

PARKS COMMISSION MEETING

Lincoln Charter Township
2055 West John Beers Road
Stevensville, Michigan 49127

Tuesday, February 7, 2006

The meeting was called to order by Chairman Gardner at 7:07 p.m.

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

ALSO PRESENT: Debbie Bly representing Lakeshore Youth Soccer League (LYSL), Karen Reinhardt representing Southwest Michigan Select Soccer (SWM), Dennis Ott representing Blossomland Adult Soccer League, Denise Knight and Lincoln Township Treasurer Terrie Smith.

Opening – Audience Comments: Karen Reinhardt presented a proposal of parks fee usage and implementation to the commission for consideration (Attachment B). Debbie Bly stated LYSL is in agreement with the proposal. Chairman Gardner verified one lease/use agreement between Parks, LYSL, and SWM would be acceptable. Discussed need for central scheduling calendar for fields and events. Schedules should be submitted when lease/use agreement is signed.

Dennis Ott shared information on the Blossomland adult league. Their teams find their own fields and play 10 to 12 games per season, which runs April through August. They charge registrants \$60 per player and have legal non-profit status. Of the registration fee, \$25.00 goes to pay for insurance through the Michigan soccer association. The league typically pays to line their Rockey Weed fields at a cost of approximately \$18.00 per field. Ott agreed \$20 would be a reasonable amount to charge to rent a field. The league pays fees to use soccer fields in Kalamazoo.

Chairman emphasized the need for every group using township parks facilities to sign lease/use agreements, whether they be long- or short-term, and show proof of insurance and schedule of usage. With a short-term agreement, a rental fee may be charged instead of a per registrant fee.

Commission went over points in the proposal (Attachment B). Discussed term of lease/use agreement being a minimum of 5 years; tournaments or other events needing to be scheduled separate from lease/use agreement; SWM and LYSL providing a prioritized list of top ten "wish list" projects; and Parks Commission not granting any association right of authority over parks' revenue.

Chairman read through amended resolution for Registration Fees for Organized Sports and Recreation Programs. (See **Chairman Report** for vote on resolution and Attachment D for approved resolution.) Checks should be written payable to "Lincoln Township" and not "Lincoln Township Parks", according to Township Treasurer Smith. Groups have up to 60 days after last player registered or first practice to submit fees. Bly requested a letter explaining the need to collect the registration fee from families who pre-registered with LYSL in 2005 for the 2006 spring season. Risk will draft a letter to be included in coaches' packets and attend the coaches' meeting to explain the collection process.

Treasurer's Report: Knight reported as of January 31, 2006, Parks had \$41,000 left in its operating budget. He estimates \$21,000 will be left at the end of the fiscal year, March 31, 2006.

Discussed fuel purchase concerns and four bills from Swan Oil in November, 2005. Parks has an unleaded tank and a diesel tank. Smith shared how township employees purchase fuel. Chairman asked Hoskins to stop delivery of unleaded gas effective immediately and requested employee Hugh Gillespie fill out a log of starting and ending mileage and fuel purchases. Hoskins will consult Gillespie regarding fuel use and purchases. FUEL DISCUSSION TABLED.

Tucker, seconded by Lucker, made a **MOTION to approve** invoices presented in the amount of \$3,935.67 and a roofing invoice in the amount of \$5,285.00. **MOTION CARRIED.**

(At this point, Commissioner Knight left the meeting.)

Secretary's Report: Risk distributed a sheet showing amounts given to Parks by sport/rec groups in the last five years (Attachment A). Risk stated the deadline for the Lincoln Township Communicator is this Friday, February 10. The Parks article will include information on the Lincoln Township Beach Park Clean-Up Day, registration fees for capitol improvements, and a picture of the baseball/softball indoor hitting facility.

Risk reported a draft of the revised Bylaws has been completed. She will put changes and additions in red and email it. After the commissioners agree on the draft, Township Clerk Sharon Geisler should review it.

Risk shared information on a grant-writing workshop by Grantsmanship Institute coming to South Bend April 17-18. The workshop focuses on writing and locating Federal and Foundation grants. Risk is interested in attending on behalf of Parks at a cost of \$299.00.

Tucker, seconded by Lucker, made a **MOTION to approve** minutes from January 3, 2006, and Special Meeting minutes from January 28, 2006. **MOTION CARRIED.** Gardner, seconded by Tucker, made a **MOTION to approve** paying \$299.00 for Risk to attend the Grantsmanship Institute 2-day workshop in South Bend with Risk providing her own transportation and receiving mileage reimbursement. **MOTION CARRIED.**

(*Note: meeting was not recording properly on cassette due to battery failure.)

Trustee Reports: Hoskins reported on employee Gillespie's seasonal downtime hours. Gillespie is keeping a log of his activities. Chairman provided Hoskins job descriptions from the Michigan Township organizations for "General Maintenance Worker" and "Building and Grounds Foreman".

Commission discussed hiring outside contractors to perform some maintenance work, such as mowing. Tucker will make contacts and Hoskins will determine how much mowing work is required at parks' properties.

Gardner, seconded by Tucker, made a **MOTION to reduce** full-time parks' contracted employee's hours to 8 hours/day, 3 days/week (24 hour work week) until further notice, effective after completion of one full-time pay period. **MOTION CARRIED.**

Chairman Report: Gardner presented resolution for picnic and pavilion rental (Attachment C). He shared fee information for Berrien County's Marilyn Bertrand Park: the Lodge is \$80/day on weekends and holidays, \$40/day on weekdays, the shelters are \$60/day on weekends and holidays, \$30/day on weekdays, plus there is a \$3.00 vehicle entry fee. Silver Beach's Shadowland Pavilion rents for \$250/day on weekends and holidays and \$100/day on weekdays. At Saint Joseph's Parks, picnic shelters and pavilions rent from \$50 to \$400.

Smith verified that our township began accepting reservations for the Community Park Shelter and North Lake Park Shelter as of January 1, 2006. The Commission does not intend to collect fees on already-booked reservations. Gardner noted improvements are planned for the Community Park Shelter before spring. The Community Park Shelter shall rent for \$50.00 (township resident) and \$75.00 (non-resident). All other group picnic facilities shall rent for \$35.00 (township resident) and \$50.00 (non-resident). There was no discussion.

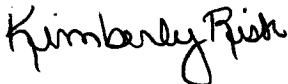
Gardner, seconded by Tucker, made a **MOTION to accept** the Reservation and Rental of Parks' Picnic, Group and Pavilion Facilities, Resolution # 2006-02-07-2. Roll call vote: Aye: Lucker, Tucker, Gardner, Risk, Hoskins, and Knight (in absentia). Nay: none. Abstain: none.

Next Gardner presented resolution for Registration Fees for Organized Sports and Recreation Programs (Attachment D). There was no discussion. Gardner, seconded by Tucker, made a **MOTION to accept** the Registration Fees for Organized Sports and Recreation Programs, Resolution #2006-02-07-1. Roll call vote: Aye: Lucker, Tucker, Gardner, Risk, Hoskins, and Knight (in absentia). Nay: none. Abstain: none.

Announcements: Discussed possibility of having a separate parks' millage on the ballot for the November, 2006, election. If Parks Commission would decide to support a millage, it would need to be presented to the Township Board of Trustees.

Adjournment: Meeting was adjourned by Chairman at 9:35 p.m.

Respectfully submitted,



Kimberly Risk, Secretary
Parks Commission