

PARKS & RECREATION COMMISSION

AGENDA

THURSDAY, DECEMBER 1, 2016

7:00 P.M.

ROOM B-106, 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. Oak Park Update
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - a. Public Hearing for Draft Parks and Recreation Master Plan
 - b. 2017 Meeting Calendar
 - i. January 2017: City Council appointment of vacancies
 - ii. February 2017: Election of Chair/Vice-Chair/Secretary
- 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, October 27, 2016
City Hall, Council Chambers
7:00 PM**

I. Call to Order – 7:00 PM

Roll Call – Chair David Smith, Vice-Chair Rachel Kuntzsch, Brody Boucher, Michael Doty, Ruthann Jaquette, Chuck Mills, and Christine Richardson-Beagle

Absent – Matthew Dale and Raechel Marks

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 Jaquette. Motion carried.
Addendum to the Agenda: V. e. Oak Park Update.

III. Approval of September 22, 2016 Minutes

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

IV. Public Comment

Don Keller, 201 Ledge Street; Question on the easement to Oak Park.

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 Major Maintenance Efforts

Steps were poured last month. The handrail will be installed in the next two weeks.

C. Jaycee Boat Launch Construction Update

Pavement completed. They worked on stabilizing the wet soil with gravel mix and cement dust and there was an additional cost to this project, as a result.

D. East River Street Construction Update

The road base is built and the rolled curb poured. Grading, paving of the base and sidewalks to be completed in the next couple of weeks.

E. Oak Park Update

All adjoining neighbors (15) have received correspondence letters. There are five homes who have an encroachment that requires corrective action.

Park boundary and DNR signage will be placed accordingly.

VI. Old Business

None

VII. New Business

a. Release Parks and Recreation Draft Master Plan for 30-Day Review

MOTION

Motion to approve the release of the 2017-2021 Draft Parks and Recreation Master Plan for the 30-Day Public Review

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

b. Set Public Hearing Date for Draft Master Plan: December 1, 2016

MOTION

Motion to schedule public hearing on December 1, 2016, at 7:00 pm, City Hall for comment on the 2017-2021 Draft Parks and Recreation Master Plan.

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

VIII. Public Comment

None.

IX. Commission Comments

X. Adjournment: 7:28 pm

Secretary, Christine Richardson-Beagle _____

Chair, David Smith _____

DRAFT

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
208-000.000-001.000	CASH	85,264.14
	Cash	<u>85,264.14</u>
Other Assets		
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	548.41
	Other Assets	<u>548.41</u>
	Total Assets	<u>85,812.55</u>
*** Liabilities ***		
Accounts Payable		
	Accounts Payable	<u>0.00</u>
Liabilities-LT (under 1 year)		
208-000.000-255.000	PARKS & REC CUSTOMER DEPOSITS	1,150.00
208-000.000-339.000	DEFERRED INFLOW	548.41
	Liabilities-LT (under 1 year)	<u>1,698.41</u>
	Total Liabilities	<u>1,698.41</u>
*** Fund Balance ***		
Unassigned		
208-000.000-390.000	FUND BALANCE	53,858.04
	Unassigned	<u>53,858.04</u>
	Total Fund Balance	<u>53,858.04</u>
	Beginning Fund Balance	53,858.04
	Net of Revenues VS Expenditures	30,256.10
	Ending Fund Balance	84,114.14
	Total Liabilities And Fund Balance	85,812.55

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 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	138,243.97	104,232.22	6,371.03	95.59
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	56.78	28.71	143.22	28.39
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	138,181.91	104,260.93	10,554.09	92.90
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	1,010.00	480.00	5,990.00	14.43
Total Dept 750.902-PARKS AND BUILDINGS		7,000.00	7,000.00	1,010.00	480.00	5,990.00	14.43
TOTAL Revenues		158,736.00	158,736.00	139,191.91	104,740.93	19,544.09	87.69
Expenditures							
Dept 750.752-ADMINISTRATION							
208-750.752-703.000	SALARIES/WAGES	4,290.00	4,290.00	1,336.18	330.00	2,953.82	31.15
208-750.752-719.000	FRINGE BENEFITS	1,892.00	1,892.00	448.42	24.49	1,443.58	23.70
208-750.752-811.000	CONTRACTUAL	3,000.00	3,000.00	740.35	0.00	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	19,864.29	354.49	9,240.71	68.25
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	0.00	(82.30)	100.00
Total Dept 750.801-RECREATION		50,000.00	50,000.00	25,082.30	0.00	24,917.70	50.16
Dept 750.902-PARKS AND BUILDINGS							
208-750.902-703.000	SALARIES/WAGES	5,914.00	5,914.00	8,026.03	655.93	(2,112.03)	135.71
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	3,184.40	49.97	(575.40)	122.05
208-750.902-741.000	OPERATING SUPPLIES	500.00	500.00	129.91	25.99	370.09	25.98
208-750.902-776.000	MAINTENANCE SUPPLIES	2,000.00	2,000.00	5,330.06	4,007.57	(3,330.06)	266.50
208-750.902-803.000	TRASH REMOVAL	650.00	650.00	495.98	228.62	154.02	76.30
208-750.902-811.000	CONTRACTUAL	2,500.00	2,500.00	1,658.00	156.00	842.00	66.32
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 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET	10/31/2016 NORM (ABNORM)	MONTH 10/31/16 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 208 - PARKS & RECREATION FUND								
Expenditures								
208-750.902-853.000	TELEPHONE/INTERNET	0.00	0.00	13.66	3.16	(13.66)	100.00	
208-750.902-921.000	UTILITIES	3,250.00	3,250.00	1,210.79	202.88	2,039.21	37.26	
208-750.902-931.000	BUILDING MAINTENANCE	1,000.00	1,000.00	733.99	0.00	266.01	73.40	
208-750.902-940.000	EQUIPMENT RENTAL	4,000.00	4,000.00	5,596.40	0.00	(1,596.40)	139.91	
208-750.902-999.397	TRANSFER TO ISLAND DEBT FUND	21,610.00	21,610.00	21,610.00	21,610.00	0.00	100.00	
Total Dept 750.902-PARKS AND BUILDINGS		76,533.00	76,533.00	63,989.22	26,940.12	12,543.78	83.61	
TOTAL Expenditures		155,638.00	155,638.00	108,935.81	27,294.61	46,702.19	69.99	
Fund 208 - PARKS & RECREATION FUND:								
TOTAL REVENUES		158,736.00	158,736.00	139,191.91	104,740.93	19,544.09	87.69	
TOTAL EXPENDITURES		155,638.00	155,638.00	108,935.81	27,294.61	46,702.19	69.99	
NET OF REVENUES & EXPENDITURES		3,098.00	3,098.00	30,256.10	77,446.32	(27,158.10)	976.63	



Schedule of Regular Meetings Calendar Year 2017

Parks and Recreation Commission

Fourth Thursday at 7:00 p.m.

Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837

January	26
February	23
March	23
April	27
May	25
June	22
July	27
August	24
September	28
October	26
November	no meeting
December	14 (second Thursday)