

PARKS & RECREATION COMMISSION

AGENDA

THURSDAY, AUGUST 25, 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
 - b. Island Park Step Installation Update
 - c. Jaycee Boat Launch Construction Update
 - d. East River Street Update
 - e. Master Plan Update
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. PUBLIC COMMENT
- IX. COMMISSION COMMENTS
- X. ADJOURNMENT

PERIOD ENDING 07/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 07/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/16		AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET		INCR	(DECR)		
Fund 208 - PARKS & RECREATION FUND								
Revenues								
Dept 750.752-ADMINISTRATION								
208-750.752-402.000	CURRENT PROPERTY TAXES	144,615.00	144,615.00	0.00	0.00	144,615.00	0.00	
208-750.752-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(785.00)	(785.00)	0.00	0.00	(785.00)	0.00	
208-750.752-444.000	PILOT - PAY IN LIEU OF TAX	400.00	400.00	0.00	0.00	400.00	0.00	
208-750.752-448.000	DEL PERSONAL PROPERTY TAX	956.00	956.00	0.00	0.00	956.00	0.00	
208-750.752-628.000	OPERATIONAL REVENUES	250.00	250.00	0.00	0.00	250.00	0.00	
208-750.752-628.001	INSURANCE DIVIDENDS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
208-750.752-665.001	INTEREST	200.00	200.00	32.69	32.69	167.31	16.35	
208-750.752-675.000	DONATIONS	100.00	100.00	0.00	0.00	100.00	0.00	
208-750.752-699.101	TRANSFER FROM GENERAL FUND	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
Total Dept 750.752-ADMINISTRATION		148,736.00	148,736.00	32.69	32.69	148,703.31	0.02	
Dept 750.801-RECREATION								
208-750.801-602.002	GRAND ADVENTURE RACE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	
Total Dept 750.801-RECREATION		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	
Dept 750.902-PARKS AND BUILDINGS								
208-750.902-667.000	RENTALS	7,000.00	7,000.00	80.00	80.00	6,920.00	1.14	
Total Dept 750.902-PARKS AND BUILDINGS		7,000.00	7,000.00	80.00	80.00	6,920.00	1.14	
TOTAL Revenues		158,736.00	158,736.00	112.69	112.69	158,623.31	0.07	
Expenditures								
Dept 750.752-ADMINISTRATION								
208-750.752-703.000	SALARIES/WAGES	4,290.00	4,290.00	181.18	181.18	4,108.82	4.22	
208-750.752-719.000	FRINGE BENEFITS	1,892.00	1,892.00	24.69	24.69	1,867.31	1.30	
208-750.752-811.000	CONTRACTUAL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	
208-750.752-840.000	INSURANCE	1,500.00	1,500.00	1,059.34	1,059.34	440.66	70.62	
208-750.752-997.101	INDIRECT COST CHARGES	18,423.00	18,423.00	0.00	0.00	18,423.00	0.00	
Total Dept 750.752-ADMINISTRATION		29,105.00	29,105.00	1,265.21	1,265.21	27,839.79	4.35	
Dept 750.801-RECREATION								
208-750.801-811.006	CONTRACTUAL - GLPS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00	
Total Dept 750.801-RECREATION		50,000.00	50,000.00	0.00	0.00	50,000.00	0.00	
Dept 750.902-PARKS AND BUILDINGS								
208-750.902-703.000	SALARIES/WAGES	5,914.00	5,914.00	2,556.62	2,556.62	3,357.38	43.23	
208-750.902-703.100	OVERTIME	500.00	500.00	0.00	0.00	500.00	0.00	
208-750.902-719.000	FRINGE BENEFITS	2,609.00	2,609.00	292.24	292.24	2,316.76	11.20	
208-750.902-741.000	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00	
208-750.902-776.000	MAINTENANCE SUPPLIES	2,000.00	2,000.00	107.85	107.85	1,892.15	5.39	
208-750.902-803.000	TRASH REMOVAL	650.00	650.00	39.12	39.12	610.88	6.02	
208-750.902-811.000	CONTRACTUAL	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	
208-750.902-811.006	CONTRACTUAL - EATON CNTY PARKS	32,000.00	32,000.00	16,000.00	16,000.00	16,000.00	50.00	
208-750.902-853.000	TELEPHONE/INTERNET	0.00	0.00	2.60	2.60	(2.60)	100.00	

User: cgrice

DB: Grand Ledge

PERIOD ENDING 07/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 07/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/16		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 208 - PARKS & RECREATION FUND									
Expenditures									
208-750.902-921.000	UTILITIES	3,250.00	3,250.00	0.00	0.00		3,250.00		0.00
208-750.902-931.000	BUILDING MAINTENANCE	1,000.00	1,000.00	454.00	454.00		546.00		45.40
208-750.902-940.000	EQUIPMENT RENTAL	4,000.00	4,000.00	0.00	0.00		4,000.00		0.00
208-750.902-999.397	TRANSFER TO ISLAND DEBT FUND	21,610.00	21,610.00	0.00	0.00		21,610.00		0.00
Total Dept 750.902-PARKS AND BUILDINGS		76,533.00	76,533.00	19,452.43	19,452.43		57,080.57		25.42
TOTAL Expenditures		155,638.00	155,638.00	20,717.64	20,717.64		134,920.36		13.31
Fund 208 - PARKS & RECREATION FUND:									
TOTAL REVENUES		158,736.00	158,736.00	112.69	112.69		158,623.31		0.07
TOTAL EXPENDITURES		155,638.00	155,638.00	20,717.64	20,717.64		134,920.36		13.31
NET OF REVENUES & EXPENDITURES		3,098.00	3,098.00	(20,604.95)	(20,604.95)		23,702.95		665.10

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
208-000.000-001.000	CASH	36,081.14
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	548.41
Total Assets		36,629.55
*** Liabilities ***		
208-000.000-202.000	ACCOUNTS PAYABLE	1,828.05
208-000.000-255.000	PARKS & REC CUSTOMER DEPOSITS	1,000.00
208-000.000-339.000	DEFERRED INFLOW	548.41
Total Liabilities		3,376.46
*** Fund Balance ***		
208-000.000-390.000	FUND BALANCE	51,562.79
Total Fund Balance		51,562.79
Beginning Fund Balance - 15-16		51,562.79
Net of Revenues VS Expenditures - 15-16		2,295.25
*15-16 End FB/16-17 Beg FB		53,858.04
Net of Revenues VS Expenditures - Current Year		(20,604.95)
Ending Fund Balance		33,253.09
Total Liabilities And Fund Balance		36,629.55

* Year Not Closed

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

**PARKS AND RECREATION COMMISSION
July 28, 2016
City Hall, Council Chambers**

I. Call to Order – 7:04 PM

Roll Call

COMMISSIONERS	PRESENT	ABSENT
David Smith, Chair	X	
Rachel Kuntzsch, Vice Chair	X	
Christine Richardson-Beagle		X
Brody Boucher	X	
Matthew Dale		X
Ruthann Jaquette	X	
Raechel Marks	X	
Chuck Mills		X
Michael Doty	X	
OTHERS		
Rick Lantz, City Council Member	X	

II. Approval of Agenda

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

III. Approval of June 23, 2016 Minutes

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

IV. Public Comment – No member of the public were in attendance.

V. Staff Reports

- a. Island Park Major Maintenance Efforts** – Larry LaHaie reported that City staff have trimmed bushes, painted the gazebo and overlook, power washed the walk ways, and completed other general maintenance to improve the park beauty and safety.
- b. Jaycee Boat Launch Project Award and Est. Construction Timeline** – Larry LaHaie reported the project had been awarded to TCI of MI. Work is expected to begin in August and be completed in October.
- c. Oak Park Property Acquisition Update** – The City is currently awaiting appraisal of the property.

VI. Old Business – Larry LaHaie shared recreation program numbers as well as an infographic that shows highlights of the survey results to be included in the Insider.

VII. New Business

- a. Review of Master Plan Goals/Objectives** – The Commission reviewed the draft goals and prioritized projects for the Master Plan with input from Spicer Group.

VIII. Public Comment – No member of the public were in attendance.

IX. Commission Comments

Commissioner Boucher encouraged Commissioners to visit Wonch Park in Meridian Township, which includes outdoor fitness equipment, as an example for consideration in the future.

X. Adjournment: 8:27 pm

Submitted by:

Rachel Kuntzsch, Vice Chair

David Smith, Chair