

**LINCOLN CHARTER TOWNSHIP
PARKS COMMISSION
SPECIAL MEETING**

Tuesday, February 28, 2006

A special meeting of the Lincoln Charter Township Parks Commission was called by Chairman Todd Gardner for the purpose of annual budget planning. Notice posted February 27, 2006.

The meeting was called to order at 7:05 p.m. by Chairman Gardner at the Lincoln Township Municipal Building, 2055 W. John Beers Road, Stevensville.

COMMISSIONERS PRESENT: Todd Gardner, Kim Risk, Bill Tucker, Rich Knapp, Rick Knight, John Hoskins and Mike Lucker. **ABSENT:** None.

Township Workshop: Chairman asked for feedback regarding budget workshop with the Township Board of Trustees held on February 21, 2006. Commission concluded questions remained in some areas and need to be resolved with the township; agreement that Commission needs more organizational structure and help understanding legal obligations.

Preliminary Budget: Chairman shared recommended budget received from the Township. The Parks budget cycle is from April 1, 2006, through March 31, 2007. The proposal is as follows:

- \$151,240.00 in Operating Budget – an increase of 3%.
Estimate carryover from 2005-06 of additional \$10,000.
- \$60,000.00 in Capital Budget – an increase of \$15,000.00.
Additional commitments: \$35,000.00 for Glenlord Beach and \$150,000.00 for water and sewer projects at Rockey Weed/Cleveland Sports Complex, Glenlord Beach, Lincoln Township Beach, and North Lake Park.
Estimate carryover from 2004-05 of additional \$20,000.00, unknown to commission prior to budget meetings.

Public Hearing: The Township Board of Trustees will present the budget on March 14, 2006, at 7:00 p.m. in the Municipal Building.

Finance Priorities: Michigan Public Act 157 grants parks commissions the authority to manage and control township parks and places of recreation. It also reads, *"The township board shall examine the budget and shall approve the entire budget, or a part of the budget that the board considers reasonable and necessary, which sum shall be incorporated into the tax on the township, and when collected shall be deposited by the township treasurer in a fund known as the park maintenance fund. Expenditures from this fund shall be on vouchers approved by the township parks commission, and it shall be the duty of the township treasurer to allow and pay for these vouchers..."*

- A. **Accounting System** – Discussed setting up an accounting system, getting an outside professional opinion on our budget, and determining what is

"reasonable and necessary". Parks is also supposed to submit a detailed annual report to the state treasurer, in accordance with Act 157.

- B. Payables Management** – Discussed need to improve tracking of accounts and importance of approving bills before payment is made.
- C. Fund Balances** – Chairman reported he found leftover money from 2004-05 in Capital Fund (est. \$20,000) and Operating Fund (\$7,000). If money is not spent, it rolls over to the following year's budget. However the money is not included in the new budget, nor is interest earned. Thus, end of year surpluses keep growing. A certain amount should be kept in reserve, but Chairman received conflicting information on whether it is based on 2 months, 6 months, or 9 months. Discussed concern that future parks commissions will not realize availability of surpluses unless accounting method is improved.

Gardner, seconded by Tucker, made a **MOTION to hire** Plante Moran to assist the Lincoln Charter Township Parks Commission in creating our own accounting system and advise us on general financial principles in accordance with the state of Michigan, with a budget allocation of up to \$5,000.00 for initial consultation.

Roll call vote: Aye: Lucker, Tucker, Gardner, Knight, Knapp, Risk, and Hoskins. Nay: none. Abstain: none.

Executive Committee Workshop: Chairman Gardner has set up a meeting with Township Supervisor Dick Stauffer, Clerk Sharon Geisler and Treasurer Terrie Smith to go over parks' operations, areas of improvement, and how to move forward. The meeting will be held on Thursday, March 3, at 2:00 p.m. in the Municipal Building.

Budget Due: Held further discussion of the township's budget proposal. The Commission understands the Township Board previously agreed to \$150,000 for the water/sewer project at the soccer fields and \$35,000 for improvements at Glenlord Beach. The Parks Commission requests the township to formally commit to funding these projects out of the Township Water Fund in order to qualify said projects for bond issuance or specific grants.

The Parks Properties Maintenance and Repairs list (Attachment A) contains the following proposed water-related projects with estimated costs:

<u>Baseball</u>	
Well	\$15,000
Sprinklers	3,500
<u>Soccer & Football</u>	
Water/Sewer	\$150,000
Upgrade Well	4,500
<u>North Lake Park</u>	
Bathrooms	\$5,000
<u>Lincoln Twp Beach</u>	
Bathrooms	\$17,500
Water/Sewer	25,000
<u>Glenlord Beach</u>	
Bathrooms	\$22,500

Another project that should be added is extending water and sewer lines to Glenlord Beach at an estimated cost of \$50,000. These identified water-related projects amount to \$293,000. Discussed authority to create a Special Assessment District to help fund

maintenance, improvements, and upkeep at a specific park. Also discussed potential revenues from baseball and soccer and ability to use revenues for matching funds or borrowing leverage.

Office Set-up: Discussed plans to set up a Parks Office in the Community Park shelter. A temporary partition would be built to make a small office space. The Parks Office could handle rental and lease agreements, scheduling, sign ups for sports/rec leagues, and website maintenance. Maintenance workers could report to the office to receive job duties. A mailing address and office phone could be established.

At least two employees would be needed to staff the office. Gardner, Hoskins, and Risk offered to get the office up and running. Commission has \$60,000 available in employee wages. Discussed contract services and seasonal employees.

The meeting was adjourned at 9:05 p.m.

Kimberly Risk
Kimberly Risk, Secretary