



**PARKS AND RECREATION COMMISSION
JULY 23, 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 June 25, 2015
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
 - A. Monthly Revenue/Expense Report and Balance Sheet
- VI. OLD BUSINESS**
 - A. Recreation Program Update – Brian Metcalf, Grand Ledge Public Schools
- VII. NEW BUSINESS**
- VIII. PUBLIC COMMENT**
- IX. COMMISSION COMMENTS**
- X. 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, JUNE 25, 2015
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

- I. CALL TO ORDER – 7:00 p.m.**
- II. ROLL CALL** – Chair David Smith; Co-Chair Rachel Kuntzsch; and Commissioners Matthew Dale, Kim Mulvenna, Christine Richardson-Beagle, and Jodie Willobee
Absent – Commissioners Ruthann Jaquette, Chuck Mills, and Marvin Hummel
OTHERS PRESENT – Street Supervisor Chad Brunton
- III. APPROVAL OF AGENDA**
- MOTION TO APPROVE THE AGENDA MADE BY COMMISSIONER KUNTZSCH, SECONDED BY COMMISSIONER DALE, WITH UNANIMOUS APPROVAL.
- IV. APPROVAL OF MAY 28, 2015 COMMISSION MINUTES**
- MOTION TO APPROVE THE THURSDAY, MAY 28, 2015, MINUTES, WITH AMENDED REVISED FINANCIAL REPORT, MADE BY COMMISSIONER DALE, SECONDED BY COMMISSIONER MULVENNA, WITH UNANIMOUS APPROVAL.
- V. PUBLIC COMMENT**
- VI. STAFF REPORTS**
- A. Monthly Revenue/Expense Report and Balance Sheet**
- City staff will provide year to date revenue and expense reports, and balance sheets monthly to the Commission.
- VII. OLD BUSINESS**
- A. Grand Ledge Public School Recreation Proposal**
- The Commission's questions for the Grand Ledge Public School Superintendent and Athletic Director regarding this topic are attached, and the Superintendent or Athletic Director will attend the July 23, 2015, meeting to address the questions.
- VIII. NEW BUSINESS**
- A. Scout Building Update** – Michael Mowery, Grand Ledge Building Inspector

Mr. Mowery informed the Commission the Scout Building should be demolished for both safety and maintenance issues; his letter to the Commission is attached.

MOTION TO RECOMMEND THE CITY COUNCIL DEMOLISH THE SCOUT BUILDING AND DETERMINE THE CLOSING DATE OF SAID BUILDING MADE BY COMMISSIONER KUNTZSCH, SECONDED BY COMMISSIONER SMITH, WITH UNANIMOUS APPROVAL.

IX. PUBLIC COMMENT

Don Keller, 201 Ledge St., spoke on the placement of the new rock and bench donated by Don Willems in honor of his daughter and requested a fence be placed behind the bench to have a clear, unobstructed view of the area.

The Commission discussion Mr. Keller's comments.

CONSENSUS FOR TWO COMMISSIONERS TO REVIEW THE AREA IN QUESTION AND REPORT BACK.

X. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Kuntzsch reported September 27, 2015, Grand Adventure Race planning is underway and mentioned the need for forty volunteers to help make the event successful.

Street Supervisor Chad Brunton informed the Commission the duck feeders at Island Park have been placed on hold.

XI. ADJOURNMENT

MOTION MADE TO ADJOURN THE THURSDAY, JUNE 25, 2015, PARKS AND RECREATION COMMISSION MEETING, AT 7:45 P.M. 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: 7/1/2015 to 7/31/2015

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	144,615.00	144,615.00	0.00	0.00	0.00	144,615.00	0.0	
444.000 PILOT - PAY IN LIEU OF TAX	400.00	400.00	0.00	0.00	0.00	400.00	0.0	
628.000 OPERATIONAL REVENUES	250.00	250.00	0.00	0.00	0.00	250.00	0.0	
665.001 INTEREST	100.00	100.00	0.00	0.00	0.00	100.00	0.0	
ADMINISTRATION	145,365.00	145,365.00	0.00	0.00	0.00	145,365.00	0.0	
Dept: 750.801 RECREATION								
601.001 FEES	15,000.00	15,000.00	1,200.00	1,200.00	0.00	13,800.00	8.0	
602.002 GRAND ADVENTURE RACE	10,500.00	10,500.00	713.62	713.62	0.00	9,786.38	6.8	
RECREATION	25,500.00	25,500.00	1,913.62	1,913.62	0.00	23,586.38	7.5	
Dept: 750.902 PARKS AND BUILDINGS								
667.000 RENTALS	6,500.00	6,500.00	50.00	50.00	0.00	6,450.00	0.8	
PARKS AND BUILDINGS	6,500.00	6,500.00	50.00	50.00	0.00	6,450.00	0.8	

Revenues 177,365.00 177,365.00 1,963.62 1,963.62 0.00 175,401.38 1.1

Expenditures

Dept: 750.752 ADMINISTRATION							
703.000 SALARIES/WAGES	4,202.00	4,202.00	99.69	99.69	0.00	4,102.31	2.4
719.000 FRINGE BENEFITS	2,016.00	2,016.00	7.45	7.45	0.00	2,008.55	0.4
840.000 INSURANCE	1,695.00	1,695.00	830.49	830.49	0.00	864.51	49.6
933.000 IT	2,750.00	2,750.00	0.00	0.00	0.00	2,750.00	0.0
997.101 INDIRECT COST CHARGES	21,004.00	21,004.00	0.00	0.00	0.00	21,004.00	0.0
ADMINISTRATION	31,667.00	31,667.00	937.63	937.63	0.00	30,729.37	3.0
Dept: 750.801 RECREATION							
703.000 SALARIES/WAGES	15,000.00	15,000.00	1,550.31	1,550.31	0.00	13,449.69	10.3
719.000 FRINGE BENEFITS	1,554.00	1,554.00	118.58	118.58	0.00	1,435.42	7.6
731.002 GRAND ADVENTURE RACE	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
741.000 OPERATING SUPPLIES	4,000.00	4,000.00	145.00	145.00	0.00	3,855.00	3.6
811.000 CONTRACTUAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
900.000 PRINTING/PUBLISHING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	29,554.00	29,554.00	1,813.89	1,813.89	0.00	27,740.11	6.1
Dept: 750.902 PARKS AND BUILDINGS							
703.000 SALARIES/WAGES	17,850.00	17,850.00	534.19	534.19	0.00	17,315.81	3.0
703.100 OVERTIME	102.00	102.00	0.00	0.00	0.00	102.00	0.0
719.000 FRINGE BENEFITS	8,610.00	8,610.00	40.69	40.69	0.00	8,569.31	0.5
741.000 OPERATING SUPPLIES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
776.000 MAINTENANCE SUPPLIES	22,600.00	22,600.00	33.55	33.55	0.00	22,566.45	0.1
803.000 TRASH REMOVAL	750.00	750.00	0.00	0.00	0.00	750.00	0.0
811.000 CONTRACTUAL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
853.000 TELEPHONE/INTERNET	300.00	300.00	0.00	0.00	0.00	300.00	0.0
921.000 UTILITIES	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
931.000 BUILDING MAINTENANCE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
940.000 EQUIPMENT RENTAL	25,500.00	25,500.00	0.00	0.00	0.00	25,500.00	0.0
999.397 TRANSFER TO ISLAND DEBT FUND	22,808.00	22,808.00	0.00	0.00	0.00	22,808.00	0.0
PARKS AND BUILDINGS	113,270.00	113,270.00	608.43	608.43	0.00	112,661.57	0.5

Expenditures 174,491.00 174,491.00 3,359.95 3,359.95 0.00 171,131.05 1.9

Net Effect for PARKS & RECREATION FUND 2,874.00 2,874.00 -1,396.33 -1,396.33 0.00 4,270.33 -48.6
Change in Fund -1,396.33

Grand Total Net 2,874.00 2,874.00 -1,396.33 -1,396.33 0.00 4,270.33

BALANCE SHEET

Page: 1

7/16/2015

11:12 am

City of Grand Ledge

As of: 7/31/2015

Balances

Fund: 208 - PARKS & RECREATION FUND

Assets

001.000 CASH 48,770.88

027.000 TAXES RECEIVABLE-PERSONAL 631.05

Total Assets 49,401.93

Liabilities

255.000 PARKS & REC CUSTOMER DEPOSITS 880.00

339.000 DEFERRED INFLOW 631.05

Total Liabilities 1,511.05

Reserves/Balances

390.000 FUND BALANCE 49,287.21

398.000 CHANGES IN FUND BALANCE -1,396.33

Total Reserves/Balances 47,890.88

Total Liabilities & Balances 49,401.93

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2014 to 6/30/2015

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	383.03	383.03	0.00	16.97	95.8
448.000 DEL PERSONAL PROPERTY TAX	0.00	0.00	510.83	378.64	0.00	-510.83	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	0.00	0.00	-1,221.61	0.0
665.001 INTEREST	50.00	50.00	207.33	17.19	0.00	-157.33	414.7
675.000 DONATIONS	0.00	0.00	1,500.00	1,500.00	0.00	-1,500.00	0.0
ADMINISTRATION	144,650.00	144,650.00	147,787.72	2,278.86	0.00	-3,137.72	102.2
Dept: 750.801 RECREATION							
601.001 FEES	50,940.00	50,940.00	33,965.12	9,963.62	0.00	16,974.88	66.7
602.002 GRAND ADVENTURE RACE	9,000.00	9,000.00	12,522.44	625.54	0.00	-3,522.44	139.1
RECREATION	59,940.00	59,940.00	46,487.56	10,589.16	0.00	13,452.44	77.6
Dept: 750.902 PARKS AND BUILDINGS							
667.000 RENTALS	5,500.00	5,500.00	5,777.50	430.00	0.00	-277.50	105.0
PARKS AND BUILDINGS	5,500.00	5,500.00	5,777.50	430.00	0.00	-277.50	105.0
Revenues	210,090.00	210,090.00	200,052.78	13,298.02	0.00	10,037.22	95.2
Expenditures							
Dept: 750.752 ADMINISTRATION							
703.000 SALARIES/WAGES	8,707.00	8,707.00	8,636.16	897.24	0.00	70.84	99.2
719.000 FRINGE BENEFITS	4,119.00	4,119.00	3,849.28	1,012.69	0.00	269.72	93.5
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	33,840.95	1,909.93	0.00	194.05	99.4
Dept: 750.801 RECREATION							
703.000 SALARIES/WAGES	55,000.00	30,000.00	28,211.69	8,671.28	0.00	1,788.31	94.0
703.100 OVERTIME	100.00	100.00	0.00	0.00	0.00	100.00	0.0
719.000 FRINGE BENEFITS	5,676.00	3,101.00	2,751.93	663.27	0.00	349.07	88.7
731.002 GRAND ADVENTURE RACE	6,000.00	6,000.00	6,173.71	188.00	0.00	-173.71	102.9
741.000 OPERATING SUPPLIES	7,500.00	7,060.00	4,303.72	1,871.81	0.00	2,756.28	61.0
776.000 MAINTENANCE SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
811.000 CONTRACTUAL	5,100.00	1,250.00	870.00	120.00	0.00	380.00	69.6
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	48,611.00	42,663.41	11,514.36	0.00	5,947.59	87.8
Dept: 750.902 PARKS AND BUILDINGS							
703.000 SALARIES/WAGES	15,700.00	20,700.00	20,176.77	3,817.60	0.00	523.23	97.5
703.100 OVERTIME	250.00	250.00	36.02	0.00	0.00	213.98	14.4
719.000 FRINGE BENEFITS	7,544.00	9,909.00	9,173.01	3,380.46	0.00	735.99	92.6
741.000 OPERATING SUPPLIES	1,000.00	1,000.00	584.85	125.00	0.00	415.15	58.5
776.000 MAINTENANCE SUPPLIES	17,000.00	24,200.00	24,375.36	1,520.99	0.00	-175.36	100.7
803.000 TRASH REMOVAL	1,000.00	1,000.00	584.25	36.12	0.00	415.75	58.4
811.000 CONTRACTUAL	6,000.00	15,500.00	15,525.40	2,172.00	0.00	-25.40	100.2
853.000 TELEPHONE/INTERNET	300.00	300.00	240.41	3.01	0.00	59.59	80.1
921.000 UTILITIES	7,500.00	7,500.00	7,795.16	619.87	0.00	-295.16	103.9
931.000 BUILDING MAINTENANCE	2,000.00	2,000.00	1,396.49	85.60	0.00	603.51	69.8
940.000 EQUIPMENT RENTAL	18,500.00	33,500.00	41,154.60	17,344.32	0.00	-7,654.60	122.8
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	134,609.00	139,792.32	29,104.97	0.00	-5,183.32	103.9

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2014 to 6/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 208 - PARKS & RECREATION FUND							
Expenditures	210,055.00	217,255.00	216,296.68	42,529.26	0.00	958.32	99.6
Net Effect for PARKS & RECREATION FUND Change in Fund	35.00	-7,165.00	-16,243.90 -16,243.90	-29,231.24	0.00	9,078.90	226.7
Grand Total Net	35.00	-7,165.00	-16,243.90	-29,231.24	0.00	9,078.90	

BALANCE SHEET

City of Grand Ledge

As of: 6/30/2015 (PFY)

Balances

Fund: 208 - PARKS & RECREATION FUND

Assets

001.000 CASH	56,625.04
027.000 TAXES RECEIVABLE-PERSONAL	631.05

Total Assets	57,256.09
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Liabilities

202.000 ACCOUNTS PAYABLE	772.39
255.000 PARKS & REC CUSTOMER DEPOSITS	1,080.00
257.000 PAYROLL PAYABLE	5,485.44
339.000 DEFERRED INFLOW	631.05

Total Liabilities	7,968.88
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Reserves/Balances

390.000 FUND BALANCE	65,531.11
398.000 CHANGES IN FUND BALANCE	-16,243.90

Total Reserves/Balances	49,287.21
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Total Liabilities & Balances	57,256.09
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Athletic Department

April 20, 2015

Mr. Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood St.
Grand Ledge, MI 48837

Mr. Smith:

Please accept this letter as a Proposal from Grand Ledge Public Schools to provide necessary administrative, supervisory and management services to carry out the delivery of community recreation programs.

Grand Ledge Public Schools is excited for the opportunity to continue to provide our Grand Ledge community with outstanding community recreational opportunities for our citizens. We hope to carry on the proud tradition that Grand Ledge has with community recreation development that has been established over the past four decades.

Under our proposal, we would operate out of the Grand Ledge Public Schools Athletic Department. Currently the office directs the operation of the Comet Athletic Program, a comprehensive interscholastic organization that manages and implements 56 sport teams that participate within the Michigan High School Athletic Association.

We believe adding the City Recreation program under the District Athletic Department umbrella will help bolster participation number. Our school district facilities, both indoor and outdoor, will be a vital part to our plan to maintain excellent community recreation opportunities that are currently available while also coordinating an effort to maximize participation at all levels.

We have a tremendous advantage of having the ability to get information out to the more than 5,000 students who attend Grand Ledge Public Schools. Our Athletic Department web site (www.glathletics.com) is one of the best of its kind in the state and our online registration and payment system is cutting edge within school athletic programs. The athletic department has embraced social media as a positive way to get good information out to our parents and community and it has proven to be an effective marketing tool for our athletic programs. Electronic databases will be created to easily notify participants of any program changes or to remind them of other sessions that are offered in the future. We will also continue to utilize print





Athletic Department

media services and district publications to promote recreation programs and opportunities.

Our Grand Ledge coaching staff will provide amazing and reliable direction and support for community recreational programs within their realm of expertise. This collaboration between recreation and our Comet coaching staff and current athletes is a vital part of developing a feeling of pride and loyalty to the Grand Ledge Community.

Grand Ledge Public Schools would provide our administrative, supervisory and management services including the use of our indoor and outdoor facilities for \$50,000 per calendar year. This fee will afford GLPS the opportunity to add support staff to facilitate and grow community recreation opportunities. After two years of financial support from the city, it is the intention of GLPS to make the community recreation programming self-sustaining. After two years there would be no additional money needed from the city of Grand Ledge.

Our recreational programming will be broad and comprehensive and it will tie in perfectly with community enrichment and youth recreational programs already offered by Grand Ledge Public Schools. We are excited to explore more out of the box offerings for the community including enrichment classes for all ages. Currently GLPS offers several community education offerings and we believe we can explore even more recreational and educational opportunities for our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Baker".

Steven Baker, District Athletic Director
Grand Ledge Public Schools



Questions:

1) Currently, from the primary GLPS website, one has to go to “Parent/Student Resources”, select “Community Education” from the drop down list, which then directs to the GLathletics.com<<http://glathletics.com/>> website. From there, a user has to go to the Community Ed menu on this separate site (it’s not automatically directed) and select a specific program. Each program is listed on a separate page. There is not a single page one can go to which lists all the programs and contains general information about Comm. Ed. programs. Two issues: the navigation is cumbersome and ultimately the programs are housed within the athletics website, but not all Comm. Ed programs are “athletic” (e.g., art, YES Center, babysitting). Also, it may not be obvious to an adult wishing to sign up for a class to go to the school’s athletics website to do so. How does GLPS contemplate the Community Education programs will be housed on their website going forward or will they create a new website? And when does GLPS anticipate a better solution will be in place?

2) What programs does GLPS contemplate offering for adults?

3) Will online registration be made available for all programs?

4) Will GLPS commit to providing a regular (e.g., quarterly) update in-person at GL P&R Commission meetings?

5) How will GLPS market programs in the community and beyond?

And ...

1) Can you give us more detail on what the funding will be used for in the first two years.

2) Do you envision developing additional recreation opportunities beyond what is currently being offered, especially non-traditional programs?

3) Are you willing to, and do you see opportunities, to work with other organizations, such as Eaton County Parks, to provide programming and services?

4) What kind of metrics will be provided to the Parks & Recreation commission in order to evaluate program results?