

PARKS COMMISSION MEETING

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

Tuesday, January 3, 2006

The meeting was called to order by Chairman Gardner at 7:08 p.m.

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

ALSO PRESENT: Debbie Bly representing Lakeshore Youth Soccer League.

Opening – Audience Comments: Debbie Bly shared a proposal for soccer groups to continue fundraising support for a new concession stand and restroom facility at the Cleveland/Rocky Weed Sports Complex, with the understanding that parks would operate the concessions and manage the revenue. This proposal is supported by Bly and Karen Reinhardt of SWM (select travel soccer) because of the potential for other sports and recreation groups wanting to use the new concession stand. Rocket Football will be joining the soccer programs at the complex in the fall and the Lakeshore High School Soccer Boosters are talking about a future stadium at the site, according to Bly and Tucker.

Discussion followed concerning the current concession stands at the soccer and baseball fields and ideas for future operation and management. Gardner talked about the possibility of buying or leasing a portable concession trailer for interim use to start building a revenue base.

Special Projects/Recreation Fees: The commission discussed instituting a fee per sport/rec league registrant in order to fund special projects at the baseball/softball complex and the soccer and football complex. The money generated could be "seed money" for grants and earmarked for investment projects. (User fees were also discussed at the October 4th commission meeting.)

Commission debated whether to have the fee be a percentage of registration or a set dollar amount. The fee could be regarded as a field rental for usage of parks property. The sports/rec programs all charge fees to cover their costs, however Lincoln Township Parks currently provides fields for these programs free of charge. Tucker shared history on a rent-free lease agreement between the township and LYBSA. Knight offered to work on estimates for expenses (utilities, maintenance, clean up, etc.) allocated per sports/rec program and per park.

Gardner shared that according to his research, Lincoln Township is one of very few townships in Michigan that doesn't charge for or run its sports/rec programs. Many other townships have paid staff to manage a wide variety of recreation programs.

Of concern: only township residents who are property owners contribute tax dollars that the township allots to the parks budget. The sports/rec programs have participants who do not pay property taxes because they are not homeowners or they live outside the township. But if a majority of parks budget is spent on the Cleveland/Rocky Weed sports complex, is that fair to the taxpayers of our township or fair to the other 10 parks in the system?

Of concern: by adding on a parks fee, the cost of our sports/rec programs may be perceived as too expensive for families. Discussed registration fees, booster groups and costs associated with baseball/softball and soccer.

Gardner emphasized that every organization that uses parks property and charges a fee to participate needs to operate under a lease agreement by ordinance or addendum. Gardner will draft a lease and verify insurance requirements. **RESOLUTION PENDING.**

He requested a master list of organizations be put together. Tucker will make list of softball/baseball, Bly will get soccer, and Lucker will get football. Gardner reminded the commission that the township board does not have legal authority to enter into contracts or agreements on behalf of or including parks. The 80-acre property on Cleveland/Rocky Weed needs to be condensed into one legal address before leases are established. Discussion continued on parking passes, registration fees, and the baseball hitting facility.

Tucker, seconded by Knight, made a **MOTION to enact** a Parks Recreational Facility Use Fee of \$10 per registrant with family maximum of \$20 for township residents, \$15 per registrant with family maximum of \$30 for non-township residents with all funds maintained in separate accounts for each facility and used for capital improvements at that facility. This resolution may be amended with specifics at future meetings. **MOTION CARRIED.**

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

Chair Report: Gardner presented information on election filing requirements for the two open positions on the commission. Gardner and Risk, who were appointed to fill vacancies in 2005, are eligible to fill terms through the next general election held in November 2006. Petitions require a minimum of 40 and up to 100 signatures and an affidavit to be turned in by 4:00 p.m. on Tuesday, May 16, 2006.

Gardner shared a letter from Ken Field, President of Lakeshore Rocket Football. The letter states their football program has grown to over 150 players. The Lakeshore Rocket Football Board of Directors stated their intention to work with the parks commission and move the football program to the Cleveland/Rocky Weed Sports Complex. Rocket Football is a not-for-profit corporation operated by a board of directors. Any money spent by Lakeshore Rocket Football must receive approval of the board. They have received a commitment from a local contractor to donate the labor, earth-moving equipment and topsoil needed to build regulation-size football fields. They also have limited funds available that have been set aside for the growth of the program. Their current infrastructure, an electronic scoreboard, goal posts and equipment, could be moved to the new location. Their board is ready to make this happen for the 2006 fall season. The field surface would need to be ready this spring to allow for the equipment move in mid-August.

After meeting Gardner at the site, Ken Field placed stakes in the soybean field area just north of the current soccer fields. There is room for a 5-10 acre parking lot off of Cleveland Road near the patch of trees. Gardner and Field also scouted locations for a joint concession stand, bathroom and storage facility and discussed possible future site of a joint football and soccer stadium,

Rocket Football is looking for parks to support seeding or hydra-seeding the 6 new fields. Gardner received an estimate of \$3,800 for hydra-seeding. The township has agreed to pay for the irrigation, an estimated expense of \$20,000. The commission wants Field to obtain a written donation agreement with their contractor, Kent Hardin, estimates for seeding and hydra-seeding, and a site plan.

Tucker, seconded by Gardner, made a **MOTION to accept** Lakeshore Rocket Football's initial plans to move their football program to the Cleveland/Rocky Sports Complex and to have Ken Field present official plans to the commission at the next meeting. **MOTION CARRIED.**

Secretary's Report: The December meeting was cancelled. Knight requested this sentence be removed from the November 1, 2005, minutes: "Knight presented a contract for the baseball indoor hitting facility stating LYBSA is responsible for payment of electricity and maintenance."

Knight said he did not have the contract in hand at the meeting. Tucker, seconded by Gardner, made a **MOTION to approve** minutes from November 1, 2005, with the sentence about Knight presenting a baseball contract removed. **MOTION CARRIED.**

Trustee Reports: Hoskins reported on a \$33,000 metal roofing bid with a 50-year guarantee for the community park shelter. Discussed three prior roofing bids for shingles made of composite laminated material with a 30-year guarantee. Tucker, seconded by Risk, made a **MOTION to approve** a \$4,985 bid from Professional Roofing to tear off the current roof on the community park shelter and replace it with 30-year shingles with work to be completed and billed by March 31, 2006. **MOTION CARRIED.**

Treasurer's Report: Tucker, seconded by Gardner, made a **MOTION to approve** invoices presented in the amount of \$2,857.35 *not including* a \$2,500 water bill from the baseball fields for service before water was shut-off due on December 2, 2005. **MOTION CARRIED.** Gardner will check on water bill.

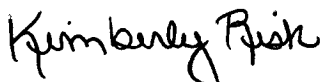
Knight presented a budget projection from November 30, 2005 through the end of the fiscal year in March, 2006. Knight, seconded by Tucker, made a **MOTION to move** \$5,000 from account 701.000 (Elected/Salaried) and \$5,000 from account 931.000 (Repair & Maintenance/Building-Ground) to the capital account. **MOTION CARRIED.**

Discussed concern over cost of contractual services. Gardner asked Hoskins to put together a supervisory job description for the parks department including projected hours per week and bring supervisor proposal to the next meeting. Tucker, seconded by Gardner, made a **MOTION to enact** a requirement for parks employee Hugh Gillespie to fill out and sign a daily log sheet accounting for his activities effective immediately with Hoskins acting as the parks liaison. **MOTION CARRIED.**

Announcements: Commission will have a special meeting in January.

Adjournment: Meeting was adjourned by Chairman at 10:15 p.m.

Respectfully submitted,



Kimberly Risk, Secretary
Parks Commission