

**CITY OF BROKEN BOW
PARK BOARD AGENDA
September 9, 2019 @ 5:10 P.M.
City Hall Council Chambers
314 South 10th Avenue, Broken Bow, NE**

A. Call to Order

B. Roll Call

C. Open Meeting Law: A current copy of the Open Meetings Act is posted on the North wall in the rear of the Council Chambers and is available for review by all citizens in attendance.

D. Consent Agenda

- a. Approval of August 5, 2019 Minutes
- b. Approval of August 19, 2019 Minutes
- c. Park & Pool Financials

E. Forum/Discussion

- a. City Square Bathroom

F. New Business:

- a. Memorial Policy
- b. Drinking Fountain – Lions Club
- c. All Inclusive Playground Possible Relocation
- d. Christmas Lights Discussion
- e. Park Update

G. Adjournment

The next Park Board Meeting will be on October 7, 2019 @ 5:10 p.m.

**Broken Bow Park Board
Meeting Minutes
August 5, 2019**

The meeting of the Broken Bow Park Board was called to order August 5, 2019 in the Council Chambers. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Park Board. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Paul Holland called the meeting to order at 5:10 p.m. with the following Board Members present: Carlene Albin, Pam Schweitzer, Jeff Oeltjen, Stephanie Evans, Ryan Vonderohe, and Paul Holland. Absent: None . It was announced that the Open Meetings Act was posted on the north wall of the Council Chambers for public viewing.

Moved by Vonderohe, seconded by Albin, to approve the May 6, 2019 meeting minutes. The motion was passed unanimously.

Moved by Oeltjen, seconded by Schweitzer, to recommend Pat Powers for the open Board position and forward the recommendation to the City Council. The motion was approved unanimously.

The bathroom in the City Square was discussed. The results from the survey were presented and discussed. The Board wants to make sure that the aesthetics of the Square are not compromised. There were comments for and against. Some people felt that there should not be another building in the square. Others feel that it is dangerous for kids to cross the street to find a restroom. Engineering is recommended because it is a public facility, though not required for the restroom. The Board would like to have at least two months of public input before deciding on whether to move ahead with the restroom in the square. The Board would like to have the Council updated about the public input at the next Council meeting.

The Lions Club raised money for a Lion water fountain. There is currently a water fountain in the square that was donated as a memorial. Stephanie Wright will ask other cities what they do with memorials that are old and need replaced. The Board feels that there should be a policy on what to do with memorials that have fallen into disrepair. The Board will discuss this further once they find out what other communities do with memorials.

Darren addressed the Board about the picnic shelter that will be located at Melham and has been discussed previously. He would like to purchase the materials this budget year so he is wondering what the Board would like to see up at Melham. Paul has looked at several ideas that were pre-engineered kits. The Board would like to see what Darren is suggesting and decide from there. The Board will have a special meeting on August 19, 2019 at 5:10 pm to look at the designs and prices and decide what direction to go with the shelter.

Darren told the Board that there is room for one more RV stall. He has the water and electricity to the spot already so it is a matter of pouring the cement. The stall won't be completed unless there is enough money. The stall will cost approximately \$2,000.

There has been a lot of vandalism at Tomahawk Park this year. Darren would like to install some security cameras to help deter the vandalism and see who possible suspects might be. The Board doesn't want people humiliated or harassed, but they can be questioned if something happens in the restrooms. The Board feels that there needs to be at least one camera at Tomahawk Park.

Darren gave a park update. They have the materials to install the sand volleyball court, but not enough labor to do the installation right now. We are currently taking applications for the Park Department. There have been some costly repairs on the mowers in the last couple weeks. The lifeguards did their required training, and it went well. They are spraying weeds and putting out grub control. The pool will close August 13th.

The meeting was adjourned at 6:38 p.m. There will be a Special Meeting on Monday, August 19, 2019 at 5:10 pm. The next regular meeting will be on Monday, September 9, 2019 at 5:10 p.m. in the Council Chambers.

Stephanie M. Wright, City Clerk

**Broken Bow Park Board
Meeting Minutes
August 19, 2019**

The meeting of the Broken Bow Park Board was called to order August 19, 2019 in the Council Chambers. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Park Board. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Paul Holland called the meeting to order at 5:10 p.m. with the following Board Members present: Carlene Albin, Pam Schweitzer, Jeff Oeltjen, Stephanie Evans, Ryan Vonderohe, Pat Powers, and Paul Holland. Absent: None. It was announced that the Open Meetings Act was posted on the north wall of the Council Chambers for public viewing.

Dates were set for the meetings for public to discuss the possibility of a restroom in the square. Public Input meetings will be on September 9, 2019 and October 7, 2019 at 5:10 pm in the Municipal Auditorium. There will be a picture of the square with the quadrants so that the public will know where the restroom will be located. The picture of the possible design for the restroom will be on display. There will be a mass mailing and advertising. Some of the items that the Board wants Darren to price out are automatic locks, auto flush for the toilets, auto sinks, cooling system, and stainless steel fixtures.

Darren presented three types of picnic shelters. There is a wooden 30' x 44' structure with gable ends for \$15,570.00. A steel 30' x 44' structure with gable ends is \$33,000. A 35' hexagon structure is \$17,380.00. Moved by Vonderohe, seconded by Evans, to recommend the 35' hexagon picnic shelter for Melham Park and forward the recommendation to the City Council. The motion was approved unanimously.

The meeting was adjourned at 5:53 p.m. The next regular meeting will be on Monday, September 9, 2019 at 5:10 p.m. in the Municipal Auditorium for public input on the restroom in the square.

Stephanie M. Wright, City Clerk

City of Broken Bow

Account	Account Name	Fiscal Year 18 - 19			Budget			Fiscal Year 17 - 18	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Park									
09-2408.00	Miscellaneous Income	0.00	0.00	0.00 %	0.00	0.00	0.00	51.60	51.60
09-2425.00	Park Rental Fees	50.00	150.00	0.00 %	0.00	0.00	(150.00)	160.00	180.00
09-2426.00	Tennis Center Fees	0.00	10.00	0.00 %	0.00	0.00	(10.00)	0.00	0.00
09-2426.10	RV Park Rental Fees	4,611.98	30,492.74	138.60 %	1,833.00	22,000.00	(8,492.74)	25,904.49	25,904.49
09-2426.20	RV Park Rental Sales Tax	322.83	(118.04)	0.00 %	0.00	0.00	118.04	(101.35)	(101.35)
09-2426.30	RV Park Lodging Tax	90.19	(172.60)	0.00 %	0.00	0.00	172.60	(97.26)	(97.26)
TOTAL Revenue		5,075.00	30,362.10	138.01 %	1,833.00	22,000.00	(8,362.10)	25,917.48	25,937.48
Expense									
Park									
09-3101.00	Salaries	8,748.00	131,606.22	84.63 %	12,958.00	155,500.00	23,893.78	142,080.45	181,230.40
09-3102.00	FICA/Medicare	658.23	9,916.15	83.33 %	992.00	11,900.00	1,983.85	10,606.51	13,584.49
09-3103.00	Pension	328.68	6,549.68	84.84 %	643.00	7,720.00	1,170.32	7,432.82	9,530.65
09-3104.00	Health Insurance	1,197.18	18,932.44	44.52 %	3,544.00	42,525.00	23,592.56	24,508.48	26,040.26
09-3205.00	Travel & Meeting Expense	30.00	118.40	59.20 %	17.00	200.00	81.60	80.00	80.00
09-3206.00	Association Dues	0.00	0.00	0.00 %	8.00	100.00	100.00	0.00	460.00
09-3209.00	Printing & Publication	0.00	0.00	0.00 %	42.00	500.00	500.00	1,106.00	1,106.00
09-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3219.00	Trash Removal	49.30	569.50	94.92 %	50.00	600.00	30.50	550.30	599.60
09-3220.00	Utilities	2,848.13	24,789.00	82.63 %	2,500.00	30,000.00	5,211.00	23,174.39	25,326.40
09-3221.00	Telephone/Internet	103.20	1,207.06	71.00 %	142.00	1,700.00	492.94	1,207.33	1,324.37
09-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	17.00	200.00	200.00	0.00	0.00
09-3223.00	Supplies & Postage	703.14	887.32	118.31 %	62.00	750.00	(137.32)	244.81	339.49
09-3225.00	Gas and Oil	1,633.90	8,723.46	102.63 %	708.00	8,500.00	(223.46)	7,577.97	8,867.08
09-3310.00	Maint/Repair Equipment	1,057.54	6,769.90	67.70 %	833.00	10,000.00	3,230.10	6,462.99	9,267.08
09-3311.00	Maintenance & Repair Bldg	77.95	4,375.84	72.93 %	500.00	6,000.00	1,624.16	9,398.73	5,941.52
09-3339.00	Maintenance/Repair Grounds	3,884.51	18,742.46	41.65 %	3,750.00	45,000.00	26,257.54	22,054.65	39,515.54
09-3351.00	Equipment Rental	0.00	0.00	0.00 %	25.00	300.00	300.00	50.00	50.00
09-3352.00	Tools/Shop Equipment	0.00	247.37	19.03 %	108.00	1,300.00	1,052.63	830.08	830.08
09-3353.00	Trees & Shrubs	0.00	150.95	4.31 %	292.00	3,500.00	3,349.05	0.00	677.50
09-3410.00	Equipment Purchases	19,525.73	24,290.45	55.84 %	3,625.00	43,500.00	19,209.55	20,411.10	28,416.18
09-3410.01	Safety Equipment	110.72	110.72	12.30 %	75.00	900.00	789.28	574.68	574.68
09-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3427.00	Underground Sprinklers	2,388.01	4,119.68	82.39 %	417.00	5,000.00	880.32	4,148.40	11,930.90
09-3428.00	Playground Equipment	0.00	15,000.00	37.50 %	3,333.00	40,000.00	25,000.00	0.00	0.00
09-3429.00	Melham Playground Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
09-3430.00	Melham Lake	0.00	118.78	5.94 %	167.00	2,000.00	1,881.22	194.96	194.96
TOTAL Expense		43,344.22	277,225.38	66.37 %	34,808.00	417,695.00	140,469.62	282,694.65	365,887.18
PROFIT / (LOSS) :		(38,269.22)	(246,863.28)		(32,975.00)	(395,695.00)	(148,831.72)	(256,777.17)	(339,949.70)

City of Broken Bow

Account	Account Name	Fiscal Year 18 - 19			Budget			Fiscal Year 17 - 18	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
Revenue									
Swimming Pool									
10-2427.00	Admissions	0.00	23,244.84	89.40 %	2,167.00	26,000.00	2,755.16	30,251.29	30,251.29
10-2428.00	Concessions	0.00	4,129.15	516.14 %	67.00	800.00	(3,329.15)	1,848.07	1,848.07
10-2429.00	Red Cross Lessons	0.00	6,265.00	139.22 %	375.00	4,500.00	(1,765.00)	6,245.00	6,245.00
TOTAL Revenue		0.00	33,638.99	107.47 %	2,609.00	31,300.00	(2,338.99)	38,344.36	38,344.36
Expense									
Swimming Pool									
10-3101.00	Salaries	14,726.52	57,941.08	86.48 %	5,583.00	67,000.00	9,058.92	58,621.57	58,621.57
10-3102.00	FICA/Medicare	1,126.65	4,432.53	86.49 %	427.00	5,125.00	692.47	4,484.54	4,484.54
10-3103.00	Pension	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3104.00	Health Insurance	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3205.00	Travel & Meeting Expense	0.00	75.40	30.16 %	21.00	250.00	174.60	0.00	0.00
10-3206.00	Association Dues	0.00	40.00	40.00 %	8.00	100.00	60.00	80.00	80.00
10-3206.10	Credit Card/POS Service Fees	0.00	1,599.51	88.86 %	150.00	1,800.00	200.49	1,634.73	1,710.46
10-3209.00	Printing & Publication	0.00	435.00	58.00 %	62.00	750.00	315.00	2,080.81	2,080.81
10-3216.00	Copier Maint/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3219.00	Trash Removal	30.00	60.00	0.00 %	0.00	0.00	(60.00)	0.00	0.00
10-3220.00	Utilities	3,225.56	9,648.97	71.47 %	1,125.00	13,500.00	3,851.03	9,353.45	11,948.87
10-3221.00	Telephone/Internet	594.39	1,242.54	124.25 %	83.00	1,000.00	(242.54)	1,304.46	1,509.80
10-3222.00	Miscellaneous Expense	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3223.00	Supplies & Postage	276.53	3,176.53	105.88 %	250.00	3,000.00	(176.53)	2,209.04	2,278.84
10-3310.00	Maint/Repair Equipment	214.47	740.62	0.00 %	0.00	0.00	(740.62)	431.49	14,512.15
10-3311.00	Maintenance & Repair Bldg	0.00	20,792.53	37.80 %	4,583.00	55,000.00	34,207.47	14,103.68	22,791.77
10-3339.00	Maintenance/Repair Grounds	0.00	5,509.75	61.22 %	750.00	9,000.00	3,490.25	4,994.08	5,409.93
10-3343.00	Consulting Fees	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3356.00	General Main/Repair	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3357.00	Maintenance/Repair Pool	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3358.00	Maintenance/Repair Diving Brd	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3359.00	Red Cross Training	0.00	1,340.49	44.68 %	250.00	3,000.00	1,659.51	1,749.52	1,749.52
10-3410.00	Equipment Purchases	0.00	161.00	4.02 %	333.00	4,000.00	3,839.00	7,976.39	7,976.39
10-3420.00	Sinking Fund/Future Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3431.00	Pool & Bldg Renovations	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
10-3432.00	Pool Chemicals	6.29	8,636.73	61.69 %	1,167.00	14,000.00	5,363.27	14,887.98	14,908.67
TOTAL Expense		20,200.41	115,832.68	65.25 %	14,792.00	177,525.00	61,692.32	123,911.74	150,063.32
PROFIT / (LOSS) :		(20,200.41)	(82,193.69)		(12,183.00)	(146,225.00)	(64,031.31)	(85,567.38)	(111,718.96)

City of Broken Bow

Account	Account Name	Fiscal Year 18 - 19			Budget			Fiscal Year 17 - 18	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total

Date Range : 8/1/2019 To 8/31/2019
Report is for 09-0990.00 through 10-3432.00.
Only Active accounts are included.
Report order = fund
Transaction Source Code = Include All

City of Broken Bow Memorial Request Form

The Broken Bow Park Board welcomes memorials in the City Parks. These memorials enrich our parks. Please select which item you are requesting for a memorial and the park where you would like your memorial placed.

Memorial: Park Bench Water Fountain Playground Equipment
 Park Beautification Donation Swimming Pool Equipment
 Tree Other Items: _____

Location: City Square Tomahawk Park Melham Park
 South 5th Park Indian Hills

Name of Individual/Organization Making Request: _____

Full Address: _____

Contact Phone Number: _____

Description of what/where you would like the memorial placed:

Your memorial request will be presented to the Park Board for approval. Once the request has gone before the Park Board, you will be notified of the status of the request. Upon approval from the Park Board, payment for the memorial is received, and the item has been delivered, the memorial will be installed in a timely manner by the Park Department.

The City of Broken Bow does not guarantee permanency of the accepted donation. If a memorial must be relocated or removed, department staff will attempt to notify the donor in writing at the address shown on this form. Memorials are accepted for a 5 year renewable term and will receive maintenance consistent with department standards throughout the 5 year term. Damaged or vandalized memorials will be repaired or replaced by the City of Broken Bow through the 5 year term.

The donor declares to have read the City of Broken Bow Memorial Form. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.

Signature

Date

City Use:

Date Presented to Park Board: _____

Date Approved by Park Board: _____

Comments: _____