



PARKS AND RECREATION DEPARTMENT
Civic Center • 500 East Third Street • Loveland, Colorado 80537
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620
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LOVELAND PARKS AND RECREATION COMMISSION

Thursday, April 11, 2013 4:30 p.m.

Parks & Recreation Large Conference Room
500 E 3rd St, Suite 200, Loveland, Colorado

Notice of Meeting Posted

Approval of February 14, 2013 minutes...No meeting in March

Council Liaison Report

Discussion/Action:

1. Mehaffey Park – Progress Report
2. Capital Plan – 2014 -2019 Projects
3. Parks & Recreation Master Plan Process

Commission Members Discussion Topics

Reports/Correspondence:

4. Operations & Projects Update

Next Meeting Date: May 9, 2013

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **1**

MEETING DATE: April 11, 2013

DESCRIPTION: **Mehaffey Park – Progress Report**

STAFF PRESENTER: Larry Callihan

SUMMARY:

We are a few weeks off our original schedule but still plan to break ground by the middle of August. If possible, we may start site work and utilities in July commencing with over lot grading to gain some time and accelerate the construction schedule. Staff and the design team determined that we will over excavate in all permanently paved areas during construction due the expansive soils. We will not over excavate on the 29th St. or north entry driveway unless conditions warrant the expense. No sidewalks or trails will be over excavated and we will hold flyash treatment as a project allowance.

Special Review and Site Development Plans were submitted for City review on March 28th. Review comments are scheduled for completion on April 18th. A neighborhood meeting is scheduled for April 25th. This will be the last public meeting and is a requirement of the development review process. ECI has revised the project construction budget with detailed and updated costs. The estimate now reflects the 95% completed plans. The updated budget is approx. \$10.5M which includes the cost to construct all bid alternates. This is still within the expectations that staff discussed with Commission in January.

Commission Action

Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **2**

MEETING DATE: April 11, 2013

DESCRIPTION: **Capital Plan – 2014 – 2019 Projects**

STAFF PRESENTER: Marilyn Hilgenberg

SUMMARY:

Capital Project budget proposals will be submitted by Departments to the Finance Department in April and will be discussed with City Management staff and City Council during the 2013 Budget process. A variety of funding sources are required for the Parks and Recreation Department to meet its capital goals. Provided below are projects identified in the next 5 years for the Department Special Revenue Funds (Parks Improvement, Capital Expansion, and Conservation Trust). The timing of projects in the 5 year plan will change based on funding needs for Mehaffey Park, budget discussions with staff and the PR Commission.

2013-2018 Financial Forecast - **PARKS IMPROVEMENT - FUND #200**

PARKS AND RECREATION DEPARTMENT

Updated 4/1/13

PARKS IMPROVEMENT FUND

PROJECTED FUNDS	2013	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	2,099,687	1,836,777	1,725,117	1,829,047	1,945,297	1,969,227	
UGA Designated Cash	89,713	90,063	90,423	90,793	91,173	91,563	
Total Cash in Fund 200	2,189,400	1,926,840	1,815,540	1,919,840	2,036,470	2,060,790	
Revenues							
Park Fees	56,730	56,730	56,730	56,730	56,730	56,730	340,380
Other Revenues/Grants							0
UGA- County Fees	350	360	370	380	390	400	2,250
Interest	25,360	36,610	47,200	59,520	67,200	76,250	312,140
Total Revenue	82,440	93,700	104,300	116,630	124,320	133,380	654,770
Total Revenue & Resources	2,271,840	2,020,540	1,919,840	2,036,470	2,160,790	2,194,170	
Expenditures							
Mehaffey Park (County Fees)							0
Neighborhood Pks Imprv							0
NL Shelter	40,000						40,000
Restroom Renovations	305,000	205,000					510,000
NL Miniature Train Engine					100,000		100,000
Total Expenditures	345,000	205,000	0	0	100,000	0	650,000
Net Change in Working Cash Bal	(262,560)	(111,300)	104,300	116,630	24,320	133,380	
Ending Working Cash Balance	1,926,840	1,815,540	1,919,840	2,036,470	2,060,790	2,194,170	

¹- Interest Rates for Funds Based on 1.2% in 2013, 1.9% in 2014, 2.6% in 2015, 3.1% in 2016, 3.3% in 2017, & 3.7% in 2018.



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2013-2023 Financial Forecast - CONSERVATION TRUST - FUND #201

PARKS AND RECREATION DEPARTMENT

Updated 4/1/13

CONSERVATION TRUST

PROJECTED FUNDS	2013	2014	2015	2016	2017	2018	TOTAL
TOTAL CASH	5,645,466	3,734,066	4,095,731	4,319,706	4,269,740	4,718,114	2012-2022
Designated Cash for Future Operation/Mnct	1,328,562	1,403,562	1,501,062	1,598,562	1,696,062	1,793,562	
Beginning Working Cash Balance	4,316,904	2,330,504	2,594,669	2,721,144	2,573,678	2,924,552	
Revenues							
Lottery Funds	500,000	650,000	650,000	650,000	650,000	650,000	3,750,000
Interest	40,370	44,280	67,460	84,360	84,930	108,210	429,610
Total Revenue	540,370	694,280	717,460	734,360	734,930	758,210	4,179,610
Total Revenue & Resources	6,185,836	4,428,346	4,813,191	5,054,066	5,004,670	5,476,324	
Expenditures							
Recreation Trail Operations & Maintenance	151,000	156,285	161,755	167,416	173,276	179,341	989,073
Capital Outlay							
Recreation Trail							
Segment 10- Wilson to W Hwy 34 (2012 T & D)	230,000	176,330	331,730				738,060
Segment 8- 29th St Imprv & West Side of Wilson by W	53,770						167,050
Segment 7- N. Hwy 287 to 57th Louden Ditch (D)				616,910			616,910
Segment 14- Madison Ave Underpass	17,000						17,000
Mehaffey Park Project	2,000,000						2,000,000
<i>Accounting Adjustments</i>							
Total Expenditures	2,451,770	332,615	493,485	784,326	286,556	179,341	4,528,093
Net Change in Working Cash Bal	(1,911,400)	361,665	223,975	(49,966)	448,374	578,869	
Ending Cash Balance	3,734,066	4,095,731	4,319,706	4,269,740	4,718,114	5,296,983	

Designated Maintenance of 15% of Lottery Proceeds annually

Long Term operation and maintenance of recreation trail projected to be funded in Conservation Trust Fund

T= Temporary Trail Connection, D= Developer Dependent and L= Not part of the Trail Loop



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2013-2018 Financial Forecast - **PARKS CAPITAL EXPANSION PARKS- FUND #260**

PARKS AND RECREATION DEPARTMENT - Updated 4/1/13

PARKS CEF

PROJECTED FUNDS	2013	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	7,670,796	2,604,115	3,162,695	1,592,505	2,495,925	3,469,425	
Revenues							
Parks CEF's	1,039,350	1,059,100	1,081,340	1,104,050	1,126,130	1,148,650	6,558,620
Interest	104,529	49,480	82,230	49,370	82,370	128,370	496,349
Total Revenue	1,143,879	1,108,580	1,163,570	1,153,420	1,208,500	1,277,020	7,054,969
Total Revenue & Resources	8,814,675	3,712,695	4,326,265	2,745,925	3,704,425	4,746,445	
Expenditures							
Capital Outlay							
Master Plan Update	20,000						20,000
Mehaffey Park 2012	6,147,210						6,147,210
Mehaffey Park 2013	43,350						
Neighborhood Park Acq/water/development				250,000			
LSP - Phases II & III		550,000	2,733,760		235,000	1,865,000	2,350,000
Osborn Park						460,000	3,283,760
Total Expenditures	6,210,560	550,000	2,733,760	250,000	235,000	1,865,000	460,000
Net Change in Working Cash Bal	(5,066,681)	558,580	(1,570,190)	903,420	973,500	(1,047,980)	
Ending Working Cash Balance	2,604,115	3,162,695	1,592,505	2,495,925	3,469,425	2,421,445	

General Fund Operating Costs:	2013	2014	2015	2016	2017	2018	TOTAL
A. Mehaffey Park		95,500	98,365	101,316	104,355	107,486	507,022
B. LSP Phase II				127,500	131,325	135,265	394,090
C. Fairgrounds Park Phase II/Barnes			5,550	5,717	5,888	6,065	23,219
D. Spray Park					16,200	16,686	32,886
E. Tennis Courts					3,300	3,399	10,200
F. Osborn Park						5,750	5,750
General Fund Revenues:	2013	2014	2015	2016	2017	2018	TOTAL
A. Mehaffey Park		5,000	5,100	5,202	5,306	5,412	26,020
B. LSP Phase II				21,000	21,420	21,848	64,268
C. Fairgrounds Park/ Barnes		12,000	12,240	12,485	12,734	12,989	62,448
D. Tennis Courts			3,300	3,366	3,433	3,502	13,601

'- 2013-2023 CEF Revenue Figures provided by Finance Dept

- Future year construction/inflation costs based on 3.5% annually

- Interest Rates for Funds Based on 1.2% in 2013, 1.9% in 2014, 2.6% in 2015, 3.1% in 2016, 3.3% in 2017, & 3.7% in 2018.



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2013-2018 Financial Forecast - **PARKS & REC CAPITAL EXPANSION RECREATION- FUND #261**
PARKS AND RECREATION DEPARTMENT

Updated 4/2/13

RECREATION CENTER/FACILITIES CEF

PROJECTED FUNDS	2013	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	3,711,552	3,666,122	4,631,802	5,225,242	4,479,772	5,644,032	
Revenues							
Recreation CEF's	525,790	535,780	547,030	558,520	569,690	581,080	3,317,890
Interest	65,920	69,660	120,430	161,980	147,830	208,830	774,650
Loan Repayment/General Fund Contribution^	82,860	410,240	425,980	434,030	446,740		1,799,850
Total Revenue	674,570	1,015,680	1,093,440	1,154,530	1,164,260	789,910	5,892,390
Total Revenue & Resources	4,386,122	4,681,802	5,725,242	6,379,772	5,644,032	6,433,942	
Expenditures							
Master Plan Update	20,000						20,000
Fairgrounds Park Ballfield Lights	450,000						450,000
Mehaffey Park	250,000						250,000
New Recreation Center		50,000	500,000				550,000
Splash Park				1,900,000			1,900,000
NL Tennis Courts	350,000						350,000
Total Expenditures	720,000	50,000	500,000	1,900,000	0	0	3,170,000
Net Change in Working Cash Bal	(45,430)	965,680	593,440	(745,470)	1,164,260	789,910	
Ending Working Cash Balance	3,666,122	4,631,802	5,225,242	4,479,772	5,644,032	6,433,942	

General Fund Operating Costs:	2013	2014	2015	2016	2017	2018	TOTAL
D. Splash Park					16,200	16,686	32,886
<hr/>							
General Fund Revenues:	2013	2014	2015	2016	2017	2018	TOTAL
A. Splash Park					28,200	28,764	56,964

[^]Original Loan from Rec CEFs for Property Purchase by City on I-25/Hwy 14 Exchange Area (3/7/08) = \$1,865,380

["]- 2013-2022 CEF Revenue Figures provided by Finance Dept

[']- Interest Rates for Funds Based on 1.2% in 2013, 1.9% in 2014, 2.6% in 2015, 3.1% in 2016, 3.3% in 2017, & 3.7% in 2018.

Future/Identified Projects:

- New Outdoor Pool



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2013-2018 Financial Forecast - PARKS & REC CAPITAL EXPANSION TRAILS- FUND #262

PARKS AND RECREATION DEPARTMENT

Updated 4/1/13

RECREATION TRAILS CEF

PROJECTED FUNDS	2013	2014	2015	2016	2017	2018	TOTAL
Beginning Working Cash Balance	1,119,925	690,875	504,045	685,105	402,595	590,795	
Revenues							
Trails CEF	161,430	164,500	167,950	171,480	174,910	178,410	1,018,680
Interest	19,520	13,130	13,110	21,240	13,290	21,860	102,150
Grants and Other Revenues							0
Total Revenue	180,950	177,630	181,060	192,720	188,200	200,270	1,120,830
Total Revenue & Resources	1,300,875	868,505	685,105	877,825	590,795	791,065	
Expenditures							
Master Plan Update	10,000						10,000
Rec Trail Development/Acquisition							
Pedestrian/Bicycle Plan- Linkages/Safety		50,000					50,000
Segment 12- Denver to Boyd Lake (D)		114,460					589,690
Front Range Trail System	300,000	200,000		475,230			500,000
Madison Avenue Rec Trail Underpass	300,000						300,000
Aerterial Underpasses/Crossings							0
Total Expenditures	610,000	364,460	0	475,230	0	0	1,449,690
Net Change in Working Cash Bal	(429,050)	(186,830)	181,060	(282,510)	188,200	200,270	
Ending Working Cash Balance	690,875	504,045	685,105	402,595	590,795	791,065	

Anticipate a Federal Grant of \$300K for this project.

'- Interest Rates for Funds Based on 1.2% in 2013, 1.9% in 2014, 2.6% in 2015, 3.1% in 2016, 3.3% in 2017, & 3.7% in 2018.

"- 2013-2022 CEF Revenue Figures provided by Finance Dept

-Segment 12- Denver to Boyd Lake is extension spur from Loop Trail to Centerra Trail

Unfunded: Future Trail Pedestrian Aerterial Street Underpasses/Crossings (Estimated 4 @ \$1,200,000 = \$4.8 Million)



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2014 City Budget Proposed Schedule:

April 12, 2013 Equipment Replacement Schedules Due to Business Manager
April 19, 2013 Department Capital Plans due to Budget Office
May 1, 2013 Department Proposed Fee Schedule Due to Director
May 9, 2013 2014 Budget Presentation to PR Commission (Fee Proposals, Cost Recovery & Capital)
June 3, 2013 Department CORE and Account Line Worksheets due from Divisions
June 11, 2013 Study Session on 2014-2023 Capital Program
June 13, 2013 Parks and Recreation Commission CORE and Submitted 2014 Budget Information
June 14, 2013 Department Budgets due to Budget Office
July 17, 2013 Budget Conferences with Departments and City Manager
September 10, 2013 Study session on 2014 Recommended City Budget
October 1, 2013 Public hearing and first reading on 2014 Adopted Budget
October 2, 2013 Second Reading on 2014 Adopted Budget

Commission Action

Recommended: Informational & Discussion/Ideas for Projects not included.



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **3**

MEETING DATE: April 11, 2013

DESCRIPTION: **Parks & Recreation Master Plan Process**

STAFF PRESENTER: Marilyn Hilgenberg & Keven Aggers

SUMMARY:

The Parks and Recreation Department has short-listed five planning/consulting firms to respond to a request for proposal to update the City's Parks and Recreation Master Plan. The five firms selected include Greenplay, Pros Consulting, Logan Simpson Designs, Design Concepts, and MIG/Winston Associates. All five have considerable experience in preparing master plans in the state of Colorado and the Rocky Mountain region.

The goal of the project is to create a well-documented analysis of data on which to base a clear set of policies, standards, objectives and schedules for enhancement and development of the City's park system, open space, trails, golf courses, recreation facilities, and programs. Work will center on reviewing and revising standards and guidelines; analyzing demographic data; planning for build out of City boundaries with Park/Facility needs and reaching out to the community to gain input on future desires.

Proposals are due in late April with the target date to select a firm and start work in earnest by mid-May. An exact date for completion of tasks will be available in June, with a target date of the end of 2013 to have the plan substantially complete.

Commission Action

Recommended: Information and Review



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **4**

MEETING DATE: April 11, 2013

DESCRIPTION: Operations & Projects

SUMMARY:

Recreation

Programs and Operations

- Enrollments for spring programs continue at a brisk pace. Youth Athletics shows excellent interest with soccer, tennis (improving with the weather), and gymnastics all experiencing consistent participation.
- Participation in Chilson Center swimming lessons continues to increase. Staff believes the warmer indoor pool water temperatures and availability of the spa for warm-up after lessons makes Chilson an attractive option for parents and children alike.
- Early registrations for summer day-camp continue to come in at a brisk pace. The spring break day camp was also full so parents are finding Chilson programs an excellent alternative for child-care and skill enhancement.

Facility Use

- Visits at the Chilson center during this year's Spring break are tracking 20% above the record year in 2012. As has been the case since the renovation, afternoon and evening times are the busiest.
- The Barnes light project on Field 7-10 is now complete and teams are making use of the added 2-3 hours of available rental times for practices, generating rental and light use revenue in the evenings. This new system by Musco allows staff to control and monitor light use with a time-clock, or remotely using a computer or smart phone. A similar control system is being retrofitted on the Musco system at Loveland Sports Park.
- When Musco was on-site installing the new lights on 7-10, their team completed an evaluation of the 26 year-old light system on Fields 1-4. This was in response to a request from parks staff as ballast and bulbs are no longer available for the old system. Musco is completing an estimate to completely replace this system to be included as a future-year budget request.
- Facilities Management staff will remove the winter covers at Winona Pool and begin the process of getting the facility ready for a late May opening. This year, the Chilson Center Aquatics Coordinator will be assuming supervisory responsibilities at Winona in an attempt to better coordinate aquatics maintenance, operations, and programs under one supervisory umbrella.



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Parks

Projects:

- Madison Avenue Underpass – The project is targeted to start construction in mid-October, 2013. The project manager is finalizing the trash rack and lift station issues with GLIC. We are still waiting on the State Historical report.
- Public Service Gas Line – Staff has been working with PSCo on their replacement line planned for construction this spring/summer. They will be crossing the trail in 2 locations along Wilson Ave. Staff is working with legal staff on the final crossing agreements related to safety and access for the trail during construction. Work is anticipated to start in May and will take many months for completion as the line runs from SW 14th to 57th Street and Taft Ave., generally running along the Wilson Ave. alignment.

Operations:

- North Lake Park/Owen's Field Rehabilitation – Unauthorized removal of snow on Owens' Field resulted in extensive damage and closure of the site in March. Site rehabilitation was performed by Korby's Landscaping at a cost of \$11,000 - the School District's insurance carrier agreed to reimburse the City for contractual expenses on site. Field was available for use on 3/22 with phase II rehabilitation (i.e. additional irrigation system repairs, topdressing and seeding/sodding as needed) scheduled in early May.
- Security Camera Update – Line of site issues resolved and Tropos wireless equipment installation in progress at Benson Sculpture Garden. Project completion is anticipated in April with system testing and training schedule pending.
- NL Shelter #3 Refurbishment – Concrete footing installation in progress and drawings approved for steel frame fabrication. Project within budget with completion anticipated in late April.

Commission Action

Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ February 14, 2013

Present: Jack Doyel, Deborah Manderscheid, Twyla Dennis, Katie Davis, Gene Alvine, Deb Huffsmith, Leighton Millar, Sean Cronin

Staff: Gary Havener, Keven Aggers, Larry Callihan, Marilyn Hilgenberg, Carol Wallace

Absent: Neil Spooner (resigned day before meeting), Hugh McKean (City Council Liaison)

Visitors: Bruce, Sherri Thompson

Call to Order: The meeting was called to order at 4:30 pm.

Minutes: Minutes of the November 8, 2012 meeting and the minutes of the January 10, 2013 were approved as written.

Council Liaison Report: None

Election of Chairman/Vice-Chairman of 2013

Commission members unanimously approved Jack Doyel as Chairman and Gene Alvine as Vice-Chairman for 2013.

2012 4th Quarter Financial Report

Fourth Quarter Financial Report was reviewed and discussed. Parks & Recreation Department had a successful 2012. The Department's expenditures were lower than anticipated and the revenues came in higher than projected. Staff will be looking at more options at the Cemetery as burial trends are changing. Parks & Recreation Master Plan will address CEF's in 2013 and the City will review CEF standards in 2014.

Low & Moderate Income – Fee & Policy Analysis – Use Report

Staff presented a report on financial assistance for recreational activities for low and moderate income families. The Department has four programs: 1) Low income fee discount; 2) Scholarship Program; 3) Youth Athletic Grant; 4) Senior Scholarship Program. Comparisons were done between Loveland, Greeley, Fort Collins, Longmont and Windsor. Loveland does have quite a few areas that provide room for outside activities for no cost, such as Parks, playgrounds, etc. Loveland compares favorably with surrounding areas. A Commission member requested information on Department programs be given to the Food Bank, who has an area for informational brochures.

Regional Bike Plan

A draft letter to be sent to the NRMPO supporting their plan was unanimously approved by Commission Members.

Additional Agenda Item – City/R2J Intergovernmental Agreement for Co-Use of Facilities

Commission members received the draft of the Intergovernmental Agreement between the City and R2J School District. The major two changes were: 1) A new process of capital request which will go to staff of either City or R2J prior to presenting to the City Council or the School Board; 2) Cost Recovery Requirements. Commission members unanimously approved the City/R2J Intergovernmental Agreement as presented. Agreement to go to City Council for March 5th meeting.

Boards & Commission Summit – March 14, 2013

Katie Davis will be unable to attend the Boards & Commission Summit. Sean Cronin will go in her place along with Jack Doyle.

Commission Discussion

A concerned citizen, Bruce, briefly discussed his ideas about the Cemetery and will be meeting with Staff to present a PowerPoint presentation.



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The extensive graffiti on the Recreation Trail has been cleaned up with a total cost of approximately \$4,000. In addition to cleaning up areas, some of the Plexiglas on signs needed to be replaced. No suspects have been arrested for the damage at this time.

Meeting adjourned at 6:00 pm
/s Jack Doyel, Chair