

**PARKS & RECREATION COMMISSION****AGENDA****THURSDAY, OCTOBER 27, 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**
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
  - a. Release Parks and Recreation Draft Master Plan for 30-Day Review**
  - b. Set Public Hearing Date for Draft Master Plan: December 1, 2016**
- 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, September 22, 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, Michael Doty, Ruthann Jaquette, Raechel Marks, Chuck Mills, and Christine Richardson-Beagle

**Absent** – Matthew Dale and Brody Boucher

**Others Present** – City Administrator Adam Smith, Public Service Director Larry LaHaie, & City Council Member Rick Lantz

**II. Approval of Agenda**

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

**III. Approval of August 25, 2016 Minutes**

Moved by Commissioner Jaquette, seconded by Commissioner Richardson-Beagle. Motion carried.

**IV. Public Comment**

None

**V. Staff Reports (attached)**

**A. Revenue/Expense Report and Balance Sheet**

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

**B. Island Park Step Installation Update**

Steps were poured two weeks ago. It is not open yet, the handrail needs to be installed.

**C. Jaycee Boat Launch Construction Update**

Concrete pads completed. River is up now. They are working on stabilizing the wet soil.

**D. East River Street Construction Update**

Water main was approved and they are working on the installation of the storm drains.

**E. Master Plan Update**

Full draft available via email or one can be picked up at City Hall.

**VI. Old Business**

None

**VII. New Business**

A. Meeting Schedule to Finance Master Plan

***MOTION***

*Motion to schedule the Parks and Recreation Commission's final 2016 meeting from December 8<sup>th</sup> to December 1<sup>st</sup> to better facilitate finalizing the Master Plan*

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

**VIII. Public Comment**

None

**IX. Commission Comments**

Discussion on Jaycee Park's boat launch.

- Parking to unload boats and kayaks.
- A painted pedestrian walkway will be created for public safety.
- Our priority is to include a handicap boat launch.

**X. Adjournment:** 7:25 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	7,517.82
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	548.41
<b>Total Assets</b>		<b>8,066.23</b>
*** Liabilities ***		
208-000.000-255.000	PARKS & REC CUSTOMER DEPOSITS	850.00
208-000.000-339.000	DEFERRED INFLOW	548.41
<b>Total Liabilities</b>		<b>1,398.41</b>
*** Fund Balance ***		
208-000.000-390.000	FUND BALANCE	51,562.79
<b>Total Fund Balance</b>		<b>51,562.79</b>
<b>Beginning Fund Balance - 15-16</b>		<b>51,562.79</b>
<b>Net of Revenues VS Expenditures - 15-16</b>		<b>2,295.25</b>
<b>*15-16 End FB/16-17 Beg FB</b>		<b>53,858.04</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(47,190.22)</b>
<b>Ending Fund Balance</b>		<b>6,667.82</b>
<b>Total Liabilities And Fund Balance</b>		<b>8,066.23</b>

\* Year Not Closed

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
Fund 208 - PARKS & RECREATION FUND							
Revenues							
Dept 750.752-ADMINISTRATION							
208-750.752-402.000	CURRENT PROPERTY TAXES	144,615.00	144,615.00	34,011.75	34,011.75	110,603.25	23.52
208-750.752-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(785.00)	(785.00)	(118.84)	0.00	(666.16)	15.14
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	28.07	1.45	171.93	14.04
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	33,920.98	34,013.20	114,815.02	22.81
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	530.00	450.00	6,470.00	7.57
Total Dept 750.902-PARKS AND BUILDINGS		7,000.00	7,000.00	530.00	450.00	6,470.00	7.57
TOTAL Revenues		158,736.00	158,736.00	34,450.98	34,463.20	124,285.02	21.70
Expenditures							
Dept 750.752-ADMINISTRATION							
208-750.752-703.000	SALARIES/WAGES	4,290.00	4,290.00	1,006.18	495.01	3,283.82	23.45
208-750.752-719.000	FRINGE BENEFITS	1,892.00	1,892.00	423.93	374.75	1,468.07	22.41
208-750.752-811.000	CONTRACTUAL	3,000.00	3,000.00	740.35	740.35	2,259.65	24.68
208-750.752-840.000	INSURANCE	1,500.00	1,500.00	1,059.34	0.00	440.66	70.62
208-750.752-997.101	INDIRECT COST CHARGES	18,423.00	18,423.00	16,280.00	0.00	2,143.00	88.37
Total Dept 750.752-ADMINISTRATION		29,105.00	29,105.00	19,509.80	1,610.11	9,595.20	67.03
Dept 750.801-RECREATION							
208-750.801-811.006	CONTRACTUAL - GLPS	50,000.00	50,000.00	25,000.00	0.00	25,000.00	50.00
208-750.801-900.000	PRINTING/PUBLISHING	0.00	0.00	82.30	82.30	(82.30)	100.00
Total Dept 750.801-RECREATION		50,000.00	50,000.00	25,082.30	82.30	24,917.70	50.16
Dept 750.902-PARKS AND BUILDINGS							
208-750.902-703.000	SALARIES/WAGES	5,914.00	5,914.00	7,370.10	2,599.40	(1,456.10)	124.62
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	3,134.43	2,673.35	(525.43)	120.14
208-750.902-741.000	OPERATING SUPPLIES	500.00	500.00	103.92	82.31	396.08	20.78
208-750.902-776.000	MAINTENANCE SUPPLIES	2,000.00	2,000.00	1,322.49	263.99	677.51	66.12
208-750.902-803.000	TRASH REMOVAL	650.00	650.00	267.36	36.12	382.64	41.13
208-750.902-811.000	CONTRACTUAL	2,500.00	2,500.00	1,502.00	(4,796.37)	998.00	60.08
208-750.902-811.006	CONTRACTUAL - EATON CNTY PARKS	32,000.00	32,000.00	16,000.00	0.00	16,000.00	50.00

User: cgrice

DB: Grand Ledge

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 208 - PARKS & RECREATION FUND									
Expenditures									
208-750.902-853.000	TELEPHONE/INTERNET	0.00	0.00	10.50	4.74		(10.50)	100.00	
208-750.902-921.000	UTILITIES	3,250.00	3,250.00	1,007.91	867.80		2,242.09	31.01	
208-750.902-931.000	BUILDING MAINTENANCE	1,000.00	1,000.00	733.99	92.24		266.01	73.40	
208-750.902-940.000	EQUIPMENT RENTAL	4,000.00	4,000.00	5,596.40	1,862.72		(1,596.40)	139.91	
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	37,049.10	3,686.30		39,483.90	48.41	
TOTAL Expenditures		155,638.00	155,638.00	81,641.20	5,378.71		73,996.80	52.46	
Fund 208 - PARKS & RECREATION FUND:									
TOTAL REVENUES		158,736.00	158,736.00	34,450.98	34,463.20		124,285.02	21.70	
TOTAL EXPENDITURES		155,638.00	155,638.00	81,641.20	5,378.71		73,996.80	52.46	
NET OF REVENUES & EXPENDITURES		3,098.00	3,098.00	(47,190.22)	29,084.49		50,288.22	1,523.25	

## Parks and Recreation Proposed Meeting Schedule Finalize Master Plan

Date		Group/Action
<b>2016</b>	<b>Thursday, Sept 22</b>	<b>P/R Regular Meeting</b> <ul style="list-style-type: none"> <li>Receive full draft of P/R Master Plan</li> </ul>
	<b>Monday, Oct 10</b> (by 8:00am)	<b>P/R Commission</b> <ul style="list-style-type: none"> <li>Submits any suggestions for draft to City staff</li> </ul>
	<b>Thursday, Oct 27</b>	<b>P/R Regular Meeting</b> <ul style="list-style-type: none"> <li>Release final Master Plan to public for 30-day review</li> <li>Set date for Public Hearing (<i>12/1/16 suggested date for special P/R meeting – cannot be prior to 11/28/16</i>)</li> <li>City staff will publish Public Hearing date/time/location</li> </ul>
	<b>Thursday, Nov 24</b>	<b>NO P/R Meeting – Thanksgiving Holiday</b>
	<b>Thursday, Dec 1</b> (tentative – versus 12/8/16 as previously scheduled)	<b>P/R Special Meeting</b> <ul style="list-style-type: none"> <li>Hold Public Hearing</li> <li>Pass Resolution for City Council</li> <li>Last P/R meeting for 2016</li> </ul>
	<b>Monday, Dec 12</b>	<b>City Council – Regular Meeting</b> <ul style="list-style-type: none"> <li>Pass Resolution to formally adopt the 2017-2021 Parks and Recreation Master Plan</li> </ul>
<b>2017</b>	<b>January</b>	<b>Spicer Group</b> <ul style="list-style-type: none"> <li>Completes final documents and DNR checklist for City signature</li> <li>Completes transmittal letters to County and Regional Planning groups</li> <li>Uploads plan and supporting documents to DNR website for approval (deadline is March 1)</li> </ul>
	<b>April, 1</b>	<b>Michigan Natural Resources Trust Fund Application Deadline</b> <ul style="list-style-type: none"> <li>Master Plan must be current and approved by DNR prior to this deadline</li> <li>Eligible Projects               <ul style="list-style-type: none"> <li>Acquisition of land</li> </ul> </li> <li>Development for public outdoor recreation such as: trails, campgrounds, ball fields, tennis courts, and restrooms, etc.</li> </ul>