

PARKS & RECREATION COMMISSION

AGENDA

THURSDAY, MAY 26, 2016

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
- IV. PUBLIC COMMENT
- V. STAFF REPORTS
 - a. Revenue/Expense Report and Balance Sheet
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - a. Survey Results and Next Steps – Spicer Group (30 min)
 - b. Placement of City Sign at Well #8, Fieldview Green Space
- VIII. PUBLIC COMMENT
- IX. COMMISSION COMMENTS
- X. ADJOURNMENT

**GRAND LEDGE PARKS AND RECREATION COMMISSION
CITY HALL, 310 GREENWOOD STREET
GRAND LEDGE, MI 48837
(517) 627-2149**

**GRAND LEDGE PARKS AND RECREATION COMMISSION
MEETING, April 28, 2016
City Hall, Room B-106
7:00 PM**

I. Call to Order – 7:00 PM

Roll Call – Chair David Smith, Vice-Chair Rachel Kuntzsch, Ruthann Jaquette, Chuck Mills, Christine Richardson-Beagle, and Raechel Marks.

Absent – Brody Boucher and Matthew Dale

Others Present – Public Service Director Larry LaHaie, & City Council Member Rick Lantz

II. Approval of Agenda

Moved by Commissioner Kuntzsch, seconded by Commissioner Jaquette. Motion carried.

III. Approval of March 24, 2016 Minutes

Moved by Commissioner Jaquette, seconded by Commissioner Kuntzsch with the approval of the Amended Minutes to show that Commissioner Richardson-Beagle was absent. Motion carried.

IV. Public Comment

Don Willems spoke on the Grand Ledge Garden Club planting trees (lilac, lavender and honeysuckle) where they is a switchback near the boat dock at Jaycee Park and a large bolder to be placed there also. The Garden Club members are requesting this trail to be called “Memorial Tree Trail”.

V. Staff Reports (attached)

A. Revenue/Expense Report and Balance Sheet

Motion to receive reports made by Commissioner Jaquette, seconded by Commissioner Mills, Motion carried.

B. City Staff Commission Representative

City Administrator has appointed Public Service Director, Larry LaHaie as the Parks and Recreation Commission staff liaison effective April 28, 2016.

VI. Old Business

A. Boat Launch Concept Plan and Budget

MOTION

Motion to approve Jaycee Boat Launch Concept Plan and Budget as presented, in accordance with the Michigan Department of Natural Resources guidelines.

Motion made by Commissioner Kuntzsch, seconded by Commissioner Jaquette, Motion carried.

VII. New Business

A. City Staff Commissioner Representative Larry LaHaie

B. Survey and Distribution Update

MOTION

Motion to release the Parks and Recreation Plan Survey as presented, supporting the development of the 2016-2020 Parks and Recreation Master Plan.

Motion made by Commissioner Mills, seconded by Commissioner Kuntzsch. Motion carried.

C. East River Street Construction Update

VIII. Public Comment

None

IX. Commission Comments

Commissioner Hummel has resigned from the Commission.

X. Adjournment: 7:46 pm

Secretary, Christine Richardson-Beagle _____

Chair, David Smith _____

DRAFT

Fund 208 PARKS & RECREATION FUND

| GL Number | Description | Balance |
|---|-------------------------------|------------------|
| *** Assets *** | | |
| 208-000.000-001.000 | CASH | 74,095.46 |
| 208-000.000-027.000 | TAXES RECEIVABLE-PERSONAL | 631.05 |
| Total Assets | | 74,726.51 |
| *** Liabilities *** | | |
| 208-000.000-255.000 | PARKS & REC CUSTOMER DEPOSITS | 1,310.00 |
| 208-000.000-339.000 | DEFERRED INFLOW | 631.05 |
| Total Liabilities | | 1,941.05 |
| *** Fund Balance *** | | |
| 208-000.000-390.000 | FUND BALANCE | 51,562.79 |
| Total Fund Balance | | 51,562.79 |
| Beginning Fund Balance | | 51,562.79 |
| Net of Revenues VS Expenditures | | 21,222.67 |
| Ending Fund Balance | | 72,785.46 |
| Total Liabilities And Fund Balance | | 74,726.51 |

PERIOD ENDING 04/30/2016

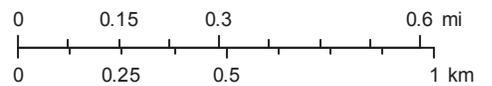
| GL NUMBER | DESCRIPTION | 2015-16 | | 2015-16 | | YTD BALANCE 04/30/2016 NORM (ABNORM) | ACTIVITY FOR MONTH 04/30/2016 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BGD USED |
|-------------------------------------|-------------------------------|--------------------|-------------------|-------------------|--|--|---|---------------------------------------|---------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | AMENDED BUDGET | YTD BALANCE 04/30/2016 NORM (ABNORM) | | | | |
| Fund 208 - PARKS & RECREATION FUND | | | | | | | | | |
| Account Type: Revenue | | | | | | | | | |
| 208-750.752-402.000 | CURRENT PROPERTY TAXES | 144,615.00 | 144,615.00 | 144,615.00 | 141,381.17 | 3,233.83 | 0.00 | 3,233.83 | 97.76 |
| 208-750.752-403.001 | PRIOR YR PROP TAX ADJUSTMENTS | 0.00 | 0.00 | 0.00 | (137.79) | 137.79 | 0.00 | 137.79 | 100.00 |
| 208-750.752-444.000 | PILOT - PAY IN LIEU OF TAX | 400.00 | 400.00 | 400.00 | 0.00 | 400.00 | 0.00 | 400.00 | 100.00 |
| 208-750.752-448.000 | DEL PERSONAL PROPERTY TAX | 0.00 | 0.00 | 0.00 | 189.76 | (189.76) | 0.00 | (189.76) | 100.00 |
| 208-750.752-628.000 | OPERATIONAL REVENUES | 250.00 | 250.00 | 250.00 | 1,139.00 | (889.00) | 0.00 | 455.60 | 455.60 |
| 208-750.752-628.001 | INSURANCE DIVIDENDS | 0.00 | 0.00 | 0.00 | 2,351.47 | (2,351.47) | 0.00 | 100.00 | 100.00 |
| 208-750.752-665.001 | INTEREST | 100.00 | 100.00 | 100.00 | 215.18 | (115.18) | 22.45 | 215.18 | 215.18 |
| 208-750.752-674.002 | LOCAL GRANTS | 0.00 | 0.00 | 0.00 | 5,000.00 | (5,000.00) | 0.00 | 100.00 | 100.00 |
| 208-750.801-601.001 | FEES | 15,000.00 | 15,000.00 | 15,000.00 | 10,154.23 | 4,845.77 | 0.00 | 67.69 | 67.69 |
| 208-750.801-602.002 | GRAND ADVENTURE RACE | 10,500.00 | 10,500.00 | 10,500.00 | 10,522.58 | (22.58) | 0.00 | 100.22 | 100.22 |
| 208-750.902-667.000 | RENTALS | 6,500.00 | 6,500.00 | 6,500.00 | 5,287.50 | 1,212.50 | 60.00 | 81.35 | 81.35 |
| 208-750.902-673.000 | SALE OF FIXED ASSETS | 0.00 | 0.00 | 0.00 | 380.50 | (380.50) | 0.00 | 100.00 | 100.00 |
| Total Revenue: | | 177,365.00 | 177,365.00 | 177,365.00 | 176,483.60 | 881.40 | 82.45 | 881.40 | 99.50 |
| Account Type: Expenditure | | | | | | | | | |
| 208-750.752-703.000 | SALARIES/WAGES | 4,202.00 | 4,202.00 | 4,202.00 | 7,256.32 | (3,054.32) | 1,020.57 | 172.69 | 172.69 |
| 208-750.752-719.000 | FRINGE BENEFITS | 2,016.00 | 2,016.00 | 2,016.00 | 2,896.52 | (880.52) | 76.33 | 143.68 | 143.68 |
| 208-750.752-811.000 | CONTRACTUAL | 0.00 | 0.00 | 0.00 | 416.50 | (416.50) | 416.50 | 100.00 | 100.00 |
| 208-750.752-840.000 | INSURANCE | 1,695.00 | 1,695.00 | 1,695.00 | 1,889.83 | (194.83) | 0.00 | 111.49 | 111.49 |
| 208-750.752-933.000 | IT | 2,750.00 | 2,750.00 | 2,750.00 | 0.00 | 2,750.00 | 0.00 | 0.00 | 0.00 |
| 208-750.752-957.000 | OPERATIONAL EXPENSE | 0.00 | 0.00 | 0.00 | 21.06 | (21.06) | 21.06 | 100.00 | 100.00 |
| 208-750.752-997.101 | INDIRECT COST CHARGES | 21,004.00 | 21,004.00 | 21,004.00 | 21,004.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 208-750.801-703.000 | SALARIES/WAGES | 15,000.00 | 15,000.00 | 15,000.00 | 10,736.01 | 4,263.99 | 0.00 | 71.57 | 71.57 |
| 208-750.801-719.000 | FRINGE BENEFITS | 1,554.00 | 1,554.00 | 1,554.00 | 1,024.40 | 529.60 | 0.00 | 65.92 | 65.92 |
| 208-750.801-731.002 | GRAND ADVENTURE RACE | 6,000.00 | 7,600.00 | 7,600.00 | 7,726.35 | (126.35) | 127.35 | 101.66 | 101.66 |
| 208-750.801-741.000 | OPERATING SUPPLIES | 4,000.00 | 4,000.00 | 4,000.00 | 3,196.25 | 803.75 | 0.00 | 79.91 | 79.91 |
| 208-750.801-811.000 | CONTRACTUAL | 2,000.00 | 2,000.00 | 2,000.00 | 1,311.40 | 688.60 | 1,021.40 | 65.57 | 65.57 |
| 208-750.801-811.006 | CONTRACTUAL - GLPS | 0.00 | 0.00 | 0.00 | 25,000.00 | (25,000.00) | 0.00 | 100.00 | 100.00 |
| 208-750.801-900.000 | PRINTING/PUBLISHING | 1,000.00 | 1,000.00 | 1,000.00 | 103.12 | 896.88 | 13.82 | 10.31 | 10.31 |
| 208-750.902-703.000 | SALARIES/WAGES | 17,850.00 | 17,850.00 | 17,850.00 | 11,473.78 | 6,376.22 | 2,216.12 | 64.28 | 64.28 |
| 208-750.902-703.100 | OVERTIME | 102.00 | 102.00 | 102.00 | 622.94 | (520.94) | 0.00 | 610.73 | 610.73 |
| 208-750.902-719.000 | FRINGE BENEFITS | 8,610.00 | 8,610.00 | 8,610.00 | 4,879.35 | 3,730.65 | 168.89 | 56.67 | 56.67 |
| 208-750.902-741.000 | OPERATING SUPPLIES | 750.00 | 750.00 | 750.00 | 0.00 | 750.00 | 0.00 | 0.00 | 0.00 |
| 208-750.902-776.000 | MAINTENANCE SUPPLIES | 22,600.00 | 22,600.00 | 22,600.00 | 630.30 | 21,969.70 | 11.34 | 2.79 | 2.79 |
| 208-750.902-803.000 | TRASH REMOVAL | 750.00 | 750.00 | 750.00 | 394.02 | 355.98 | 39.12 | 52.54 | 52.54 |
| 208-750.902-811.000 | CONTRACTUAL | 5,000.00 | 5,000.00 | 5,000.00 | 5,155.64 | (155.64) | 1,765.35 | 103.11 | 103.11 |
| 208-750.902-853.000 | TELEPHONE/INTERNET | 300.00 | 300.00 | 300.00 | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 |
| 208-750.902-921.000 | UTILITIES | 7,500.00 | 7,500.00 | 7,500.00 | 3,230.32 | 4,269.68 | 0.00 | 43.07 | 43.07 |
| 208-750.902-923.000 | PROPERTY TAXES & ASSESSMENTS | 0.00 | 0.00 | 0.00 | 150.00 | (150.00) | 150.00 | 100.00 | 100.00 |
| 208-750.902-931.000 | BUILDING MAINTENANCE | 1,500.00 | 1,500.00 | 1,500.00 | 1,196.35 | 303.65 | 182.67 | 79.76 | 79.76 |
| 208-750.902-940.000 | EQUIPMENT RENTAL | 25,500.00 | 25,500.00 | 25,500.00 | 22,138.47 | 3,361.53 | 856.71 | 86.82 | 86.82 |
| Total Expenditure: | | 151,683.00 | 153,283.00 | 153,283.00 | 132,452.93 | 20,830.07 | 8,087.23 | 86.41 | 86.41 |
| Account Type: Transfers-Out | | | | | | | | | |
| 208-750.902-999.397 | TRANSFER TO ISLAND DEBT FUND | 22,808.00 | 22,808.00 | 22,808.00 | 22,808.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total Transfers-Out: | | 22,808.00 | 22,808.00 | 22,808.00 | 22,808.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Fund 208 - PARKS & RECREATION FUND: | | | | | | | | | |
| TOTAL REVENUES | | 177,365.00 | 177,365.00 | 177,365.00 | 176,483.60 | 881.40 | 82.45 | 881.40 | 99.50 |
| TOTAL EXPENDITURES | | 174,491.00 | 176,091.00 | 176,091.00 | 155,260.93 | 20,830.07 | 8,087.23 | 88.17 | 88.17 |
| NET OF REVENUES & EXPENDITURES | | 2,874.00 | 1,274.00 | 1,274.00 | 21,222.67 | (19,948.67) | (8,004.78) | 1,665.83 | |

Parcel Map



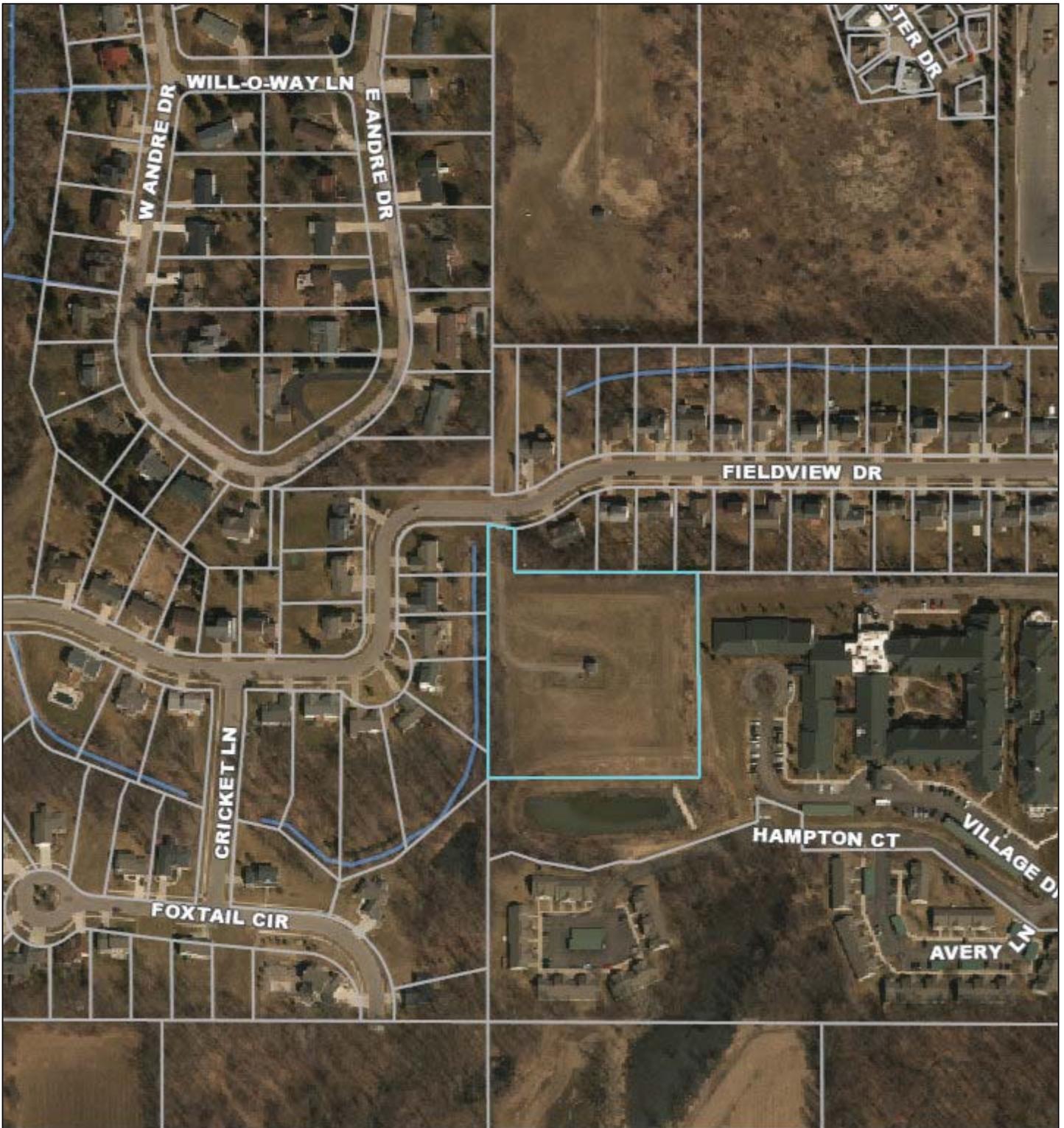
May 20, 2016

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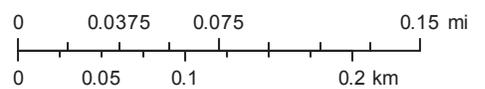
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Parcel Map



May 20, 2016

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