



Kalmin D. Smith – Mayor | Adam R. Smith – City Administrator

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**PARKS AND RECREATION COMMISSION
JUNE 25, 2015 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE**
- II. APPROVAL OF AGENDA**
- III. COMMISSION MINUTES**
 - A. Approval of the regular minutes for May 28, 2015**
- II. PUBLIC COMMENT**
- III. STAFF REPORTS**
 - A. Monthly Revenue/Expense Report and Balance Sheet**
- II. OLD BUSINESS**
- III. NEW BUSINESS**
 - A. Scout Building Update – Michael Mowery**
- II. PUBLIC COMMENT**
- III. COMMISSION COMMENTS**
- IV. ADJOURNMENT**

GRAND LEDGE PARKS AND RECREATION COMMISSION
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

PARKS AND RECREATION COMMISSION MINUTES – REGULAR MEETING
THURSDAY, MAY 28, 2015
7:00 PM
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

I. CALL TO ORDER – 7:00 PM

ROLL CALL – Chair, David Smith, Matthew Dale, Marvin Hummel, Ruthann Jaquette, Kim Mulvenna, Christine Richardson-Beagle and Chuck Mills (8:00 pm)

– Absent – Jodie Willobee, Rachel Kuntzsch and Rick Lantz

OTHERS PRESENT – Streets Supervisor Chad Brunton

II. APPROVAL OF AGENDA

Motion made for Approval of Agenda by Commissioner Mulvenna, seconded by Commissioner Jaquette with unanimous approval.

III. APPROVAL OF APRIL 23, 2015 COMMISSION MINUTES

Motion to approve Thursday, April 23, 2015 Minutes made by Commissioner Mulvenna, seconded by Commissioner Hummel with unanimous approval.

IV. PUBLIC COMMENT

None

V. STAFF REPORTS

A. Monthly Revenue/Expense Report and Balance Sheet

Year to date informational revenues, expense reports and balance sheets will be provided monthly to the Commission. Discussion made on this report.

B. Eaton County Parks Update

Clay Summers has offered to attend our meetings quarterly with an update report.

Activities Reports are attached.

A link from Eaton County Parks to our Grand Ledge City's website should be provided. Grand Ledge Public Schools should be included in this link for visibility to provide more participation in our programs.

C. MDOT Host Application for 2015 "Training Wheels" Community/Regional Training Opportunity

Chad reported that this event was beneficial to the community. Adam Smith will be providing a written summary of the day's events.

Chad gave a couple of examples of minor changes that will be completed in the next three weeks:

- Willow Street: No parking in the bike lane signage
- Crosswalks will have a ladder pattern

The City is working with the schools, township and county to provide safe pathways for non-motorized vehicles. There is no special funding needed from the City.

D. Recreation Concussion Training

The City has implemented Recreation Concussion Training (attached) for all people involved with coaching children. The City is to have a copy of all completed paperwork.

E. Memorial Bench Donation – Oak Park (Don & Wendy Willems)

Don and Wendy Willems have made a Memorial Bench Donation to Oak Park in memory of their daughter. It is located where the climbers prep before climbing the Ledges.

VI. OLD BUSINESS

A. 2015 RECREATIONAL PROGRAMMING

i. **Flag Football** - will be run by the City as it has done in the past.

B. Senior Center's Relocation

The Seniors have moved into City Hall and have already held three meetings.

Discussion on the date of closing the Senior Center/Scout Building was made. The topic was tabled until further research on this matter can be determined.

VII. NEW BUSINESS

A. GRAND LEDGE SCHOOLS RECREATION PROPOSAL

Administrator Smith has met with Grand Ledge Superintendent Metcalf and the Athletic Director in developing a written proposal for \$50,000 commitment for a two year term.

THERE WAS MUCH DISCUSSION ON THIS PROPOSAL. CHAIR SMITH REQUESTED EACH COMMISSION MEMBER EMAIL HIM THEIR QUESTIONS FOR THE SCHOOL BOARD REGARDING THEIR THOUGHTS ON THE PROPOSAL.

CHRIS REQUESTED THAT THE COMMISSION REVIEW THE PROPOSAL COMMISSIONER KUNTZSCH PREPARED FOR US LAST YEAR.

VIII. PUBLIC COMMENT

NONE

IX. COMMUNICATIONS FROM COMMISSIONERS

MARV INFORMED THE COMMISSION OF THE MMRA MEETING BEING HELD ON JUNE 3RD, 10:00 AM.

X. ADJOURNMENT

Motion made for Adjournment was made at 8:20 pm by Chair Smith, seconded by Commissioner Richardson-Beagle with unanimous approval.

Christine Richardson-Beagle, Secretary

David Smith, Chair

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2014 to 5/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	% Bud
Fund: 208 - PARKS & RECREATION FUND							
Revenues							
Dept: 750.752 ADMINISTRATION							
402.000 CURRENT PROPERTY TAXES	144,000.00	144,000.00	144,385.48	0.00	0.00	-385.48	100.3
403.001 PRIOR YR PROP TAX ADJUSTMENTS	0.00	0.00	-420.56	0.00	0.00	420.56	0.0
444.000 PILOT - PAY IN LIEU OF TAX	400.00	400.00	0.00	0.00	0.00	400.00	0.0
448.000 DEL PERSONAL PROPERTY TAX	0.00	0.00	132.19	0.00	0.00	-132.19	0.0
628.000 OPERATIONAL REVENUES	200.00	200.00	0.00	0.00	0.00	200.00	0.0
628.001 INSURANCE DIVIDENDS	0.00	0.00	1,221.61	1,085.82	0.00	-1,221.61	0.0
665.001 INTEREST	50.00	50.00	190.14	17.96	0.00	-140.14	380.3
ADMINISTRATION	144,650.00	144,650.00	145,508.86	1,103.78	0.00	-858.86	100.6
Dept: 750.801 RECREATION							
601.001 FEES	50,940.00	50,940.00	24,001.50	3,332.30	0.00	26,938.50	47.1
602.002 GRAND ADVENTURE RACE	9,000.00	9,000.00	11,896.90	138.72	0.00	-2,896.90	132.2
RECREATION	59,940.00	59,940.00	35,898.40	3,471.02	0.00	24,041.60	59.9
Dept: 750.902 PARKS AND BUILDINGS							
667.000 RENTALS	5,500.00	5,500.00	5,347.50	80.00	0.00	152.50	97.2
PARKS AND BUILDINGS	5,500.00	5,500.00	5,347.50	80.00	0.00	152.50	97.2
Revenues	210,090.00	210,090.00	186,754.76	4,654.80	0.00	23,335.24	88.9
Expenditures							
Dept: 750.752 ADMINISTRATION							
703.000 SALARIES/WAGES	8,707.00	8,707.00	7,738.92	996.94	0.00	968.08	88.9
719.000 FRINGE BENEFITS	4,119.00	4,119.00	2,836.59	73.90	0.00	1,282.41	68.9
840.000 INSURANCE	1,500.00	1,500.00	1,571.51	0.00	0.00	-71.51	104.8
933.000 IT	2,500.00	2,500.00	2,575.00	0.00	0.00	-75.00	103.0
997.101 INDIRECT COST CHARGES	17,209.00	17,209.00	17,209.00	0.00	0.00	0.00	100.0
ADMINISTRATION	34,035.00	34,035.00	31,931.02	1,070.84	0.00	2,103.98	93.8
Dept: 750.801 RECREATION							
703.000 SALARIES/WAGES	55,000.00	55,000.00	19,540.41	0.00	0.00	35,459.59	35.5
703.100 OVERTIME	100.00	100.00	0.00	0.00	0.00	100.00	0.0
719.000 FRINGE BENEFITS	5,676.00	5,676.00	2,088.66	0.00	0.00	3,587.34	36.8
731.002 GRAND ADVENTURE RACE	6,000.00	6,000.00	5,985.71	39.50	0.00	14.29	99.8
741.000 OPERATING SUPPLIES	7,500.00	7,500.00	2,431.91	9.62	0.00	5,068.09	32.4
776.000 MAINTENANCE SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
811.000 CONTRACTUAL	5,100.00	5,100.00	750.00	0.00	0.00	4,350.00	14.7
900.000 PRINTING/PUBLISHING	500.00	500.00	352.36	0.00	0.00	147.64	70.5
940.000 EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	0.00	100.00	0.0
RECREATION	80,476.00	80,476.00	31,149.05	49.12	0.00	49,326.95	38.7
Dept: 750.902 PARKS AND BUILDINGS							
703.000 SALARIES/WAGES	15,700.00	15,700.00	16,359.17	3,389.36	0.00	-659.17	104.2
703.100 OVERTIME	250.00	250.00	36.02	0.00	0.00	213.98	14.4
719.000 FRINGE BENEFITS	7,544.00	7,544.00	5,792.55	253.74	0.00	1,751.45	76.8
741.000 OPERATING SUPPLIES	1,000.00	1,000.00	459.85	0.00	0.00	540.15	46.0
776.000 MAINTENANCE SUPPLIES	17,000.00	24,200.00	22,854.37	1,072.65	0.00	1,345.63	94.4
803.000 TRASH REMOVAL	1,000.00	1,000.00	548.13	96.42	0.00	451.87	54.8
811.000 CONTRACTUAL	6,000.00	6,000.00	13,353.40	10,452.40	0.00	-7,353.40	222.6
853.000 TELEPHONE/INTERNET	300.00	300.00	237.40	23.13	0.00	62.60	79.1
921.000 UTILITIES	7,500.00	7,500.00	7,175.29	430.46	0.00	324.71	95.7
931.000 BUILDING MAINTENANCE	2,000.00	2,000.00	1,310.89	57.17	0.00	689.11	65.5
940.000 EQUIPMENT RENTAL	18,500.00	18,500.00	23,810.28	6,744.04	0.00	-5,310.28	128.7
999.397 TRANSFER TO ISLAND DEBT FUND	18,750.00	18,750.00	18,750.00	0.00	0.00	0.00	100.0
PARKS AND BUILDINGS	95,544.00	102,744.00	110,687.35	22,519.37	0.00	-7,943.35	107.7
Expenditures	210,055.00	217,255.00	173,767.42	23,639.33	0.00	43,487.58	80.0

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2014 to 5/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for PARKS & RECREATION FUND Change in Fund	35.00	-7,165.00	12,987.34 12,987.34	-18,984.53	0.00	-20,152.34	-181.3
Grand Total Net	35.00	-7,165.00	12,987.34	-18,984.53	0.00	-20,152.34	

BALANCE SHEET

Page: 1

6/24/2015

9:01 am

City of Grand Ledge

As of: 5/31/2015

Balances

Fund: 208 - PARKS & RECREATION FUND

Assets

001.000 CASH 79,748.45
027.000 TAXES RECEIVABLE-PERSONAL 750.54

Total Assets 80,498.99

Liabilities

255.000 PARKS & REC CUSTOMER DEPOSITS 1,230.00
339.000 DEFERRED INFLOW 750.54

Total Liabilities 1,980.54

Reserves/Balances

390.000 FUND BALANCE 65,531.11
398.000 CHANGES IN FUND BALANCE 12,987.34

Total Reserves/Balances 78,518.45

Total Liabilities & Balances 80,498.99



Kalmin D. Smith – Mayor | Adam R. Smith – City Administrator

Building Department • 310 Greenwood St. • Grand Ledge MI 48837

Ph: 517.622.4756 • Fax: 517.627.9796 • www.grand-ledge.com

June 5, 2015

Re: 525 E. River St.
Senior Citizen/ Boy Scout Building
Grand Ledge, MI 48837

To whom it may concern,

An inspection at 525 E. River St. Grand Ledge, MI was completed on June 4, 2015, by Michael Mowery building inspector of Grand Ledge, MI. There were some considerable issues found.

In the south east corner of the basement wall, I found the wall was bulging and also I found numerous cracks in the joints. I believe in the near term this could cave in.

On the main floor I found that the front wall has considerable outward lean & structural issues, which in the long term could cause problems.

I would recommend having the building evaluated by a structural engineer if plans are to keep using the building. The building department's position on this issue would be to demolish the building rather than repair.

Michael Mowery
Grand Ledge
Building Inspector
517-622-4756