

AGENDA
Parks & Recreation Commission
Wednesday, May 24, 2023
7:00 PM
City Hall

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: May 24, 2023

Approval of minutes: April 26, 2023

Public comments:

Communications:

Old Business Report from City Liaison:

New Business:

- Fitness Course
- Hopkins Lake Trails
- Budget Review
- Future meeting locations

Next Meeting: June 28, 2023

Public/Commissioners Comments:

Adjournment:

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**PARKS AND RECREATION COMMISSION
REGULAR MEETING**

Draft Minutes of Wednesday, April 26, 2023
7:00 p.m.
Owosso City Hall

- CALL TO ORDER:** Commissioner Selbig called the meeting to order at 7:05 p.m.
- PLEDGE OF ALLEGIANCE:** Was recited
- ROLL CALL:** Was taken by Amy Fuller
- MEMBERS PRESENT:*** Vice-Chair Selbig, Commissioners Smith, Horton, and Bila.
- MEMBERS ABSENT:*** Chairman Workman, Commissioners Rodman and Maginity
- OTHERS PRESENT:*** Amy Fuller, Rich Lowe, Frank Livingston, Donna Kanan, and Melissa Higbee
- APPROVAL OF AGENDA:** COMMISSIONER HORTON MADE A MOTION TO APPROVE THE AGENDA FOR APRIL 26, 2023. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.
- APPROVAL OF MINUTES:** COMMISSIONER SMITH MADE A MOTION TO APPROVE THE MINUTES FOR MARCH 22, 2023 WITHOUT CHANGES. MOTION SUPPORTED BY COMMISSIONER BILA. AYES ALL, MOTION CARRIED.

PUBLIC COMMENTS:

Frank Livingston, a 35-year resident of the City of Owosso spoke about his involvement with both the dog park and the community garden at Collamer Park. Frank explained there is a group of dedicated volunteers who work very hard to make the dog park nice but they and the community gardens need a water source. Commissioner Horton asked Amy Fuller what the Commission would need to do to bring water to that area. Amy responded that a bottle filler-style water fountain could be installed between the gardens and the dog park, to be shared. The cost to run the water line and purchase the fountain would be \$6,000. There was a discussion from the other commissioners supporting this idea. **Commissioner Horton made a motion to spend up to \$7,000 from the park's millage funds on installing water service at Collamer Park. Motion supported by Commissioner Smith. Ayes, all. Motion carried.**

COMMUNICATIONS:

None.

PRESENTATION:

Melissa Higbee and Donna Kanan from the Shiawassee Conservation District presented an invasive species survey of the city parks.

ITEM OF BUSINESS:

Rudy DeMuth Fields: The Commission discussed the presentation given at the previous meeting by Chris Harrand and Kris Poag and reviewed the needs at the fields. Commissioner Bila suggested purchasing AEDs for all of the fields, Amy Fuller will research grant opportunities for AEDs. **Commissioner Horton made a motion to authorize staff to spend up to \$8,000 for the purchase of one new scoreboard and two new**

doors for the outbuildings from the park's millage funds. Motion supported by Commissioner Smith. Ayes, all. Motion carried.

Fitness Course: There was no update on this item.

Hopkins Lake Trails: The Commission briefly discussed the need for more directional signage and decided to add this item to the next month's agenda.

Next Meeting: May 24, 2023, at 7:00 PM at City Hall.

PUBLIC/COMMISSIONERS COMMENTS:

ADJOURNMENT: COMMISSIONER HORTON MADE A MOTION TO ADJOURN AT 8:35 P.M. MOTION SUPPORTED BY COMMISSIONER BILA. AYES ALL, MOTION CARRIED.

Respectfully submitted by:
Amy Fuller, Assistant City Manager



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May 2023

City of Owosso
Parks and Recreation Commission
Ongoing Project List

Hopkins Lake fish stocking: The 2nd Fish stocking will need to be postponed until fall. There is a narrow window of time where we can order them and unfortunately I have not had time to drive to Imlay City to pick them up.

Cornhole: DPW has built the concrete forms and is planning on pouring the concrete pads for the cornhole boards within the next few weeks.

Kayak Landing: The bench for the landing will be installed at the same time the cornhole boards are done (they try to do all the concrete work on the same day).

Pickleball Courts: I received word that we did not receive the AARP Community Challenge grant. There were over 3,600 applicants.

Fitness Course: no update.

Water at Collamer Park: I ordered a bottle filler style fountain on 5/17. Once it arrives DPW will schedule the water installation.

Rudy DeMuth Fields: The 2 new doors have been purchased and installed by DPW. I am getting quotes for scoreboards now.

Future Millage: The official dates aren't determined yet but if the Commission wants to ask voters for a millage they would need to have it approved by City Council by spring 2024. I would recommend continued discussion on the amount and which projects would be funded.

Respectfully submitted,

Amy Fuller
Assistant City Manager

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2023-24 REQUESTED BUDGET	2023-24 RECOMMENDED BUDGET
101-751-702.200	WAGES	50,722	62,255	64,442	51,182		62,606
101-751-702.300	OVERTIME			2,500	2,159		2,000
101-751-702.400	WAGES - SEASONAL		2,350	6,000	18,950	26,000	28,000
101-751-715.000	SOCIAL SECURITY (FICA)		180	5,580	5,501		7,085
101-751-716.000	FRINGES	35,185	35,704				
101-751-716.100	HEALTH INSURANCE			22,016	16,600		26,316
101-751-716.200	DENTAL INSURANCE			742	619		917
101-751-716.300	OPTICAL INSURANCE			113	86		142
101-751-716.400	LIFE INSURANCE			300	201		300
101-751-716.500	DISABILITY INSURANCE			420	326		643
101-751-717.000	UNEMPLOYMENT INSURANCE		22	24	27		9
101-751-718.200	DEFINED CONTRIBUTION			2,714	1,852		3,130
101-751-719.000	WORKERS' COMPENSATION			2,123	580		2,612
101-751-728.000	OPERATING SUPPLIES	3,561	1,584	1,200	1,523	2,500	2,500
101-751-818.000	CONTRACTUAL SERVICES	8,025	10,212	26,373	20,361	43,700	43,700
101-751-920.100	ELECTRICITY	10,505	10,622	10,500	9,009	11,000	11,488
101-751-920.400	WATER & SEWER	15,474	22,384	25,000	21,776	26,000	24,208
101-751-920.500	REFUSE	161	1,162	900	312	300	300
101-751-930.000	BUILDING MAINTENANCE	14,081	13,923	16,000	14,237	3,000	3,000
101-751-930.200	BLDG MAINTENANCE-BALLFIELDS	1,666	6,298	1,500	1,961	10,000	10,000
101-751-937.000	TREES & GARDEN	71	606	500	1,382	1,000	1,000
101-751-940.000	EQUIPMENT RENTAL	66,657	90,873	58,000	65,365	112,000	100,000
101-751-971.000	LAND		217		90		
101-751-974.000	LAND IMPROVEMENTS	34,710	14,553		120	91,624	92,000

PERIOD ENDING 04/30/2023

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - PARKS						
101-751-702.200	WAGES	64,442.00	47,361.24	5,225.83	17,080.76	73.49
101-751-702.300	OVERTIME	2,500.00	1,976.50	10.77	523.50	79.06
101-751-702.400	WAGES - SEASONAL	6,000.00	17,169.10	1,254.50	(11,169.10)	286.15
101-751-702.800	ACCRUED SICK LEAVE	0.00	0.00	0.00	0.00	0.00
101-751-703.000	OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00
101-751-715.000	SOCIAL SECURITY (FICA)	5,580.00	5,061.36	493.12	518.64	90.71
101-751-716.000	FRINGES	0.00	0.00	0.00	0.00	0.00
101-751-716.100	HEALTH INSURANCE	22,016.00	15,220.35	1,557.58	6,795.65	69.13
101-751-716.200	DENTAL INSURANCE	742.00	562.43	66.56	179.57	75.80
101-751-716.300	OPTICAL INSURANCE	113.00	78.37	8.47	34.63	69.35
101-751-716.400	LIFE INSURANCE	300.00	184.39	20.72	115.61	61.46
101-751-716.500	DISABILITY INSURANCE	420.00	287.61	42.22	132.39	68.48
101-751-717.000	UNEMPLOYMENT INSURANCE	24.00	26.53	2.40	(2.53)	110.54
101-751-718.200	DEFINED CONTRIBUTION	2,714.00	1,686.31	165.69	1,027.69	62.13
101-751-719.000	WORKERS' COMPENSATION	2,123.00	579.69	0.00	1,543.31	27.31
101-751-728.000	OPERATING SUPPLIES	1,200.00	1,503.20	0.00	(303.20)	125.27
101-751-818.000	CONTRACTUAL SERVICES	26,373.00	20,334.84	2,083.53	6,038.16	77.10
101-751-920.100	ELECTRICITY	10,500.00	9,009.35	927.46	1,490.65	85.80
101-751-920.200	GAS	0.00	0.00	0.00	0.00	0.00
101-751-920.300	TELEPHONE	0.00	0.00	0.00	0.00	0.00
101-751-920.400	WATER & SEWER	25,000.00	21,775.76	0.00	3,224.24	87.10
101-751-920.500	REFUSE	900.00	147.60	0.00	752.40	16.40
101-751-930.000	BUILDING MAINTENANCE	16,000.00	14,237.13	17.56	1,762.87	88.98
101-751-930.200	BLDG MAINTENANCE-BALLFIELDS	1,500.00	1,960.93	492.49	(460.93)	130.73
101-751-937.000	TREES & GARDEN	500.00	931.50	0.00	(431.50)	186.30
101-751-940.000	EQUIPMENT RENTAL	58,000.00	59,763.07	2,566.67	(1,763.07)	103.04
101-751-971.000	LAND	0.00	89.95	0.00	(89.95)	100.00
101-751-974.000	LAND IMPROVEMENTS	0.00	119.82	0.00	(119.82)	100.00
Total Dept 751 - PARKS		246,947.00	220,067.03	14,935.57	26,879.97	89.12
TOTAL EXPENDITURES		246,947.00	220,067.03	14,935.57	26,879.97	89.12
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		246,947.00	220,067.03	14,935.57	26,879.97	89.12
NET OF REVENUES & EXPENDITURES		(246,947.00)	(220,067.03)	(14,935.57)	(26,879.97)	89.12

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2022 TO 04/30/2023
 FUND: 208
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 04/30/2023
Fund 208	PARK/RECREATION SITES FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	81,336.64	10,027.88	88,032.05	3,332.47
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	30,617.75	0.00	30,617.75
	PARK/RECREATION SITES FUND	<u>81,336.64</u>	<u>40,645.63</u>	<u>88,032.05</u>	<u>33,950.22</u>