

PARKS & RECREATION COMMISSION

AGENDA

THURSDAY, FEBRUARY 23, 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
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - a. Public Hearing for Jaycee Park Improvements - Michigan Natural Resources Trust Fund (MNRTF) Development Grant Application
 - b. MNRTF Development Grant Application for Jaycee Park
- 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**

**PARKS AND RECREATION COMMISSION
January 26, 2017
City Hall, Council Chambers
7:00 PM**

I. Call to Order – 7:00 PM

Roll Call – Vice Chair Rachel Kuntzsch, Michael Doty, Ruthann Jaquette, Chuck Mills, Raechel Marks, Christine Richardson-Beagle, and Patrick McKennon

Absent – Brody Boucher and Rick Lantz

Others Present – City Administrator Adam Smith

II. Approval of Agenda

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

III. Approval of December 1, 2016 Minutes

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

IV. Public Comment

Mr. Don Keller, 201 Ledge Street, commented there are too many signs posted in Oak Park. He asked where and what the new bathroom will look like in Oak Park.

V. Staff Reports

A. Revenue/Expense Report and Balance Sheet - Received

Motion to receive reports and place on file made by Commissioner Mills, seconded by Commissioner Doty, Motion carried.

B. Jaycee Boat Launch Grant Update

Final documents for reimbursement submitted to MNRTF on January 24, 2017.

C. Oak Park Grant Update

Final documents for reimbursement submitted to MNRTF on January 23, 2017.

D. Parks & Recreation Website Update

The updated website represents Grand Ledge with user-friendly features and enhances communication utilizing an interactive map. It highlights the recent Parks and Recreation survey results, photos of parks and their amenities.

VI. Old Business

None.

VII. New Business

A. Parks and Recreation Commission’s Appointment of Vacancies

B. Election of Chair, Vice-Chair, and Secretary

i. Chair: Rachel Kuntzsch

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

ii. Vice-Chair: Michael Doty

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

iii. Secretary: Christine Richardson-Beagle

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

C. List of Recreation Programs/Participants 2005-2016 - Received

2016 marked highest level of participation since programs were offered and tracked in 2005.

D. MNRTF Grant

Discussion. April 1, 2017 submission deadline.

MOTION

Motion to schedule a public meeting to be held February 23, 2017, 7:00 pm, at City Hall for public input on a MNRTF development grant for connecting the non-motorized trail, installing an ADA canoe/kayak launch, improved parking, and bank stabilization at Jaycee Park.

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

E. LEAP Art Grant

Discussion. February 28, 2017 submission deadline.

MOTION

Motion to support the submission of a LEAP Public Art for Communities grant application placing bicycle racks/artwork to support the trail systems within City parks.

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

VIII. Public Comment

None.

IX. Commission Comments

Thank you to City Hall for creating a pristine Parks & Recreation website.

X. Adjournment: 7:42 pm

Secretary, Christine Richardson-Beagle _____

Chair, Rachel Kuntzsch _____

DRAFT

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
Cash		
208-000.000-001.000	CASH	51,934.38
	Cash	<u>51,934.38</u>
Other Assets		
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	548.41
	Other Assets	<u>548.41</u>
	Total Assets	<u>52,482.79</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	(3,073.66)
	Ending Fund Balance	50,784.38
	Total Liabilities And Fund Balance	52,482.79

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/17 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	141,196.26	560.33	3,418.74	97.64
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	47.93	47.93	908.07	5.01
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	110.79	13.81	89.21	55.40
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	141,236.14	622.07	7,499.86	94.96
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	2,187.50	997.50	4,812.50	31.25
Total Dept 750.902-PARKS AND BUILDINGS		7,000.00	7,000.00	2,187.50	997.50	4,812.50	31.25
TOTAL REVENUES		158,736.00	158,736.00	143,423.64	1,619.57	15,312.36	90.35
Expenditures							
Dept 750.752-ADMINISTRATION							
208-750.752-703.000	SALARIES/WAGES	4,290.00	4,290.00	2,337.45	330.01	1,952.55	54.49
208-750.752-719.000	FRINGE BENEFITS	1,892.00	1,892.00	858.75	24.48	1,033.25	45.39
208-750.752-811.000	CONTRACTUAL	3,000.00	3,000.00	1,042.10	0.00	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	21,577.64	354.49	7,527.36	74.14
Dept 750.801-RECREATION							
208-750.801-811.006	CONTRACTUAL - GLPS	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
208-750.801-900.000	PRINTING/PUBLISHING	0.00	0.00	225.47	108.45	(225.47)	100.00
Total Dept 750.801-RECREATION		50,000.00	50,000.00	50,225.47	108.45	(225.47)	100.45
Dept 750.902-PARKS AND BUILDINGS							
208-750.902-703.000	SALARIES/WAGES	5,914.00	5,914.00	9,055.12	436.77	(3,141.12)	153.11
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	3,681.96	33.32	(1,072.96)	141.13
208-750.902-741.000	OPERATING SUPPLIES	500.00	500.00	831.44	108.46	(331.44)	166.29
208-750.902-776.000	MAINTENANCE SUPPLIES	2,000.00	2,000.00	6,563.09	0.00	(4,563.09)	328.15
208-750.902-803.000	TRASH REMOVAL	650.00	650.00	637.34	36.12	12.66	98.05
208-750.902-811.000	CONTRACTUAL	2,500.00	2,500.00	3,513.29	0.00	(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

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET	01/31/2017 NORM (ABNORM)	MONTH 01/31/17 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - PARKS & RECREATION FUND							
Expenditures							
208-750.902-853.000	TELEPHONE/INTERNET	0.00	0.00	23.12	3.14	(23.12)	100.00
208-750.902-921.000	UTILITIES	3,250.00	3,250.00	2,264.47	743.75	985.53	69.68
208-750.902-922.000	SEWER/WATER/STORM CHARGES	0.00	0.00	0.00	(469.05)	0.00	0.00
208-750.902-923.000	PROPERTY TAXES & ASSESSMENTS	0.00	0.00	30.98	0.00	(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	9,686.37	456.08	(5,686.37)	242.16
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	74,694.19	1,348.59	1,838.81	97.60
TOTAL EXPENDITURES		155,638.00	155,638.00	146,497.30	1,811.53	9,140.70	94.13
Fund 208 - PARKS & RECREATION FUND:							
TOTAL REVENUES		158,736.00	158,736.00	143,423.64	1,619.57	15,312.36	90.35
TOTAL EXPENDITURES		155,638.00	155,638.00	146,497.30	1,811.53	9,140.70	94.13
NET OF REVENUES & EXPENDITURES		3,098.00	3,098.00	(3,073.66)	(191.96)	6,171.66	99.21

**MICHIGAN NATURAL RESOURCES TRUST FUND
2017 APPLICATION SCHEDULE**

January 2017	Application period starts in MiRecGrants
March 1, 2017	Recreation plans and plan amendments must be submitted by this date on MiRecGrants. https://secure1.state.mi.us/MIRGS/Login2.aspx?APP THEME=MIDNR
April 1, 2017	Application due date. Application period closes in MiRecGrants.
April 2017	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May - July 2017	Grants Management staff conducts review of all applications and conducts site visits.
August - September 2017	Preliminary scores are made available to grantees and supplemental information is requested.
September - October 2017	Grants Management staff review supplemental materials and complete final score evaluation.
Early December 2017	MNRTF Board makes final recommendations for funding.
December 2017 - January* 2018	A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.
Early to Mid-2018	Grants Management distributes Project Agreements to grantees, usually by June, but actual date dependent on Legislature approval.
Mid to Late 2018	Projects may be started after the Project Agreement has been executed.

** All time periods given are best estimates at the time of publication and are subject to change.*