

**PARKS & RECREATION COMMISSION****AGENDA****THURSDAY, AUGUST 23, 2018****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. Monthly Financial Statement
    - i. NOTE: Due to yearly audit, the financial statement is not available this month
  - b. Parks Update
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - a. Introduction of Updated Charter as it Applies to the Parks & Recreation Commission
  - b. Discussion Regarding 2019 Splashpad Seasonal Hours of Operation
- 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  
July 26, 2018  
City Hall, Council Chambers**

**I. Call to Order – 7:03 PM**

**Roll Call**

<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Rachel Kuntzsch, Chair	<b>X</b>	
Raechel Marks, Vice Chair	<b>X</b>	
Tiffany Harmon-Datsenko	<b>X</b>	
Ruthann Jaquette		<b>X</b>
Eva Lund	<b>X</b>	
Chuck Mills		<b>X</b>
Christine Richardson-Beagle		<b>X</b>
<b>OTHERS</b>		
Michael Doty, City Council Liaison		<b>X</b>
Victor Rose, Public Works Superintendent	<b>X</b>	
Nick DiOrio, Grounds & Facilities Coordinator	<b>X</b>	

**II. Approval of Agenda**

Moved by Commissioner Harmon-Datsenko seconded by Commissioner Marks Motion carried.

**III. Approval of June 28, 2018 Minutes**

Moved by Commissioner Harmon-Datsenko seconded by Commissioner Kuntzsch.

**IV. Public Comment**

None.

**V. Staff Reports**

**a. Monthly Financial Statement-** Received

Motion to receive reports and place on file made by Commissioner Harmon-Datsenko, seconded by Commissioner Lund. Motion carried.

**b. Splashpad Project Update**

Cement has been poured and topsoil restoration has begun.

**VI. Old Business**

**a. Kayak/Canoe Rental Vendor at Jaycee Park**

**MOTION**

*Motion to support the Municipal Contract for Vendor Services allowing Setting Sail, LLC to operate kayak/canoe rentals at Jaycee Park, per the terms of the June 19, 2018 contract.*

Motion made by Commissioner Harmon-Datsenko, seconded by Commissioner Lund. Motion carried.

**VII. New Business**

No new business.

**VIII. Public Comment**

None.

**IX. Commission Comments**

Review Action Items within the Parks & Recreation Master Plan, recognize what has been done and provide input to City staff on future priorities.

**X. Adjournment: 7:29 pm**

Submitted by:

Commissioner Marks, Vice Chair

Commissioner Kuntzch, Chair

6. The City Clerk shall execute and record any sale or transfer of burial rights at the expense of the purchasers.
7. The Board shall be responsible for the care, management, and preservation policies of cemeteries, and to direct the improvements and embellishments of cemeteries; subject to approval of the City Council.

#### **Section 7.15    PARKS AND RECREATION COMMISSION**

The Parks and Recreation Commission, hereinafter referred to as the “Commission,” is hereby to be maintained as existing, which Commission shall seek to provide various park and recreational experiences for children and adults of the Grand Ledge area thereby furthering the general welfare of the residents in the Grand Ledge area.

- A. The Commission shall consist of ten members, all of whom shall be residents of the City. Of these ten members, one shall be a Council member acting as a liaison without voting privileges, one shall be a school representative who shall be a resident of the City with voting privileges, and eight shall be residents of the City with voting privileges. All of said members shall be appointed by the Mayor, subject to confirmation by a majority of the City Council elected to and serving on said City Council.
- B. The Commission shall have the authority to develop a Parks and Recreation Master Plan subject to approval by the City Council.
- C. The Commission shall have the power to establish job descriptions for the recreation directors as deemed necessary by the Commission, subject to approval by the City Council.
- D. The Commission shall present a proposed recreation budget to the City Council for approval, as prepared by staff and approved by the Commission, the said budget to be submitted on an annual basis.
- E. The Commission has the authority to develop and recommend to the City Council regulations concerning parks and recreational structures, programs, land, and foliage, said regulations to become effective upon approval by the City Council.
- F. The Commission shall adopt its own internal rules and procedures, and keep a public record, filed with the City Clerk, of its proceedings.
- G. The Commission has the authority to regulate the trees, plants, and shrubs in City parks.
- H. The Commission shall have the power to direct the use of any bequest devised to the City for the benefit of parks and recreation, for the purpose stated, if any, and in the best interest of parks and recreation, subject to the approval of the City Council, if said bequest is accepted by the City. The City Council shall commit any such bequest for the purpose stated, if any, and in the best interest of the City. The City Clerk shall promptly notify the Commission of any bequest for the benefit of a City park or park facilities.

#### **Section 7.16    AUTHORITIES, BOARDS, AND COMMISSIONS**

- A. The City Council may create such entities as may be needed for the public health, safety, and well-being of the City.
- B. The City Council may enter into agreements to establish those public authorities, joint boards and commissions, cooperative agreements, and other similar entities and arrangements as may be permitted by law that they determine to be in the interests of the City.

## CHAPTER 13 – PURCHASES, SALES, CONTRACTS, AND LEASES

### Section 13.1 AUTHORITY

- A. The power to make and to authorize the making of contracts on behalf of the City is vested in the City Council and shall be exercised in accordance with the provisions of law.
- B. The City Council shall provide by ordinance for a standard purchasing procedure to be followed in obtaining City supplies, materials, equipment, contractual services or other forms of personal property.
- C. Before making any purchase or contract to purchase personal property or contractual service, competitive bids shall be obtained, except:
  - 1. In the securing of professional services for the City;
  - 2. When the purchase is exempted by the purchasing procedure because of value or when the City Council shall determine that no advantage to the City would result from competitive bidding or;
  - 3. Upon the occurrence of an emergency.
- D. The City Council may provide in the ordinance required by this section the definition of “lowest responsible bidder,” the dollar limit within which the purchasing agent of the City may make purchases without the necessity of obtaining competitive bids, and the dollar limit within which purchases shall be made without the necessity of City Council approval.
- E. All contracts, except as otherwise provided by ordinance in accordance with the provisions of Sections 13.1C(2) and 13.1C(3), shall be authorized by the City Council and shall be signed on behalf of the City by the Mayor and the City Clerk.

### Section 13.2 PERSONAL PROPERTY

- A. The City Council may establish, by ordinance described above, the procedure for the purchase and sale of City supplies, materials, equipment or other forms of personal property.
- B. The ordinance shall also provide the dollar limit within which purchases and sales of personal property may be made without the necessity of securing competitive bids, and the dollar limit and conditions within which purchases and sales of personal property may be made without the necessity of City Council approval and signature by the Mayor and the City Clerk.
- C. No purchase of personal property shall be made unless a sufficient unencumbered appropriation is available therefor, or for such amount of the purchase price as shall be required to be paid during the current fiscal year of the City.

### Section 13.3 REAL PROPERTY

- A. The City Council shall establish by ordinance the procedures for the purchase, sale, disposal, or lease of real property.

- B. The City Council's power to buy, lease, sell, or otherwise dispose of any real property shall be conditioned on the conducting of a public hearing thereon and receipt of five affirmative votes.
- C. When the proposition is to sell, lease, or dispose of any City-owned recreation parkland or cemetery, or any part thereof, the proposition to sell, lease, or dispose of the same shall also be approved by a majority vote of the electors of the City voting thereon at any general or special election.
  - 1. This provision shall not apply to the case of a utility easement, or the removal of any obsolete, dangerous structures, or any existing right-of-way, or non-exclusive leases up to six months.
  - 2. Recreational parkland includes all recreational parkland owned by the City and identified as such. Within ninety days of the adoption of this Charter, the Parks and Recreation Commission shall prepare and submit to the City Council for its review and approval a comprehensive inventory of all City-owned recreational parkland. The Parks and Recreation Commission shall promptly submit any additions to this inventory to the City Council for its review and approval.
  - 3. This provision shall not apply to the case of an intergovernmental agreement for the management of recreational parkland so long as it is maintained for that purpose.

#### Section 13.4 PROFESSIONAL SERVICES

The City Council shall establish by resolution the methods and procedures relative to contracting for professional services. Competitive bids shall not be required for contracts for professional services.

#### Section 13.5 PUBLIC IMPROVEMENTS

Except as provided by ordinance authorized by Section 13.1 of this chapter, each contract for the construction of public improvements shall be let after opportunity for competitive bidding. The City Council may reject any or all bids, if deemed advisable. If no bids are received or such bids as were received were not satisfactory to the City Council, the City Council may either endeavor to obtain new competitive bids or authorize the City Manager or other proper official of the City to negotiate for a contract in the open market.

#### Section 13.6 LIMITATIONS

- A. The City Council shall only have power to enter into contracts which, by the terms thereof, will be fully executed within a period of ten years, unless such contracts shall first receive the approval of a majority of the qualified electors of the City voting thereon at a regular or special election. This limitation shall not apply to any contract for services with a public utility, or one or more other governmental units, nor to contracts for debt secured by bonds, notes, municipal securities, installment purchase contracts, lease-purchase agreements, land contracts, leases, or other debt obligations which are permitted to be issued by the City by law.
- B. The City may enter into installment contracts for the purchase of real or personal property, capital improvements, or capital equipment. Each such contract shall not extend over a period greater than that permitted by law, nor shall the total outstanding principal amount for all such contracts exceed a sum permitted by law. Principal and interest payments for such installment contracts shall be included in the budget for the year in which each respective installment is payable.
- C. No contract shall be made with any person, firm, or corporation in default to the City.