



**MEMORANDUM**

**TO:** Type B EDC and Parks Board

**FROM:** Mike Peacock,  
City Manager

**DATE:** November 1, 2023

**SUBJECT:** **Parks Building/Office**

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The current office and kitchen facilities in the Park Building have some maintenance needs that need to be addressed. Additionally, offices have been opened to a more casual environment, that does not provide any private office space.

A contractor has been contracted to make some modest adjustments and paint. The kitchen also needs some attention and will be painted and the washer and dryer that do not work need to be replaced. I would also like to replace the old refrigerator and microwave. That cost estimate is \$12,261.00. Office furniture and computers an additional \$8,000.00

The Park Manager has also made a few equipment requests that include a dump trailer (\$9561), heavy blower (\$15,999), Power Washer Trailer (10,858) and some minor tools to replace lost or damages hand tools (\$1200).

There are 2 zero turn mowers that were inadvertently included in this years budget in the amount of \$29,500 that could be re-allocated to cover some of the cost of these requests, leaving the amount of additional funding at \$16,044.

Budget amendments are requested as follows.

100-11-5331	Minor Tools	\$1200
100-11-5335	Park Building R&M	\$20,261
100-11-5600	Capital Over \$5K	\$34,941
Less Budget Revenue for Zero Turn Mowers		\$29,500

