

**Owosso
Parks & Recreation
Commission**



**Regular Meeting
7:00 pm Wednesday, February 24, 2021
Virtual Meeting via Zoom**

PLEASE TAKE NOTICE THAT THE FOLLOWING MEETING WILL BE A VIRTUAL MEETING

**CITY OF OWOSSO
Parks and Recreation Commission
Wednesday, February 24, 2021
At 7:00 p.m.**

The public may attend and participate in public comment.

City of Owosso is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85871553272?pwd=VnpSVkd2bEMwN0hPVUxrK3R1TIJjdz09>

Meeting ID: 858 7155 3272

Passcode: 973032

One tap mobile

+13126266799,,85871553272#,,,,*973032# US (Chicago)

+16465588656,,85871553272#,,,,*973032# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 858 7155 3272

Passcode: 973032

• **For video instructions visit:**

- o Signing up and Downloading Zoom <https://youtu.be/qsy2Ph6kSf8>
- o Joining a Zoom Meeting <https://youtu.be/hlkCmbvAHQQ>
- o Joining and Configuring Audio and Video <https://youtu.be/-s76QHshQnY>

Any person who wishes to contact members of the Commission to provide input or ask questions on any business coming before the Commission on February 24, 2021 may do so by calling or e-mailing the Assistant to the City Manager prior to the meeting at (989)725-0577 or amy.fuller@ci.owosso.mi.us.

WARNING: According to the State Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). Per the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

City of Owosso related meetings are being monitored and violations of statutes will be prosecuted.

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings 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, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city.clerk@ci.owosso.mi.us. The City of Owosso Website address is www.ci.owosso.mi.us.

AGENDA
Parks & Recreation Commission
Wednesday, February 24, 2021
7:00PM
Virtual Meeting via Zoom

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: February 24, 2021

Approval of minutes: January 27, 2021

Public comments:

Communications:

Old Business:

- Park Wifi
- Grove Holman Building

New Business:

- Check Register Review – January 2021
- Trail Markers – Hopkins Lake
- Parks and Recreation Master Plan: Line Item Review

Next Meeting: March 24, 2021

Public/Commissioners Comments:

Adjournment:

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PARKS AND RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, JANUARY 27, 2021
7:00PM
Virtual Meeting – via Zoom

CALL TO ORDER: Chairman Workman called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE: Was recited

ROLL CALL: Was taken by Amy Fuller

MEMBERS PRESENT: Chairman Andrew Workman, Vice-Chair Jeff Selbig, Commissioner Carol Anne Smith, Kevin Maginity, and Commissioner Elaine Greenway

MEMBERS ABSENT: Commissioner Christopher Owens, Commissioner Paula Alexander.
Commissioner

OTHERS PRESENT: Amy Fuller

APPROVAL OF AGENDA: **COMMISSIONER GREENWAY MADE A MOTION TO APPROVE THE AGENDA FOR, JANUARY 27, 2021 AS PRESENTED. MOTION SUPPORTED BY VICE-CHAIR SELBIG. AYES ALL, MOTION CARRIED.**

APPROVAL OF MINUTES: **COMMISSIONER MAGINITY MADE A MOTION TO APPROVE THE MINUTES FOR, DECEMBER 9, 2020 WITH NO CHANGES. MOTION SUPPORTED BY VICE-CHAIR SELBIG. AYES ALL, MOTION CARRIED.**

PUBLIC COMMENTS: None

COMMUNICATIONS: None

OLD BUSINESS:

Park WiFi: Ms. Fuller presented a cost estimate from Ludington Electric of between \$1,000 to \$1,500 per site to install WiFi in four parks. DayStarr Communications will provide the service at no cost. The parks with electrical service are Curwood Castle Park, Bentley Park, Fayette Square and Grove Holman Park. There was discussion about the WiFi log in process including a disclaimer that the network is unsecure. The cost will be rolled into the building remodel at Grove Holman Park.

COMMISSIONER MAGINITY MADE A MOTION TO PROCEED WITH WIFI INSTALLATION AT EACH PARK. MOTION SUPPORTED BY VICE-CHAIR SELBIG. AYES ALL, MOTION CARRIED.

Middle School Canoe/Kayak Launch: Ms. Fuller reported that the project is underway. Josh Adams is helping the Chamber of Commerce apply the Consumers Energy grant to the construction of a kayak locker.

Hopkins Lake Dock: Ms. Fuller reported that the purchase order went out to the supplier today.

NEW BUSINESS:

Check Register Review: No questions or discussion.

Parks and Recreation Master Plan: Ms. Fuller called our attention to the fact that an updated fiveyear Parks and Recreation master plan will need to be submitted next year. She encouraged the commission to begin thinking about it.

Grove Holman Building: The commission reviewed the plans and drawings for the building remodel. There were questions about the layout. The commission wants to ensure that the building design is as functional as possible. Ms. Fuller indicated that the city has a designer who can help us.

Next Meeting: February 24th, 2021 @ 7:00 PM

Public/Commissioners Comments: None

ADJOURNMENT:

VICE CHAIR SELBIG MADE A MOTION TO ADJOURN AT 8:04 P.M. MOTION SUPPORTED BY COMMISSIONER MAGINITY. AYES ALL, MOTION CARRIED.

DRAFT

User: pndemo

TRANSACTIONS FROM 01/01/2021 TO 01/31/2021

DB: Owosso

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 208 PARK/RECREATION SITES FUND							
Department 000 REVENUE							
01/01/2021			208-000-101.200 CASH - CHEMICAL BANK		BEG. BALANCE		164,096.95
01/08/2021	CD	CHK	SUMMARY CD 01/08/2021		29.99		164,126.94
01/08/2021	GJ	JE	DEC 16-31, 20 AD VALOREM TAX COLLECT:	11233	747.73		164,874.67
01/22/2021	GJ	JE	SPLASH PAD COSTS MOVED TO GENL FD	11246	31,169.75		196,044.42
01/31/2021	GJ	JE	1 INTEREST ALLOCATION - JANUARY 2021	11273		4.38	196,040.04
01/31/2021			208-000-101.200	END BALANCE	31,947.47	4.38	196,040.04
01/01/2021			208-000-366.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(125,934.07)
01/31/2021			208-000-366.000	END BALANCE	0.00	0.00	(125,934.07)
01/01/2021			208-000-401.403 GENERAL PROPERTY TAX		BEG. BALANCE		(119,323.63)
01/08/2021	GJ	JE	DEC 16-31, 20 AD VALOREM TAX COLLECT:	11233		725.21	(120,048.84)
01/31/2021			208-000-401.403	END BALANCE	0.00	725.21	(120,048.84)
01/01/2021			208-000-401.445 INTEREST & PENALTIES ON TAXES		BEG. BALANCE		(135.44)
01/08/2021	GJ	JE	DEC 16-31, 20 AD VALOREM TAX COLLECT:	11233		22.52	(157.96)
01/31/2021			208-000-401.445	END BALANCE	0.00	22.52	(157.96)
01/01/2021			208-000-664.664 INTEREST INCOME		BEG. BALANCE		5.51
01/31/2021	GJ	JE	1 INTEREST ALLOCATION - JANUARY 2021	11273	4.38		9.89
01/31/2021			208-000-664.664	END BALANCE	4.38	0.00	9.89
TOTAL FOR DEPARTMENT 000 REVENUE					31,951.85	752.11	
Department 756 PARKS							
01/01/2021			208-756-974.000-BENNETTFLD SYSTEM IMPROVEMENTS		BEG. BALANCE		50,090.94
01/31/2021			208-756-974.000-BENNETTFLD	END BALANCE	0.00	0.00	50,090.94
TOTAL FOR DEPARTMENT 756 PARKS							
TOTAL FOR FUND 208 PARK/RECREATION SITES FUND					31,951.85	752.11	0.00

PERIOD ENDING 01/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARK/RECREATION SITES FUND						
Revenues						
Dept 000 - REVENUE						
208-000-401.403	GENERAL PROPERTY TAX	139,042.00	120,048.84	725.21	18,993.16	86.34
208-000-401.445	INTEREST & PENALTIES ON TAXES	250.00	157.96	22.52	92.04	63.18
208-000-664.664	INTEREST INCOME	700.00	(9.89)	(4.38)	709.89	(1.41)
208-000-695.699	APPROPRIATION OF FUND BALANCE	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - REVENUE		169,992.00	120,196.91	743.35	49,795.09	70.71
TOTAL REVENUES		169,992.00	120,196.91	743.35	49,795.09	70.71
Expenditures						
Dept 756 - PARKS						
208-756-831.000	BUILDING MAINTENANCE	67,815.00	0.00	(31,199.74)	67,815.00	0.00
208-756-974.000	SYSTEM IMPROVEMENTS	60,000.00	50,090.94	0.00	9,909.06	83.48
Total Dept 756 - PARKS		127,815.00	50,090.94	(31,199.74)	77,724.06	39.19
TOTAL EXPENDITURES		127,815.00	50,090.94	(31,199.74)	77,724.06	39.19
Fund 208 - PARK/RECREATION SITES FUND:						
TOTAL REVENUES		169,992.00	120,196.91	743.35	49,795.09	70.71
TOTAL EXPENDITURES		127,815.00	50,090.94	(31,199.74)	77,724.06	39.19
NET OF REVENUES & EXPENDITURES		42,177.00	70,105.97	31,943.09	(27,928.97)	166.22

PERIOD ENDING 01/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021	MONTH 01/31/2021	BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 756 - PARKS						
101-756-702.200	WAGES	45,000.00	21,939.28	1,020.91	23,060.72	48.75
101-756-702.400	WAGES - TEMPORARY	3,300.00	0.00	0.00	3,300.00	0.00
101-756-716.000	FRINGES	38,000.00	16,572.02	660.22	21,427.98	43.61
101-756-728.000	OPERATING SUPPLIES	4,083.00	2,773.91	2,083.00	1,309.09	67.94
101-756-818.000	CONTRACTUAL SERVICES	18,000.00	0.00	0.00	18,000.00	0.00
101-756-820.100	ELECTRICITY	10,500.00	5,265.06	734.78	5,234.94	50.14
101-756-820.400	WATER & SEWER	15,000.00	7,550.12	185.19	7,449.88	50.33
101-756-820.500	REFUSE	700.00	0.00	0.00	700.00	0.00
101-756-831.000	BUILDING MAINTENANCE	1,850.00	9,696.36	0.00	(7,846.36)	524.13
101-756-831.200	BLDG MAINTENANCE-BALLFIELDS	4,000.00	849.53	0.00	3,150.47	21.24
101-756-836.200	TREES & GARDEN	1,000.00	0.00	0.00	1,000.00	0.00
101-756-843.000	EQUIPMENT RENTAL	62,000.00	32,109.85	619.91	29,890.15	51.79
101-756-974.000	LAND IMPROVEMENTS	24,000.00	34,710.00	31,169.75	(10,710.00)	144.63
Total Dept 756 - PARKS		227,433.00	131,466.13	36,473.76	95,966.87	57.80
TOTAL EXPENDITURES		227,433.00	131,466.13	36,473.76	95,966.87	57.80
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		227,433.00	131,466.13	36,473.76	95,966.87	57.80
NET OF REVENUES & EXPENDITURES		(227,433.00)	(131,466.13)	(36,473.76)	(95,966.87)	57.80

User: pndemo

TRANSACTIONS FROM 01/01/2021 TO 01/31/2021

DB: Owosso

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
Department 756 PARKS							
01/01/2021			101-756-702.200 WAGES		BEG. BALANCE		20,918.37
01/31/2021	GJ	JE	DPW LABOR ALLOCATION - JANUARY 2021	11259	1,020.91		21,939.28
01/31/2021			101-756-702.200	END BALANCE	1,020.91	0.00	21,939.28
01/01/2021			101-756-716.000 FRINGES		BEG. BALANCE		15,911.80
01/31/2021	GJ	JE	DPW FRINGE BENEFIT ALLO - JANUARY 2021	11260	660.22		16,572.02
01/31/2021			101-756-716.000	END BALANCE	660.22	0.00	16,572.02
01/01/2021			101-756-728.000 OPERATING SUPPLIES		BEG. BALANCE		690.91
01/08/2021	AP	INV	BENCH FOR CASTLE PARK-PAID FOR BY DOI	20-929	1,825.00		2,515.91
01/08/2021	AP	INV	BENCH FOR CASTLE PARK-PAID FOR BY DOI	20-929	258.00		2,773.91
01/31/2021			101-756-728.000	END BALANCE	2,083.00	0.00	2,773.91
01/01/2021			101-756-820.100 ELECTRICITY		BEG. BALANCE		4,530.28
01/22/2021	AP	INV	219 N WATER ST	00026110518-DEC 20	38.25		4,568.53
01/22/2021	AP	INV	424 N CHESTNUT ST	00024661223-DEC 20	68.15		4,636.68
01/22/2021	AP	INV	2147 CURWOOD CASTLE DR	00025448893-DEC 20	283.43		4,920.11
01/22/2021	AP	INV	625 S SHIAWASSEE ST	00024522326-DEC 20	29.13		4,949.24
01/22/2021	AP	INV	623 S SHIAWASSEE ST	00024522409-DEC 20	40.57		4,989.81
01/22/2021	AP	INV	625 S SHIAWASSEE ST	00024522268-DEC 20	45.27		5,035.08
01/22/2021	AP	INV	514 N WASHINGTON ST	00021904063-DEC 20	39.66		5,074.74
01/22/2021	AP	INV	525 OAKWOOD AVE	00019667383-DEC 20	29.13		5,103.87
01/22/2021	AP	INV	204 S WATER ST	00040816074-DEC 20	71.68		5,175.55
01/22/2021	AP	INV	1175 FARR AVE	00037287396-DEC 20	29.71		5,205.26
01/22/2021	AP	INV	501 OAKWOOD AVE	00063479917-DEC 20	30.67		5,235.93
01/22/2021	AP	INV	540 N CHESTNUT ST	00037287321-DEC 20	29.13		5,265.06
01/31/2021			101-756-820.100	END BALANCE	734.78	0.00	5,265.06
01/01/2021			101-756-820.400 WATER & SEWER		BEG. BALANCE		7,364.93
01/08/2021	AP	INV	WATER/SEWER BILLS	9/22/20-12/17/20	185.19		7,550.12
01/31/2021			101-756-820.400	END BALANCE	185.19	0.00	7,550.12
01/01/2021			101-756-831.000 BUILDING MAINTENANCE		BEG. BALANCE		9,696.36
01/31/2021			101-756-831.000	END BALANCE	0.00	0.00	9,696.36
01/01/2021			101-756-831.200 BLDG MAINTENANCE-BALLFIELDS		BEG. BALANCE		849.53
01/31/2021			101-756-831.200	END BALANCE	0.00	0.00	849.53
01/01/2021			101-756-843.000 EQUIPMENT RENTAL		BEG. BALANCE		31,489.94
01/31/2021	GJ	JE	EQUIPMENT RENTAL - JANUARY 2021	11261	619.91		32,109.85
01/31/2021			101-756-843.000	END BALANCE	619.91	0.00	32,109.85
01/01/2021			101-756-974.000-SPLASH PAD SYSTEM IMPROVEMENTS		BEG. BALANCE		3,540.25
01/22/2021	GJ	JE	SPLASH PAD COSTS MOVED TO GENL FD	11246	31,169.75		34,710.00
01/31/2021			101-756-974.000-SPLASH PAD	END BALANCE	31,169.75	0.00	34,710.00
TOTAL FOR DEPARTMENT 756 PARKS					36,473.76	0.00	
TOTAL FOR FUND 101 GENERAL FUND					36,473.76		131,466.13