

PARKS COMMISSION MEETING

Lincoln Charter Township Library
2099 West John Beers Road
Stevensville, Michigan 49127

Tuesday, April 11, 2006

The meeting was called to order by Chairman Gardner at 7:16 p.m. in the Lawrence Room of the Lincoln Township Library.

COMMISSIONERS PRESENT: Todd Gardner, Mike Lucker, Kim Risk, Rick Knight, Bill Tucker, John Hoskins and Rich Knapp.

Opening – Audience Comments/Consent to Agenda: Risk requested Pavilion Leases be added to the agenda.

Secretary's Report: Lucker, seconded by Tucker, made a **MOTION to amend** minutes from March 2, 2006, Operations Workshop with the following corrections: "An operations workshop meeting with members of the Township Parks Commission and Board of Trustees..."; "~~Disputed \$35,000 showing in parks monthly balance sheet.~~ Gardner stated \$35,000 was not in township's pre-budget package as a township-funded improvement, nor was it communicated to Parks as approved after the January Township Board meeting."; "Township insurance bill is given to ~~Deputy Clerk~~ Accounting Clerk..." (Underlined words indicate added language and strikethrough words indicate removal.) **MOTION CARRIED.**

Gardner, seconded by Tucker, made a **MOTION to approve** minutes as presented from regular meeting March 7, 2006. **MOTION CARRIED.**

Treasurer's Report: Removed gas bill invoice for indoor hitting facility in the amount of \$460.22, which needs to be paid for by the Lakeshore Youth Baseball/Softball Association.

Gardner made a proposal for Parks Commission to adopt the Michigan uniform accounting procedures and classification of accounts for local units of government under Public Act No. 2 and Act No. 71, which covers in detail how local commissions pay their bills, use their money, and manage their funds. Discussion of proposal and Parks record-keeping followed.

Tucker, seconded by Knight, made a **MOTION to rescind** previous resolution made at March 7, 2006, meeting reading "a **MOTION to resolve** that two members of the Executive Committee, consisting of Chair, Vice-Chair, Secretary and Treasurer, may sign to approve payment of a bill less than \$1,000.00. Such bills will be brought before Commission for review at next regular meeting. Other bills require full commission approval (prior to payment) except for insurance, workman's comp, telephone, utilities, and contractor services." **MOTION CARRIED.**

Risk stated her agreement with rescinding the motion; however the reasoning behind it was due to concern about commission not getting a chance to properly review bills and the township responded by putting more rules in place. Gardner stated that the change in procedures did not come about because Parks challenged the township on invoices we see, but due to the township spending money from Parks funds without approval from the commission. This type of misappropriation of funds is still an issue. Commission discussed proper oversight and management of accounts.

Gardner informed the commission of the Charter Township Act specifically stating Parks Commission members are officers of the township and have fiduciary responsibility. The

Lincoln Township Parks Commission and the Township Board of Trustees cross lines in two places:

- 1) Budget - the township will examine and approve reasonable and necessary expenses;
- 2) Expenditures – expenses on vouchers approved by the parks commission will be presented to township treasurer for payment.

In upcoming meeting with Plante Moran, the finance committee will seek advice in the areas discussed. Further discussed relationship with township office and posting of parks minutes.

(Commissioner Rich Knapp joined meeting at 8:05 p.m.)

Approval of Expenses – Commission conferred on defining accepted procedures for approval of bills and having finance committee review all bills. Knight will work on a summary page template including date, invoice number, vendor, amount and memo/explanation with lines for approval signatures and date signed for township to use for presentation of our bills. Commission went over recommended steps for approval of invoices and expenditures.

Gardner, seconded by Tucker, made a **MOTION to adopt** the state of Michigan Uniform Accounting Procedures Manual as our governing authority for accounting methods. Roll call vote: Aye: Lucker, Knight, Tucker, Gardner, Risk, Hoskins, and Knapp. Nay: none. **MOTION CARRIED.**

Gardner, seconded by Tucker, made a **MOTION to adopt** the Parks Commission Procedures for Approval of Invoices/Expenditures, Resolution #2006-04-11-1 (Attachment A). Roll call vote: Aye: Lucker, Knight, Tucker, Gardner, Risk, Hoskins, and Knapp. Nay: none. **MOTION CARRIED.**

Knight reported a \$41,000 balance left in Capital and a \$6,651 balance left in Operating Expenses with outstanding bills for moon dust (\$843.47) and a power washer. Discussed four electric bills for Glenlord Road with different account numbers. Knight will find out details before next meeting. Chairman asked for volunteers to create a committee to look into outdoor security lighting at the Rocky Weed Sports Complex.

Knight received \$200+ in checks made out to "Lincoln Township Parks" from the Lakeshore Youth Soccer League. Risk explained these checks were written for parks registration fees at mid-January LYSL sign ups when it was unclear whether checks should be made out to Parks or LYSL. Knight will make sure the checks are properly deposited into the soccer account for capital improvements.

Trustee Reports: No reports.

Chair Report:

Rocket Football Update – Gardner is meeting Mike Matti and Whiteman Associates at the Rocky Weed site to stake out fields and prepare for delivery of dirt. Kent Hardin is donating labor and equipment and Whiteman Associates is donating engineering services. Parks is expecting to pay for hydra seeding and part of the sod. Township funds will be used for sprinkler and irrigation systems. Any funds and donations used for this project will be used as matching funds for future grant applications.

Glenlord Beach – Gardner met with Ridge Road Association last week and reported they are moving forward with demolition of current wooden structure, leaving 2-story portion intact for now. Township approved use of a portion of \$35,000 set aside for Glenlord Beach improvements for a site use plan.

Soccer/Rockey Weed – No report.

Recreation Programs – No report.

Lincoln Township Beach – Plans are underway for the beach clean-up by the Lakeshore High School Assets Advisory Committee, which has adopted Lincoln Township Beach. **The date has been changed to Sunday, May 21, 1:00 to 5:30 p.m.** Parks needs to find someone or a group willing to build stair steps to the beach.

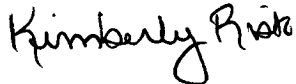
Invoicing Procedures – See Treasurer's Report and Attachment A.

Pavilion Leases – No report.

Announcements: Chairman called a **Special Meeting on Saturday, April 15, at 8:30 a.m.** to tour the parks and prioritize maintenance projects. Gardner requested commissioners email suggestions for priority projects.

Adjournment: Meeting was adjourned by Chairman at 9:00 p.m.

Respectfully submitted,



Kimberly Risk
Parks Commission Secretary