Park Board Finance Committee Meeting Minutes

January 10, 2023

1. In Attendance: Steve Ostrowski (Committee Chair), Nate Wurtz, Barbara Feiner, Ellen Edman, Kyle Henke (Staff Liason), Curt Carron (Park Maintenance Director), Pete Laufersweller (Horticulturist). Meeting started at 4:03 PM
2. Unfinished Business:
	1. None
3. New Business:
	1. Establish Budget Calendar - The budget packet will be distributed to the remainder of the Park Board at the January 23, 2023 meeting. The public hearing on the budget will be held at the monthly Park Board meeting on February 27, 2023. Passage of the Park Board budget will be held at the monthly Park Board meeting on March 20, 2023. Motion to approve the above timeline made by Barb, second by Nate, and motion passed.
	2. Review of Draft Park Fund Budget FY 2023-2024. The draft of the 2023-2024 budget was reviewed. Increases in Personal Expenses include the addition of 1 FT park maintenance position and 5% merit will increase to 6-7.5% total based on performance. Increase in Professional Services due to need to contract out monthly mowing expense (up to $60K, when next highest bidder was $82K) and battling invasive growth in parks. Janitorial Expense (6108) increased as additional cleaning was required based on pandemic guidelines. Building/Grounds/Mechanical (6115) sees an increase each year due to the cost to fund “donated” park benches out budget funds. This cost is then “offset” from the donation account. Curt wishes an alternative method could be settled upon because this puts additional strain on his ability to fund purchases/PO’s. Other additional costs included hazardous waste removal and backflow prevention ($5K). Capital Improvement costs included several within Building Improvements (7503) such as Quarry Road resurfacing ($60K), Quarry park overlook ($5K), painting of ball field light standards ($7,500) and handball court structure ($2,750). Equipment costs (7505) included 1-ton dump truck ($60K) and ½-ton 4WD pickup (Curt’s truck) ($30K). Engineering Costs (7509) included Mitchell Park master plan ($10K), of which 10% has to be fronted by the park prior to acceptance of the grant, and Park Master Plan ($130K) for all other parks. All Capital projects are being monitored closely to ensure the fund balance ends the year between the 2/3 and ¾ balance requirement adopted by the Park Board. Park Fund Balance will be at $2,042,239 which is $600K over the Park Board requirement. A new cost center will be added for Mitchell Park, as it will be updated following the completion of the Master Plan. Annual loss projected to be $119K. Motion to present the draft budget to the Park Board with minor edits made by Barb F. with a second by Ellen E. Motion passed.
	3. Review of Draft Park Fund Five Year Capital Plan- Projects totaling $328,250 in value are being considered. Specifics of several items are listed above. It should be noted that, the cost of the Master Plan ($130) will appear to be the main reason for the $119K annual deficit. The addition of tree trimming, at a cost of $300/HR was mentioned by Pete L. and to be discussed at a later date. A motion to approve the draft capital budget to be presented to the Park Board was made by Nate W. and second by Barb F. Motion Passed.

Meeting Adjourned at 5:06 PM.