

PARKS & RECREATION COMMISSION**AGENDA****THURSDAY, JANUARY 26, 2023****7:00 P.M.****City Council Chambers at City Hall
310 Greenwood Street, Grand Ledge, MI 48837**

- I. INTRODUCTIONS OF NEW STAFF AND COMMISSIONERS
- II. ELECTION OF OFFICERS
- III. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. COMMISSION MINUTES
- VI. PUBLIC COMMENT
- VII. STAFF REPORTS
 - a. Monthly Financial Statements
 - b. Parks Update
- VIII. OLD BUSINESS
 - a. Rules for Parks & Recreation Commission
- IX. NEW BUSINESS
 - a. Earth Day 2023
- X. COMMISSION COMMENTS
- XI. ADJOURNMENT

THE MEETING WILL BE HELD IN PERSON, PER THE OPEN MEETINGS ACT, AND WILL ALSO BE LIVE-STREAMED VIA ZOOM FOR INFORMATIONAL PURPOSES ONLY. THE PUBLIC IS INVITED TO ATTEND IN-PERSON TO PARTICIPATE AND OFFER COMMENTS. WRITTEN COMMENTS CAN ALSO BE SUBMITTED TO THE CITY CLERK AT 310 GREENWOOD ST., GRAND LEDGE MI 48837, OR CITYHALL@CITYOFGRANDLEDGE.COM

Zoom information for the January 26, 2023, Parks and Recreation Commission meeting:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86142489695>

Or One tap mobile:

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Or Telephone:

Dial (for higher quality, dial a number based on your current location):

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360 209 5623 or +1 386 347 5053 or +1 408 638 0968 or +1 507 473 4847 or +1 564 217
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Webinar ID: 861 4248 9695

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GRAND LEDGE PARKS AND RECREATION COMMISSION
CITY HALL, 310 GREENWOOD STREET
GRAND LEDGE, MI 48837
(517) 627-2149

PARKS AND RECREATION COMMISSION
REGULAR MEETING
January 26, 2023

I. Introductions of New Staff and Commissioners

II. Election of Officers

i. "Are there any nominations for the office of **Chair**?"

1. Nomination made: Commissioner _____

"Are there any other nominations for the office of Chair?"

2. Nomination made: Commissioner _____

"If there are no further nominations (pause), the floor is closed."

NOTE: If only one nomination was made, a voice vote is called on the election of the nominee.

- "All those in favor of electing Commissioner _____ to the office of Chair, say, "Aye."
Those opposed, say, "Nay." "Commissioner _____ is elected to the office of Chair."

If more than one nomination was made, a roll call vote is taken with each member stating the name of the nominee they wish to elect.

- After the vote is taken, "Commissioner _____ is elected to the office of Chair."

ii. "Are there any nominations for the office of **Vice Chair**?"

1. Nomination made: Commissioner _____

"Are there any other nominations for the office of Vice Chair?"

2. Nomination made: Commissioner _____

"If there are no further nominations (pause), the floor is closed."

NOTE: If only one nomination was made, a voice vote is called on the election of the nominee.

- “All those in favor of electing Commissioner _____ to the office of Vice Chair, say, “Aye.” Those opposed, say, “Nay.” “Commissioner _____ is elected to the office of Vice Chair.”

If more than one nomination was made, a roll call vote is taken with each member stating the name of the nominee they wish to elect.

- After the vote is taken, “Commissioner _____ is elected to the office of Vice Chair.”

iii. “Are there any nominations for the office of **Secretary**?”

1. Nomination made: Commissioner _____

“Are there any other nominations for the office of Secretary?”

2. Nomination made: Commissioner _____

“If there are no further nominations (pause), the floor is closed.”

NOTE: If only one nomination was made, a voice vote is called on the election of the nominee.

- “All those in favor of electing Commissioner _____ to the office of Secretary, say, “Aye.” Those opposed, say, “Nay.” “Commissioner _____ is elected to the office of Secretary.”

If more than one nomination was made, a roll call vote is taken with each member stating the name of the nominee they wish to elect.

- After the vote is taken, “Commissioner _____ is elected to the office of Secretary.”

III. Call to Order – _____ PM

Roll Call

COMMISSIONERS	PRESENT	ABSENT
Ruthann Jaquette		
Michael Krombeen		
Bruce Bright		
Dale Hoyes		
Raechel Marks		
Casey McDonnell		
Amber Slocum		
Kirk Wilson		
Bill Barnes – Grand Ledge Public Schools		
OTHERS		
Dave Logel, City Council Liaison		
Kurt Ristow, Public Works Superintendent		

IV. Approval of Agenda

Motion to approve the Parks & Recreation Commission Regular Meeting agenda for January 26, 2023. Moved by _____, seconded by _____. *Motion carried unanimously/Motion carried/Motion failed. (Choose one.)*

Alternative Action _____

V. Approval of December 8, 2022, Minutes

Motion to approve the Parks & Recreation Commission minutes from December 8, 2022. Moved by _____, seconded by _____. *Motion carried unanimously/Motion carried/Motion failed. (Choose one.)*

Alternative Action _____

VI. Public Comment

[Insert any public comments. Ensure individual name and address are noted.]

Staff Reports

- a. Monthly Financial Statement

(Suggested.) Motion to receive the Parks & Recreation Commission financial statement as presented and place on file made by Commissioner _____, seconded by Commissioner _____. *Motion carried unanimously/Motion carried/Motion failed. (Choose one.)*

Alternative Action _____

- b. Parks Update

VII. Old Business

- a. Rules for Parks & Recreation Commission

VIII. New Business

- a. Earth Day 2023

IX. Public Comment

[Insert any public comments. Ensure individual name and address are noted.]

X. Commission Comments

[Insert any Commissioner comments.]

- XI. **Adjournment:** _____ pm

Submitted by:

_____ Secretary

_____, Chair

GRAND LEDGE PARKS AND RECREATION COMMISSION
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

PARKS AND RECREATION COMMISSION MINUTES – REGULAR MEETING
THURSDAY, DECEMBER 8, 2022 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST., GRAND LEDGE MI 48837

- I. ROLL CALL OF PARKS AND RECREATION COMMISSION** – Vice-Chair Ruthann Jaquette, Bill Barns, Bruce Bright, Dale Hoyes (absent), Michael Krombeen, Raechel Marks (absent), Amber Slocum
OTHERS PRESENT – Council Member Jancek and Kurt Ristow, Public Works Superintendent

II. PLEDGE OF ALLEGIANCE

Vice-Chair Ruthann Jaquette led those in attendance in the Pledge of Allegiance.

III. AUDIENCE PARTICIPATION

The public did not comment.

IV. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Thursday, December 8, 2022, Parks and Recreation Commission regular agenda.

COMMISSIONER KROMBEEN MOVED, COMMISSIONER SLOCUM SECONDED, TO APPROVE THE THURSDAY, DECEMBER 8, 2022, PARKS AND RECREATION COMMISSION REGULAR AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVED OF MINUTES

- A. Motion** – To approve the Thursday, October 27, 2022, Parks and Recreation Commission regular minutes.

COMMISSIONER SLOCUM MOVED, COMMISSIONER KROMBEEN SECONDED, TO APPROVE THE THURSDAY, OCTOBER 27, 2022, PARKS AND RECREATION COMMISSION REGULAR MINUTES. MOTION CARRIED UNANIMOUSLY.

VI. STAFF REPORTS

A. Monthly Financial Statement

COMMISSIONER BARNES MOVED, COMMISSIONER SLOCUM SECONDED, TO RECEIVE AND PLACE ON FILE THE PARKS AND RECREATION COMMISSION FINANCIAL STATEMENT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

B. Parks Update

Kurt Ristow, Public Works Superintendent, reported on the status of the Spark Grant application, the latest Michigan Natural Resources Trust Fund Grant for Phase II of the ballparks adjacent to Fitzgerald Park, and the Consumers Energy Grant.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

A. Parks and Recreation Commission 2023 Regular Meeting Schedule

COMMISSIONER BARNES MOVED, COMMISSIONER KROMBEEN SECONDED, TO ADOPT THE 2023 PARKS AND RECREATION COMMISSION REGULAR MEETING SCHEDULE, AMENDED TO INCLUDE A JANUARY 26, 2023, REGULAR MEETING. MOTION CARRIED UNANIMOUSLY.

B. Oak Park

The Commission discussed a maintenance plan for Oak Park.

Kurt Ristow, Public Works Superintendent, offered to lay mulch in the short term to help with the runoff issue.

COMMISSIONER KROMBEEN MOVED, COMMISSIONER BARNES SECONDED, TO REQUEST CITY STAFF LAY MULCH THIS WINTER IN OAK PARK TO PREVENT RUNOFF. MOTION CARRIED UNANIMOUSLY.

IX. AUDIENCE PARTICIPATION

Mayor Mulder commented on efforts to fill vacancies.

Council Member Dave Logel commented on his excitement to continue working with the Commission as a liaison.

Council Member Jancek mentioned Council Member Logel is replacing him as the City Council liaison to the Commission and has enjoyed his time working with the Commission.

X. COMMUNICATIONS FROM THE PARKS AND RECREATION COMMISSION

XI. ADJOURNMENT

VICE-CHAIR JAQUETTE ADJOURNED THE THURSDAY, DECEMBER 8, 2022, PARKS AND RECREATION COMMISSION REGULAR MEETING, AT 7:30 P.M.

Michal Krombeen, Secretary

Ruthann Jaquette, Vice-Chair

DRAFT

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
208-000.000-001.000	CASH	155,478.98
208-000.000-027.000	TAXES RECEIVABLE-PERSONAL	380.93
Total Assets		155,859.91
*** Liabilities ***		
208-000.000-255.000	PARKS & REC CUSTOMER DEPOSITS	1,000.00
208-000.000-339.000	UNEARNED REVENUE	380.93
Total Liabilities		1,380.93
*** Fund Balance ***		
208-000.000-390.000	FUND BALANCE	55,259.01
Total Fund Balance		55,259.01
Beginning Fund Balance		55,259.01
Net of Revenues VS Expenditures		99,219.97
Ending Fund Balance		154,478.98
Total Liabilities And Fund Balance		155,859.91

User: DPAWLEY

PERIOD ENDING 12/31/2022

DB: Grand Ledge

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	QUARTER 12/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND						
Revenues						
Dept 750.752 - ADMINISTRATION						
208-750.752-402.000	CURRENT PROPERTY TAXES	165,580.00	175,495.25	7,608.90	(9,915.25)	105.99
208-750.752-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(200.00)	0.00	0.00	(200.00)	0.00
208-750.752-444.000	PILLOT - PAY IN LIEU OF TAX	403.00	0.00	0.00	403.00	0.00
208-750.752-665.001	INTEREST	200.00	1,074.17	879.71	(874.17)	537.09
208-750.752-675.000	DONATIONS	0.00	1,000.00	2,000.00	(1,000.00)	100.00
208-750.752-699.592	TRANSFER IN FROM W/S FUND	2,500.00	2,500.00	0.00	0.00	100.00
Total Dept 750.752 - ADMINISTRATION		168,483.00	180,069.42	10,488.61	(11,586.42)	106.88
Dept 750.902 - PARKS AND BUILDINGS						
208-750.902-667.000	RENTALS	2,000.00	1,405.00	250.00	595.00	70.25
Total Dept 750.902 - PARKS AND BUILDINGS		2,000.00	1,405.00	250.00	595.00	70.25
TOTAL REVENUES		170,483.00	181,474.42	10,738.61	(10,991.42)	106.45
Expenditures						
Dept 750.752 - ADMINISTRATION						
208-750.752-703.000	SALARIES/WAGES	3,000.00	906.57	504.36	2,093.43	30.22
208-750.752-719.000	FRINGE BENEFITS	1,674.00	533.81	257.49	1,140.19	31.89
208-750.752-811.000	CONTRACTUAL	1,500.00	0.00	0.00	1,500.00	0.00
208-750.752-840.000	INSURANCE	1,026.00	514.91	0.00	511.09	50.19
208-750.752-957.000	OPERATIONAL EXPENSE	242.00	80.00	48.00	162.00	33.06
208-750.752-997.101	INDIRECT COST CHARGES	17,697.00	17,697.00	0.00	0.00	100.00
Total Dept 750.752 - ADMINISTRATION		25,139.00	19,732.29	809.85	5,406.71	78.49
Dept 750.902 - PARKS AND BUILDINGS						
208-750.902-703.000	SALARIES/WAGES	40,000.00	18,648.94	11,161.65	21,351.06	46.62
208-750.902-703.100	OVERTIME	500.00	422.03	422.03	77.97	84.41
208-750.902-719.000	FRINGE BENEFITS	11,163.00	7,710.80	3,739.86	3,452.20	69.07
208-750.902-741.000	OPERATING SUPPLIES	1,000.00	197.07	59.72	802.93	19.71
208-750.902-776.000	MAINTENANCE SUPPLIES	5,000.00	3,968.50	1,860.89	1,031.50	79.37
208-750.902-801.000	ENGINEERING	1,000.00	0.00	0.00	1,000.00	0.00
208-750.902-803.000	TRASH REMOVAL	1,000.00	194.25	124.79	805.75	19.43
208-750.902-811.000	CONTRACTUAL	15,000.00	3,215.50	1,428.50	11,784.50	21.44
208-750.902-811.006	CONTRACTUAL - EATON CNTY PARKS	38,000.00	19,000.00	19,000.00	19,000.00	50.00
208-750.902-921.000	UTILITIES	5,000.00	2,839.49	1,776.23	2,160.51	56.79
208-750.902-931.000	BUILDING MAINTENANCE	2,000.00	225.00	225.00	1,775.00	11.25
208-750.902-940.000	EQUIPMENT RENTAL	25,000.00	6,100.58	4,397.83	18,899.42	24.40
Total Dept 750.902 - PARKS AND BUILDINGS		144,663.00	62,522.16	44,196.50	82,140.84	43.22
TOTAL EXPENDITURES		169,802.00	82,254.45	45,006.35	87,547.55	48.44
Fund 208 - PARKS & RECREATION FUND:						
TOTAL REVENUES		170,483.00	181,474.42	10,738.61	(10,991.42)	106.45
TOTAL EXPENDITURES		169,802.00	82,254.45	45,006.35	87,547.55	48.44

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
			NORMAL	(ABNORMAL)	QUARTER 12/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND									
NET OF REVENUES & EXPENDITURES		681.00		99,219.97		(34,267.74)		(98,538.97)	.4,569.75

EATON COUNTY BOARD OF COMMISSIONERS

DECEMBER 21, 2022

RESOLUTION TO AMEND PARKS DEPARTMENT FEE SCHEDULE

Introduced by the Public Works and Planning Committee

Commissioner Lautzenheiser moved the approval of the following resolution. Seconded by Commissioner Rogers.

WHEREAS, the Board of Commissioners has approved a fee schedule for the Parks and Recreation Department; and

WHEREAS, the fee schedule included a motor vehicle entry fee; and

WHEREAS, the Public Works and Planning Committee is recommending the Parks Department fee schedule be revised to eliminate the motor vehicle entry fee.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the recommended amendment to the Parks Department fee schedule to eliminate motor vehicle entry fees to County Parks, effective immediately. Carried unanimously.

City of Grand Ledge

Rules of the Parks and Recreation Commission

Adopted:

Amended:

Regular Meetings

1. The Parks and Recreation Commission shall adopt an annual schedule of regular meetings.
2. All meetings shall be governed by and subject to all applicable provisions of the City Charter and relevant Michigan laws.
3. The rules of parliamentary practice as contained in Robert's Rules of Order Newly Revised, most recent edition, shall generally govern the Commission in all cases to which they are applicable, provided they are not in conflict with these Rules, the City Charter and City Code of the City of Grand Ledge, or any applicable federal or state laws.

Agenda

The following shall be the form of the agenda for Commission meetings:

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Public Comment
- VI. Committee Reports
- VII. Staff Reports
- VIII. Unfinished Business
- IX. New Business
- X. Public Comment
- XI. Commission Comments
- XII. Adjournment

Recording Meetings

1. All meetings of the Commission shall be recorded through the use of an audio or video recorder, unless technical difficulties arise. Such recordings will be under the control and supervision of the City Clerk.
2. Recordings of Commission meetings will be retained by the City Clerk for a period of one year from the date of the meeting.

Public Participation

1. All public comments at Commission meetings shall be limited in length to five minutes per individual presentation. The Secretary or other designee will maintain the official time. Additional time may be granted by a vote of the Commission members present.
2. Upon the request of a Commission member or at the discretion of the Chair, the Chair may recognize a member of the public who shall be permitted to address the Commission at a time other than that designated on the agenda for public comment; however, all other rules as provided herein shall apply and the person recognized shall only address the agenda item being considered.
3. During a public hearing, all individual presentations shall be limited to ten minutes. The Secretary or other designee shall maintain the official time. When there are numerous individuals desiring to express unanimous support or opposition and the time required to allow each individual to speak would be unreasonable, the Chair may direct a spokesperson be designated to address the Commission on behalf of the whole.

Committee Assignments

1. Committees shall have at least three members but not more than four members: the Chair and two Commission members appointed by the Chair and approved by the Commission. If, when the Chair makes appointments to committees, the Commission disagrees with the Chair's appointments, the Commission may reject the Chair's appointments, and then make and approve its own appointments.
2. Committees shall not exercise any authority, perform any official function, render any decision, or issue any directive or recommendation. Committees may review appropriate matters in anticipation of the Commission deliberating and deciding on those matters. Committees may assist staff in developing initiatives, policies, and projects for subsequent deliberation and decision by the Commission.

Code of Conduct

Public Interaction

1. Commission members shall not debate with members of the public at meetings since these debates seldom resolve concerns and many times inflame feelings.
2. Commission members shall not represent themselves as liaisons or representatives of the Commission in any personal or business matter unless the Commission has taken action designating them as such.

Interaction with City Staff

1. Commission members shall not debate with staff during meetings, but shall keep discussions with staff informative and respectful.

2. All questions or requests for information by the Commission as a whole shall be directed to City management.
3. Commission members shall not coerce or influence staff in any process or decision within the staff's authority.
4. Commission members and the Chair shall not retain the City Attorney or any member of the City Attorney's law firm for legal representation in any personal matter during their tenure on the Commission.
5. Mail received by the City that is addressed to the Chair or the Commission as a whole shall be delivered to City management with a copy to the Commission. If a response is required, staff will respond after conferring with Commission.

Interaction with Other Boards and Commissions, and Other Agencies and Groups

1. Commission members shall not use their position on the Commission to influence the recommendations of other City boards and commissions, or influence or lobby individual board and commission members.
2. When Commission members attend meetings of other City boards and commissions, or other governmental agency or organization, they shall not present any comments or opinions representing themselves as liaisons or representatives of the Commission, unless the Commission has taken action designating them as such, and shall clearly designate when representing the opinion of the Commission and when representing their personal opinion.

Membership, Appointments, and Vacancies

1. The Commission shall elect its Chair, Vice Chair, and Secretary from among its members at its first meeting of each year.
2. The Commission shall meet at least quarterly on a schedule to be set by the Commission no later than its last meeting in each year.
3. Any vacancy on the Commission shall be filled by appointment of the Mayor and approval of the City Council unless a different manner of filling said vacancy shall be prescribed by City Charter or other provision of law. If a member has four unexcused absences in a calendar year, City management shall report such absences to the Mayor who shall appoint a replacement for said member.
4. All members appointed to the Commission are to serve without compensation.

General Provisions

1. The text herein shall constitute the entire Rules of the Parks and Recreation Commission. These rules supersede and/or render void any and all prior written and/or oral Rules of the Commission relating in any manner whatsoever to the subject matter contained herein.
2. If any provision, or any portion thereof, contained in these Rules is held to be unconstitutional, invalid, or unenforceable, the remaining rules or portions thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
3. The presiding officer shall be responsible for enforcing these Rules, as well as the Code of Conduct.
4. These rules may be altered or amended by a vote of two-thirds of the Commission.
5. These rules may be suspended for a specified portion of a meeting by a two-thirds vote of the Commission members present.

DRAFT