

PARKS COMMISSION MEETING
Lincoln Township Community Center Pavilion
5575 South Roosevelt Road
Stevensville, Michigan 49127

Tuesday, June 6, 2006

The meeting was called to order by Chairman Gardner at 7:12 p.m.

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

ALSO PRESENT: Margaret Rose, Denise Knight, and Fran Elliott.

Opening – Audience Comments: Margaret Rose, a teacher at Hollywood Elementary, presented a letter (Attachment A) supporting her research and involvement with a Monarch Butterfly Habitat Project at the school and requesting permission to start a project at Lincoln Township Beach. Chairman Gardner requested the letter before speaking with the Department of Natural Resources (DNR) regarding the planting of milkweed seeds this fall. If the planting project is successful, the beach could earn designation as an official Monarch way station.

Secretary's Report: Risk stated she is no longer using a cassette tape recorder at Parks meetings and has not done so since the April 11, 2006, meeting.

Quarterly attendance report and hourly timesheets are due by June 21. Risk requested commissioners keep her informed of attendance at outside meetings as a representative of Parks. Discussed concern that paychecks are issued on a quarterly basis, unlike other township employees. Discussed pay and benefits of township trustees and other employees, according to information provided by township office accounting clerk and employee handbook.

Gardner, seconded by Knight, made a **MOTION to approve** minutes from May 2, 2006, as presented. **MOTION CARRIED.**

Treasurer's Report: Knight reported Lakeshore Rotary paid for six new grills for North Lake Park at a cost of \$3,100. He will follow up on a NSF check from soccer registration fees. Electric and phone bills approved on May 2 are showing as late payments and have been assessed fees. Tucker explained status of parks temporary full-time maintenance worker under Hoskins' supervision and temporary worker who filled in before new hire.

Parks bills received from township office total \$5,535.62. Operating Budget balance is \$139,825.29 with bills paid through June 6. Capital Budget balance is \$70,920 after bond interest payment of \$1,800. Upcoming land payment of \$30,000 will be taken out of Capital. Discussed concerns about Parks investments and earned interest.

Knight will contact Best Way concerning June invoice and AT&T to remove pay phone at Glenlord Beach. Other bills received: Earthscapes (\$5,268.00), MailMax (\$600), AT&T (\$77.25), Aquila (\$12.34) and Earthscapes for sprinkler system service (\$148.25).

Tucker, seconded by Risk, made a **MOTION to approve** bills as presented in the amount of \$5,535.62 and additional bills totaling \$6,105.84. **MOTION CARRIED.**

Trustee Reports: Tucker presented proposed plan for pre-fabricated dugout replacements at the baseball/softball fields. The dugouts would have vinyl siding and steel roofs and would cost

considerably less than brick or concrete block structures. The local provider will have a price estimate this week. Parks could consider having sponsor-named dugouts. Tucker recommended Parks start by purchasing two and see how they handle normal wear and tear. **ACTION TABLED.**

Tucker requested an advertising budget. Chairman asked that Tucker submit a proposed budget with line items. Discussed purchasing a two-sided, portable sign with changeable letters to place along Cleveland Avenue between the baseball and soccer fields. The sign would include the Parks logo, website, and phone number and could be used to promote events. Tucker, seconded by Gardner, made a **MOTION to approve** up to \$1500 to purchase and install a portable sign including letters. **MOTION CARRIED.**

Tucker has received two requests to rent the soccer fields. Gardner showed a list of field rental fees from another community for discussion. Gardner, seconded by Knight, made a **MOTION to institute interim fees** for rental of soccer fields set at \$25 per practice, \$50 per game for township residents, and \$75 per game for non-residents. **MOTION CARRIED.** Parks will create a sign up form and release of liability.

Tucker reported setting up high speed internet and phone service for the new Parks Office to be located inside the Community Park pavilion at a cost of \$70 per month. Used furniture from Metro Business Interiors will cost \$515.50. Hoskins will begin work on walling off one side of the pavilion to create the office space. Plans include adding a kitchen area for use by groups leasing the pavilion.

Tucker consulted an accountant regarding employee use of the Parks House. The house can be offered as a tax-free fringe benefit.

Chair Report:

Review of June 5th Sports Complex Workshop – After receiving feedback from the commission, Gardner stated he was disappointed in negative comments from soccer supporters and felt they are working to put a wedge between Parks and the Township Board. In researching Parks documents from prior years, he found instances of commitments made by the soccer organizations that were not kept.

Gardner, seconded by Tucker, made a **MOTION to solicit bids** through advertisement or other appropriate means to run a recreational soccer program by a private entity or soccer association and spend up to \$1,000 to market.

Risk asked for clarification if Lakeshore Youth Soccer League (LYSL) could submit a bid. Commission agreed they would accept a proposal from LYSL. Tucker called for a vote to be taken after more discussion. Roll call vote: Aye: Knapp, Knight, Gardner, and Tucker. Nay: Risk. **MOTION CARRIED.** Risk stated she considered the vote premature before sending out registration fee collection letters with requirements to fulfill and that neither LYSL or Southwest Michigan Select (SWM) have any current agreements with Parks.

(At 8:50 p.m., Commissioner John Hoskins joined the meeting.)

Gardner, seconded by Tucker, made a **MOTION to notify** by letter all interested parties in the soccer complex that the Parks Commission is soliciting bids and accepted bid will be the umbrella organization; individuals or groups are invited to submit bids with a deadline of October 1, 2006. **MOTION CARRIED.**

In response to questions from the workshop, Gardner handed out copies of Michigan state audit form F-65 (Report for Fiscal Years Ending Between July 1, 2004 and June 30, 2005) and went over township revenues as reported on the form and revenues as quoted by township officials. He countered that the only restricted funds are tax revenues of \$1.6 million and that the township has \$1,478,627 in unrestricted funds. Gardner went over expenditures, funds and assets detailed in the audit report and said figures do not match other publicly submitted

financial reports. He said the Township Board has led us to believe state law (or statute) restricts spending of water and sewer funds, but actually it is by local ordinance.

Due to questions and concerns regarding township revenues, the commission does not support a millage to fund parks. A millage should not be necessary with so many unassigned and unrestricted dollars in township funds. The commission also questions why the township has not changed auditors in 20 years.

Glenlord Beach – Received approval to use volunteer labor for dismantling outlook structure at the park. Gardner will attend the next meeting of the Ridge Road Association.

Lincoln Township Beach – Clean up by the Lakeshore High School Assets Advisory Committee, Key Club, and other volunteers was great. Hoskins reported parking lot was cleaned of sand and roadway filled in and smoothed out.

Summer Jobs – Gardner has received resumes from Lakeshore High School students interested in summer jobs at the parks, mainly Lincoln Township Beach. They can start immediately and work through Labor Day. Hoskins said he would need a list of priority projects for seasonal workers.

Special Projects/Committees: Tucker reported on contributions to beach care at Lincoln Township Beach by the neighboring Chalets. He asked the managers to submit a letter of in-kind contributions to the Parks Commission.

Announcements: None.

Adjournment: Meeting was adjourned by Vice-Chairman at 9:30 p.m.

Kimberly Risk Date 6-8-06
Submitted by Kimberly Risk
Parks Commission Secretary

Todd Gardner Date 7-11-06
Approved by Commission
Todd Gardner, Parks Commission Chair