

AGENDA
Parks & Recreation Commission
Wednesday, June 23, 2021
7:00PM
Bentley Park Pavilion

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: June 23, 2021

Approval of minutes: May 26, 2021

Public comments:

Communications:

Old Business Report from City Liaison:

New Business:

- Check Register Review – May
- Bylaws
- Future Meetings (virtual or in-person)
- September meeting

Next Meeting: July 21, 2021

Public/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

PERIOD ENDING 05/31/2021

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

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	05/31/2021	MONTH 05/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 208 - PARK/RECREATION SITES FUND						
Revenues						
Dept 000 - REVENUE						
208-000-401.403	GENERAL PROPERTY TAX	128,607.00	128,678.77	15.29	(71.77)	100.06
208-000-401.445	INTEREST & PENALTIES ON TAXES	250.00	509.08	1.18	(259.08)	203.63
208-000-539.573	LOCAL COMMUNITY STABILIZATION SHARE	2,245.00	5,615.03	3,369.54	(3,370.03)	250.11
208-000-664.664	INTEREST INCOME	700.00	(33.65)	(3.81)	733.65	(4.81)
Total Dept 000 - REVENUE		131,802.00	134,769.23	3,382.20	(2,967.23)	102.25
TOTAL REVENUES		131,802.00	134,769.23	3,382.20	(2,967.23)	102.25
Expenditures						
Dept 756 - PARKS						
208-756-831.000	BUILDING MAINTENANCE	67,815.00	13,463.62	5,886.36	54,351.38	19.85
208-756-974.000	SYSTEM IMPROVEMENTS	60,000.00	78,221.12	28,130.18	(18,221.12)	130.37
Total Dept 756 - PARKS		127,815.00	91,684.74	34,016.54	36,130.26	71.73
TOTAL EXPENDITURES		127,815.00	91,684.74	34,016.54	36,130.26	71.73
Fund 208 - PARK/RECREATION SITES FUND:						
TOTAL REVENUES		131,802.00	134,769.23	3,382.20	(2,967.23)	102.25
TOTAL EXPENDITURES		127,815.00	91,684.74	34,016.54	36,130.26	71.73
NET OF REVENUES & EXPENDITURES		3,987.00	43,084.49	(30,634.34)	(39,097.49)	1,080.62

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TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

DB: Owosso

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 208 PARK/RECREATION SITES FUND							
Department 000 REVENUE							
05/01/2021			208-000-101.200 CASH - CHEMICAL BANK		BEG. BALANCE		199,652.90
05/04/2021	CD	CHK	SUMMARY CD 05/04/2021			199.95	199,452.95
05/04/2021	CD	CHK	SUMMARY CD 05/04/2021			2,185.17	197,267.78
05/14/2021	CD	CHK	SUMMARY CD 05/14/2021			380.00	196,887.78
05/14/2021	CD	CHK	THE FEIGHNER CO INC	133826		28,130.18	168,757.60
05/14/2021	CD	CHK	VALLEY LUMBER	133844		2,175.14	166,582.46
05/14/2021	GJ	JE	APRIL 2021 DPP TAX COLLECTION	11417	16.47		166,598.93
05/26/2021	GJ	JE	LCSA MAY 2020 PPT REIMB ALLOC	11442	3,369.54		169,968.47
05/28/2021	CD	CHK	SUMMARY CD 05/28/2021			946.10	169,022.37
05/31/2021	GJ	JE	1 INTEREST ALLOCATION - MAY 2021	11458		3.81	169,018.56
05/31/2021			208-000-101.200	END BALANCE	3,386.01	34,020.35	169,018.56
05/01/2021			208-000-366.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(125,934.07)
05/31/2021			208-000-366.000	END BALANCE	0.00	0.00	(125,934.07)
05/01/2021			208-000-401.403 GENERAL PROPERTY TAX		BEG. BALANCE		(128,663.48)
05/14/2021	GJ	JE	APRIL 2021 DPP TAX COLLECTION	11417		15.29	(128,678.77)
05/31/2021			208-000-401.403	END BALANCE	0.00	15.29	(128,678.77)
05/01/2021			208-000-401.445 INTEREST & PENALTIES ON TAXES		BEG. BALANCE		(507.90)
05/14/2021	GJ	JE	APRIL 2021 DPP TAX COLLECTION	11417		1.18	(509.08)
05/31/2021			208-000-401.445	END BALANCE	0.00	1.18	(509.08)
05/01/2021			208-000-539.573 LOCAL COMMUNITY STABILIZATION		BEG. BALANCE		(2,245.49)
05/26/2021	GJ	JE	LCSA MAY 2020 PPT REIMB ALLOC	11442		3,369.54	(5,615.03)
05/31/2021			208-000-539.573	END BALANCE	0.00	3,369.54	(5,615.03)
05/01/2021			208-000-664.664 INTEREST INCOME		BEG. BALANCE		29.84
05/31/2021	GJ	JE	1 INTEREST ALLOCATION - MAY 2021	11458		3.81	33.65
05/31/2021			208-000-664.664	END BALANCE	3.81	0.00	33.65
TOTAL FOR DEPARTMENT 000 REVENUE					3,389.82	37,406.36	
Department 756 PARKS							
05/01/2021			208-756-831.000 BUILDING MAINTENANCE		BEG. BALANCE		7,577.26
05/04/2021	AP	INV	PAINT FOR NEW PICNIC TABLES	498895	199.95		7,777.21
05/04/2021	AP	INV	FENCE REPLACEMENT MATERIALS FOR OAKW	7010902	261.18		8,038.39
05/04/2021	AP	INV	EQUIPMENT TO SEED PARK	35201	54.00		8,092.39
05/04/2021	AP	INV	219 N WATER ST REPAIR	AMPHITHEATER	1,800.00		9,892.39
05/04/2021	AP	INV	GRASS SEED TO RESEED SPLASH PAD	864075	69.99		9,962.38
05/14/2021	AP	INV	POSTS FOR DISK GOLF (40)	INV55072	380.00		10,342.38
05/14/2021	AP	INV	BENNETT FIELD BOYS BATHROOM REPAIRS	B28052	1,069.00		11,411.38
05/14/2021	AP	INV	NEW GRILL BASES IN PARKS	B28149	251.58		11,662.96
05/14/2021	AP	INV	NEW STAIRS FOR AMPHITHEATER-TWO SETS	C34787	854.56		12,517.52
05/28/2021	AP	INV	MATERIALS FOR GRILLS AND #438	52652	238.10		12,755.62
05/28/2021	AP	INV	LANDFILL DISPOSAL CHARGES-4/1/21-4/1	26669-2616-3	708.00		13,463.62
05/31/2021			208-756-831.000	END BALANCE	5,886.36	0.00	13,463.62
05/01/2021			208-756-974.000 SYSTEM IMPROVEMENTS		BEG. BALANCE		0.00
05/14/2021	AP	INV	FLOATING DOCK FOR HOPKINS LAKE	15773	27,795.18		27,795.18
05/14/2021	AP	INV	FLOATING DOCK FOR HOPKINS LAKE	15773	250.00		28,045.18
05/14/2021	AP	INV	FLOATING DOCK FOR HOPKINS LAKE	15773	85.00		28,130.18
05/31/2021			208-756-974.000	END BALANCE	28,130.18	0.00	28,130.18
05/01/2021			208-756-974.000-BENNETTFLD SYSTEM IMPROVEMENTS		BEG. BALANCE		50,090.94
05/31/2021			208-756-974.000-BENNETTFLD	END BALANCE	0.00	0.00	50,090.94
TOTAL FOR DEPARTMENT 756 PARKS					34,016.54	0.00	
TOTAL FOR FUND 208 PARK/RECREATION SITES FUND					37,406.36	37,406.36	0.00

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PERIOD ENDING 05/31/2021

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2021	MONTH 05/31/2021	BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 756 - PARKS						
101-756-702.200	WAGES	45,000.00	45,163.52	9,573.90	(163.52)	100.36
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	31,591.12	6,191.44	6,408.88	83.13
101-756-728.000	OPERATING SUPPLIES	4,083.00	3,390.82	323.71	692.18	83.05
101-756-818.000	CONTRACTUAL SERVICES	18,000.00	8,024.54	66.75	9,975.46	44.58
101-756-820.100	ELECTRICITY	10,500.00	8,440.05	922.83	2,059.95	80.38
101-756-820.400	WATER & SEWER	15,000.00	7,550.12	0.00	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	11,111.48	1,283.54	(9,261.48)	600.62
101-756-831.200	BLDG MAINTENANCE-BALLFIELDS	4,000.00	1,172.11	322.58	2,827.89	29.30
101-756-836.200	TREES & GARDEN	1,000.00	71.00	246.00	929.00	7.10
101-756-843.000	EQUIPMENT RENTAL	62,000.00	56,855.29	13,938.62	5,144.71	91.70
101-756-974.000	LAND IMPROVEMENTS	24,000.00	34,710.00	0.00	(10,710.00)	144.63
Total Dept 756 - PARKS		227,433.00	208,080.05	32,869.37	19,352.95	91.49
TOTAL EXPENDITURES		227,433.00	208,080.05	32,869.37	19,352.95	91.49
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		227,433.00	208,080.05	32,869.37	19,352.95	91.49
NET OF REVENUES & EXPENDITURES		(227,433.00)	(208,080.05)	(32,869.37)	(19,352.95)	91.49

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TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
Department 756 PARKS							
05/01/2021			101-756-702.200 WAGES		BEG. BALANCE		35,589.62
05/31/2021	GJ	JE	DPW LABOR ALLOCATION - MAY 2021	11456	9,573.90		45,163.52
05/31/2021			101-756-702.200	END BALANCE	9,573.90	0.00	45,163.52
05/01/2021			101-756-716.000 FRINGES		BEG. BALANCE		25,399.68
05/31/2021	GJ	JE	DPW FRINGE BENEFIT ALLO - MAY 2021	11457	6,191.44		31,591.12
05/31/2021			101-756-716.000	END BALANCE	6,191.44	0.00	31,591.12
05/01/2021			101-756-728.000 OPERATING SUPPLIES		BEG. BALANCE		3,067.11
05/04/2021	AP	INV	SUPPLIES TO REHAB LITTLE LIBRARY	REIMBURSEMENT	73.65		3,140.76
05/14/2021	AP	INV	MOUNTING TAPE	500375	8.99		3,149.75
05/14/2021	AP	INV	SUPPLIES	138042	126.00		3,275.75
05/14/2021	AP	INV	FLAGS (3)	31907	43.15		3,318.90
05/14/2021	AP	INV	FLAGS (5)	31068	71.92		3,390.82
05/31/2021			101-756-728.000	END BALANCE	323.71	0.00	3,390.82
05/01/2021			101-756-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		7,769.60
05/31/2021			101-756-818.000	END BALANCE	0.00	0.00	7,769.60
05/01/2021			101-756-818.000-JAMESMINOR CONTRACTUAL SERVICE!		BEG. BALANCE		188.19
05/31/2021	GJ	JE	EQUIPMENT RENTAL - MAY 2021	11455	17.22		205.41
05/31/2021	GJ	JE	DPW LABOR ALLOCATION - MAY 2021	11456	30.08		235.49
05/31/2021	GJ	JE	DPW FRINGE BENEFIT ALLO - MAY 2021	11457	19.45		254.94
05/31/2021			101-756-818.000-JAMESMINOR	END BALANCE	66.75	0.00	254.94
05/01/2021			101-756-820.100 ELECTRICITY		BEG. BALANCE		7,517.22
05/14/2021	AP	INV	525 OAKWOOD AVE	00019667383-APR 21	52.79		7,570.01
05/14/2021	AP	INV	514 N WASHINGTON ST	00021904063-APR 21	35.19		7,605.20
05/14/2021	AP	INV	625 S SHIAWASSEE ST	00024522268-APR 21	38.89		7,644.09
05/14/2021	AP	INV	625 S SHIAWASSEE ST	00024522326-APR 21	42.29		7,686.38
05/14/2021	AP	INV	623 S SHIAWASSEE ST	00024522409-APR 21	40.96		7,727.34
05/14/2021	AP	INV	424 N CHESTNUT ST	00024661223-APR 21	179.32		7,906.66
05/14/2021	AP	INV	214 CURWOOD CASTLE DR	00025448893-APR 21	173.12		8,079.78
05/14/2021	AP	INV	207 W EXCHANGE ST #2	00025876218-APR 21	48.64		8,128.42
05/14/2021	AP	INV	219 N WATER ST	00026110518-APR 21	39.18		8,167.60
05/14/2021	AP	INV	540 N CHESTNUT ST	00037287321-APR 21	100.10		8,267.70
05/14/2021	AP	INV	1175 FARR AVE	00037287396-APR 21	35.62		8,303.32
05/14/2021	AP	INV	204 S WATER ST	00040816074-APR 21	58.40		8,361.72
05/14/2021	AP	INV	501 OAKWOOD AVE	00063479917-APR 21	78.33		8,440.05
05/31/2021			101-756-820.100	END BALANCE	922.83	0.00	8,440.05
05/01/2021			101-756-820.400 WATER & SEWER		BEG. BALANCE		7,550.12
05/31/2021			101-756-820.400	END BALANCE	0.00	0.00	7,550.12
05/01/2021			101-756-831.000 BUILDING MAINTENANCE		BEG. BALANCE		9,827.94
05/14/2021	AP	INV	PARTS	499766	8.54		9,836.48
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4936	260.00		10,096.48
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4934	125.00		10,221.48
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4934	160.00		10,381.48
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4932	225.00		10,606.48
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4932	260.00		10,866.48
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4935	160.00		11,026.48
05/28/2021	AP	INV	TROUBLESHOOT SPLASH PAD	27486	85.00		11,111.48
05/31/2021			101-756-831.000	END BALANCE	1,283.54	0.00	11,111.48
05/01/2021			101-756-831.200 BLDG MAINTENANCE-BALLFIELDS		BEG. BALANCE		849.53
05/04/2021	AP	INV	SUPPLIES FOR BENNETT FIELD	137772	133.00		982.53
05/14/2021	AP	INV	PORTABLE SANITATION SERVICES	I4933	160.00		1,142.53
05/14/2021	AP	INV	BENNETT FIELD DOOR REPAIR	C34727	29.58		1,172.11
05/31/2021			101-756-831.200	END BALANCE	322.58	0.00	1,172.11
05/01/2021			101-756-836.200 TREES & GARDEN		BEG. BALANCE		(175.00)
05/28/2021	AP	INV	TREES/PLANTS	98161	246.00		71.00
05/31/2021			101-756-836.200	END BALANCE	246.00	0.00	71.00
05/01/2021			101-756-843.000 EQUIPMENT RENTAL		BEG. BALANCE		42,916.67
05/31/2021	GJ	JE	EQUIPMENT RENTAL - MAY 2021	11455	13,938.62		56,855.29
05/31/2021			101-756-843.000	END BALANCE	13,938.62	0.00	56,855.29
05/01/2021			101-756-974.000-SPLASH PAD SYSTEM IMPROVEMENTS		BEG. BALANCE		34,710.00
05/31/2021			101-756-974.000-SPLASH PAD	END BALANCE	0.00	0.00	34,710.00
TOTAL FOR DEPARTMENT 756 PARKS					32,869.37	0.00	
TOTAL FOR FUND 101 GENERAL FUND					32,869.37		208,080.05

**BYLAWS
PARKS & RECREATION COMMISSION
CITY OF OWOSSO, MICHIGAN**

ARTICLE 1: PURPOSE AND AUTHORITY

The purpose and authority of the Commission shall be defined and authorized by Ordinance No. 691 of the City of Owosso, Shiawassee County, Michigan.

ARTICLE 2: ORGANIZATION

SECTION 1: MEMBERS

The members of the Commission shall be appointed by the Mayor and approved by the City Council. The Commission shall consist of five (5) voting members that are residents of the City of Owosso. The Mayor or designee of the Mayor shall be the ex officio member of the Commission with Council approval. The ex officio does not have a vote.

SECTION 2: OFFICERS

- (a) The officers of the Commission shall be Chairperson and Vice Chairperson.
- (b) The ex officio member of the Commission, appointed by the Mayor, shall serve as Secretary of the Commission
- (c) The officers shall serve two (2) year terms and the Secretary shall serve for an indefinite term
- (d) Terms of office shall run from the meeting following the election of City Councilmember's and expire at the Commission's meeting two (2) years later.

SECTION 3: OFFICER DUTIES

- (a) The Chairperson shall preside at all meetings of the Commission and will attend appropriate meetings of City Council
- (b) In the absence of the Chairperson, the Vice Chairperson will assume all the duties of the Chairperson
- (c) The Secretary will keep a book of all meetings and records of all the meetings. Additionally, they will prepare agendas and shall give notice of regular and special meetings of the Commission. Finally, the Secretary will be in charge of the annual report and action plan to be reported to the City Council. The annual report must be approved by majority vote before presentation to the Council.

ARTICLE THREE: MEETINGS

- (a) The Parks & Recreation Commission shall hold monthly meetings in the City Council Chambers, City Hall, Michigan on the fourth Tuesday of each month.

Meetings shall begin at 7:30 p.m. and conclude by 8:30 p.m., unless adjournment is postponed by action of the majority of the Commission

- (b) Any member of the Commission may call special meetings of the Commission with prior notice to each member of the date and purpose. Notice shall be given at least five (5) days in advance.
- (c) All meetings will be in compliance with the Michigan Open Meetings Act.
- (d) A quorum or simple majority of the Commissioners shall decide all issues.
- (e) The Chairperson, or Vice Chairperson if appropriate, shall preside over all meetings.
- (f) Parliamentary procedure at all meetings of the Commission shall be in accordance to Roberts Rules of Order.
- (g) The Commission, through a motion and support may recess a meeting. For the recess to be in order, the time, day, month, date, year, and location to reconvene shall be stated as part of the action to recess. If the meeting does not reconvene within 36 hours after the action for recess, then the reconvened meeting shall be posted at least 18 hours prior to the reconvened meeting, per the Michigan Open Meetings Act.
- (h) Commissioners' attendance records will be reviewed upon the vote of members. If a member is absent from twenty-five (25) percent or more of the *regular* meetings in a calendar year, or is absent from four (4) consecutive *regular* meetings, the ex officio will report the issue to the Mayor if a motion passes by a majority vote of the Commissioners. The Mayor will consider the removal and replacement of such a member from the Parks & Recreation Commission for lack of attendance.

ARTICLE FOUR: ADOPTION AND AMENDMENTS

- (a) These by-laws are to be adopted by a simple majority vote at a regularly scheduled meeting of the Commission
- (b) The Commission shall annually review these bylaws during its first regular meeting in March to determine any needed amendments
- (c) Proposed amendments shall be mailed to all Commission members no later than five (5) days before the meeting of the Commission.
- (d) Amendments shall be made with a simple majority vote.

ADOPTED: May 27, 2008
AMENDED: August 15, 2016