

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

**Tuesday, October 10, 2006**

Meeting was called to order by Vice-Chairman Tucker at 7:06 p.m.

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

**ALSO PRESENT:** Tom Norbey, Fran Elliott, Carol Petros, and Kelly Branch.

**Opening/Audience Comments:** Fran Elliott shared information and pictures of a reconfigured lake bluff with a new retaining wall built north of Rocky Gap Park in Benton Harbor.

**Treasurer's Report** – Treasurer Knight absent. Commission reviewed invoices totaling \$5,995.33 and Risk turned in \$538.97 reimbursement request for postage, DEQ water sampling, and swings for North Lake Park.

Chairman Gardner will ask Township Treasurer why remaining parks budget, an estimated \$77,000, has not been transferred to Parks and again noted overall interest earnings seem low for balance in excess of \$145,000. Discussion of accounts and amounts booked in them. Gardner, seconded by Tucker, made a **MOTION** to approve invoices as presented in the amount of \$5,995.33, plus additional Secretary expenses in the amount of \$538.97 for a total of \$6,534.30. **MOTION CARRIED.**

Gardner, seconded by Risk, made a **MOTION** to transfer \$13,016.17 from Contractual Services Account 818.000 to cover negative balances in the following accounts:

- \$5,000.00 into Special Compensation (701.000)
- \$500.00 into Overtime (703.000)
- \$300.00 into Workers Compensation Insurance (720.000)
- \$2,000.00 into Computer Software/Supplies (729.000)
- \$2,000.00 into Postage Expense (730.000)
- \$2,000.00 into Vehicles Supplies/Gas (867.000)
- \$129.00 into Liability Insurance (910.000)
- \$1,000.00 into Miscellaneous Expense (956.000)
- \$27.17 into Conferences and Workshops (957.000)
- \$60.00 into Fixed Assets/Equipment (970.000). **MOTION CARRIED.**

Tucker, seconded by Gardner, made a **MOTION** to amend the preceding list to include covering the negative balance of \$613.00 in Legal Fees (826.000). **MOTION CARRIED.**

Gardner, seconded by Risk, made a **MOTION** to close 409-Parks Property Purchase Fund and move remaining balance of \$915.14 to 408-Parks Capital Improvement Fund. **MOTION CARRIED.**

Tucker requested Knight research donations made to Parks on behalf of certain projects and make sure money is properly earmarked. Donations have been received from Aquila, AEP, and a private donor.

**Secretary's Report** – Gardner, seconded by Tucker, made a **MOTION** to accept minutes from the September 26, 2006, regular meeting as presented. **MOTION CARRIED.** Risk presented a thank you letter to Dain Van Epps for completion of his Eagle Scout Leadership Service Project at Lincoln Township Beach for Chairman to sign. An article about the project will be posted on the parks' website.

Audience member questioned Chairman's Report from previous meeting regarding denied wages for acting Parks Maintenance Supervisor and Commissioner John Hoskins. Discussion of history of compensation for commissioners performing non-board related work, type of work performed by current commissioners, and need for full-time Parks Director.

**Chair Report** – Gardner sent Township Supervisor Stauffer a letter regarding Hoskins' right to compensation and requesting the Treasurer be instructed to pay his wages. Gardner contacted the state Department of Treasury to find out requirements for sports and recreational groups in the areas of insurance coverage, risk management and accounting. Discussed township audit report and previous motion from Parks Commission Special Meeting on February 28, 2006, to hire Plante Moran. The initial budget committee meeting with Plante Moran was a no-charge consultation.

Gardner, seconded by Tucker, made a **MOTION** to engage Plante Moran as soon as practicable 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 from Other Contracted Services Account 208.820. **MOTION CARRIED.** Tucker stated the commission had already adopted the state of Michigan Uniform Accounting Procedures Manual as our governing authority for accounting methods (minutes April 11, 2006). Gardner will notify the township we will be auditing our Parks Budget.

Gardner shared information on a grant opportunity from GameTime, a playground equipment company. GameTime has committed \$1 Million for municipalities to purchase products by November 15, 2006, with 50% matching funds. Gardner submitted an application for Lincoln Township Parks and received grant approval for equipment valued up to \$26,000. A check must be attached with the order to receive 50% match; otherwise, payment is due in 30 days with a 45% match. Our share would come from Parks Capital Improvement Fund which has \$10,000 set aside for Community Center Park improvements. The Roosevelt Road Redevelopment Committee has recommended adding more toddler play equipment. They will look over the GameTime catalog and bring a proposal to the next Parks Commission meeting.

(Commissioner Lucker left the meeting at 8:30 p.m. Quorum still present.)

Gardner reported on meeting with a representative of the Michigan Municipal League General Underwriting Firm to discuss risk management issues for sport and recreational groups such as background checks for coaches and group insurance coverage. He strongly recommended examining all insurance policies covering the groups and Parks to better understand the coverage and make sure kids are protected.

**Report of Officers** – Tucker reported on request for information from Township Supervisor Stauffer regarding the township's plan if the parks commission is dissolved. Stauffer's emailed response is attached. (Attachment A) Due to several audience questions, discussion held about upcoming ballot issue concerning dissolution of the parks commission and legal limitations on township's election authority.

Risk reported the next USASA adult soccer competition volunteer meeting will be held October 30, 6:00 p.m., at the Park Inn conference center. She will not be available and requested another commissioner attend to assist with planning on behalf of Parks. The

Monarch Way Station Project at Lincoln Township Beach is scheduled for November 11, 2:00-4:00 p.m. A group of 15-20 students with teacher Margaret Rose will scatter milkweed seeds on the dunes. Replacement swings for North Lake Park have arrived, four sling seats and four toddler seats with sleeve-covered chains.

Risk announced the Roosevelt Road Park Redevelopment Committee is scheduled to meet with Pam Blough on October 16. Risk, seconded by Tucker, made a **MOTION** to approve hiring Pam Blough at a rate of \$75.00 per hour, up to \$2500, to be the planning consultant for the Community Center Park redevelopment project. **MOTION CARRIED.** Lakeshore Schools and the township are going to work together on a soon-to-be released grant application for "Safe Routes to Schools". This federally funded grant will help communities establish walking paths linking schools to neighborhoods, which should tie in to redevelopment plans for the Community Center Park and Roosevelt Elementary. Fran Elliott asked to be notified when more information about the grant opportunity becomes available.

Risk stated she is expecting an estimate from Brooks Architectural for design work on the soccer complex bathrooms/concession stand building.

Hoskins reported hiring a temporary worker from Williamson employment agency at a pay rate of \$16.50 per hour. He recommended keeping the worker through at least mid-November. Hoskins and the new worker have been blowing out the sprinkler lines at the sports complex. He reported leaks in the water lines for the ice rink area at the Community Center Park and suggested the commission consider purchasing a liner to fill with water and make ice this coming winter.

Hoskins spoke with LYBSA president concerning the occupancy permit at the hitting facility. The permit cannot be issued until the building ends are finished. The president told Hoskins that LYBSA does not have the funds to finish the necessary construction and they are working on a loan. Kelly Branch asked the commission to consider relocating the hitting facility parking lot to the west side of the building. Discussed condition of parking lots at the sports complex and other parks.

Gardner, seconded by Tucker, made a **MOTION** to approve \$2,500 from the Repair/Maintenance Building and Grounds (208.931) to spread gravel at the parks. **MOTION CARRIED.**

Discussed need for snow fencing at Lincoln Township Beach. Hoskins will get an estimate for fencing costs and check if inmate work crew would be available. Risk will find out if the high school Assets Advisory Committee would be interested in performing the work as a service project.

### **Old Business:**

**Picnic/Pavilion Rental Lease** – Commission reviewed 2007 lease (Attachment B) and rental policy (Attachment C). The pavilions at the Community Center Park and North Lake Park will be available for 2007 rental beginning October 1 for township residents and November 1 for non-residents. Community Center Park pavilion will rent for \$50 (resident) and \$75 (non-resident); North Lake Park pavilion will rent for \$35 (resident) and \$50 (non-resident). All reservations for park facilities will be made through the Parks Office. Reservation forms will be added to the parks' website.

Risk shared report of 2006 pavilion reservations (Attachment D). The Community Center Park had 60 reservations and North Lake Park had 40. The Parks Commission can project \$3,915 in revenue for 2007 pavilion rentals.

Gardner, seconded by Tucker, made a **MOTION** to accept LEASE OF TOWNSHIP PARKS' PICNIC, GROUP & PAVILION FACILITIES as presented by the Secretary and to include, "Premises may not be used for any type of public or private enterprise." **MOTION CARRIED.**

**Registration Fees for Organized Sports** –The commission will be sending follow-up letters to groups that have not submitted their fees or other required paperwork. A reminder letter will be sent to fall groups that registration fees are due within 60 days after final registration day or first official practice day. To date, spring fees have been received from Southwest Michigan Select Soccer and partial spring fees from Lakeshore Youth Soccer League.

Discussed concern for outstanding debt owed and collected by organizations on behalf of township parks. The registration fees must be properly booked and accounted for.

**Lease Agreement/Insurance/Risk Management** – Chairman Gardner stated it is legally required for sports and recreational groups using parks property to have an insurance policy that exempts the parks commission from general liability. Groups are required to submit a letter stating insurance coverage. The commission will be informing all groups of minimum insurance requirements and will be creating a risk management plan for Lincoln Township parks. Step one is to find out exactly what is required. Step two is to sign leases with groups that are in full compliance. Lease agreements will be required before any sports/recreational group takes the fields in 2007.

Chairman Gardner stated no sports entity is allowed to make capital improvements to parks property without the money coming through the parks accounting system. All revenues must flow through the Parks Commission.

**New Business:** None.

**Announcements:** None.

**Adjournment:** MOTION to adjourn made by Tucker at 10:35 p.m.

\_\_\_\_\_  
Date \_\_\_\_\_  
Submitted by Kimberly Risk  
Parks Commission Secretary

\_\_\_\_\_  
Date \_\_\_\_\_  
Approved by Commission  
Todd Gardner, Parks Commission Chairman