

**CITY OF ELKO NEW MARKET  
PARKS COMMISSION AGENDA  
ELKO NEW MARKET CITY HALL  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054**

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**WEDNESDAY, OCTOBER 8, 2025**

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**REGULAR MEETING  
6:00 PM**

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- 1) Call to Order**
- 2) Pledge of Allegiance**
- 3) Approval of Agenda**
- 4) Public Comment**
- 5) Approval of Minutes**
  - a. September 10, 2025, Parks Commission Regular Meeting Minutes
- 6) General Business**
  - a. Pickleball Net Discussion – Rowena Pond Park
- 7) Updates & Reports**
  - a. September Parks Commission Update
  - b. September Parks Commission Financial Report
- 8) Parks Commissioner’s Questions & Comments**
- 9) Next Meeting**

Regular Parks Commission Meeting  
Wednesday, November 12, 2025 @ 6 PM  
ENM City Hall, Council Chambers
- 10) Adjournment**

**1) CALL TO ORDER**

The meeting was called to order by Chair Sutton at 6:00 PM  
Members Present: Chair Sutton, Commissioners Jones, Hokeness, Vernon and West  
Members Absent: None  
Also Present: City Administrator/Clerk Terry, Public Works Lead Derek Cavanaugh, and Planner Malecha

**2) PLEDGE OF ALLEGIANCE**

Chair Sutton led the Commission and audience in the Pledge of Allegiance.

**3) ADOPT/APPROVE AGENDA**

City Administrator/Clerk Terry advised the Commission that there were no changes to the agenda.

**MOTION** by Commissioner Vernon, second by Commissioner Jones to approve the agenda.

**MOTION CARRIED: 5-0**

**4) PUBLIC COMMENT**

None.

**5) APPROVAL OF MINUTES**

**MOTION** by Chair Sutton, second by Commissioner West to approve the minutes of the August 13, 2025 meeting as presented.

**MOTION CARRIED: 5-0**

**6) GENERAL BUSINESS**

**a. Wagner Park Trail Connection**

City Administrator/Clerk Terry reiterated the Commission's ongoing support for the Wagner Park Trail Connection, noting that the project recently went through the public engagement phase. Terry gave a summary of the open house that was held at Wagner Park in June by City Staff. He stated that the open house meeting was productive and that attendees were there to gather information. The comments were outlined in the memorandum. Terry explained that Staff researched grant opportunities but concluded that this scale of project was not conducive to seeking grant funding. A secondary reason Staff did not pursue grant opportunities is because the project would have to go through the formal bidding process, thus the City losing the opportunity to do some, or most, of the work in house with the use of the Public Works team, which provides for substantial savings.

City Administrator/Clerk Terry asked the Commission to give a formal recommendation to the City Council on whether the Wagner Park trail connection should be pursued for 2026. Commissioner Hokeness asked Terry what the price estimate was, Terry stated under \$25,000.

Commissioner Jones asked if there would be a crosswalk implemented on County Road 2 as part of this project as he indicated concerns of children potentially riding into traffic on electric scooters. Terry stated that the recommendation is to not have a crosswalk at this time, and that Staff will keep an eye on potential wear lines to see if one may be needed in the future. Terry also stated that it doesn't make sense to have crosswalk mid-block and may cause confusion for motorists as they are not expecting a crosswalk to be at that location.

Commissioner Vernon stated that she had some concerns regarding the comments made by some of the adjacent property owners to the proposed trail such as the concerns about theft and a decrease in property value. Terry stated that those are very common concerns when you install a trail where one had not previously been. He stated that those are legitimate concerns, but in his experience, in this city and other cities, that he has seen no evidence that those concerns will come to fruition. Commissioner Vernon also stated that some of the residents adjacent to the proposed trail are in favor of a privacy fence along it. Terry stated that the cost of the project would go up substantially and the City has not done that with any other trails throughout the City.

Commissioner Hokeness inquired as to the width of the trail. Terry stated that he doesn't believe that level of design has been implemented at this time, but typically the trails in Elko New Market are 10' wide.

Commissioner West brought up concerns of a possible document that exists that would exclude the City from being able to implement this trail in this location. City Administrator/Clerk Terry stated that he was made aware of the concerns earlier in the process, and Planner Malecha stated that Staff researched the document. Malecha stated it was a Resolution adopted by the City of New Market in 1998 that he sent to the concerned citizen and did not get a response to. Both Malecha and Terry stated that the Resolution did not apply to this particular project.

Terry reiterated to the Commission that if they wanted to move forward with the project with this alignment and the inclusion of the project in the 2026 Capital Outlay, funded by Park Dedication funds, Staff is seeking a recommendation to the City Council.

**MOTION** by Chair Sutton, second by Commissioner Jones to recommend the Wagner Park trail connection project to the City Council.

**MOTION CARRIED: 5-0**

#### b. Temporary Pickleball Equipment Discussion

City Administrator/Clerk Terry began the discussion by summarizing past discussions regarding this topic from the Commission. He stated that the Commission had previously stated that they were not in favor of installing semi-permanent poles for pickleball nets in the new asphalt at Rowena Park. At the time, the pickleball lobby stated that they would provide their own nets and that they just needed a playing surface. Thus, Staff adjusted the basketball court and painted lines for three pickleball courts at Rowena Park. Terry continued by saying that Staff receives inquiries from the public asking the City to provide the equipment for

people to be able to play. Former Planner Jake Skluzacek had a discussion with Chair Sutton in early 2025 that this topic should be brought back to the Commission for discussion.

Terry framed the question to the Commission as follows: Do you want to provide rental equipment for people to be able to use those courts? The City would provide a lock box at the park that would include nets and paddles, and the key could be picked up from City Hall.

Commissioner Hokeness summarized the conversation the Commission had regarding this topic when it was first brought up a few years back. He concluded his summary by stating that the Commission was not in favor of it then, and he still is not in favor of it now, for a variety of reasons including lack of City Hall hours and practicality to get/give back keys, ongoing costs associated with damaged nets/paddles, cost of knock box(es), and lack of quality in the less expensive portable nets.

Commissioner Hokeness recommended the possibility of purchasing larger, heavier nets that would be located on the best of the three courts at Rowena Park or purchasing and installing the nets with poles that would go into the asphalt. He also mentioned that these courts have excess amounts of sand and water that pickleball players have to clear off before use. Hokeness concluded by stating that if the City wants to have continued temporary use of the courts at Rowena until a permanent pickleball location is decided upon, the best way to do it is by getting a heavy net to be located on one of the courts, and the other two courts can continue to be utilized as they are today – people bringing their own nets and paddles.

City Administrator/Clerk Terry guided the conversation back to the original question, is the Commission in favor of purchasing and storing temporary nets and paddles?

The Commission stated it is not in favor of implementing temporary nets. The Commission asked Staff to bring research to the October Parks Commission Meeting regarding the option of semi-permanent heavy-duty nets or semi-permanent poles that would be placed in the asphalt.

## **7) UPDATES & REPORTS**

### **a. August Parks Commission Update**

Planner Malecha gave the following August Parks update:

- The roofs were repaired on the Boulder Heights Park play equipment, after the roof came off with high winds, Public Works Staff discovered it was not installed correctly.
- Public Works will be transplanting trees from the Public Works campus to work on the landscaping at Boulder Heights Park.
- New picnic tables have been delivered to both Big Windrose and Little Windrose Park.
- Public Works will be transplanting trees from the Public Works campus to Wagner Park to replace the dead ash trees that were removed.
- Garbage cans were purchased to replace some of the old cans in the parks.

Public Works Lead Cavanaugh added clarification to the newly purchased garbage cans that Public Works purchased, stating the City purchased 40 garbage cans from Chanhassen for a total of \$250 at auction.

b. August Parks Commission Financial Report

City Administrator/Clerk Terry stated the report is in the packet and Staff can answer any questions; there were no questions.

**8) PARKS COMMISSIONER'S QUESTIONS & COMMENTS**

Commissioner Hokeness asked if the City had plans to lower the flag as requested from the Federal Government due to the murder of Charlie Kirk. Public Works Lead Cavanaugh stated that the flags will go to half-staff tonight because of 9/11 tomorrow regardless.

Commissioner Jones asked if crack-sealing was planned to continue this year. Cavanaugh stated that the roads that have already been crack sealed went over budget and they are halting continuation of that project until different funding can be utilized.

**9) NEXT MEETING**

Regular Parks Commission Meeting  
Wednesday, October 8, 2025 at 6:00 PM  
ENM City Hall Council Chambers

**10) ADJOURNMENT**

**MOTION** by Chair Hokeness, second by Commissioner Jones to adjourn the meeting at 6:51 PM.

**MOTION CARRIED: 5-0**

Respectfully submitted by

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Brandon Malecha, Planner I



# STAFF MEMORANDUM

<b>SUBJECT:</b>	Pickleball Net Discussion
<b>MEETING DATE:</b>	October 8, 2025
<b>PREPARED BY:</b>	Brandon Malecha, Planner I
<b>REQUESTED ACTION:</b>	Feedback and Direction

**COMMUNITY VISION:**

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

**PRIORITY GOALS:**

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

## **COMMUNITY ORIENTED LOCAL GOVERNMENT:**

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

## **BACKGROUND:**

The Parks Commission discussed the option of temporary pickleball equipment at Rowena Pond Park at their September 10, 2025 Parks Commission Meeting. The Commission decided against moving forward with temporary nets/equipment and asked Staff to research options for semi-permanent nets to be installed; both in the form of heavy duty nets, and in-ground nets.

## **DISCUSSION:**

The Parks Commission is being asked to make a decision regarding temporary pickleball nets located at Rowena Pond Park. For the first consideration, two primary options were evaluated:

1. Portable Heavy-Duty Net System
  - a. Douglas® PPS-22SQ Premier™ Portable Pickleball System (3' x 22') is the recommended model from Staff
  - b. Cost: \$2,500 (eligible for \$100 discount and free shipping)
  - c. Benefits: Does not penetrate asphalt, easy setup, reduced theft risk compared to basic portable nets
  - d. Downsides: Less cost effective than in-ground nets
2. In-Ground Net System

- a. Staff do not have a recommended model. Staff would recommend generally that it is a high-end system that includes thick-wall aluminum or steel poles, crank tension systems, and quality net materials.
- b. Cost Estimate: \$800-\$1,200
- c. Benefits: Easy setup, more cost effective than heavy-duty nets
- d. Downsides: Debris collection/potential maintenance issues, asphalt penetration/damage

The second consideration is regarding whether the nets would be placed on all three available courts at Rowena Park, or just one court. Staff recommends proceeding with the installation of a pickleball net on the one higher quality court, not three. This approach prioritizes quality and cost savings. Either a heavy-duty portable system or a tournament-grade in-ground post system is acceptable, but the final selection should minimize long-term maintenance and attempt to minimize damage to existing infrastructure.

**BUDGET IMPACT:**

The cost estimates differ depending on the type of net the Commission prefers. Below are the following variations:

- 1. Heavy Duty Net (one court)
  - a. \$2,500 (assuming the Commission goes with the model recommended by Staff)
- 2. Heavy Duty Net (three courts)
  - a. \$7,500 (same assumption as above)
- 3. In-Ground Net (one court)
  - a. \$800-\$1,200
- 4. In-Ground Net (three courts)
  - a. \$2,400-\$3,600

The Capital Outlay fund currently holds \$111,869.72, with no other projects earmarked for 2025. The cost for either option is under the \$10,000 bid threshold and is recommended to be funded through this source.



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## Parks Commission Update

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October 1, 2025

### **Parks & Trails**

1. Boulder Heights

Public Works transplanted four trees from the Public Works Campus: one evergreen, one maple, and two oaks. Public Works also aerated and overseeded the grass around the park in order to build a thicker turf.

2. Wagner Park

Public Works transplanted three oak trees and one pine tree from the Public Works Campus to replace the dead ash trees that were removed.

### **Recreation**

None.

### **Community**

None.

### **Upcoming Meeting**

The next Parks Commission Meeting will be:

Date: Wednesday, November 12 2025

Time: 6:00 PM

Location: City Hall, Council Chambers



# STAFF MEMORANDUM

<b>SUBJECT:</b>	September Parks Financial Report
<b>MEETING DATE:</b>	October 8, 2025
<b>PREPARED BY:</b>	Kellie Stewart, Finance Specialist
<b>REQUESTED ACTION:</b>	Informational

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### **BACKGROUND:**

The intent of the monthly financial report is to provide the Parks Commission with a summary of the financial activity, including revenue and expenses within the relevant funds. These funds include the General Fund, Park Dedication Fund, Charitable Gambling Fund, and Capital Outlay.

### **DISCUSSION:**

#### General Fund

General Fund Park Revenues at the end of September were \$2,174.33 or 62% of budget. General Fund Expenditures at the end of September were \$177,578.86 or 65% of the budget. The current remaining budget balance is \$97,512.16.

City of Elko New Market  
Statement of Revenue and Expenditures  
General Fund 101- Parks and Grounds Maintenance  
Budget and Actual  
YTD Through September 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
<b>Revenues</b>				
Park Shelter Rental Fee	3,500.00	2,122.28	1,377.72	61%
Miscellaneous Revenues	-	51.95	(51.95)	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	<u>3,500.00</u>	<u>2,174.23</u>	<u>1,325.77</u>	<u>62%</u>

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
<b>Expenditures</b>				
Full-Time Employees Regular	156,790.83	99,115.84	57,674.99	63%
Full-Time Employees Overtime	6,271.63	2,671.20	3,600.43	43%
Part-Time Employees	8,619.00	3,164.87	5,454.13	37%
On Call	8,988.20	6,627.65	2,360.55	74%
Call Back	936.00	1,044.04	(108.04)	112%
PERA	12,876.11	9,399.58	3,476.53	73%
FICA & Medicare	13,133.63	8,661.99	4,471.64	66%
Employer Paid Insurance	38,625.62	28,455.51	10,170.11	74%
Chemicals and Chem Products	4,800.00	2,446.60	2,353.40	51%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	6,097.16	802.84	88%
Electric Utilities	900.00	701.99	198.01	78%
Refuse/Garbage Disposal	1,900.00	787.14	1,112.86	41%
Repairs/Maint.	11,000.00	7,134.92	3,865.08	65%
Cleaning / Janitorial	1,350.00	937.20	412.80	69%
Miscellaneous	500.00	23.17	476.83	5%
Dues and Subscriptions	700.00	310.00	390.00	44%
	<u>275,091.02</u>	<u>177,578.86</u>	<u>97,512.16</u>	<u>65%</u>

Park Dedication Fund.

Park Dedication Revenues at the end of September were \$0.00. Park Dedication Expenditures at the end of September were \$22,500. The current fund balance is \$282,619.18.

City of Elko New Market  
Statement of Revenue and Expenditures  
**Park Dedication- Fund 230**  
Budget and Actual  
YTD Through September 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
<b>Revenues</b>				
Park Dedication Fee	-	-	-	0%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
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	-	-	-	0%
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
<b>Expenditures</b>				
Improvements Other	-	22,500.00	-	0%
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	-	22,500.00	-	0%

**\$282,619.18**

Charitable Gambling Fund.

Charitable Gambling Revenues at the end of September were \$1,997.61. Charitable Gambling Fund Expenditures at the end of September were \$0.00. The current fund balance is \$60,028.99.

City of Elko New Market  
Statement of Revenue and Expenditures  
**Charitable Gambling- Fund 240**  
Budget and Actual  
YTD Through September 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
<b>Revenues</b>				
Gambling Income 5% LG510	-	1,997.61	-	0%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	1,997.61	-	100%
<b>Expenditures</b>				
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%
<b>Current Fund Balance</b>	<b>\$60,028.99</b>			

Capital Outlay.

Capital Outlay Revenues at the end of September were \$32,500.00. Capital Outlay Expenditures at the end of September were \$21,587.75. The current fund balance is \$111,869.72.

City of Elko New Market  
Statement of Revenue and Expenditures  
**Capital Outlay- Fund 501**  
Budget and Actual  
YTD Through September 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
<b>Revenues</b>				
Miscellaneous Revenues	65,000.00	32,500.00	-	50%
	65,000.00	32,500.00	-	50%
<b>Expenditures</b>				
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 9/30/25</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 9/30/25</u>
Capital Outlay Expenditures	-	21,587.75	-	0%
	-	21,587.75	-	0%
<b>Current Fund Balance</b>	<b>\$111,869.72</b>			