

PARKS & RECREATION COMMISSION

AGENDA

THURSDAY, JANUARY 26, 2017

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. Jaycee Boat Launch Grant Update**
 - c. Oak Park Grant Update**
 - d. Parks & Recreation Website Update**
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
 - a. City Council Appointment of Vacancies**
 - b. Election of Chair/Vice-Chair/Secretary**
 - c. List of Recreation Programs/Participants 2005-2016**
 - d. Michigan Natural Resources Trust Fund (MNRTF) Grant**
- 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**

**SPECIAL MEETING, December 1, 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, Brody Boucher, Michael Doty, Chuck Mills, Raechel Marks, and Christine Richardson-Beagle

Absent – Ruthann Jaquette

Others Present – City Administrator Adam Smith, Public Service Director Larry LaHaie, City Council Member Rick Lantz, Bob Doty, Zoning Administrator Sue Stachowiak, and Grand Ledge City Planning Commissioners: Mayor Pro-Tem Keith Mulder, Todd Gute, William Kane, Eric Morris, Dave Rademacher, Steve Rivet, Matthew Salmon, Mike Stevens, Rodney VanDeCastele, and Paul Viles

II. Approval of Agenda

Moved by Commissioner Mills, seconded by Commissioner Doty. Motion carried.
Addendum to the Agenda: VII. a. add & Subsequent Action.

III. Approval of October 27, 2016 Minutes

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

IV. Public Comment

None

V. Staff Reports

A. Revenue/Expense Report and Balance Sheet

Accepted and placed on file.

B. Island Park Step Installation Update

The handrail was installed. The project is complete.

C. Jaycee Boat Launch Construction Update

The project is complete. Unimproved parking lot will fit five (5) vehicles with trailers.
Another grant can be submitted for improving the parking lot and connecting the walkway at a later date.

D. East River Street Construction Update

The project is complete.

E. Oak Park Update

All adjoining neighbors (15) have received an aerial picture of the boundary lines and the signs were installed in the back yards of the connected neighbors to identify park's property.
A split rail fence will be installed to outline the easement property lines.

VI. Old Business

None

VII. New Business

A. Public Hearing for the Draft Parks and Recreation Master Plan & Subsequent Action

HEARING OPENED, 7:35 PM

Robert Doty, 635 Maple

Comment: Mr. Doty feels that our Master Plan is outstanding and very thorough. The boat launch is very, very well done; he feels that there needs to be the ability to get down the hill by connecting the trail. A handicap kayak/canoe launch next year would be great.
(SUPPORT)

William Kane, 925 Morton Road

Comment: Mr. Kane also feels that our Master Plan an outstanding work of art, well done. He pointed out to us on page 15 to delete the one paragraph in regards to the Scout Building that is no longer in existence [Previously removed from draft.]. (SUPPORT)

He expressed his sorrow for the conclusion of the Joint Planning Committee.

HEARING CLOSED, 7:46 PM

MOTION

Motion to request the Grand Ledge City Council's approval of the 2017-2021 Grand Ledge Parks and Recreation Master Plan.

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

B. 2017 Parks and Recreation Meeting Calendar

MOTION

Motion to adopt the 2017 Grand Ledge Parks and Recreation's Meeting Calendar.

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

C. Public Comment

None.

D. Commission Comments

Resignations of Chairperson David Smith, Grand Ledge Public School Representative Brody Boucher, and Commissioner Matthew Dale.

E. Adjournment: 7:48 pm

Secretary, Christine Richardson-Beagle _____

Chair, David Smith _____

User: cgrice
DB: Grand Ledge

PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 12/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/16 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	140,635.93	1,124.18	3,979.07	97.25
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	96.98	13.68	103.02	48.49
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	140,614.07	1,137.86	8,121.93	94.54
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	1,190.00	0.00	5,810.00	17.00
Total Dept 750.902-PARKS AND BUILDINGS		7,000.00	7,000.00	1,190.00	0.00	5,810.00	17.00
TOTAL REVENUES		158,736.00	158,736.00	141,804.07	1,137.86	16,931.93	89.33
Expenditures							
Dept 750.752-ADMINISTRATION							
208-750.752-703.000	SALARIES/WAGES	4,290.00	4,290.00	2,007.44	341.26	2,282.56	46.79
208-750.752-719.000	FRINGE BENEFITS	1,892.00	1,892.00	834.27	361.35	1,057.73	44.09
208-750.752-811.000	CONTRACTUAL	3,000.00	3,000.00	1,042.10	301.75	1,957.90	34.74
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	21,223.15	1,004.36	7,881.85	72.92
Dept 750.801-RECREATION							
208-750.801-811.006	CONTRACTUAL - GLPS	50,000.00	50,000.00	50,000.00	25,000.00	0.00	100.00
208-750.801-900.000	PRINTING/PUBLISHING	0.00	0.00	117.02	0.00	(117.02)	100.00
Total Dept 750.801-RECREATION		50,000.00	50,000.00	50,117.02	25,000.00	(117.02)	100.23
Dept 750.902-PARKS AND BUILDINGS							
208-750.902-703.000	SALARIES/WAGES	5,914.00	5,914.00	8,618.35	568.51	(2,704.35)	145.73
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	3,648.64	462.41	(1,039.64)	139.85
208-750.902-741.000	OPERATING SUPPLIES	500.00	500.00	722.98	521.07	(222.98)	144.60
208-750.902-776.000	MAINTENANCE SUPPLIES	2,000.00	2,000.00	6,563.09	199.33	(4,563.09)	328.15
208-750.902-803.000	TRASH REMOVAL	650.00	650.00	601.22	36.12	48.78	92.50
208-750.902-811.000	CONTRACTUAL	2,500.00	2,500.00	3,513.29	366.00	(1,013.29)	140.53
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

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GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 12/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
Fund 208 - PARKS & RECREATION FUND							
Expenditures							
208-750.902-853.000	TELEPHONE/INTERNET	0.00	0.00	19.98	3.16	(19.98)	100.00
208-750.902-921.000	UTILITIES	3,250.00	3,250.00	1,520.72	0.00	1,729.28	46.79
208-750.902-922.000	SEWER/WATER/STORM CHARGES	0.00	0.00	469.05	469.05	(469.05)	100.00
208-750.902-923.000	PROPERTY TAXES & ASSESSMENTS	0.00	0.00	30.98	30.98	(30.98)	100.00
208-750.902-931.000	BUILDING MAINTENANCE	1,000.00	1,000.00	797.01	0.00	202.99	79.70
208-750.902-940.000	EQUIPMENT RENTAL	4,000.00	4,000.00	9,230.29	134.74	(5,230.29)	230.76
208-750.902-999.397	TRANSFER TO ISLAND DEBT FUND	21,610.00	21,610.00	21,610.00	0.00	0.00	100.00
Total Dept 750.902-PARKS AND BUILDINGS		76,533.00	76,533.00	73,345.60	2,791.37	3,187.40	95.84
TOTAL EXPENDITURES		155,638.00	155,638.00	144,685.77	28,795.73	10,952.23	92.96
Fund 208 - PARKS & RECREATION FUND:							
TOTAL REVENUES		158,736.00	158,736.00	141,804.07	1,137.86	16,931.93	89.33
TOTAL EXPENDITURES		155,638.00	155,638.00	144,685.77	28,795.73	10,952.23	92.96
NET OF REVENUES & EXPENDITURES		3,098.00	3,098.00	(2,881.70)	(27,657.87)	5,979.70	93.02

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
208-000.000-001.000	CASH	51,826.34
	Cash	<u>51,826.34</u>
Other Assets		
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	548.41
	Other Assets	<u>548.41</u>
	Total Assets	<u>52,374.75</u>
*** Liabilities ***		
Accounts Payable		
	Accounts Payable	<u>0.00</u>
Liabilities-LT (under 1 year)		
208-000.000-255.000	PARKS & REC CUSTOMER DEPOSITS	850.00
208-000.000-339.000	DEFERRED INFLOW	548.41
	Liabilities-LT (under 1 year)	<u>1,398.41</u>
	Total Liabilities	<u>1,398.41</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	(2,881.70)
	Ending Fund Balance	50,976.34
	Total Liabilities And Fund Balance	52,374.75