

**Agenda**  
**Street & Parks Commission**  
**Regular Meeting 07/16/2013**  
**City Hall 2<sup>nd</sup> Floor Conference Room**

1. Call to Order/Introductions/Disclose conflicts & relationships
2. Review & adopt/amend agenda
3. Public Forum
4. Approve minutes from May 21, 2013 regular meeting
  - a. Correct Clint Moe donation item – memorial bench
5. New business
  - a. Recommend acceptance and designation of donations at Hok-Si-La Park
6. Unfinished business
  - a. Aquatic facility – assign dollar amount to include in Capital Improvement Plan for 2016
  - b. 2014 proposed budgets

**STREETS & PARKS COMMISSION**  
**Regular Meeting**  
**Tuesday, May 21, 2013 – 5:00 p.m.**  
**Public Works Building**

Members Present: Kevin Pavelka, Mike Schmidt, Gene Glander, Larry Flater, Duane Sprick, Jill Steffen

Members Absent: MerriLea Smith, Council Liaison Phil Gartner

Staff Present: Scott Jensen, Public Works Director, Pat Morrow, Utility Cashier

Pavelka called the meeting to order at 5:00 p.m. with a quorum present.

Agenda Approval

Added donation from Clint Moe family.

**Motion Schmidt, second Flater to approve the agenda as amended. All in favor. Motion carried.**

Minutes Approval

**Motion Schmidt, second Sprick to approve the minutes from the April 16, 2013 meeting. All in favor. Motion carried.**

Unfinished Business

Future Aquatic Facility – The proposal from USAquatics was briefly reviewed and discussed again. Approximate cost for the scope of work is \$8,000.00. Commission discussed scheduling a meeting with Jim Maland from Stantec who presented plans and answered questions previously on pool facilities at no charge. There was discussion on forming a committee to check with Kasson and other communities with new pool facilities and to determine local interest before contacting Maland. Commission would also like to get a commitment from City Council prior to proceeding and have approval for inclusion into the budget.

**Motion Schmidt, second Steffen to recommend to City Council that the pool facility costs be placed into the Capital Improvement Plan for 2016. All in favor. Motion carried.**

2014 Proposed Budget – Jensen advised there is no preliminary budget yet and it should be available at the June meeting.

Moe Family Donation

The family of Clint Moe would like to donate money for a memorial picnic table on the Riverwalk. Bruce Wallerich is working with them on a location near their home.

**Motion Schmidt, second Flater to recommend to City Council acceptance of the \$1,050.00 donation for a memorial picnic table on the Riverwalk. All in favor. Motion carried.**

Tour of Public Works Facility

Commission members toured the Public Works facility.

June Meeting

The next meeting will be held on Tuesday, June 18<sup>th</sup> at City Hall 2<sup>nd</sup> Floor Conference Room at 5:00 p.m.

Adjournment

**Motion Flater, second Steffen to adjourn the meeting at 6:05 p.m. All in favor. Motion carried.**

---

Kevin Pavelka, Chairperson

Minutes submitted by Pat Morrow, Utility Cashier

<p style="text-align: center;"><b>CITY OF LAKE CITY REQUEST FOR STREET/PARKS COMMISSION ACTION</b></p> <p style="text-align: center;"><b>MEETING DATE:</b> July 16, 2013</p>	<p><b>Agenda Item Description:</b> Recommend acceptance and designation of \$710 in miscellaneous donations for replacement of Hok-Si-La Park entrance sign</p> <p><b>Attachments:</b> Yes ___ No <u>X</u> If yes, list:</p> <p><b>Consent Agenda?:</b> Yes ___ No <u>X</u></p>	<p style="text-align: center;"><b>COMMISSION ACTION</b></p> <p style="text-align: center;"> <input type="checkbox"/> Approved    <input type="checkbox"/> Denied  <input type="checkbox"/> Amended    <input type="checkbox"/> Tabled </p> <hr/>
<p><b>Originating Department:</b> Public Works</p>		<p><b>Board/Commission/Committee Action:</b> none</p>
<p><b>Action Requested:</b> Motion _____, second _____ to recommend acceptance and designation of \$710 in miscellaneous donations for replacement of Hok-Si-La Park entrance sign.</p>		
<p><b>Introduction/ Background/Justification/Key/Legal Issues:</b> Several anonymous donations have been received at Hok-Si-La Park and formal acceptance by Council is necessary. The Hok-Si-La Park entrance sign was identified as a candidate for replacement through the Chart the Course task force, which provided funding for the community way finding signs. Following the way finding signs project there were no further funds available for the Hok-Si-La sign.</p>		
<p><b>Budgetary/Fiscal Impact:</b> None</p>		
<p><b>Alternatives:</b></p> <ol style="list-style-type: none"> <li>1. Do not accept and designate</li> <li>2. Table for more information</li> </ol>		
<p><b>Reviewed By:</b> Public Works</p>		
<p><b>Preparer:</b> Scott Jensen, Public Works Director</p>		

City of Lake City  
General Fund  
Streets

Account Number	Account	12/31/2013	12/31/2014
		Budget	Budget
101-44212-100	STREETS SALARIES-REGULAR	\$ 241,045	\$ 251,021
101-44212-110	STREETS SALARIES-OVERTIME	\$ 7,450	\$ 7,500
101-44212-120	STREETS SALARIES-TEMPORARY	\$ 13,500	\$ 5,000
101-44212-140	STREETS PERA	\$ 18,995	\$ 19,105
101-44212-150	STREETS FICA	\$ 20,043	\$ 20,159
101-44212-160	STREETS GROUP HEALTH INSURANCE	\$ 38,900	\$ 42,790
101-44212-170	STREETS LONGEVITY	\$ 2,910	\$ 3,072
	TOTAL PERSONNEL	\$ 342,843	\$ 348,648
101-44212-210	STREETS OPERATING SUPPLIES	\$ 65,000	\$ 63,400
101-44212-220	STREETS MAINT & REPAIR	\$ 19,500	\$ 28,500
101-44212-230	STREETS TOOLS/EQUIP	\$ 6,600	\$ 6,000
101-44212-240	STREETS BOOKS/PERIODICALS	\$ -	
101-44212-290	STREETS SUPPLIES MISCELLANEOUS	\$ -	
101-44212-300	STREETS PROFESSIONAL SERVICES	\$ 12,000	\$ 5,000
101-44212-302	STREET PROF SERV SPECIAL PROJ	\$ -	
101-44212-310	STREETS COMMUNICATION	\$ 3,300	\$ 2,000
101-44212-320	STREETS TRAVEL, CONF, SCHOOL	\$ 2,500	\$ 1,000
101-44212-340	STREETS PRINTING/PUBLISHING	\$ 1,000	\$ 1,000
101-44212-360	STREETS UTILITIES	\$ -	
101-44212-380	STREETS RENTAL	\$ -	
101-44212-390	STREETS CONTRACTUAL	\$ 45,000	\$ 53,500
101-44212-400	STREETS MISCELLANEOUS	\$ 500	
101-44212-410	STREETS WORK COMP INSURANCE	\$ -	
101-44212-420	STREETS VEHICLE INSURANCE	\$ -	
101-44212-430	STREETS GENERAL LIABILITY INSU	\$ -	
101-44212-450	STREETS - TREES	\$ 25,000	\$ 25,000
101-44212-451	Streets - Snow Removal	\$ 50,000	\$ 45,000
	TOTAL SUPPLIES AND SERVICES	\$ 230,400	\$ 230,400
101-44212-500	STREETS CAPITAL OUTLAY-LAND	\$ -	
101-44212-510	STREETS CAPITAL OUTLAY-BUILD	\$ -	\$ -
101-44212-520	STREETS CAPITAL OUTLAY OTHER	\$ -	
101-44212-530	STREETS CAPITAL OUTLAY-MACH/EQ	\$ 17,000	\$ 36,000
	TOTAL CAPITAL OUTLAY	\$ 17,000	\$ 36,000
	TOTAL OPERATING BUDGET	\$ 590,243	\$ 615,048
101-34212-33524	STREET MISCELLANEOUS	\$ 1,500	\$ 1,500
101-34212-33631	STREET SNOW REMOVAL	\$ 1,200	\$ 1,200
101-34212-33633	STREET COMM BRUSH DUMP FEES	\$ -	\$ -
101-34212-33634	STREET CURB CUT FEES	\$ 400	\$ 500
101-34212-33659	STREET STATE AID ROADS	\$ 55,000	\$ 55,000
101-34212-33681	STREET SHARED TAXES-WAB CO	\$ -	\$ -
101-34212-33682	STREET SALE OF BONDS	\$ -	\$ -
	TOTAL STREET REVENUE	\$ 58,100	\$ 58,200

City of Lake City  
General Fund  
Parks

Account Number	Account	12/31/2013	12/31/2014
		Budget	Budget
101-44510-100	PARKS SALARIES-REGULAR	\$ 76,307	\$ 78,880
101-44510-110	PARKS SALARIES-OVERTIME	\$ 3,500	\$ 2,000
101-44510-120	PARKS SALARIES-TEMPORARY	\$ 18,000	\$ 16,000
101-44510-140	PARKS PERA	\$ 7,091	\$ 7,024
101-44510-150	PARKS FICA	\$ 7,482	\$ 7,411
101-44510-160	PARKS GROUP HEALTH INSURANCE	\$ 14,300	\$ 15,730
101-44510-170	PARKS LONGEVITY	\$ 1,152	\$ 1,209
	TOTAL PERSONNEL	\$ 127,832	\$ 128,254
101-44510-210	PARKS OPERATING SUPPLIES	\$ 25,000	\$ 26,800
101-44510-220	PARKS MAINT & REPAIR	\$ 20,000	\$ 10,500
101-44510-230	PARKS TOOLS/EQUIP	\$ 2,150	\$ 600
101-44510-250	PARKS GAS & OIL	\$ -	
101-44510-280	SAFETY EQUIPMENT	\$ -	
101-44510-290	parks supplies miscellaneous	\$ -	
101-44510-300	PARKS PROFESSIONAL SERVICES	\$ 1,500	\$ 1,000
101-44510-310	PARKS COMMUNICATION	\$ 600	\$ 600
101-44510-320	PARKS TRAVEL, CONF, SCHOOL	\$ 600	\$ 300
101-44510-340	PARKS PRINTING/PUBLISHING	\$ -	
101-44510-360	PARKS UTILITIES	\$ -	
101-44510-370	PARKS MAINT & REPAIR LABOR	\$ -	
101-44510-380	PARKS RENTAL	\$ -	
101-44510-390	PARKS CONTRACTUAL	\$ 7,000	\$ 7,500
101-44510-400	PARKS MISCELLANEOUS	\$ -	
101-44510-410	PARKS WORK COMP INSURANCE	\$ -	
101-44510-420	PARKS VEHICLE INSURANCE	\$ -	
101-44510-430	PARKS GENERAL LIABILITY INSURA	\$ -	
101-44510-460	PARKS FIRE/EXTENDED COVERA	\$ -	
	TOTAL SUPPLIES AND SERVICES	\$ 56,850	\$ 47,300
101-44510-500	PARKS CAPITAL OUTLAY-LAND	\$ -	\$ 38,000
101-44510-510	PARKS CAPITAL OUTLAY-BUILDINGS	\$ -	
101-44510-530	PARKS CAPITAL OUTLAY-MACH/EQUI	\$ 6,000	
	TOTAL CAPITAL OUTLAY	\$ 6,000	\$ 38,000
	TOTAL OPERATING BUDGET	\$ 190,682	\$ 213,554
101-34300-33162	TREES DONATIONS	\$ -	\$ -
101-34510-33162	PARK DONATIONS	\$ 3,550	\$ 2,500
101-34510-33524	PARK MISCELLANEOUS	\$ 500	\$ 2,000
101-34510-33736	PARK FISH CLNG STATION	\$ -	\$ -
101-34510-33740	PARK ACCESS FEES	\$ 5,000	\$ 5,000
101-34510-33764	PARK ROSCH FIS CLN STATION	\$ 200	\$ 200
		\$ 9,250	\$ 9,700

City of Lake City  
General Fund  
Hok-Si-La

		12/31/2013	12/31/2014
Account		Budget	Budget
101-44543-100	HSL SALARIES-REGULAR	\$ 52,034	\$ 51,570
101-44543-110	HSL SALARIES-OVERTIME	\$ 400	
101-44543-120	HSL SALARIES-TEMPORARY	\$ 34,000	\$ 34,340
101-44543-140	HSL EMPLOYER CONTRIB - P E R A	\$ 6,266	\$ 6,228
101-44543-150	HSL FICA	\$ 6,612	\$ 6,572
101-44543-160	HSL GROUP HEALTH INSURANCE	\$ 15,400	\$ 16,940
101-44543-170	HSL LONGEVITY	\$ 458	\$ 500
		<u>\$ 115,170</u>	<u>\$ 116,151</u>
101-44543-210	HSL OPERATING SUPPLIES	\$ 12,500	\$ 12,350
101-44543-220	HSL MAINT & REPAIR	\$ 7,000	\$ 5,500
101-44543-230	HSL TOOLS/EQUIP	\$ 700	\$ 500
101-44543-240	HSL BOOKS/PERIODICALS	\$ -	
101-44543-300	HSL PROFESSIONAL SERVICES	\$ 1,850	\$ 2,700
101-44543-310	HSL COMMUNICATION	\$ 3,000	\$ 3,000
101-44543-320	HSL TRAVEL, CONF, SCHOOL	\$ 200	\$ 200
101-44543-340	HSL PRINTING/PUBLISHING	\$ 2,500	\$ 1,500
101-44543-360	HSL UTILITIES	\$ -	
101-44543-380	HSL RENTAL	\$ 200	\$ 200
101-44543-390	HSL CONTRACTUAL	\$ 14,700	\$ 11,900
101-44543-400	HSL MISCELLANEOUS	\$ -	
101-44543-410	HSL WORK COMP INSURANCE	\$ -	
101-44543-420	HSL VEHICLE INSURANCE	\$ -	
101-44543-430	HSL GENERAL LIABILITY INSURANC	\$ -	
101-44543-840	HSL RESALE MERCH-NONTAX	\$ 10,000	\$ 10,000
101-44543-850	HSL SALES TAX	\$ -	\$ 4,800
101-44543-880	HSL CREDIT CARD CHARGES	\$ 4,000	\$ 4,000
		<u>\$ 56,650</u>	<u>\$ 56,650</u>
101-44543-500	HSL CAPITAL OUTLAY-LAND	\$ -	
101-44543-510	HSL CAPITAL OUTLAY-BUILDINGS	\$ 32,000	\$ 8,000
101-44543-530	HSL CAPITAL OUTLAY-MACH/EQUIP	\$ -	
		<u>\$ 32,000</u>	<u>\$ 8,000</u>
TOTAL OPERATING BUDGET		<u>\$ 203,820</u>	<u>\$ 180,801</u>
101-34543-33140	HSL NON PROFIT DINING HALL	\$ 750	\$ 750
101-34543-33141	HSL NOT PROFIT CAMPING FEES	\$ 1,500	\$ 1,500
101-34543-33142	HSL NON PROFIT SCREEN SHELTER	\$ 800	\$ 700
101-34543-33143	HSL CONCESSIONS - NONTAXABLE	\$ 7,000	\$ 7,000
101-34543-33162	HSL PARK DONATIONS	\$ -	\$ -
101-34543-33180	HSL MISC REFUND/REIMB	\$ -	\$ -
101-34543-33524	HSL MISCELLANEOUS	\$ -	\$ -
101-34543-33841	HSL REGULAR CAMPING	\$ 14,500	\$ 16,000
101-34543-33842	HSL PEAK SEASON CAMPING	\$ 73,000	\$ 70,000
101-34543-33843	HSL DINING HALL RENTAL	\$ 9,000	\$ 9,000
101-34543-33844	HSL FIRE WOOD SALES	\$ 7,500	\$ 8,000
101-34543-33846	HSL CONCESSIONS	\$ 7,000	\$ 7,000
101-34543-33847	HSL SCREENED SHELTERS	\$ 4,000	\$ 4,000
101-34543-33848	HSL SHOWERS	\$ 2,300	\$ 2,300
TOTAL HSL REVENUE		<u>\$ 127,350</u>	<u>\$ 126,250</u>

City of Lake City  
General Fund  
Swimming Pool

		12/31/2013	12/31/2014
Account		Budget	Budget
101-44524-110	POOL SALARIES-OVERTIME	\$ 500	\$ 500
101-44524-120	POOL SALARIES-TEMPORARY	\$ 47,000	\$ 47,470
101-44524-140	POOL-PERA	\$ -	
101-44524-150	POOL FICA	\$ 4,131	\$ 3,631
101-44524-160	POOL-HEALTH INSURANCE	\$ -	
	TOTAL PERSONNEL	<u>\$ 51,631</u>	<u>\$ 51,601</u>
101-44524-210	POOL OPERATING SUPPLIES	\$ 5,000	\$ 5,000
101-44524-220	POOL MAINT & REPAIR LABOR	\$ 12,000	\$ 12,000
101-44524-230	POOL TOOLS/EQUIP	\$ -	
101-44524-240	POOL BOOKS/PERIODICALS	\$ -	\$ -
101-44524-300	POOL PROFESSIONAL SERVICES	\$ -	
101-44524-310	POOL COMMUNICATION	\$ 500	\$ 600
101-44524-320	POOL TRAVEL, CONF, SCHOOL	\$ 1,000	\$ 1,000
101-44524-340	POOL PRINTING/PUBLISHING	\$ 125	\$ 150
101-44524-360	POOL UTILITIES	\$ -	
101-44524-380	POOL RENTAL	\$ -	
101-44524-390	POOL CONTRACTUAL	\$ 1,750	\$ 1,750
101-44524-400	POOL MISCELLANEOUS	\$ 150	\$ 150
101-44524-410	POOL WORK COMP INSURANCE	\$ -	
101-44524-430	POOL GENERAL LIABILITY INSURAN	\$ -	
	TOTAL SUPPLIES AND SERVICES	<u>\$ 20,525</u>	<u>\$ 20,650</u>
101-44524-500	POOL CAPITAL OUTLAY-LAND	\$ -	
101-44524-530	POOL CAPITAL OUTLAY- MACH/EQUI	\$ -	
	TOTAL CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>
	TOTAL OPERATING BUDGET	<u><u>\$ 72,156</u></u>	<u><u>\$ 72,251</u></u>
101-34524-33961	POOL FAMILY PASSES	\$ 10,000	\$ 11,000
101-34524-33962	POOL SINGLE PASSES	\$ 3,500	\$ 4,000
101-34524-33963	POOL DAILY PASSES	\$ 7,000	\$ 8,000
101-34524-33964	POOL CONCESSIONS	\$ 1,200	\$ 1,200
101-34524-33965	POOL SWIMMING LESSONS	\$ 16,000	\$ 16,000
0	TOTAL POOL REVENUE	<u>\$ 37,700</u>	<u>\$ 40,200</u>

City of Lake City  
General Fund  
Summer Recreation

Account Number	Account	12/31/2013 Budget	12/31/2014 Budget
101-44523-120	SUMMER REC SALARIES-TEMPORARY	\$ 36,500	\$ 47,000
101-44523-150	SUMMER REC FICA	\$ 2,792	\$ 3,525
	TOTAL PERSONNEL	<u>\$ 39,292</u>	<u>\$ 50,525</u>
101-44523-200	SUMMER REC OFFICE SUPPLIES	\$ -	
101-44523-210	SUMMER REC OPERATING SUPPLIES	\$ 2,000	\$ 2,000
101-44523-220	SUMMER REC MAINT & REPAIR PART	\$ -	
101-44523-310	SUMMER REC COMMUNICATION	\$ 100	\$ 100
101-44523-320	SUMMER RE TRAVEL, CONF, SCHOOL	\$ -	
101-44523-340	SUMMER REC PRINTING/PUBLISHING	\$ 1,200	\$ 1,500
101-44523-360	SUMMER REC UTILITIES	\$ -	\$ -
101-44523-370	SUMMER REC MAINT & REPAIR LABO	\$ -	
101-44523-380	SUMMER REC RENTAL	\$ -	
101-44523-390	SUMMER REC CONTRACTUAL	\$ -	
101-44523-400	SUMMER REC MISCELLANEOUS	\$ 50	\$ 50
101-44523-430	SUMMER REC GENERAL LIAB INS	\$ -	
	TOTAL SUPPLIES AND SERVICES	<u>\$ 3,350</u>	<u>\$ 3,650</u>
	TOTAL OPERATING BUDGET	<u><u>\$ 42,642</u></u>	<u><u>\$ 54,175</u></u>
101-34523-33921	RECREATION TRIPS	\$ 500	\$ 600
101-34523-33922	RECREATION SUMMER PROGRAM	\$ 35,000	\$ 40,000
	TOTAL SUMMER REC REVENUE	<u>\$ 35,500</u>	<u>\$ 40,600</u>