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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PARK BOARD BUDGET ADJUSTMENT AND PURCHASE OF MEMORIAL PARK ENTRANCE SIGN
DATE: JULY 15, 2026

Over the past few months, the Park Board has been obtaining quotes for the replacement of the Memorial Park Entrance Sign which is well beyond its useful life and was never updated to the current design used at all other City Parks. It became apparent early on in the review process that a replacement sign could not be found within the budgeted amount as quotes from three companies exceeded the budget amount. As a reminder, \$5,000 was budgeted this year from the Annual Park Board budget for a replacement sign.

At the June Park Board meeting, the Park Board focused discussion on a proposal from Dahlen Signs and passed the following motion:

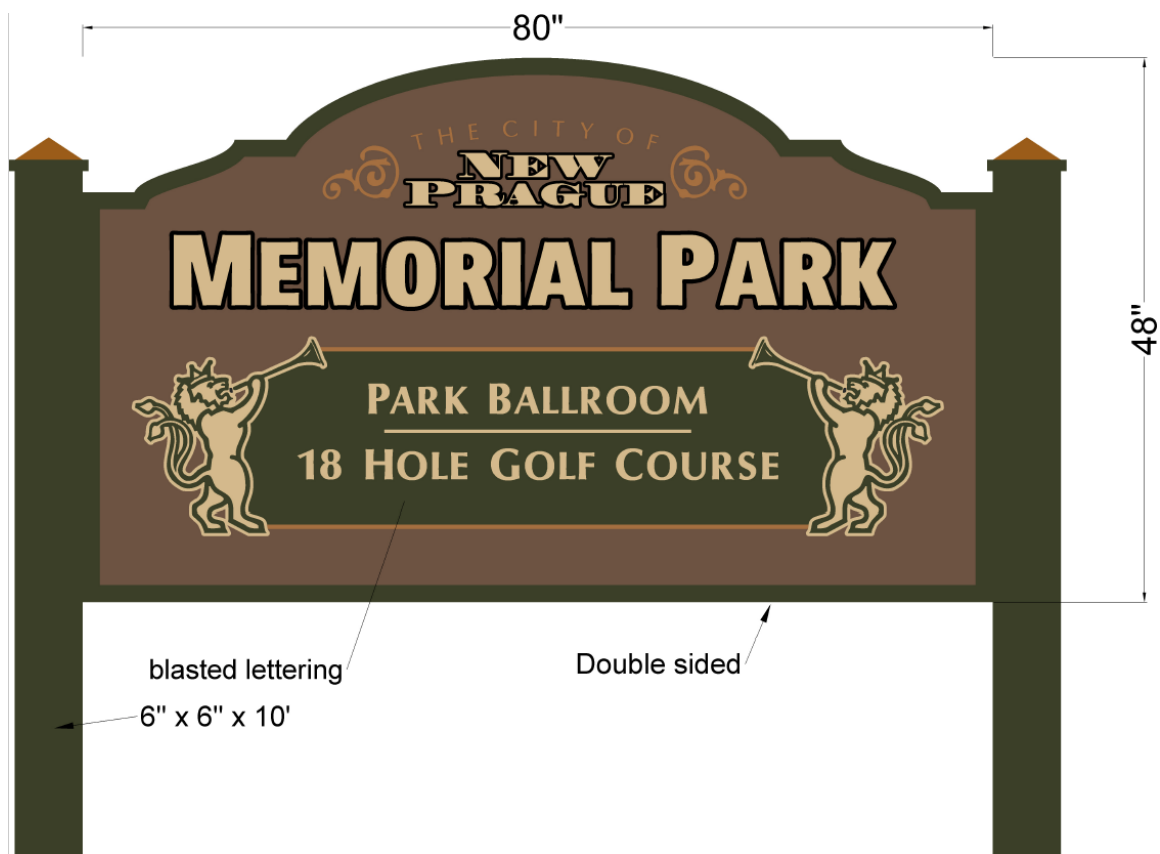
A motion was made by Sticha, seconded by Walsh, to propose to City Council that up to \$6,000 of the Park Equipment 230 Fund for the City Center master planning documents is reallocated to fund a portion of the concreting of the hockey rink at Sliding Hill Skate Park, and then to reallocate up to \$6,000 of the annual Park Board budget allocated for the concreting at Sliding Hill Skate Park to fund the Memorial Park replacement sign.

Motion carried (6-0)

The Park Board also asked for a final design and quote from Dahlen to review at the July Park board meeting. During the meeting, the Park Board reviewed a revised sign layout and at a cost of \$9,100 (including installation) from Dahlen Signs and voted (6-0) to recommend the purchase.

The Park Board's motion for a budget reallocation/adjustment (no formal amendment is necessary as the adjustments occur within their own funds) to purchase the sign would allow the sign purchase to occur while not increasing the cost to the general fund or the Park Equipment Fund (230). See below for a visual of the changes:

Priority Rank	Year Completed	Project Description	Grant Funds Used	Annual Park Board Budget Used	Park Property Acquisition Fund 228	Park Equipment Fund 230 Used
1	2026	Concrete in Hockey Rink for Pickleball and Hockey Use (in house work by staff)	\$0	\$34,000 -\$40,000	\$0	\$6,000 -\$0
2	2026	Memorial Park Replacement Sign (Static, non-digital)	\$0	\$11,000 -\$5,000	\$0	\$0
3	2026	City Center Master Planning Documents (Landscaping and small play area at minimum)	\$0	\$0	\$0	\$14,000 -\$20,000
			\$0	\$45,000	\$0	\$20,000
					Total	\$65,000



Staff Recommendation

Approve the Park Board Budget adjustment and to purchase the Memorial Park Entrance Sign from Dahlen Signs in an amount not to exceed \$9,100 including installation.