



City of Lowell
Parks and Recreation Commission
Tuesday, October 17, 2023, 6:00 p.m.
Lowell City Hall

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING
 - a. March 21, 2023 – Note: Unable to locate March 21 meeting minutes.
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. NEW BUSINESS
 - a. Fiscal Year 23-24 Park and Recreation Budget – Discussion item
7. OLD BUSINESS
 - a. Creekside Kingdom Update
8. PARK UPDATE
 - a. Recreation Park
 - b. Stoney Lakeside Park / Dog Park / Skateboard Park
 - c. Creekside Park
 - d. Richard Park
 - e. Scout Park
 - f. Riverwalk Park / Showboat
 - g. Miscellaneous Park Properties (Upper Bridge / McMahan / Moose / Rogers)
 - h. Lowell Area Recreation Authority Trails
9. COMMISSIONER COMMENTS
10. ADJOURNMENT

THE NEXT SCHEDULED MEETING IS NOVEMBER 21, 2023 AT CITY HALL.

Parks and Recreation Financial Report:

The attached budget summary describes budget expenditures to date. At this time, we would anticipate approximately 25-30 percent of routine budget expenditures to be used. Budget expenditures to date are typical and reflect where we should be in the budget expenditure process.

Lee Fund:

The Lee Fund is derived from a bequest in the will of Dr. Solomon S. Lee to provide funds for park improvements. Interest earnings are utilized for the described purpose.

For fiscal year 23-24, the Lee Fund investment balance is \$221,830.96. Interest earnings in the amount of \$4,000 are available for park improvements. There are no expenditures to date from the available interest balance.

User: RICH

PERIOD ENDING 10/31/2023

DB: Lowell

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YEAR-TO-DATE THRU 10/31/23 | AVAILABLE BALANCE | % BDGT USED |
|--|--------------------------------------|---------------------------|-------------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | |
| Revenues | | | | | |
| 101-751-593.000 | KENT COUNTY YOUTH FAIR CONTRIBUTIONS | 1,500.00 | 750.00 | 750.00 | 50.00 |
| 101-751-652.000 | CREEKSIDE PARK REVENUE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-653.000 | PARK USER FEES | 3,500.00 | 0.00 | 3,500.00 | 0.00 |
| 101-751-690.000-PK1301 | PARKS GRANTS | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 5,000.00 | 750.00 | 4,250.00 | 15.00 |
| Expenditures | | | | | |
| 101-751-702.000 | SALARIES-PERMANENT | 36,554.92 | 8,458.64 | 28,096.28 | 23.14 |
| 101-751-707.000 | SALARIES-TEMPORARY | 13,000.00 | 6,352.25 | 6,647.75 | 48.86 |
| 101-751-708.000 | STANDBY | 650.00 | 0.00 | 650.00 | 0.00 |
| 101-751-709.000 | SALARIES-OVERTIME | 700.00 | 194.00 | 506.00 | 27.71 |
| 101-751-715.000 | SOCIAL SECURITY | 3,993.68 | 1,148.97 | 2,844.71 | 28.77 |
| 101-751-716.000 | HEALTH INSURANCE | 12,461.64 | 1,560.17 | 10,901.47 | 12.52 |
| 101-751-717.000 | LIFE INSURANCE | 86.97 | 22.40 | 64.57 | 25.76 |
| 101-751-717.001 | OPEB CONTRIBUTION | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-718.000 | PENSION | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-718.001 | MERS DC PLAN | 2,399.69 | 469.70 | 1,929.99 | 19.57 |
| 101-751-719.000 | ACCRUED VACATION/SICK LEAVE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-721.000 | LONGEVITY | 250.00 | 0.00 | 250.00 | 0.00 |
| 101-751-722.000 | WORKERS COMPENSATION | 2,250.00 | 429.03 | 1,820.97 | 19.07 |
| 101-751-723.000 | DENTAL INSURANCE | 274.32 | 84.91 | 189.41 | 30.95 |
| 101-751-723.001 | OPEB CONTRIBUTION | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-724.000 | EYECARE | 62.92 | 18.33 | 44.59 | 29.13 |
| 101-751-725.000 | DISABILITY INSURANCE | 199.22 | 43.09 | 156.13 | 21.63 |
| 101-751-726.000 | ACCRUED WAGES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-727.000 | OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-740.000 | OPERATING SUPPLIES | 7,500.00 | 4,358.60 | 3,141.40 | 58.11 |
| 101-751-744.000 | UNIFORMS | 750.00 | 0.00 | 750.00 | 0.00 |
| 101-751-802.000 | CONTRACTUAL | 47,500.00 | 23,606.76 | 23,893.24 | 49.70 |
| 101-751-850.000 | COMMUNICATIONS | 500.00 | 76.48 | 423.52 | 15.30 |
| 101-751-864.000 | CONFERENCES & CONVENTIONS | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 101-751-910.000 | INSURANCE | 6,114.08 | 0.00 | 6,114.08 | 0.00 |
| 101-751-920.000 | PUBLIC UTILITIES | 9,500.00 | 3,290.78 | 6,209.22 | 34.64 |
| 101-751-930.000 | REPAIR & MAINTENANCE | 17,500.00 | 3,932.28 | 13,567.72 | 22.47 |
| 101-751-931.000 | VANDALISM | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-940.000 | RENTALS | 21,000.00 | 5,165.99 | 15,834.01 | 24.60 |
| 101-751-941.000 | DATA PROCESSING | 500.00 | 0.00 | 500.00 | 0.00 |
| 101-751-955.000 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-971.000 | LAND | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-974.000 | LAND IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-975.000 | BUILDING IMPROVEMENTS | 27,500.00 | 0.00 | 27,500.00 | 0.00 |
| 101-751-990.000 | GRANT EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 212,247.44 | 59,212.38 | 153,035.06 | 27.90 |
| Fund 260 - DESIGNATED CONTRIBUTIONS | | | | | |
| Revenues | | | | | |
| 260-751-569.000-PK1701 | SHOWBOAT GRANT | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-569.000-PK2001 | STATE GRANT | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-598.000-PK1902 | LCTV SHOWBOAT REPLACEMENT PROJECT | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-598.000-PK2002 | LCTV SHOWBOAT RESTROOM PROJECT | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-645.000 | SKATEBOARD DONATIONS | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| 260-751-671.000 | PLAYGROUND DONATIONS | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-672.000-PK2004 | BENCH FOR CHERYL STAAL 3749.21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-673.000 | SALE OF FIXED ASSETS | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-675.000-PK1701 | SHOWBOAT DONATION | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-677.000 | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-690.000 | GRAND RAPIDS FOUNDATION GRANTS | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-691.000 | LOCAL GRANTS | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-699.598 | TRANSFER FROM CABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Expenditures | | | | | |
| 260-751-740.000 | OPERATING SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-743.000 | AMMUNITION | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-801.000-PK1701 | PROFESSIONAL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-920.000-PK1701 | PUBLIC UTILITIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-955.000 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-970.000 | CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-974.000 | LAND IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-751-975.000 | BUILDING IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 |

ACCOUNT BALANCE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 10/31/2023

| GL NUMBER | DESCRIPTION | 2023-24 AMENDED BUDGET | YEAR-TO-DATE THRU 10/31/23 | AVAILABLE BALANCE | % BDGT USED |
|-------------------------------------|-----------------------------------|---------------------------|-------------------------------|----------------------|----------------|
| Fund 260 - DESIGNATED CONTRIBUTIONS | | | | | |
| Expenditures | | | | | |
| TOTAL EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund 407 - LOWELL TRAIL PHASE 1 | | | | | |
| Revenues | | | | | |
| 407-751-678.000 | REIMBURSEMENT FROM LARA FOR TRAIL | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total - All Funds: | | (197,247.44) | 0.00 | (138,785.06) | (541.94) |

MASTER PROJECT LIST

| Department Activity | Working Title / Item | Est. Budget Amount | Proposed Budget Year | Proposed Funding Source | Purpose of Project / Project Notes | Latest Action / Next Steps |
|---------------------|--|--------------------|----------------------|-------------------------|--|---|
| | | | | | | |
| Parks | Creekside Restroom Floor Repair | \$5,000 | 23-24 | | | |
| Parks | Burch Field Bleacher Replacement | \$15,000 | 23-24 | | | |
| Parks | Burch Field Lighting Repairs | \$12,500 | 23-24 | | | |
| Parks | Showboat River Boom | \$2,500 | 23-24 | | Place boom upstream of boat | |
| Parks | Creekside Kingdom Planning | --\$400,000-- | 23-24 | | Private fundraising effort with Rotary and City grant applications | |
| Parks | Passport Grant Application for Creekside Kingdom | \$0 | 23-24 | | City to submit application | |
| Recreation | Demolish Fair Buildings | | 24-25 | | | |
| Recreation | Trail Extension - Phase 2 - Fairgrounds to Montcalm Avenue | | 24-25 | | | Slow negotiations between the RR and MDOT for easements. (10-10-23) |