

Board of Park Commissioners  
Agenda  
Wednesday, January 16, 2019 6:00 p.m.  
First Floor Meeting Room  
City Hall

1. Call To Order

2. Acceptance Of Meeting Minutes

A. Board Of Park Commissioners Meeting Minutes 12-19-2018

Documents:

[PARKS MEETING MINUTES 12-19-2018 DRAFT.PDF](#)

3. Public Participation

4. Superintendent's Verbal Report

5. Financials

A. Financials

Documents:

[FINANCIALS.PDF](#)

B. Trust Withdrawals December 2018

Documents:

[DECEMBER 2018 TRUST WITHDRAWALS.PDF](#)

6. Old Business

A. Review Of The Farmington River Watershed Association Rain Garden At Page Park And Take Any Action As Necessary.

B. Review Of Rockwell Park Site Walk For The Proposed Mountain Bike Trail And Take Any Action As Necessary.

7. New Business

A. Muzzy Field Parking Lot Design Review And Take Any Action As Necessary.

B. Peck Park Parking Lot Design Review And Take Any Action As Necessary.

C. Review Fee Structure For Fields And Take Any Action As Necessary.

8. Other Business

A. 2019-2020 Budget Review And Take Any Action As Necessary

9. Adjourn

Board of Park Commissioners  
Wednesday, December 19, 2018  
First Floor Meeting Room, 6:00 p.m.

Present: Commissioner Robert Kalat  
Commissioner Cynthia Donovan  
Commissioner Robert Fiorito  
Commissioner Maryellen Holden  
Superintendent Brian Wilson  
Mayor Ellen Zoppo-Sassu, Chairperson  
Council Liaison Joshua Medeiros  
Commissioner Paula O'Keefe

Absent: Commissioner Sandra Bogdanski  
Commissioner Robert Fiorito

**1) Call to order**

Chairperson Zoppo-Sassu called the meeting at 6:06 p.m.

**2) Acceptance of minutes from November 14, 2018:**

MOTION: Made by Commissioner Holden to approve the November 14, 2018 minutes.  
Seconded by: Commissioner Kalat.  
All in favor; Motion carried.

**3) Public Participation:**

A. David Mills approached the Commissioners regarding a mountain bike path at Rockwell Park.

Brian Archambault approached the Commission explaining what mountain biking is all about and provided a handout to all members. Mr. Archambault provided a video displaying the paths and how it can allow all riders to enjoy the sport at any experience level. Scott Rule approached the Commissioners regarding the area and what will need to be done. Maintenance of the trails will need to be a topic of discussion and liability. Trail maintenance can be set up on a quarterly basis by volunteers. There is an area within Rockwell Park that is considered historic.

Tyler Johnson proposes an after school program or a summer program and would either like to work with the Park Department and/or be the sponsor. There are grants available in order to purchase the bikes.

MOTION: Made by Commissioner Donovan to refer to Building and Maintenance Committee.  
Seconded by: Commissioner Holden.  
All in favor; Motion carried.

MOTION: Made by Commissioner Donovan to refer to Budget and Finance Committee.  
Seconded by: Commissioner Holden  
All in favor; Motion carried.

Brian Wilson stated that the design perspective is an important component and would like to see the engineering department get involved for their review and approval. Wants to take a look at the drainage issues if any. Budget component, upfront maintenance and long term maintenance.

**4) Superintendent's Report:**

A. Superintendent's verbal report.

Mr. Wilson provided his verbal report.

MOTION: Made by Commissioner Kalat to approve Mr. Wilson's verbal report and place on file.  
Seconded by: Commissioner Donovan.  
All in favor; Motion carried.

B. November 2018 financials

MOTION: Made by Commissioner Donovan to accept the November financials and place on file.  
Seconded by: Commissioner O'Keefe.  
All in favor. Motion passed.

Mr. Wilson provided the vandalism Report

**5) Old Business:**

A. TLB Architect will present options for Page Park Pool.

Michael Fortuna of TLB Architect approached the Commissioners for Page Park Pool. Mr. Fortuna provided a timeline for the project from design phase to the completion. He would like this topic to be placed on the monthly agendas to report progress. The goal is to start the construction after Labor Day of 2019.

Discussion transpired with regards to the Myrtha pools along with the benefits, cost factors and long term maintenance. Also included was the manufacturing process of the pool.

The pool will be 5' deep and have no diving board. Waterslide is an option for programming. Spray heads will be in the shallow area. Discussion transpired about offering night swim or not; which will impact staff and lighting costs will be incurred. If the infrastructure for the slide is installed now, the slide can be added in the future. Pool amenities and depth of pool are two issues of concern. Not motion made.

B. By Commissioners:

None

**6) New Business:**

A. None

**7. Other Business:** None

Superintendent position has been posted.  
Summer concert schedule is coming along.  
Mr. Wilson will attend the Youth Cabinet meeting and will have the youths design a park.  
Strategic 10 year Capital Improvement Project has been established.

**8. Adjourn:**

MOTION: Made by Commissioner Holden to adjourn at 7:56 p.m.  
Seconded by Commissioner Donovan.  
All in favor. Motion carried.

Respectfully submitted,

Lisa Wilson, Recording Secretary  
Board of Park Commissioners

DRAFT

FOR 2019 07

ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017000 PARKS & RECREATION								
<u>0017000</u>	<u>450103</u>	<u>POOL CHARGES</u>	-203,500	-203,500	-118,042.50	.00	.00	58.0%*
<u>0017000</u>	<u>450105</u>	<u>SUMMER RECREATION P</u>	-97,000	-97,000	-60,017.50	.00	.00	61.9%*
<u>0017000</u>	<u>450106</u>	<u>FALL RECREATION PRO</u>	0	0	-7,178.50	.00	.00	100.0%
<u>0017000</u>	<u>450107</u>	<u>FALL/WINTER REC CHA</u>	-29,000	-29,000	-3,205.00	.00	.00	11.1%*
<u>0017000</u>	<u>450311</u>	<u>MUZZY FIELD RENTALS</u>	-14,500	-14,500	-8,778.00	.00	.00	60.5%*
<u>0017000</u>	<u>450321</u>	<u>RENTALS</u>	-3,500	-3,500	-2,110.00	.00	.00	60.3%*
<u>0017000</u>	<u>450322</u>	<u>CONCESSION &amp; MISC</u>	-13,400	-13,400	-6,850.00	.00	.00	51.1%*
<u>0017000</u>	<u>450400</u>	<u>MISC CHARGES FOR SE</u>	-300	-300	-151.73	.00	.00	50.6%*
<u>0017000</u>	<u>470021</u>	<u>CONTRIBUTIONS - PAR</u>	0	0	-1,000.00	.00	.00	100.0%
<u>0017000</u>	<u>480003</u>	<u>PARK TRUST FUNDS</u>	-400,000	-400,000	-287,427.13	.00	.00	71.9%*
<u>0017000</u>	<u>480004</u>	<u>PARK TRUST GOODSSELL</u>	-23,330	-23,330	-11,835.00	.00	.00	50.7%*
<u>0017000</u>	<u>514000</u>	<u>REGULAR WAGES &amp; SAL</u>	1,236,135	1,253,540	570,471.53	18,986.22	.00	45.5%
<u>0017000</u>	<u>515100</u>	<u>OVERTIME WAGES &amp; SA</u>	104,365	104,365	72,883.84	142.49	.00	69.8%
<u>0017000</u>	<u>515200</u>	<u>PARTTIME WAGES &amp; SA</u>	581,000	581,000	380,513.44	5,713.05	.00	65.5%
<u>0017000</u>	<u>517000</u>	<u>OTHER WAGES</u>	5,610	5,610	2,220.41	.00	.00	39.6%
<u>0017000</u>	<u>518000</u>	<u>WORKERS' COMP SALAR</u>	0	0	621.23	621.23	.00	100.0%*
<u>0017000</u>	<u>531000</u>	<u>PROFESSIONAL FEES &amp;</u>	31,000	31,000	15,694.75	.00	5,094.00	50.7%
<u>0017000</u>	<u>531010</u>	<u>GEESE MANAGEMENT</u>	10,000	10,000	2,700.00	.00	7,300.00	27.0%
<u>0017000</u>	<u>541000</u>	<u>PUBLIC UTILITIES</u>	122,000	122,000	69,305.42	4,050.44	49,942.73	57.3%
<u>0017000</u>	<u>541100</u>	<u>WATER &amp; SEWER CHARG</u>	58,000	58,000	53,498.53	.00	4,194.71	91.4%
<u>0017000</u>	<u>542140</u>	<u>REFUSE</u>	7,000	7,000	3,737.92	.00	3,853.68	54.8%
<u>0017000</u>	<u>543000</u>	<u>REPAIRS &amp; MAINTENAN</u>	90,000	90,000	33,509.58	.00	23,187.79	26.0%
<u>0017000</u>	<u>543100</u>	<u>MOTOR VEHICLE SERVI</u>	15,000	15,000	11,470.20	.00	436.41	76.5%
<u>0017000</u>	<u>552100</u>	<u>INSURANCE</u>	45,000	45,000	42,752.60	.00	.00	95.0%
<u>0017000</u>	<u>553000</u>	<u>TELEPHONE</u>	5,200	5,200	1,812.29	.00	3,325.56	34.8%
<u>0017000</u>	<u>553100</u>	<u>POSTAGE</u>	500	500	240.11	.00	.00	48.0%
<u>0017000</u>	<u>554000</u>	<u>TRAVEL REIMBURSEMEN</u>	285	285	.00	.00	.00	.0%
<u>0017000</u>	<u>555000</u>	<u>PRINTING &amp; BINDING</u>	100	100	.00	.00	.00	.0%
<u>0017000</u>	<u>557700</u>	<u>ADVERTISING</u>	5,000	5,000	18.59	.00	.00	.4%
<u>0017000</u>	<u>561400</u>	<u>MAINT SUPPLIES &amp; MA</u>	117,000	117,000	43,081.63	.00	55,637.21	37.3%
<u>0017000</u>	<u>561800</u>	<u>PROGRAM SUPPLIES</u>	42,000	42,000	19,817.52	.00	22,182.48	47.2%
<u>0017000</u>	<u>562100</u>	<u>HEATING OIL</u>	14,000	14,000	4,884.45	.00	9,115.55	34.9%
<u>0017000</u>	<u>562200</u>	<u>NATURAL GAS</u>	25,000	25,000	9,316.06	.00	15,683.94	37.3%
<u>0017000</u>	<u>562600</u>	<u>MOTOR FUELS</u>	22,000	22,000	11,386.52	.00	.00	51.8%
<u>0017000</u>	<u>563000</u>	<u>MOTOR VEHICLE PARTS</u>	20,000	20,000	13,037.93	.00	5,692.16	65.2%
<u>0017000</u>	<u>563100</u>	<u>TIRES</u>	3,000	3,000	1,751.36	.00	848.64	58.4%
<u>0017000</u>	<u>569000</u>	<u>OFFICE SUPPLIES</u>	950	950	42.32	.00	496.33	44.6%
<u>0017000</u>	<u>570905</u>	<u>PARK SMALL EQUIPMEN</u>	10,000	10,000	8,920.92	.00	956.08	89.6%
<u>0017000</u>	<u>581120</u>	<u>CONFERENCES &amp; MEMBE</u>	5,000	5,000	3,071.94	.00	626.00	61.2%
<u>0017000</u>	<u>581200</u>	<u>VANDALISM</u>	5,500	5,500	564.98	.00	622.72	10.3%

FOR 2019 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>0017000 589100 VARIOUS EQUIPMENT &amp;</u>	0	126,776	17,882.84	.00	5,225.00	103,668.16	18.2%
TOTAL PARKS & RECREATION	1,796,115	1,940,296	888,613.55	29,513.43	214,420.99	837,261.46	56.8%
TOTAL REVENUES	-784,530	-784,530	-506,595.36	.00	.00	-277,934.64	
TOTAL EXPENSES	2,580,645	2,724,826	1,395,208.91	29,513.43	214,420.99	1,115,196.10	
PRIOR FUND BALANCE				29,203,119.59			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				-14,559,063.74			
REVISED FUND BALANCE				14,644,055.85			

FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,796,115	1,940,296	888,613.55	29,513.43	214,420.99	837,261.46	56.8%

\*\* END OF REPORT - Generated by Lisa Wilson \*\*

REPORT OPTIONS

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Sequence	Field #	Total	Page Break	
Sequence 1	1	N	Y	Year/Period: 2019/ 7
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:  
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F  
Print MTD Version: Y  
Print Revenues-Version headings: N  
Format type: 1  
Print revenue budgets as zero: N  
Include Fund Balance: Y  
Include requisition amount: N  
Multiyear view: D

Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2019/ 1  
To Yr/Per: 2019/ 7  
Include budget entries: Y  
Incl encumb/liq entries: Y  
Sort by JE # or PO #: J  
Detail format option: 1

Find Criteria

Field Name	Field Value
Org	0017000
Object	
Project	
Rollup code	
Account type	
Account status	



## **TRUST WITHDRAWALS**

*December 2018*

- 1) To authorize the withdrawal of **\$ 6,986.16** from the Rockwell Page Park Trust Fund #2, (A/C#8535483), Bank of America 'Trustee'.
- 2) To authorize the withdrawal of **\$ 7,384.26** from the Rockwell Park Trust Fund #1, (A/C#8536514), Bank of America 'Trustee'.
- 3) To authorize the withdrawal of **\$ 4,242.23** from the Memorial Boulevard Trust Fund, (A/C#8536513), Bank of America 'Trustee'.
- 4) To authorize the withdrawal of **\$ 14,948.05** Rockwell Playground Trust Fund, (A/C#8536519), Bank of America 'Trustee'.
- 5) To request the Comptroller to apply to the Bank of America for withdrawal of **\$ 34,331.90** from the DeWitt Page Park Endowment Fund, (A/C#8551699).
- 6) To request the Comptroller to apply to the Bank of America as 'Trustee' to withdraw from Trust Fund "A" UWO May Rockwell Page the amount of **\$ 31,279.46** (A/C#8547303).
- 7) To authorize the withdrawal of the sum of **\$ 3,145.50** from the Peck Park Trust Fund, (A/C#85550), Bank of America 'Trustee'.

**TOTAL WITHDRAWALS      \$ 102,317.57**