

**Owosso
Parks & Recreation
Commission**



**Regular Meeting
7:00 pm Wednesday, July 22, 2020
Virtual Meeting via Zoom**

AGENDA
Parks & Recreation Commission
Wednesday, July 22, 2020
7:00PM
Virtual Meeting – via Zoom

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: July 22, 2020

Approval of minutes: March 3, 2020

Public comments:

Communications:

Old Business:

1. DNR Grant
2. Bennett Park: Items 4 and 6 from Capital Improvement Plan
3. Ballfield Lights

New Business:

1. Organizational item
2. Check Register Review – March-April 2020
3. Exercise classes in the park – rules
4. Day of Giving Ideas (Casey Lambert)
5. Millage fund discussion
6. Next Meeting: August 26nd @ 7:00 PM

Commissioners Comments:

Adjournment:

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/ hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso website is: www.ci.owosso.mi.us

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, MARCH 3, 2020
City Hall Conference Room
301 W. Main St. Owosso, MI 48867**

CALL TO ORDER: Chairman Espich called the meeting to order at 7:04p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Was taken by Amy Fuller.

MEMBERS PRESENT: Chairman Mike Espich, Vice-Chair Jeff Selbig, Commissioners Andrew Workman and Kevin Maginity.

MEMBERS ABSENT: Commissioners Elaine Greenway, Christopher Owens and Nick Seabasty

OTHERS PRESENT: Amy Fuller, Assistant to the City Manager, Piper Brewer, Executive Director of the Shiawassee Arts Center

APPROVAL OF AGENDA: **COMMISSIONER WORKMAN MADE A MOTION TO APPROVE THE AGENDA FOR MARCH 3, 2020 WITH THE ADDITION OF FOUR ADDITIONAL TOPICS. 1) OLD BUSINESS 2) NOVEMBER 2, 2019 MEETING 3) BASEBALL FIELD LIGHTS 4) POLAR PLUNGE**

MOTION SUPPORTED BY COMMISSIONER MAGINITY.

AYES ALL, MOTION CARRIED.

APPROVAL OF MINUTES: **COMMISSIONER MAGINITY MADE A MOTION TO APPROVE THE MINUTES FROM OCTOBER 23, 2019 WITH THE FOLLOWING EDITS 1) "All Commissioners present agreed to meet December 11 at 7 pm" – added 11, 2)"Holman Grove" – switched to "Grove Holman", 3) "Vice-Chair Owens" – changed to Commissioner Owens.**

MOTION SUPPORTED COMMISSIONER WORKMAN.

AYES ALL, MOTION CARRIED.

PUBLIC COMMENTS/COMMISSIONER COMMENT:

Piper Brewer asked for support for the Shiawassee Arts Center (SAC) to pursue a grant for landscape design and planting of Japanese flowering trees along both sides of the Shiawassee River within 200-feet of the arts center. Funding for this project would be entirely through grants applied for and managed by the SAC. **COMMISSIONER WORKMAN MADE A MOTION TO SUPPORT THE SHIAWASSEE ARTS CENTER IN PURSUING THE GRANT AND PLANTING THE TREES. MOTIONED SUPPORTED BY VICE-CHAIR SELBIG. AYES ALL, MOTION CARRIED.**

COMMUNICATIONS:

Ms. Fuller presented an email from Rick Dibeau listing his top 5 concerns with Bennett Park. 1) Parking area fixed, 2) Restrooms rehabbed, 3) Field light safety, 4) Scoreboard bulbs checked, 5) Water run-off problem.

OLD BUSINESS:

Chairman Espich asked about follow-up on a warranty for the tennis court. Mr. Fuller said she spoke with Mark Mitchell and he explained the issue is not with the most recent sealant applied (where the warranty might be) but with the concrete foundation of the courts.

Chairman Espich inquired about the \$1000 sign charge on the previous check register. Ms. Fuller said she would check into it.

Chairman Espich inquired about changes to membership requirements. Ms. Fuller stated the city attorney has been asked to revise the ordinance to allow members from outside the city limits but that the City Manager had concerns about increasing membership from 7 to 9 members. Vice-Chair Selbig mentioned trying to focus on adding members from service organizations in the future.

Chairman Espich asked for a status update on the disc golf posts. Ms. Fuller said she would ask DPW if they could paint them.

NEW BUSINESS:

November 2, 2019 Parks and Recreation Meeting

Chairman Espich, Vice-Chair Selbig, Commissioners Workman and Greenway were in attendance. Others present included Mr. Adams and Councilwoman Fear.

Chairman Espich submitted park tour notes from the November 2, 2019 meeting, along with follow up tours on November 9, 2019 (Hugh Parker Soccer Complex, Rosevear Park, and Grand Avenue Field), November 16, 2019 (Rudy Demuth Field, Bennett Field) and November 30, 2019 (Fayette Square, Adams Park, Harmon Patridge Park).

Softball Tournament Lights

Chairman Espich inquired about the status of the lights for the April Hit and Pitch tournaments.

Ms. Fuller reported that DPW is working on making sure they all work and getting a quote to address a long-term solution. Ms. Fuller will also report back on funds generated from leasing the fields.

Polar Plunge

Chairman Espich asked if the commission should do the polar plunge this year. Vice-Chair Selbig expressed that he did not think there was time.

Check Register Review: October 2019-January 2020

Commissioner Workman asked for clarification on the "2020 Public Swimming Pool Inspection". Vice-Chair Selbig asked for clarification on the "spray pad license renewals". Commissioner Espich asked for clarification on the "2019 Owosso drain assessments" and asked for totals on the millage dollars to date.

Ms. Fuller said she will follow up on these items.

Hopkins Lake Restocking

Chairman Espich reported on fundraising efforts and asked for additional ideas to raise funds for restocking the lake.

Parks Kindness Project

Commissioner Workman reported on presenting a certificate to Everett Little at the December 6, 2019 City Council meeting, thanking him for his park cleanup efforts.

DNR Grant

Ms. Fuller presented a plan to reapply for the DNR Passport Grant for the Grove Holman pool project. The deadline is April 1, 2020. Ms. Fuller purposed making changes to doorways for ADA accessibility and adding rain gardens for sustainable design. **VICE-CHAIR SELBIG MADE A MOTION TO APPLY FOR THE GRANT WITH THE PURPOSED CHANGES. MOTIONED SUPPORTED BY COMMISSIONER WORKMAN. AYES ALL, MOTION CARRIED.**

New Parks Map

Ms. Fuller presented a new map of the city parks and asked for feedback. Chairman Espich suggested adding amenities. Commissioner Workman suggested a numbered key as a good way of adding the amenities.

Capital Improvement Discussion

Chairman Espich questioned the intended use of millage dollars, capital improvements or deferred maintenance. Commissioner Workman read the millage language. Vice-Chair Selbig suggested priority areas for the millage funds to include parking and drainage at Bennett field and a dock at Hopkins Lake. **VICE-CHAIR SELBIG MADE A MOTION TO GET BIDS FOR ITEMS #4 AND #6 ON THE CITY OF OWOSSO CAPITAL IMPROVEMENT PLAN FOR PARKS AND RECREATION PROJECTS. MOTIONED SUPPORTED BY COMMISSIONER WORKMAN. AYES ALL, MOTION CARRIED.**

PUBLIC COMMENTS/COMMISSIONER COMMENT:

None

VICE-CHAIR SELBIG MADE A MOTION TO ADJOURN AT 8:45 P.M.

**MOTION SUPPORTED BY COMMISSIONER MAGINITY
ALL AYES, MOTION CARRIED.**

DRAFT

User: pndemo

DB: Owosso

PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	03/31/2020 (ABNORMAL)	MONTH 03/31/2020 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 208 - PARK/RECREATION SITES FUND								
Revenues								
Dept 000 - REVENUE								
208-000-401.403	GENERAL PROPERTY TAX	125,000.00		118,136.08	1,498.35		6,863.92	94.51
208-000-401.445	INTEREST & PENALTIES ON TAXES	0.00		248.89	53.26		(248.89)	100.00
208-000-664.664	INTEREST INCOME	0.00		733.88	54.57		(733.88)	100.00
Total Dept 000 - REVENUE		<u>125,000.00</u>		<u>119,118.85</u>	<u>1,606.18</u>		<u>5,881.15</u>	<u>95.30</u>
TOTAL REVENUES		<u>125,000.00</u>		<u>119,118.85</u>	<u>1,606.18</u>		<u>5,881.15</u>	<u>95.30</u>
Fund 208 - PARK/RECREATION SITES FUND:								
TOTAL REVENUES		125,000.00		119,118.85	1,606.18		5,881.15	95.30
TOTAL EXPENDITURES		0.00		0.00	0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>125,000.00</u>		<u>119,118.85</u>	<u>1,606.18</u>		<u>5,881.15</u>	<u>95.30</u>

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
Department 756 PARKS							
03/01/2020			101-756-702.200 WAGES		BEG. BALANCE		20,047.93
03/31/2020	GJ	JE	DPW LABOR ALLOCATION - MARCH 2020	10752	1,403.78		21,451.71
03/31/2020			101-756-702.200	END BALANCE	1,403.78	0.00	21,451.71
03/01/2020			101-756-702.400 WAGES - TEMPORARY		BEG. BALANCE		1,833.30
03/31/2020			101-756-702.400	END BALANCE	0.00	0.00	1,833.30
03/01/2020			101-756-716.000 FRINGES		BEG. BALANCE		17,620.97
03/31/2020	GJ	JE	DPW FRINGE BENEFIT ALLO - MARCH 2020	10753	1,130.46		18,751.43
03/31/2020			101-756-716.000	END BALANCE	1,130.46	0.00	18,751.43
03/01/2020			101-756-728.000 OPERATING SUPPLIES		BEG. BALANCE		386.16
03/20/2020	AP	INV	SUPPLIES	133466	152.00		538.16
03/31/2020			101-756-728.000	END BALANCE	152.00	0.00	538.16
03/01/2020			101-756-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		18,805.39
03/06/2020	AP	INV	2019 CITY TREE REMOVAL SERVICES PER	22120	900.00		19,705.39
03/31/2020			101-756-818.000	END BALANCE	900.00	0.00	19,705.39
03/01/2020			101-756-820.100 ELECTRICITY		BEG. BALANCE		5,014.71
03/06/2020	AP	INV	540 N CHESTNUT ST	100037287321-JAN	25.36		5,040.07
03/06/2020	AP	INV	424 N CHESTNUT ST	100024661223-JAN	55.78		5,095.85
03/06/2020	AP	INV	525 OAKWOOD AVE	100019667383-FEB	25.50		5,121.35
03/06/2020	AP	INV	501 OAKWOOD AVE	100063479917-FEB	28.20		5,149.55
03/06/2020	AP	INV	514 N WASHINGTON ST	100021904063-FEB	31.03		5,180.58
03/20/2020	AP	INV	625 S SHIAWASSEE ST	100024522268-FEB	44.16		5,224.74
03/20/2020	AP	INV	625 S SHIAWASSEE ST	100024522326-FEB	25.36		5,250.10
03/20/2020	AP	INV	623 S SHIAWASSEE ST	100024522409-FEB	36.18		5,286.28
03/20/2020	AP	INV	214 CURWOOD CASTLE DR	100025448893-FEB	231.63		5,517.91
03/20/2020	AP	INV	219 N WATER ST	100026110518-FEB	27.39		5,545.30
03/20/2020	AP	INV	204 S WATER ST	100040816074-FEB	54.85		5,600.15
03/20/2020	AP	INV	424 N CHESTNUT ST	100024661223-FEB	62.15		5,662.30
03/20/2020	AP	INV	640 N CHESTNUT ST	100037287321-FEB	25.36		5,687.66
03/20/2020	AP	INV	1175 FARR AVE	100037287396-FEB	26.44		5,714.10
03/31/2020			101-756-820.100	END BALANCE	699.39	0.00	5,714.10
03/01/2020			101-756-820.400 WATER & SEWER		BEG. BALANCE		5,271.78
03/31/2020			101-756-820.400	END BALANCE	0.00	0.00	5,271.78
03/01/2020			101-756-820.500 REFUSE		BEG. BALANCE		547.78
03/31/2020			101-756-820.500	END BALANCE	0.00	0.00	547.78
03/01/2020			101-756-831.000 BUILDING MAINTENANCE		BEG. BALANCE		6,813.63
03/31/2020			101-756-831.000	END BALANCE	0.00	0.00	6,813.63
03/01/2020			101-756-831.200 BLDG MAINTENANCE-BALLFIELDS		BEG. BALANCE		2,073.13
03/31/2020			101-756-831.200	END BALANCE	0.00	0.00	2,073.13
03/01/2020			101-756-843.000 EQUIPMENT RENTAL		BEG. BALANCE		35,395.30
03/31/2020	GJ	JE	EQUIPMENT RENTAL - MARCH 2020	10751	1,006.01		36,401.31
03/31/2020			101-756-843.000	END BALANCE	1,006.01	0.00	36,401.31
03/01/2020			101-756-974.000-SKATEPRK18 SYSTEM IMPROVEMENTS		BEG. BALANCE		9,424.38
03/31/2020			101-756-974.000-SKATEPRK18	END BALANCE	0.00	0.00	9,424.38
TOTAL FOR DEPARTMENT 756 PARKS					5,291.64	0.00	
TOTAL FOR FUND 101 GENERAL FUND					5,291.64		128,526.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	04/30/2020 (ABNORMAL)	MONTH 04/30/2020 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 208 - PARK/RECREATION SITES FUND								
Revenues								
Dept 000 - REVENUE								
208-000-401.403	GENERAL PROPERTY TAX	125,000.00		118,136.08	0.00	6,863.92		94.51
208-000-401.445	INTEREST & PENALTIES ON TAXES	0.00		248.89	0.00	(248.89)		100.00
208-000-664.664	INTEREST INCOME	0.00		747.17	13.29	(747.17)		100.00
Total Dept 000 - REVENUE		<u>125,000.00</u>		<u>119,132.14</u>	<u>13.29</u>	<u>5,867.86</u>		<u>95.31</u>
TOTAL REVENUES		<u>125,000.00</u>		<u>119,132.14</u>	<u>13.29</u>	<u>5,867.86</u>		<u>95.31</u>
Fund 208 - PARK/RECREATION SITES FUND:								
TOTAL REVENUES		125,000.00		119,132.14	13.29	5,867.86		95.31
TOTAL EXPENDITURES		0.00		0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>125,000.00</u>		<u>119,132.14</u>	<u>13.29</u>	<u>5,867.86</u>		<u>95.31</u>

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
Department 756 PARKS							
04/01/2020			101-756-702.200 WAGES		BEG. BALANCE		21,451.71
04/30/2020	GJ	JE	DPW LABOR ALLOCATION - APRIL 2020	10778	1,286.92		22,738.63
04/30/2020			101-756-702.200	END BALANCE	1,286.92	0.00	22,738.63
04/01/2020			101-756-702.400 WAGES - TEMPORARY		BEG. BALANCE		1,833.30
04/30/2020			101-756-702.400	END BALANCE	0.00	0.00	1,833.30
04/01/2020			101-756-716.000 FRINGES		BEG. BALANCE		18,751.43
04/30/2020	GJ	JE	DPW FRINGE BENEFIT ALLO - APRIL 2020	10780	1,036.36		19,787.79
04/30/2020			101-756-716.000	END BALANCE	1,036.36	0.00	19,787.79
04/01/2020			101-756-728.000 OPERATING SUPPLIES		BEG. BALANCE		538.16
04/30/2020			101-756-728.000	END BALANCE	0.00	0.00	538.16
04/01/2020			101-756-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		19,705.39
04/17/2020	AP	INV	FY 19/20-MAINTENANCE SHIAWASSEE RIVI	20-0001887	6,873.23		26,578.62
04/30/2020			101-756-818.000	END BALANCE	6,873.23	0.00	26,578.62
04/01/2020			101-756-820.100 ELECTRICITY		BEG. BALANCE		5,714.10
04/17/2020	AP	INV	219 N WATER ST	00026110518-MAR 20	27.24		5,741.34
04/17/2020	AP	INV	501 OAKWOOD AVE	00063479917-MAR 20	27.64		5,768.98
04/17/2020	AP	INV	540 N CHESTNUT ST	00037287321-MAR 20	25.36		5,794.34
04/17/2020	AP	INV	1175 FARR AVE	00037287396-MAR 20	26.04		5,820.38
04/17/2020	AP	INV	514 N WASHINGTON ST	00021904063-MAR 20	30.06		5,850.44
04/17/2020	AP	INV	204 S WATER ST	00040816074-MAR 20	49.86		5,900.30
04/30/2020			101-756-820.100	END BALANCE	186.20	0.00	5,900.30
04/01/2020			101-756-820.400 WATER & SEWER		BEG. BALANCE		5,271.78
04/03/2020	AP	INV	WATER/SEWER BILLS	12/17/19-3/18/20	169.50		5,441.28
04/30/2020			101-756-820.400	END BALANCE	169.50	0.00	5,441.28
04/01/2020			101-756-820.500 REFUSE		BEG. BALANCE		547.78
04/30/2020			101-756-820.500	END BALANCE	0.00	0.00	547.78
04/01/2020			101-756-831.000 BUILDING MAINTENANCE		BEG. BALANCE		6,813.63
04/03/2020	AP	INV	PARTS FOR PICNIC TABLES	485647	7.40		6,821.03
04/03/2020	AP	INV	PICNIC TABLE REPAIRS	486115	136.52		6,957.55
04/03/2020	AP	INV	RIVERWALK PARTS	511084	432.30		7,389.85
04/17/2020	AP	INV	WALK BRIDGE LIGHT POLE SERVICE	26056	125.00		7,514.85
04/30/2020			101-756-831.000	END BALANCE	701.22	0.00	7,514.85
04/01/2020			101-756-831.200 BLDG MAINTENANCE-BALLFIELDS		BEG. BALANCE		2,073.13
04/17/2020	AP	INV	BLEACHER REPAIRS	B22986	148.56		2,221.69
04/30/2020			101-756-831.200	END BALANCE	148.56	0.00	2,221.69
04/01/2020			101-756-843.000 EQUIPMENT RENTAL		BEG. BALANCE		36,401.31
04/30/2020	GJ	JE	EQUIPMENT RENTAL - APRIL 2020	10777	562.96		36,964.27
04/30/2020			101-756-843.000	END BALANCE	562.96	0.00	36,964.27
04/01/2020			101-756-974.000-SKATEPRK18 SYSTEM IMPROVEMENTS		BEG. BALANCE		9,424.38
04/30/2020	GJ	JE	EQUIPMENT RENTAL - APRIL 2020	10777		2,162.38	7,262.00
04/30/2020	GJ	JE	TO CORRECT EQUIPMENT RENTAL JE 10777	10789	2,162.38		9,424.38
04/30/2020			101-756-974.000-SKATEPRK18	END BALANCE	2,162.38	2,162.38	9,424.38
TOTAL FOR DEPARTMENT 756 PARKS					13,127.33	2,162.38	
TOTAL FOR FUND 101 GENERAL FUND					13,127.33	2,162.38	139,491.05

User: pndemo

DB: Owosso

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	05/31/2020 (ABNORMAL)	MONTH 05/31/2020 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 208 - PARK/RECREATION SITES FUND								
Revenues								
Dept 000 - REVENUE								
208-000-401.403	GENERAL PROPERTY TAX	125,000.00		118,137.69	1.61	6,862.31		94.51
208-000-401.445	INTEREST & PENALTIES ON TAXES	0.00		248.89	0.00	(248.89)		100.00
208-000-664.664	INTEREST INCOME	0.00		761.23	14.06	(761.23)		100.00
Total Dept 000 - REVENUE		<u>125,000.00</u>		<u>119,147.81</u>	<u>15.67</u>	<u>5,852.19</u>		<u>95.32</u>
TOTAL REVENUES		<u>125,000.00</u>		<u>119,147.81</u>	<u>15.67</u>	<u>5,852.19</u>		<u>95.32</u>
Fund 208 - PARK/RECREATION SITES FUND:								
TOTAL REVENUES		125,000.00		119,147.81	15.67	5,852.19		95.32
TOTAL EXPENDITURES		0.00		0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>125,000.00</u>		<u>119,147.81</u>	<u>15.67</u>	<u>5,852.19</u>		<u>95.32</u>