

PARKS & RECREATION COMMISSION

AGENDA

THURSDAY, FEBRUARY 25, 2021

7:00 P.M.

IN AN ONLINE TELECONFERENCE IN COMPLIANCE WITH THE OPEN MEETINGS ACT, AS AMENDED, AND TO FOLLOW RECOMMENDATIONS BY THE CENTERS FOR DISEASE CONTROL AND OTHER PUBLIC HEALTH AGENCIES CONCERNING THE COVID-19 PANDEMIC

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE**
- II. APPROVAL OF AGENDA**
- III. COMMISSION MINUTES**
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
 - a. Monthly Financial Statements**
 - b. Parks Update**
- VI. OLD BUSINESS**
 - a. Parks & Rec Master Plan Updates**
- VII. NEW BUSINESS**
 - a. Introduction of New Commissioners**
 - b. Election of Officers**
 - c. FY22 Budget Committee Appointment**
- VIII. COMMISSION COMMENTS**
- IX. ADJOURNMENT**

Instructions to attend the Feb. 25, 2021 meeting:

When: Feb 25, 2021 07:00 PM Eastern Time (US and Canada)

Topic: Parks and Recreation Commission - 25 February 2021

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89183532955>

Or iPhone one-tap:

US: +16468769923,,89183532955# or +13017158592,,89183532955#

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Webinar ID: 891 8353 2955

International numbers available: <https://us02web.zoom.us/j/89183532955>

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

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
DECEMBER 10, 2020**

IN AN ONLINE TELECONFERENCE IN COMPLIANCE WITH THE OPEN MEETINGS ACT, AS AMENDED, AND TO FOLLOW RECOMMENDATIONS BY THE CENTERS FOR DISEASE CONTROL AND OTHER PUBLIC HEALTH AGENCIES CONCERNING THE COVID-19 PANDEMIC.

I. Call to Order – 7:03 PM

II. Roll Call

COMMISSIONERS	PRESENT	ABSENT
Rachel Kuntzsch, Chair	X	
Dave Logel, Vice Chair		X
Dylan Westrin, Secretary		X
Taegan Byers	X	
Ruthann Jaquette	X	
Michael Krombeen	X	
Eva Lund	X	
Raechel Marks	X	
Vacant – Grand Ledge Public Schools		
OTHERS		
Tom Jancek, City Council Liaison	X	
Kurt Ristow, Public Works Superintendent	X	

III. Approval of Agenda

MOTION TO APPROVE THE PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA FOR DECEMBER 10, 2020. MOVED BY RUTHANN JAQUETTE, SECONDED BY EVA LUND. MOTION CARRIED UNANIMOUSLY.

IV. Approval of May 28, 2020 Minutes

MOTION TO APPROVE THE PARKS AND RECREATION COMMISSION MINUTES FROM MAY 28, 2020. MOVED BY MICHAEL KROMBEEN, SECONDED BY RAEHEL MARKS. MOTION CARRIED UNANIMOUSLY.

V. Public Comment

Jason Smith, Grand Ledge Youth Baseball, spoke on behalf of the Grand Ledge Youth Baseball Board, advocating for a Parks and Recreation Commission recommendation for the Michigan Natural Resources Trust Fund grant application for two baseball fields.

Thomas Sowle, Mayor, spoke in support of the Michigan Natural Resources Trust Fund grant application for two baseball fields and thanked the Parks and Recreation Commission for their continued work.

VI. Staff Reports

A. Monthly Financial Statement

MOTION TO RECEIVE THE PARKS AND RECREATION COMMISSION FINANCIAL STATEMENT AND PLACE THEM ON FILE MADE BY COMMISSIONER MICHAEL KROMBEEN, SECONDED BY COMMISSIONER RUTHANN JAQUETTE. MOTION CARRIED UNANIMOUSLY.

B. Parks Update.

Kurt Ristow, Public Works Superintendent, reported on winterization of parks.

The Commission discussed the impact of COVID-19 on the parks and all use of parks requiring compliance with health orders.

VII. Old Business

VIII. New Business

A. Adopt 2021 Parks and Recreation Commission Meeting Schedule.

Kurt Ristow, Public Works Superintendent, explained the schedule is pending due to the impact of COVID-19 for 2021.

The Commission debated their willingness to meet via teleconference, as needed.

MOTION TO ADOPT THE PARKS AND RECREATION 2021 MEETING SCHEDULE MADE BY COMMISSIONER RUTHANN JAQUETTE, SECONDED BY COMMISSIONER MICHAEL KROMBEEN. MOTION CARRIED UNANIMOUSLY.

B. Michigan Natural Resources Trust Fund Grant Application – Baseball Fields.

Kurt Ristow, Public Works Superintendent, explained the baseball field locations, reported the City has committed \$30,000.00 and Grand Ledge Youth Baseball has also committed \$30,000.00 for a total of \$60,000.00, and explained the City intends to hold a public hearing on the application on February 22, 2021 and expects to submit the application in April, 2021.

The Commission discussed supporting an application to the Michigan Natural Resources Trust Fund for funding to help create two baseball fields, the location of the baseball fields, and how the project fits in with the current Recreation Master Plan.

MOTION TO RECOMMEND THE CITY COUNCIL APPROVE THE DEVELOPMENT AND SUBMISSION OF A 2021 MICHIGAN NATURAL RESOURCES TRUST FUND DEVELOPMENT GRANT APPLICATION IN ACCORDANCE WITH GRAND LEDGE YOUTH BASEBALL GUIDELINES FOR DEVELOPMENT OF TWO BASEBALL FIELDS, AND TO RECOMMEND THE CITY COUNCIL RE-EVALUATE PLACING THE BASEBALL FIELDS IN OPEN LAND RATHER THAN EXISTING WOODED AREAS, MADE BY COMMISSIONER MICHAEL KROMBEEN, SECONDED BY COMMISSIONER RACHEL KUNTZSCH. MOTION CARRIED UNANIMOUSLY.

IX. Public Comment

Jason Smith, Grand Ledge Youth Baseball, thanked the Parks and Recreation Commission.

Thomas Sowle, Mayor, thanked the Parks and Recreation Commission.

X. Commission Comments

Commissioner Krombeen expressed his intent intention to follow this project throughout the process to ensure minimal impact on natural habitat.

Chair Kuntzsch commented she recently visited the Gulf St. property and mentioned it is a great acquisition that members of the public can utilize.

XI. Adjournment: 7:48 pm

Submitted by:

Michael Krombeen (for Dylan Westrin) Secretary

Rachel Kuntzsch, Chair

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
208-000.000-001.000	CASH	102,372.36
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	517.24
Total Assets		102,889.60
*** Liabilities ***		
208-000.000-255.000	PARKS & REC CUSTOMER DEPOSITS	1,200.00
208-000.000-339.000	DEFERRED INFLOW - PENSION	517.24
Total Liabilities		1,717.24
*** Fund Balance ***		
208-000.000-390.000	FUND BALANCE	38,555.01
Total Fund Balance		38,555.01
Beginning Fund Balance		38,555.01
Net of Revenues VS Expenditures		62,617.35
Ending Fund Balance		101,172.36
Total Liabilities And Fund Balance		102,889.60

Fund 397 ISLAND BRIDGE DEBT FUND

GL Number	Description	Balance
*** Assets ***		
397-000.000-001.000	CASH	33,412.78
Total Assets		33,412.78
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
397-000.000-390.000	Fund Balance	2,798.95
Total Fund Balance		2,798.95
Beginning Fund Balance		2,798.95
Net of Revenues VS Expenditures		30,613.83
Ending Fund Balance		33,412.78
Total Liabilities And Fund Balance		33,412.78

User: DPAWLEY

DB: Grand Ledge

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND						
Revenues						
Dept 750.752 - ADMINISTRATION						
208-750.752-402.000	CURRENT PROPERTY TAXES	155,837.00	161,110.22	296.88	(5,273.22)	103.38
208-750.752-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(174.00)	0.00	0.00	(174.00)	0.00
208-750.752-444.000	PILOT - PAY IN LIEU OF TAX	403.00	0.00	0.00	403.00	0.00
208-750.752-665.001	INTEREST	200.00	58.10	7.69	141.90	29.05
208-750.752-675.000	DONATIONS	0.00	665.00	130.00	(665.00)	100.00
208-750.752-699.101	TRANSFER FROM GENERAL FUND	15,600.00	15,600.00	0.00	0.00	100.00
208-750.752-699.592	TRANSFER IN FROM W/S FUND	2,500.00	2,500.00	0.00	0.00	100.00
Total Dept 750.752 - ADMINISTRATION		174,366.00	179,933.32	434.57	(5,567.32)	103.19
Dept 750.902 - PARKS AND BUILDINGS						
208-750.902-667.000	RENTALS	4,239.00	1,830.00	150.00	2,409.00	43.17
Total Dept 750.902 - PARKS AND BUILDINGS		4,239.00	1,830.00	150.00	2,409.00	43.17
TOTAL REVENUES		178,605.00	181,763.32	584.57	(3,158.32)	101.77
Expenditures						
Dept 750.752 - ADMINISTRATION						
208-750.752-703.000	SALARIES/WAGES	3,000.00	977.78	131.82	2,022.22	32.59
208-750.752-719.000	FRINGE BENEFITS	1,524.00	490.79	9.76	1,033.21	32.20
208-750.752-811.000	CONTRACTUAL	1,500.00	575.00	20.00	925.00	38.33
208-750.752-840.000	INSURANCE	982.00	966.28	495.31	15.72	98.40
208-750.752-957.000	OPERATIONAL EXPENSE	150.00	96.04	16.00	53.96	64.03
208-750.752-997.101	INDIRECT COST CHARGES	19,646.00	19,646.00	0.00	0.00	100.00
Total Dept 750.752 - ADMINISTRATION		26,802.00	22,751.89	672.89	4,050.11	84.89
Dept 750.801 - RECREATION						
208-750.801-776.000	MAINTENANCE SUPPLIES	0.00	34.00	0.00	(34.00)	100.00
208-750.801-900.000	PRINTING/PUBLISHING	0.00	2.27	2.27	(2.27)	100.00
Total Dept 750.801 - RECREATION		0.00	36.27	2.27	(36.27)	100.00
Dept 750.902 - PARKS AND BUILDINGS						
208-750.902-703.000	SALARIES/WAGES	40,000.00	17,485.49	1,551.87	22,514.51	43.71
208-750.902-703.100	OVERTIME	500.00	416.49	176.14	83.51	83.30
208-750.902-719.000	FRINGE BENEFITS	10,602.00	9,713.37	130.14	888.63	91.62
208-750.902-741.000	OPERATING SUPPLIES	1,000.00	1.34	0.00	998.66	0.13
208-750.902-776.000	MAINTENANCE SUPPLIES	2,500.00	1,143.88	(3,271.13)	1,356.12	45.76
208-750.902-801.000	ENGINEERING	1,000.00	0.00	0.00	1,000.00	0.00
208-750.902-803.000	TRASH REMOVAL	1,000.00	173.65	34.73	826.35	17.37
208-750.902-811.000	CONTRACTUAL	6,000.00	3,666.90	346.00	2,333.10	61.12
208-750.902-811.006	CONTRACTUAL - EATON CNTY PARKS	38,000.00	19,155.00	0.00	18,845.00	50.41
208-750.902-921.000	UTILITIES	5,000.00	2,192.36	162.19	2,807.64	43.85
208-750.902-931.000	BUILDING MAINTENANCE	1,500.00	1,043.55	0.00	456.45	69.57
208-750.902-940.000	EQUIPMENT RENTAL	25,000.00	10,165.78	530.74	14,834.22	40.66
208-750.902-999.397	TRANSFER TO ISLAND DEBT FUND	31,200.00	31,200.00	0.00	0.00	100.00
Total Dept 750.902 - PARKS AND BUILDINGS		163,302.00	96,357.81	(339.32)	66,944.19	59.01

User: DPAWLEY

DB: Grand Ledge

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND						
Expenditures						
TOTAL EXPENDITURES		190,104.00	119,145.97	335.84	70,958.03	62.67
Fund 208 - PARKS & RECREATION FUND:						
TOTAL REVENUES		178,605.00	181,763.32	584.57	(3,158.32)	101.77
TOTAL EXPENDITURES		190,104.00	119,145.97	335.84	70,958.03	62.67
NET OF REVENUES & EXPENDITURES		(11,499.00)	62,617.35	248.73	(74,116.35)	544.55
Fund 397 - ISLAND BRIDGE DEBT FUND						
Revenues						
Dept 905.906 - DEBT SERVICE						
397-905.906-665.001	INTEREST	50.00	13.83	2.51	36.17	27.66
397-905.906-699.208	TRANSFER FROM PARKS & REC	31,200.00	31,200.00	0.00	0.00	100.00
Total Dept 905.906 - DEBT SERVICE		31,250.00	31,213.83	2.51	36.17	99.88
TOTAL REVENUES		31,250.00	31,213.83	2.51	36.17	99.88
Expenditures						
Dept 905.906 - DEBT SERVICE						
397-905.906-991.000	DEBT-PRINCIPAL	30,000.00	0.00	0.00	30,000.00	0.00
397-905.906-995.000	DEBT-INTEREST	1,200.00	600.00	0.00	600.00	50.00
397-905.906-998.000	DEBT-PAYING AGENT FEES	500.00	0.00	0.00	500.00	0.00
Total Dept 905.906 - DEBT SERVICE		31,700.00	600.00	0.00	31,100.00	1.89
TOTAL EXPENDITURES		31,700.00	600.00	0.00	31,100.00	1.89
Fund 397 - ISLAND BRIDGE DEBT FUND:						
TOTAL REVENUES		31,250.00	31,213.83	2.51	36.17	99.88
TOTAL EXPENDITURES		31,700.00	600.00	0.00	31,100.00	1.89
NET OF REVENUES & EXPENDITURES		(450.00)	30,613.83	2.51	(31,063.83)	6,803.07
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		209,855.00	212,977.15	587.08	(3,122.15)	101.49
TOTAL EXPENDITURES - ALL FUNDS		221,804.00	119,745.97	335.84	102,058.03	53.99
NET OF REVENUES & EXPENDITURES		(11,949.00)	93,231.18	251.24	(105,180.18)	780.24

Anticipated Process:

Parks & Recreation Master Plan UPDATE for 2022-2027

Revised February 22, 2021

NOTE: One qualification for eligibility to apply for Michigan Natural Resources Trust Fund (MNRTF) grants is that you must have an updated 5-year Master Plan. Our current Parks & Recreation Master Plan is dated 2016-2021. In 2021, it is necessary to update our plan in order to submit to MNTRF by their deadline of February 1, 2022.

1-28-2021 – P&R Commission recommends to City Council the Spicer Group proposal as recommended by staff

2-8-21 - City Council approves Spicer Group proposal

3-25-21– Kick-off Meeting (Spicer Group and P/R Commission)

- Spicer to explain master plan updating process and provide and outline of survey.

6-24-2021 - Survey results and goals/objectives meeting (Spicer Group and P/R Commission)

NOTE: based on survey outcomes, a special July meeting may need to be called if June is too soon to compile data.

8-25-2021 – Public Hearing (Spicer Group and P/R Commission)

10-28-2021 –P/R Commission motion to recommend City Council adopt Final Master Plan 2022-2027.

November 2021 – City Council holds Public Hearing on P/R Master Plan

December 2021 – City Council formally adopts P/R Master Plan

January 2022 – City Staff submits P/R Master Plan 2022-2027 to MNRTF (deadline is 2/1/2022)

Cynthia A. Todd, RLA

Director of Planning

Ms. Todd has recently joined the Spicer Team. She comes to Spicer with 29 years of experience in project management, design and planning for both the public and private sectors with extensive experience and a proven track record communicating project needs to staff, lawmakers, citizen groups, contractors, permitting agencies and other professionals.

HIGHLIGHTS

- Capital Program Administrator for State of Delaware, Division of Parks and Recreation which received the 2015 NRPA Gold Medal Award.
- Monitored the use and wear of 17 park facilities comprising 25,000 acres with over 800 structures.
- Managed over \$12 million annually in park construction projects including campgrounds, piers, bathhouses and trails.
- Developed master plan for Auburn Valley/National Vulcanized Fiber (NVF) a multi-million dollar public private partnership a recipient of EPA's 2017 Pisces Award.

EXPERIENCE AND QUALIFICATIONS

Lane Engineering LLC, Maryland

Senior Landscape Architecture/Project Manager

- Specializing in large-scale redevelopment projects, direct and administer, all phases of planning activities related to projects, including planning, design, entitlement work, permitting.
- Presenting at public hearings to regulatory agencies, community workshops.

Delaware Department of Natural Resources and Environmental Control (DNREC) Division of Parks and Receptions

Capital Program Administrator

- Managed, budgets and oversaw DNREC Park System Capital Construction Program which consists of 17 parks totaling 26,071 acres, 151 miles of trail, 619 facilities including nature center buildings, historic structures (Fort Delaware, Fort Miles WWII bunkers and observation towers), rental cabins, campgrounds, piers, infrastructure (roadways, sewer/water projects, parking lots), museums, zoo, water park and marina.
- Managed re-development of public/private partnership projects; works closely with various community groups, municipal and county governments, and private developers.
- Managed and implemented a facilities management plan; coordinated the analysis and evaluation of usage, structures and other facilities, and equipment of the department. Developed a proposed plan which meets the overall department objectives.
- Work closely with Delaware State legislature, friends' groups and grant programs to secure funding for construction projects.
- Planned, managed and monitored the department's capital program for major and minor capital improvement projects. Works with department managers to determine/implement solutions to capital problems.
- Developed, conducted and/or coordinated planning studies related to short- and long-term capital needs of the department.
- Worked closely with DNREC divisions; maintenance, interpretive, cultural resources, fisheries, to ensure capital projects met the needs and missions of the divisions.

Years of Experience:

29 years

Education:

Master of Urban Planning, University of Michigan, Ann Arbor, MI,

Bachelor of Science in Landscape Architecture, University of Illinois, Urbana-Champaign, IL

Golf Course Design Harvard Graduate School of Professional Development, Cambridge, MA

Project Management University of Delaware Professional Development, Dover DE

Leadership John Kennedy Leadership Academy Dover, DE

Licenses:

Landscape Architect Maryland #3025

Landscape Architect Delaware # S1-0000460

Professional Experience:

Spicer Group, Inc., Saginaw, MI, since 2021

Lane Engineering, LLC, Centreville, MD 2019-2021

Delaware Department of Natural Resources and Environmental Control, Division of Parks and Recreation, Dover, DE 2013-2019

VIKA Maryland Germantown, MD 2011-2013

Professional Affiliations:

National Parks and Recreation Association

Lansing Office

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Fax: (989) 754-4440
Cynthia.todd@spicergroup.com

Cynthia A. Todd (continued)

Director of Planning

VIKA, Maryland

Director, Landscape Architecture/Land Planning

- Specializing in large-scale redevelopment projects, direct and administer, through staff, all phases of Planning Department activities related to projects, including planning, design, entitlement work, permitting and negotiations with Maryland National Capital Parks and Planning department for developer funded park initiatives.
- Review and analyze project reports and plans, and conferred with staff, engineering personnel, and regulatory agencies, to obtain data required for planning the department activities. Manage department budget and marketing.

Pace Design, LLC, Maryland

Owner/President

- Landscape Architecture/Land Planning consulting firm, specializing in, master planning, land planning, landscape architecture services for both public and private facilities.

Bowman Consulting, Maryland

Director of Planning

- Directed and administered, through staff, all phases of Planning Department activities related to projects, including planning, design and development of public and private facilities.

The RBA Group, Maryland

Director of Planning

- Directed and administered, through staff, all phases of Planning Department activities related to projects, including planning, design and development of public and private facilities.

Todd Golf Development, LLC, Maryland

Owner

- Operated golf course design/build Company. Provided construction, design and construction management services on multi-million-dollar golf course projects in Kansas, Massachusetts, Michigan and Utah.

University of Michigan, Ann Arbor, Michigan

Teaching Assistant

- Site Engineering and Land Use Planning studio and Physical Planning studio.

Pollack Design Associates, Ann Arbor, Michigan

Landscape Architect

- Prepared and designed a variety of landscape and land use projects, including single family, multi-family housing, parks and trail ways.

Lisle Park District, Illinois

Superintendent of Parks and Planning

- Directed and administered, through staff, all phases of Parks Department activities related to construction projects, including planning, design and development of facilities affecting over 500 acres of recreational park property.

Awards

OUTSTANDING
ACHIEVER
AWARD
Delaware Division
or State Parks
and Recreation
2015

OUTSTANDING
TEAM AWARD
NVF Project
Team 2017

GOVERNOR'S
TEAM
EXCELLENCE
AWARD NVF
Project Team
Finalist 2018

OUTSTANDING
TEAM AWARD
Division of
Climate, Coastal
& Energy 2019

Lansing Office

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Cynthia.todd@spicergroup.com

*City of Grand Ledge, MI
Monday, July 16, 2018*

Chapter 8. Boards, Committees and Commissions

Article VI. Parks and Recreation Commission

[Adopted 7-23-1979 by Ord. No. 275]

§ 8-32. Title.

This article shall be known as the "City of Grand Ledge Parks and Recreation Commission Ordinance," and may be cited as such.

§ 8-33. Creation; purpose.

A City of Grand Ledge Parks and Recreation Commission, hereinafter referred to as the "Commission," is hereby created, which Commission shall seek to provide various recreational experiences for children and adults of the Grand Ledge area thereby furthering the general welfare of the residents in the Grand Ledge area.

§ 8-34. Membership; appointment; terms of office; vacancies; quorum; compensation.

A. The Commission shall consist of 10 members, all of whom shall be residents of the City of Grand Ledge. Of these 10 members, one shall be a Grand Ledge City Council member acting as a liaison without voting privileges, one shall be a school representative who shall be a resident of the City of Grand Ledge with voting privileges, and eight shall be residents of Grand Ledge with voting privileges. All of said members shall be appointed by the Mayor of the City of Grand Ledge, subject to confirmation by a majority of the members of the Grand Ledge City Council elected to and serving on said Council.

[Amended 8-11-1980 by Ord. No. 289]

B. The Commission shall elect its Chairman, Vice Chairman, and Secretary from among its members at the first meeting of said Commission at which a quorum is present.

C. The term of office for each Commission member shall be three years, except that of the members first appointed, two each shall be appointed for terms of one-, two-, three-, four- and five-year terms.

[Amended 8-11-1980 by Ord. No. 289]

- D. The first members of the Commission shall be appointed within 30 days after the effective date of this article, said terms to expire the second Monday in January of the year of the terms' natural expiration as herein established. Thereafter, all members shall be appointed on or before the second Monday in January of the year of appointment.
- E. In the event of a vacancy on the Commission, the Mayor of the City of Grand Ledge shall appoint a new member to serve the remainder of the unexpired term. If a member has four unexcused absences in a calendar year, a report shall be made to the Mayor of the City of Grand Ledge who shall appoint a replacement for said member.
- F. The Commission shall meet monthly on a day to be decided by the Commission at the first meeting at which a quorum is present. All meetings shall be open to the public.
- G. A majority of the members of the Commission constitutes a quorum for conducting the business of the Commission.
- H. The Commission shall not take action without a concurrence of a majority of the members appointed and serving on the Commission.
- I. All members appointed to the Commission are to serve without compensation.

§ 8-35. Powers and duties.

- A. The Commission shall have the power to establish job descriptions for the recreation directors and others as deemed necessary by the Commission, subject to approval by the Grand Ledge City Council.
- B. The Commission shall select the recreation directors yearly, subject to confirmation of the Grand Ledge City Council.
- C. The Commission shall present a proposed recreation budget to the Grand Ledge City Council for ratification, said budget to be submitted on a yearly basis.
- D. The Commission has the authority to recommend to the Grand Ledge City Council the termination of any recreation employee.
- E. The Commission has the authority to recommend to the Grand Ledge City Council regulations concerning parks and recreational buildings, said regulations to become effective upon approval by the Grand Ledge City Council.
- F. The Commission shall adopt its own internal rules and procedures and keep a public record, filed with the Grand Ledge City Clerk, of its proceedings.
- G. The Commission has the authority to regulate the trees, plants and shrubs in City parks, as follows:
[Added 3-23-2009 by Ord. No. 521]
 - (1) Prohibit planting until the Commission has first approved of the kind, size and variety of same and designated the location thereof.
 - (2) Plant, prune, maintain and remove, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of City parks.

- (3) Remove, in whole or in part, if determined to be in an unsafe condition or injurious to sewers, electric power lines, gaslines, waterlines or other public improvements, or infected with any injurious fungus, disease, insect or other pest.
- (4) Review and deliberate upon any list of trees submitted by the Public Service Director for trimming, maintenance, removal or planting. Any said list of trees submitted by the Public Service Director shall be deemed approved if the Commission has not taken action on said list within 60 days of its submittal.

§ 8-35.1. Review by City Council.

[Added 3-23-2009 by Ord. No. 521]

The City Council shall have the right to review the conduct, acts and decisions of the Commission when acting under the authority of § 8-35G. Any person may appeal from any ruling or order of the Commission, when acting under the authority of § 8-35G, to the City Council within 30 days of said ruling or order, who may hear the matter and make a final decision within 60 days of receiving the appeal.