

**LOWELL PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
TUESDAY, APRIL 12, 2022 AT 6:00 P.M.  
CITY HALL**

**1. CALL TO ORDER; ROLL CALL**

The meeting was called to order at 6:00 p.m. and roll was called.

Members Present: Chairperson Paula Mierendorf, Casey Butler, Theresa Mundt, Susan Pomper,  
Councilperson Leah Groves

Members Absent:

Others Present: Tanya DeOliveira from Williams & Works, Dan Czarnecki

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY MUNDT and seconded by BUTLER to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

IT WAS MOVED BY BUTLER and seconded by MUNDT to approve the minutes from the March 15, 2022, regular meeting, as amended.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

**4. REVIEW FINANCIAL REPORTS**

The financial information was reviewed by the board

**5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

No comments were received or discussed on this item.

**6. NEW BUSINESS**

None

## **7. OLD BUSINESS**

### **a. Recreation Plan**

DeOliveira discussed the online survey. She handed out an example used in another community. The board went over each question on the survey spending time to discuss items such as residency of those filling out the survey, under-served community, existing park and recreation uses, future park uses. Discussed final review of survey at May meeting and placing on City website in May/June. Will also have hard copies of survey available at City Hall and Library for public to fill out. Went over Focus Groups to meet with for second part of information gathering. Started putting together a list of groups to include such as Flat River ministries for under-served community groups, Schneider Manor residents for senior representation, trail users, Scouts, organized sport groups. Board is asked to think of other potential groups to include and will discuss at the May meeting.

### **b. Community Garden Rules**

Went over an updated Community Garden Rules and Annual Application. Updated to help make use easier and to give everyone good information on expectations. Discussion on Garden Manager vs Garden Committee. At this time only have one person who runs garden and looking for others to help. Paperwork will be updated from the discussion notes and made ready to send out to past garden members and if plots remain then to potential future members who have shown interest.

## **8. PARK UPDATES**

a. Recreation Park – Boat launch area and roads have been graded. However, recent high water levels have made area impossible to utilize. Scouts will be starting their scrap metal fund raisers in the next week.

b. Stoney Lakeside Park/Dog Park/Skateboard Park

c. Creekside Park – Park amenities are being cleaned and readied for opening. Baseball and soccer are ready to start.

d. Richards Park – DPW graded grassy area between Hudson St and sidewalk to smooth area and make it easier to maintain. Several trees in the park are scheduled for trimming with 2 in need of removal.

e. Scout Park

f. Riverwalk Park/Showboat

g. Miscellaneous Park/Properties (Upper Bridge/McMahan/Moose/Rogers)

h. LARA Trails

## **9. COMMISSIONER COMMENTS**

Request to move the April meeting because of conflicts. The board determined to hold their next meeting on May 10, 2022.

**10. ADJOURNMENT**

IT WAS MOVED BY MUNDT, seconded by POMPER to adjourn the meeting at 7:45 p.m.

Respectfully submitted,  
Dan Czarnecki



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**LEE FUND**  
May 1, 2022

**FISCAL YEAR**  
**2021-2022**

|                                  |            |
|----------------------------------|------------|
| CASH BALANCE:                    |            |
| Fund balance available 2021-2022 | \$9,920.00 |
| EXPENDITURES:                    |            |
| No expenditures                  |            |
| Ending Balance:                  | \$9,920.00 |

05/06/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
PERIOD ENDING 03/31/2022

| GL NUMBER                      | DESCRIPTION                          | 2021-22<br>AMENDED BUDGET | YTD BALANCE<br>03/31/2022 | ACTIVITY FOR<br>MONTH<br>03/31/2022 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------|--------------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND        |                                      |                           |                           |                                     |                      |                |
| Revenues                       |                                      |                           |                           |                                     |                      |                |
| Dept 751 - PARKS               |                                      |                           |                           |                                     |                      |                |
| 101-751-593.000                | KENT COUNTY YOUTH FAIR CONTRIBUTIONS | 1,000.00                  | 750.00                    | 0.00                                | 250.00               | 75.00          |
| 101-751-652.000                | CREEKSIDE PARK REVENUE               | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-653.000                | PARK USER FEES                       | 6,500.00                  | 2,370.00                  | 0.00                                | 4,130.00             | 36.46          |
| 101-751-690.000-PK1301         | PARKS GRANTS                         | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| Total Dept 751 - PARKS         |                                      | 7,500.00                  | 3,120.00                  | 0.00                                | 4,380.00             | 41.60          |
| TOTAL REVENUES                 |                                      | 7,500.00                  | 3,120.00                  | 0.00                                | 4,380.00             | 41.60          |
| Expenditures                   |                                      |                           |                           |                                     |                      |                |
| Dept 751 - PARKS               |                                      |                           |                           |                                     |                      |                |
| 101-751-702.000                | SALARIES-PERMANENT                   | 35,710.90                 | 20,284.37                 | 2,532.01                            | 15,426.53            | 56.80          |
| 101-751-707.000                | SALARIES-TEMPORARY                   | 11,733.00                 | 10,324.93                 | 65.00                               | 1,408.07             | 88.00          |
| 101-751-708.000                | STANDBY                              | 650.00                    | 480.30                    | 0.00                                | 169.70               | 73.89          |
| 101-751-709.000                | SALARIES-OVERTIME                    | 300.00                    | 553.49                    | 0.00                                | (253.49)             | 184.50         |
| 101-751-715.000                | SOCIAL SECURITY                      | 3,702.00                  | 2,485.06                  | 203.42                              | 1,216.94             | 67.13          |
| 101-751-716.000                | HEALTH INSURANCE                     | 5,845.56                  | 3,263.92                  | 426.88                              | 2,581.64             | 55.84          |
| 101-751-717.000                | LIFE INSURANCE                       | 96.65                     | 51.76                     | 5.81                                | 44.89                | 53.55          |
| 101-751-717.001                | OPEB CONTRIBUTION                    | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-718.000                | PENSION                              | 10,711.00                 | 10,603.15                 | 95.39                               | 107.85               | 98.99          |
| 101-751-718.001                | MERS DC PLAN                         | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-719.000                | ACCRUED VACATION/SICK LEAVE          | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-721.000                | LONGEVITY                            | 227.50                    | 227.50                    | 0.00                                | 0.00                 | 100.00         |
| 101-751-722.000                | WORKERS COMPENSATION                 | 2,000.00                  | 1,003.04                  | 83.33                               | 996.96               | 50.15          |
| 101-751-723.000                | DENTAL INSURANCE                     | 378.07                    | 202.96                    | 27.39                               | 175.11               | 53.68          |
| 101-751-723.001                | OPEB CONTRIBUTION                    | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-724.000                | EYECARE                              | 110.18                    | 52.71                     | 8.02                                | 57.47                | 47.84          |
| 101-751-725.000                | DISABILITY INSURANCE                 | 293.24                    | 125.96                    | 13.84                               | 167.28               | 42.95          |
| 101-751-726.000                | ACCRUED WAGES                        | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-727.000                | OFFICE SUPPLIES                      | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-740.000                | OPERATING SUPPLIES                   | 6,000.00                  | 1,970.77                  | 168.64                              | 4,029.23             | 32.85          |
| 101-751-744.000                | UNIFORMS                             | 750.00                    | 232.99                    | 0.00                                | 517.01               | 31.07          |
| 101-751-802.000                | CONTRACTUAL                          | 40,000.00                 | 34,369.12                 | 873.75                              | 5,630.88             | 85.92          |
| 101-751-850.000                | COMMUNICATIONS                       | 500.00                    | 305.92                    | 38.24                               | 194.08               | 61.18          |
| 101-751-864.000                | CONFERENCES & CONVENTIONS            | 1,000.00                  | 0.00                      | 0.00                                | 1,000.00             | 0.00           |
| 101-751-910.000                | INSURANCE                            | 4,000.00                  | 4,656.00                  | 0.00                                | (656.00)             | 116.40         |
| 101-751-920.000                | PUBLIC UTILITIES                     | 9,500.00                  | 8,437.02                  | 430.23                              | 1,062.98             | 88.81          |
| 101-751-930.000                | REPAIR & MAINTENANCE                 | 10,000.00                 | 2,675.64                  | 0.00                                | 7,324.36             | 26.76          |
| 101-751-931.000                | VANDALISM                            | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-940.000                | RENTALS                              | 21,000.00                 | 17,586.73                 | 3,017.88                            | 3,413.27             | 83.75          |
| 101-751-941.000                | DATA PROCESSING                      | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-955.000                | MISCELLANEOUS EXPENSE                | 500.00                    | 0.00                      | 0.00                                | 500.00               | 0.00           |
| 101-751-971.000                | LAND                                 | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-974.000                | LAND IMPROVEMENTS                    | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| 101-751-975.000                | BUILDING IMPROVEMENTS                | 65,000.00                 | 59,600.00                 | 0.00                                | 5,400.00             | 91.69          |
| 101-751-990.000                | GRANT EXPENDITURES                   | 0.00                      | 0.00                      | 0.00                                | 0.00                 | 0.00           |
| Total Dept 751 - PARKS         |                                      | 230,008.10                | 179,493.34                | 7,989.83                            | 50,514.76            | 78.04          |
| TOTAL EXPENDITURES             |                                      | 230,008.10                | 179,493.34                | 7,989.83                            | 50,514.76            | 78.04          |
| Fund 101 - GENERAL FUND:       |                                      |                           |                           |                                     |                      |                |
| TOTAL REVENUES                 |                                      | 7,500.00                  | 3,120.00                  | 0.00                                | 4,380.00             | 41.60          |
| TOTAL EXPENDITURES             |                                      | 230,008.10                | 179,493.34                | 7,989.83                            | 50,514.76            | 78.04          |
| NET OF REVENUES & EXPENDITURES |                                      | (222,508.10)              | (176,373.34)              | (7,989.83)                          | (46,134.76)          | 79.27          |