.COM INC	992846980	56.80		453.54
	083124 -10010429				
08/31/2024	101.5129.43210	END BALANCE	56.80	0.00	453.54
08/01/2024	101.5129.43250 OTHER TELECOMMUNICATI	BEG. BALANCE			343.09
08/15/2024	COMCAST	212645805	34.36		377.45
	081524934571297				
08/31/2024	101.5129.43250	END BALANCE	34.36	0.00	377.45
08/01/2024	101.5129.43600 PROP & LIAB INSURANCE	BEG. BALANCE			4,900.00
08/31/2024	24 PROPERTY & LIAB INSURANCE ALLOCATION	14484	700.00		5,600.00
08/31/2024	101.5129.43600	END BALANCE	700.00	0.00	5,600.00
08/01/2024	101.5129.43800 UTILITY SERVICES	BEG. BALANCE			2,342.18
08/31/2024	101.5129.43800	END BALANCE	0.00	0.00	2,342.18
08/01/2024	101.5129.43810 ELECTRIC	BEG. BALANCE			10,661.47
08/08/2024	XCEL ENERGY (NSP)	1122922743	151.47		10,812.94
	51-4697130-6				
08/09/2024	CORNILLIE 2 COMMUNITY SOLAR	17991	1,918.13		12,731.07
	SOLAR POWER		1		,
08/28/2024	XCEL ENERGY (NSP)	1127365832	4,221.16		16,952.23
	51-4350334-8		·		·
08/28/2024	XCEL ENERGY (NSP)	1127365832		2,056.03	14,896.20
	51-4350334-8				·
08/31/2024	101.5129.43810	END BALANCE	6,290.76	2,056.03	14,896.20
			1	,	,
08/01/2024	101.5129.43830 GAS	BEG. BALANCE			5,260.69
08/15/2024	CENTERPOINT ENERGY	8000014661-5	360.67		5,621.36
	8000014661-5				·
08/31/2024	101.5129.43830	END BALANCE	360.67	0.00	5,621.36
					,
08/01/2024	101.5129.44000 REPAIR & MAINT. SERVICES	BEG. BALANCE			422.01
08/31/2024	101.5129.44000	END BALANCE	0.00	0.00	422.01
			1		
08/01/2024	101.5129.44010 BUILDING MAINT:INTERNAL	BEG. BALANCE			6,475.00
08/31/2024		14479	925.00		7,400.00
08/31/2024	101.5129.44010	END BALANCE	925.00	0.00	7,400.00
					, 2212
08/01/2024	101.5129.44020 BLDG MAINT CONTRACTUAL	BEG. BALANCE	1		26,602.58

08/06/2024	CINTAS INC	4201078086	120.77		26,723.35
	MOPS, MATS JPM 080624				
08/06/2024	VIKING AUTOMATIC SPRINKLER	1025-F370886	395.00		27,118.35
	ANNUAL FIRE ALARM INSPECTION-JPM				
08/07/2024	LVC COMPANIES INC	147986	391.98		27,510.33
	DACT LINE ISSUE, BATTERY REPLACEMENT				
08/08/2024	CLEAN BEVERAGE LINE	24-HALL-8	63.00		27,573.33
	BEER LINE CLEANING 0824				
08/12/2024	CINTAS INC	4201797740	38.29		27,611.62
	MOPS JPM 081324				
08/20/2024	CINTAS INC	4202510357	38.29		27,649.91
	MOPS JPM 082024				
08/26/2024	CINTAS INC	4203089156	38.29		27,688.20
	MOPS JPM 082624				
08/28/2024	ADAM'S PEST CONTROL, INC	3972349	90.00		27,778.20
	PEST CONTROL JMP 0824				
08/31/2024	SCHINDLER ELEVATOR CORP INC	8106674378	79.96		27,858.16
	PREVENT MAINT 0824				
08/31/2024	101.5129.44020	END BALANCE	1,255.58	0.00	27,858.16
08/01/2024	101.5129.44030 SOFTWARE & SOFTWARE S	BEG. BALANCE			1,353.36
08/31/2024	101.5129.44030	END BALANCE	0.00	0.00	1,353.36
08/01/2024	101.5129.44040 INFORMATION SYS:INTERN	BEG. BALANCE			3,616.69
08/31/2024	24 IT ALLOCATION	14486	516.67		4,133.36
08/31/2024	101.5129.44040	END BALANCE	516.67	0.00	4,133.36
08/01/2024	101.5129.44100 RENTS & LEASES	BEG. BALANCE			(38,059.45)
08/03/2024	ON SITE SANITATION INC	0001757140	222.00		(37,837.45)
	SATELLITE RENT-MCKENNA				
08/31/2024	24 MURZYN SPACE ALLOCATION	14487		5,533.34	(43,370.79)
08/31/2024	101.5129.44100	END BALANCE	222.00	5,533.34	(43,370.79)
08/01/2024	101.5129.44310 CREDIT CARD FEES	BEG. BALANCE			851.10
08/31/2024	CC FEE REC/COM DEV 08/24	14494	223.17		1,074.27
08/31/2024	101.5129.44310	END BALANCE	223.17	0.00	1,074.27
08/01/2024	101.5129.44390 TAXES & LICENSES	BEG. BALANCE			435.00
00/04/202	404 5400 44000	END DALLES			45- 5-
08/31/2024	101.5129.44390	END BALANCE	0.00	0.00	435.00

JPM EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS PERIOD ENDING 08/31/2024

% Fiscal Year Completed: 66.67

ACTIVITY FOR

		2024	YTD BALANCE	MONTH	ENCUMBERED	UNENCUMBERED	% BDGT
ACCOU	DESCRIPTION	AMENDED BUDGET	08/31/2024	08/31/24	YEAR-TO-DATE	BALANCE	USED
Dept 51	29 - MURZYN HALL						
41010	REGULAR EMPLOYEES	32,800.00	20,726.93	2,486.31	0.00	12,073.07	63.19
41011	PART-TIME EMPLOYEES	109,900.00	60,019.13	8,459.54	0.00	49,880.87	54.61
41020	OVERTIME-REGULAR	300.00	471.88	46.60	0.00	(171.88)	157.29
41210	P.E.R.A. CONTRIBUTION	10,700.00	6,182.41	824.43	0.00	4,517.59	57.78
41220	F.I.C.A. CONTRIBUTION	11,000.00	6,189.09	838.01	0.00	4,810.91	56.26
41300	INSURANCE	6,600.00	4,139.62	517.45	0.00	2,460.38	62.72
41510	WORKERS COMP INSURANCE PRE	8,900.00	3,078.70	315.88	0.00	5,821.30	34.59
42000	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42010	MINOR EQUIPMENT	5,000.00	1,050.47	250.00	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 MATERIA	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	2,691.63	252.62	0.00	7,308.37	26.92
42172	UNIFORMS	500.00	0.00	0.00	0.00	500.00	0.00
42990	COMM. PURCHASED FOR RESALE	2,000.00	1,102.63	0.00	0.00	897.37	55.13
43050	EXPERT & PROFESSIONAL SERV.	9,000.00	1,966.42	384.00	0.00	7,033.58	21.85
43210	TELEPHONE	1,500.00	453.54	56.80	0.00	1,046.46	30.24
43220	POSTAGE	100.00	0.00	0.00	0.00	100.00	0.00
43250	OTHER TELECOMMUNICATIONS	500.00	377.45	34.36	0.00	122.55	75.49
43430	ADVERTISING OTHER	600.00	0.00	0.00	0.00	600.00	0.00
43600	PROP & LIAB INSURANCE	8,400.00	5,600.00	700.00	0.00	2,800.00	66.67
43800	UTILITY SERVICES	4,100.00	2,342.18	0.00	0.00	1,757.82	57.13
43810	ELECTRIC	29,000.00	14,896.20	4,234.73	0.00	14,103.80	51.37

43830	GAS	10,000.00	5,621.36	360.67	0.00	4,378.64	56.21
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	7,400.00	925.00	0.00	3,700.00	66.67
44020	BLDG MAINT CONTRACTUAL SERV	27,000.00	27,858.16	1,255.58	3,247.00	(4,105.16)	115.20
44030	SOFTWARE & SOFTWARE SUBSCR	1,300.00	1,353.36	0.00	0.00	(53.36)	104.10
44040	INFORMATION SYS:INTERNAL SVC	6,200.00	4,133.36	516.67	0.00	2,066.64	66.67
44100	RENTS & LEASES	(66,400.00)	(43,370.79)	(5,311.34)	0.00	(23,029.21)	65.32
44310	CREDIT CARD FEES	3,300.00	1,074.27	223.17	0.00	2,225.73	32.55
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	137,609.73	17,370.48	3,247.00	109,543.27	56.25
TOTAL EXPENDITURES - FUND 101		250,400.00	137,609.73	17,370.48	3,247.00	109,543.27	56.25

MEMO

CITY OF COLUMBIA HEIGHTS

TO: Parks and Recreation Commission

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

DATE: September 21, 2024 for <u>Commission meeting of September 25, 2024.</u>

SUBJECT: COMMISSION MISSION STATEMENT

At the August 2024 regular meeting, the Commission discussed and provided feedback on an updated mission statement based on several examples from other Park and Recreation Commissions. The Commission generally liked the City of Greenfield's, and added the following key words for added consideration:

- Varying / different recreational opportunities
- Diverse / cultural
- Nature / sustainable
- Inclusive / accessible
- Quality of life / Healthy

Here are five Mission Statements for the Commission to consider / edit / refine / combine based on the above:

- "The mission of the Columbia Heights Park & Recreation Commission is to enhance
 the quality of life for all residents by providing diverse and culturally rich
 recreational opportunities that are accessible and inclusive to everyone. We are
 committed to promoting healthy lifestyles, fostering community engagement, and
 ensuring the sustainable development of parks and facilities for future generations."
- 2. "Our mission is to enrich the lives of Columbia Heights residents by providing safe, welcoming parks and recreational facilities that promote connection with nature and community. Through inclusive and affordable recreation and cultural opportunities, we strive to enhance the quality of life for people of all ages while fostering sustainability and environmental stewardship for future generations."
- 3. The mission of the Columbia Heights Parks & Recreation Department is to provide an exceptional system of parks, recreation facilities, trails, playgrounds, and diverse cultural and recreational programs for all residents. These offerings foster a healthy, inclusive community and enhance the overall quality of life for everyone.

- 4. 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 all residents.
- 5. The Parks & Recreation Department's mission is to strengthen community bonds, promote health, and celebrate diversity through inclusive recreational and cultural programs.

Greenfield Recreation

Our mission is to enrich the lives of the residents of Greenfield by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and cultural opportunities for people of all ages to play, learn, and build community. We create community through people, parks, and programs.