

ZUMBROTA PARK BOARD
Monday August 7, 2023, 6 PM
ZUMBROTA CITY HALL

PRESENT: Board Members Fred Raasch, Mike Schulte, Kayla Gifford, Troy Ness, Kevin Amundson, and Mary Goplen (virtual.) Communications Specialist & Account Technician Miranda Raasch, Public Works Director Mike Olson, City Administrator Brian Grudem, Brad Nord, and Rachel Sharp.

NOT PRESENT:

APPROVE AGENDA

MOTION NESS, second GIFFORD to approve the agenda with the addition of 8D. Campground Water Spigot. Carried unanimously.

APPROVE MINUTES

MOTION NESS, second GIFFORD to approve the meeting minutes from Monday July 3rd, 2023. Carried unanimously.

APPROVE ACCOUNTS PAYABLE

MOTION GIFFORD, second NESS to approve the accounts payable in the amount of \$17,424.43. Carried unanimously.

PUBLIC COMMENT

NONE

POOL UPDATE

M. Raasch informed the board that the 3rd session of swimming lessons is almost complete. The closing date for the season will be sometime between August 27th-September 4th.

UNFINISHED BUSINESS

PARK LAND DEDICATION – CHRIST LUTHERAN

Grudem informed the Park Board that the church is against donating 2 acres or more due to the land being a donation to them. The church initially offered ¼ of an acre donation. The board agrees that that spot of land would not be of any benefit to the city and its residents. The ordinance states that in lieu of donating land, the board could choose to accept a donation of \$1,000 per acre of platted land. The churches' platted land totals 25 acres which would be a donation of \$25,000. **MOTION GOPLIN**, second **NESS**, to decline the offer of ¼ acre of land and instead graciously request the donation of \$25,000 in funds. Carried unanimously.

DISK GOLF COURSE

M. Raasch informed the board that the number signs for each hole were expensive for being only temporary. Ness will bring examples to next month's meeting.

NEW BUSINESS

2024 BUDGET

The 2024 Park and Pool budget has been included in your Park Board packet. Per our capital plan revenues have remained stable with costs increasing around 3%. Please note the following:

- Part Time summer help remains in the Park Budget for mowing. This year social security and Medicare have been added.
- A water meter has been installed in the Park at the campground to assess the costs of the campground more adequately. This has added to the overall expenditure of the Park.
- The maintenance budget has been increased substantially.
- Department services have decreased due to taking over the mowing in house. The entire line item was not eliminated with the plan that \$10,000 in Department Services will be used to aid in the removal of ash trees.
- Daily fees were decreased within the Pool Fund. This is more in line with the trends we are seeing.
- Property Casualty and Workers Comp insurance have been split out within the Pool Fund.

- The cost for part-time seasonal pool wages decreased as we have not overspent on that line item in any of the last number of years.

If the Park Board wishes to have additional revenues, adjustments in fees should be considered. These fees would include camping, seasonal campsites, shelter rental and instating some type of ball field rental.

The board stated that they would like to see an increase in their budget rather than just moving the money to different line items.

	Budgeted Actual	2018 BUDGETED 12/31/2018	2019 BUDGETED 12/31/2019	2020 BUDGETED 12/31/2020	2021 BUDGETED 12/31/2021	2022 BUDGETED 12/31/2022	2023 BUDGETED 6/30/2023	2024 Budget
REFUNDS/REIMBURSEMENTS								
212-36240								
TRANSFERS IN			5,000	6,156	7,000	8,600	4,100	
212-39200								11000
PLANNED USE OF FUND BALANCE								
212-39320								
REVENUES		0	0	0	0	0	0	11,207
		459	5,609	6,831	13,707	13,309	4,278	
EXPENDITURES								
CONTINGENCIES								6,615
212-49260-444.10		8,330	3,125	4,479	11,227	13,105	549	
TRANSFERS OUT								
212-49300-720		4,000						
PLANNED INCREASE IN FUND BALANCE								4592
212-49990-850								
EXPENDITURES		0	0	0	0	0	0	11,207
		12,330	3,125	4,479	11,227	13,105	549	
225								
PARK								
REVENUES								
CURRENT TAXES		47,700	47,700	47,700	50,700	54,400	69,400	70,726
225-31010		47,598	47,363	46,808	46,255	52,583	281	
DELINQ TAXES		1,000	1,000	1,000	1,000	1,000	1,000	
225-31020		40	129	0	316	189	22	
MANUFACTURED HOME TAXES		200	200	200	200	200	200	
225-31030		261	157	125	123	162	21	
STATE GRANTS & AIDS								
225-334.00		0						
PARK SHELTER FEES		3,000	3,000	3,000	3,000	5,200	5,200	5,200
225-34780		2,325	1,950	2,175	6,025	3,525	3,000	
CAMPING FEES		13,000	13,500	13,500	13,500	17,413	17,413	17,413
225-34785		13,200	13,980	14,675	20,240	23,475	8,690	
PARKLAND DEDICATION		0	0	0	0			
225-34786								
INTEREST EARNINGS		800	1,000	1,000	1,000	1,000	1,000	745
225-36210		1,191	1,639	2,012	1,260	633	169	
CONTRIBUTIONS/DONATIONS		100	100	100	100	100	100	100
225-36230		370	0	0	8,433	1,000		
REFUNDS/REIMB		200	200	200	200	200	200	200
225-36240		59,979	147	1,668	1,461	1,000	7,982	
TRANSFERS IN		0	0	0				
225-39200								
PLANNED USE OF FUND BALANCE		0	0	0				
225-39320								
REVENUES		66,000	66,700	66,700	69,700	79,513	94,513	94,384
		124,964	65,365	67,463	84,113	82,567	20,165	
EXPENDITURES								
PARK AREAS								
PART TIME SUMMER HELP							15,000	15,000
225-45202-103								
CITY SHARE SOCIAL SECURITY								1,364
225-45202-412-20								
CITY SHARE MEDICARE								319
225-45202-412-50								
OPERATING SUPPLIES/EXPENSES		1,000	1,500	1,500	1,500	1,500	1,500	1,545
225-45202-210		2,646	4,173	2,131	2,941	10,696	2,167	
MOTOR FUEL		500	500	500	500	500	500	515
225-45202-212		1,078		500	242			
MAINT & REPAIRS		2,000	2,000	2,000	2,000	4,000	4,000	10,000
225-45202-221		2,423	305	0	3,487	6,677	1,099	
ENGINEERING		200	200	200	200	200	200	206
225-45202-303		475			1264	5,125		
TRAINING AND TRAVEL								
225-45202-331						69		
PUBLISHING		100	100	100	100	100	100	103
225-45202-351		165	230		68	500		

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	Budgeted Actual	2018 BUDGETED 12/31/2018	2019 BUDGETED 12/31/2019	2020 BUDGETED 12/31/2020	2021 BUDGETED 12/31/2021	2022 BUDGETED 12/31/2022	2023 BUDGETED 6/30/2023	2024 Budget
NATURAL GAS UTILITIES		100	300	300	300	500	500	515
225-45202-383		293	338	606	484	-103	2317	
MAINT/IMPROVEMENTS		12,000	12,000	12,000	12,000	16,013	16,013	16,493
225-45202-406		4,464	375	8,388	47,114	73,637	32,404	
DUES, SUBSCRIPTIONS, LICENSES		300	300	300	300	300	300	309
225-45202-433		720	165	165	165	165	165	
DEPARTMENT SERVICES		18,000	19,000	19,000	19,000	19,000	23,135	10,000
225-45202-442		17,860	19,365	24,211	22,713	21,174	2,396	
OTHER EQUIPMENT		2,000	2,000	2,000	2,000	2,000	2,000	2,060
225-45202-580		18,043	5157		3,298	5,567	0	
SALES TAX REMITTANCE		800	800	800	800	900	900	927
225-45202-820		931	858	1,050	1,735	1,298		
PARK AREAS		37,000	38,700	38,700	38,700	45,013	64,148	59,356
		49,098	30,966	37,051	83,511	124,805	40,548	
PARK LIGHTING								
ELECTRIC UTILITIES		6,000	6,500	6,500	6,500	6,500	7,000	7,210
225-45206-381		6,465	6,897	3,303	8,800	7,299	33	
PARK WATER								1,200
225-45206-482-00								
LIABILITY/AUTO/PROPERTY INS		10,000	6,500	6,500	6,500	10,000	5,000	5,150
225-49241-361		6,050	6,477	7,027	9,637	3,712	5,393	
CONTINGENCIES			2,000	2,000	2,000	2,000	2,000	2,060
225-49260-441				1,313				
OTHER FINANCING USES								
TRANSFERS OUT		13,000	13,000	13,000	16,000	16,000	16,365	17,002
225-49300-720		43,000	13,000	13,000	23,793	16,000		
REFUNDS & REIMBURSEMENTS								
225-49300-810		29,710	250	2390	475	400	125	
PLANNED INCREASE IN FUND BALANCE								2,406
225-49990-485-00								
EXPENDITURES		66,000	66,700	66,700	69,700	79,513	94,513	94,384
		61,613	44,340	64,084	126,216	152,216	46,099	0
226								
PARK-RESTRICTED								
INTEREST EARNINGS		250	250	250	250	250	250	250
226-36210		566	976	964	774	1,278	574	
REFUNDS REIMBURSEMENTS								
226-36240		4,274						
TRANSFERS IN		10,000	10,000	10,000	10,000	10,000	10,000	10,000
226-39200		40,000	10,000	10,000	89,264	10,000		
PLANNED USE OF FUND BALANCE								
226-39320								
REVENUES		10,250	10,250	10,250	10,250	10,250	10,250	10,250
		44,840	10,976	10,964	90,038	11,278	574	
EXPENDITURES								
PLANNED USE OF FUND BALANCE		10,250	10,250	10,250	10,250	10,250	10,250	10,250
226-45202-221								
REFUNDS/REIMBURSEMENTS								
226-49300-810		456						
EXPENDITURES		10,250	10,250	10,250	10,250	10,250	10,250	10,250
		456	0	0	0	0	0	
615								
SWIMMING POOL								
REVENUES								
CURRENT TAXES		67,410	69,586	70,989	70,989	76,321	91,488	91,488
615-31010		67,242	69,104	68,469	68,838	73,718	393	
DELINQ TAXES		1,500	1,000	1,000	1,000	1,000	1,000	1,000
615-31020		74	182		462	369	31	
MANUFACTURED HOME TAXES		0	0	0	0			
615-31030		369	223	201	183	183	30	
INTEREST EARNINGS		1,000	1,000	1,000	1,000	1,000	1,000	1,060
615-36210		1,618	2,471	2,466	1,772	1,201	483	
CONTRIBUTIONS/DONATIONS		0	0	0	0			
615-36230		247	258		1,992		2,450	

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	Budgeted	2018	2019	2020	2021	2022	2023	2024
	Actual	BUDGETED	BUDGETED	BUDGETED	BUDGETED	BUDGETED	BUDGETED	Budget
		12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	6/30/2023	
REFUNDS/REIMB		1,200	1,200	1,200	1,200	1,200	1,200	1,200
615-36240		99	105		549	1,639	8,173	
SWIMMING MEMBERSHIPS		13,000	12,000	12,000	12,000	12,000	12,000	12,000
615-38071		12,565	10,621		8,110	4,458	6,784	
VENDING SALES		1,800	1,800	1,800	1,800	1,800	1,800	1,800
615-38072		1,318	1,311	12	590	936	209	
LESSONS		17,000	17,000	17,000	17,000	17,000	17,000	17,000
615-38073		22,155	21,121		13,424	16,156	10,535	
POOL PARTIES								
615-38074						1,045	570	
DAILY FEES		9,000	9,000	9,000	9,000	9,000	9,000	7,152
615-38076		9,275	8,243		5,519	4,648	2,111	
TRANSFERS IN		0	0	0	0			
615-39200								
PLANNED USE OF FUND BALANCE		0	0	0	0			
615-39320								
REVENUES		111,910	112,586	113,989	113,989	119,321	134,488	131,700
		114,962	113,639	71,148	101,439	104,353	31,769	
EXPENDITURES								
LIABILITY/AUTO/PROPERTY INS		5,000	5,000	5,000	5,000	10,000	10,000	4,580
615-49241-361		4,547	5,409	7,421	9,174	7,938	8,736	
WORKERS COMP INSURANCE								5,720
615-49241-436-20								
CONTINGENCIES		0	0	0	0		5,000	5,150
615-49260-441								
TRANSFERS OUT		0	0	0	0	0	0	
615-49300-720					85			
REFUNDS & REIMBURSEMENTS		0	0	0	0	0	0	
615-49300-810		1,180	535	655	4,530	2,360		
ADMIN & GENERAL								
PARTIME EMPLOYEES/LIB FULLT		7,454	7,640	8,000	8,000	8,240	8,570	8,999
615-49860-103		7,668	7,640		8,000	8,240	3,440	
SEASONAL EMPLOYEE		59,000	59,000	60,000	60,000	60,000	70,000	66,181
615-49860-104		41,973	40,532	293	38,474	36,530	12,531	
PRIVATE LESSON PAY								
615-49860-108						975		
CITY SHARE PERA								
615-49860-121								
CITY SHARE SOCIAL SECURITY		4,100	4,131	4,147	4,147	4,231	4,315	4,531
615-49860-122		2,971	2,981	18	2,881	2,836	990	
CITY SHARE MEDICARE		1,056	1,115	1,142	1,142	1,150	1,203	1,263
615-49860-125		708	705	4	674	663	232	
OPERATING SUPPLIES/EXPENSES		3,000	3,000	3,000	3,000	3,000	3,000	3,090
615-49860-210		2,323	5,315	1,846	303	1,060	1,268	
SOFTDRINKS		1,100	1,000	1,000	1,000	1,000	500	515
615-49860-254		1,208	1,168		552	725	530	
TELEPHONE SERVICE		200	200	200	200	200	200	206
615-49860-321		181	191		158	230		
TRAINING/TRAVEL		300	1,000	1000	1000	1000	1000	1,030
615-49860-331					65			
PUBLISHING		500	500	500	500	500	500	515
615-49860-351		119	169		529			
ELECTRIC UTILITIES		3,800	3,800	3,800	3,800	3,800	4,000	4,120
615-49860-381		8,159	9,407	-1,477	13,472	1,617	4,059	
WAT/SEW UTILITIES		2,200	2,200	2,200	2,200	2,200	2,200	2,266
615-49860-382		1,906	1,068	54	1,008	1,661		
NATURAL GAS UTILITIES		3,000	3,000	3,000	3,000	3,000	3,000	3,090
615-49860-383		1,994	3,044	550	2,155	4,834	2,340	
DUES, SUBSCRIPTIONS, LICENSE		1,500	1,500	1,500	1,500	1,500	1,500	1,545
615-49860-433		100	1,690	820	1,273	820	720	
SALES TAX REMITTANCE		2,000	1,800	1,800	1,800	1,800	1,800	1,200
615-49860-820		1419	918		992	661		
ADMIN & GENERAL		89,210	89,886	91,289	91,289	91,621	101,788	98,550
		70,729	74,828	2,108	70,536	60,852	26,110	

	Budgeted Actual	2018 BUDGETED 12/31/2018	2019 BUDGETED 12/31/2019	2020 BUDGETED 12/31/2020	2021 BUDGETED 12/31/2021	2022 BUDGETED 12/31/2022	2023 BUDGETED 6/30/2023	2024 Budget
REPAIRS & MAINTENANCE								
CHEMICALS		5,000	5,000	5,000	5,000	5,000	5,000	5,150
615-49861-216		8,668	4,303	2,954	6,678	3,211	2,343	
MAINT & REPAIRS		10,000	10,000	10,000	10,000	10,000	10,000	20,000
615-49861-221		6,932	1,042	870	115,233	784	999	
SMALL TOOLS/MINOR EQUIPMENT		400	400	400	400	400	400	412
615-49861-240		933		168	52	930	11	
POOL OPENING/CLOSING		300	300	300	300	300	300	309
615-49861-320		200						
OTHER EQUIPMENT		2,000	2,000	2,000	2,000	2,000	2,000	2,060
615-49861-580								
REPAIRS & MAINTENANCE		17,700	17,700	17,700	17,700	17,700	17,700	17,700
		16,733	5,345	3,992	121,963	4,925	3,353	
EXPENDITURES		111,910	112,586	113,989	113,989	119,321	134,488	131,700
		93,189	86,117	14,176	206,288	76,075	38,199	
616								
SWIMMING POOL -RESTRICTED								
REVENUES								
INTEREST EARNINGS			0	0		0	0	0
616-36210		1	13	10	7	10	9	
CONTRIBUTIONS/DONATIONS		0	0	0		0	0	0
616-36230		1,505				1,300		
REFUNDS/REIMB		0	0	0		0	0	0
616-36240								
TRANSFERS IN		0	0	0		0	0	0
616-39200								
PLANNED USE OF FUND BALANCE		0	0	0		0	0	0
616-39320								
REVENUES		0	0	0		0	0	0
		1,506	13	10	7	1,310	9	
EXPENDITURES		0	0	0	0	0	0	
228								
AMERICAN RESCUE PLAN ACT								
GRANTS								
228-00000-334.07					191,299	191,299		
INTEREST EARNINGS								
228-00000-362.10					224	1,359	892	
PLANNED USE OF FUND BALANCE								
228-39320								
REVENUES					0	0	0	0
					191,523	192,658	892	
EXPENDITURES								
MAINTENANCE/IMPROVMENTS								
228-43112-440.60						18,674		
PLANNED USE OF FUND BALANCE								
228-45202-221								
REFUNDS/REIMBURSEMENTS								
228-49300-810								
LOSS OF REVENUE NEU								
228-49300-481-11						81,798	89194	
EXPENDITURES		0	0	0	0	0	0	0
		0	0	0	0	100,472	89,194	

COVERED BRIDGE FESTIVAL – ELECTRICAL OUTLET REQUEST

Due to the increased number of food vendors that will be attending the festival this year, the festival committee is requesting the installation of five 50-amp outlets in the Covered Bridge Park. The cost of each would be \$500. **MOTION SCHULTE**, second **GOPLIN**, to cover the cost of five 50-amp outlets in the Covered Bridge Park. Carried unanimously.

COMMUNITY GARDEN

Rachel Sharp was present to inform the Park Board that she is interested in continuing the garden for this year but would possibly like to collaborate with the Park Department with the City next year. The school also holds classes there. Next year they would like to plant perennial plants in raised beds. Due to the multiple complaints that the city has received regarding the upkeep of the garden, the Board would like the garden to be cleaned within 10 days or face receiving a City Citation.

CAMPGROUND WATER SPIGOT

The Public Works Department is requesting a water spigot on the far west side of the campground. **MOTION** NESS, second SCHULTE, to improve the expansion of the water services to the far west side of the campground and not to exceed the amount of \$600. Carried unanimously.

RESCHEDULE SEPTEMBER MEETING

The September 2023 meeting needs to be rescheduled as it is currently scheduled for Labor Day. **MOTION** GIFFORD, second NESS to move the September meeting to Tuesday September 5th, 2023. Carried unanimously.

REPORTS

NONE

ADJOURNMENT

The next meeting will be held on Tuesday September 5th, 2023.

MOTION SCHULTE, second NESS to adjourn meeting at 7:40 PM. Carried unanimously.