

GRAND BLANC PARKS AND RECREATION COMMISSION

Minutes of May 17, 2007

The regular meeting of the Grand Blanc Parks and Recreation Commission was called to order at 6:00 pm by Sue Soderstrom at the Grand Blanc Parks and Recreation office, 360 E. Grand Blanc Road, Grand Blanc, Michigan.

Commission Present:	Sue Soderstrom	Chairman
	Jet Kilmer	Vice Chairman
	Tom Pettit	Treasurer
	Gary Gratsch	Commissioner
	Roger Swaim	Commissioner
	Ginny Knag	Commissioner
Commission Absent:	Ted Brundle	Secretary
Staff Present:	Kae Eidson	Executive Director
	Jamie Weasel	Assistant Director
	Kellie Sergent	Recreation Programmer
	Vickie Michelson	Senior Coordinator
	Andy Taylor	Maintenance Supervisor
	Paula Rainey	Office Manager
Guests	Mike Matheny	Mayor, City of Grand Blanc
	Jeff Zittel	Supervisor, Charter Township of Grand Blanc
	Mike Frawley	Yeo & Yeo
	Ashley Jenkins	Yeo & Yeo

Mayor M. Matheny and Supervisor J. Zittel were in attendance. This was a result of a meeting organized by Commissioners Sue Soderstrom and Roger Swaim with City and Township officials in an effort to work together with regards to Parks and Recreation. Both governmental units recognize the importance of the department as an integral part of the growing community and are expressing their solidarity in support of the Commission. The City and Township will work together with the Commission toward the Master Plan goals.

Mike Frawley and Ashley Jenkins of Yeo & Yeo reviewed the results of the 2006 audit with the Commission.

Minutes

Motion by J. Kilmer, supported by G. Gratsch, that the Minutes of the April 19, 2007, meeting be approved as presented. Yeas-6, Nays-0. Motion approved.

Director's Report

Director Kae Eidson continues to attend regular staff meetings at the City and Township as well as Chamber of Commerce meetings and Kiwanis meetings.

The Director and Assistant Director had several meetings with Township officials, contractors, and representatives of the Spicer Group to discuss plans for the front entrance of the park as well as drainage issues near Field # 6 and the football field.

Director Eidson met with Mayor Matheny and Sergeant D. Baker of the City Police Department to discuss plans for "Bike Day" at Brendel and Indian Hill Elementary Schools.

The Director continues to meet with representatives of Grand Blanc Little League for updates on this new program. Games for the Minor Division began on May 5th.

The Director coordinated the opening of the concession at the park with the first day of games, the 30th annual "Press on Regardless" Canoe Race, May 5th, and registration for summer programs.

Director Eidson and Senior Coordinator V. Michelson and area Senior Directors continue to meet to discuss various issues concerning the area centers and to attend meetings of the Genesee County Metropolitan Planning Commission regarding the Genesee County Senior Citizen Millage. Island Sun Times made a presentation to the group regarding publishing senior newsletters and magazines. Several area Senior Centers are working together on a marketing campaign and improved communication for senior membership. The Director and V. Michelson continue to work closely in hiring additional staff at the Senior Center, including clerical, maintenance and a van driver.

The Director met with Mike Frawley of Yeo and Yeo to finalize the 2006 audit.

Notification of approval from the Community Foundation-Grand Blanc Fund for the grant application for improvements to the splash pad was received May 10th. Work has begun on this project.

Assistant Director's Report

Assistant Director Jamie Weasel reported the adult softball leagues are full. Joe Munoz will again supervise the league. There are 16 co-ed teams playing on Wednesday and 8 teams in the men's double header league on Tuesday.

The Pepsi "Pitch, Hit & Run" was held at the park on May 3rd. Participation in this first time event was good. The staff has plans for improving the event next spring.

Jamie reported that all went well with the canoe race. High water and great weather resulted in some quick race times. The maintenance crew did a great job moving canoes all day.

Jamie has been reviewing the employee manuals and interviewing staff in preparation for upcoming summer programs. For the most part, hiring is complete.

The Assistant Director has been meeting with contractors and bidders for several projects over the past month. Projects include the Rotary baseball field, the front entrance/pond and concrete repair at the basketball courts and entrance at the Senior Center.

Recreation Programmer Report

Recreation Programmer Kellie Sergent reported that the new Girls Youth Softball League is going very well. The coaches are doing a great job and the players and parents are enjoying the games. The full uniforms and spring evening game format has really improved the softball program. As word spreads this program should grow next year.

Kellie continues to be involved with Grand Blanc Little League, attending weekly Board meetings, coaches meetings and the Pancake Breakfast. The Minor division season opened May 5th. Majors and Juniors will begin games the end of May. An "Opening Day" ceremony is planned at the park for June 2nd as T-ball and Coach Pitch games will begin that morning.

Spring after school programs are in full swing. Some programs are at capacity while enrollment in others is down. Lacrosse is being offered at Mason for the first time. Grand Blanc Tang Soo Do is again offering Karate at two schools.

Kellie has been working with Jamie in helping to plan for summer programs and staff placement. Michelle "Buffa" Randazzo will be returning to supervise the Playground program. They have been brainstorming to make this program for fun for the staff as well at the children.

Maintenance Supervisor

Maintenance Supervisor Andy Taylor reported that the maintenance staff has been keeping very busy. Girls' softball and GBLL Minor division and Holy Family School baseball and softball teams have all been playing games at the park.

The Township DPW along with Holmes Excavating repaired part of the hiking/biking trail near the sledding hill.

Holmes has also installed drain tiles and added topsoil to the football field. They have also been working on the pond at the park entrance.

The Genesee Count Road Commission has installed a culvert to the new pond entrance.

The staff assisted with the canoe race May 5th.

Lawn maintenance equipment was purchased for use at the Senior Center.

Andy met with Blessing Co. for a third quote on the repairs needed at the Senior Center.

Administration & Policy

The Committee met April 26th with T. Brundle, G. Gratsch, G. Knag and Director K. Eidson present.

The Director opened the meeting with a proposal regarding Maintenance Supervisor A. Taylor and Office Manager P. Rainey. The Director proposed a minimal increase in the pay rate for these two positions based on increased responsibility with the Senior Millage and additional responsibilities with new facility amenities.

Based on performance reviews and recommendations from the Director the following proposal was presented and unanimously recommended by the Committee to the full Commission, retroactive to April 1, 2007.

Motion by T. Pettit, supported by G. Gratsch, to increase the base pay rate for the following positions, Maintenance Supervisor and Office Manager by \$1.45 and \$.55 per hour respectively as outlined in the report of the Administration and Policy Committee. Yeas-6, Nays-0. Motion approved.

The Committee also discussed Commission membership to the Michigan Recreation and Park Association. After a lengthy discussion the committee unanimously voted to recommend against the Commission joining MRPA.

The topic of MRPA membership for Commissioners was discussed again by the full Commission. No action was taken. The topic will be discussed at a later date.

Budget & Finance

The Committee did not meet.

Motion by T. Pettit, supported by J. Kilmer, to accept the 2006 Audit as presented. Yeas-6, Nays-0. Motion approved.

Senior Committee

The Committee met May 14, with G. Gratsch, R. Swaim, J. Kilmer, Senior Coordinator V. Michelson and Director K. Eidson in attendance. Discussion centered around expenditures from the senior millage fund. All funds received to date from the County Senior Citizens Millage have been deposited into a separate account. The Director will present a summary each month at the regular Commission meeting for approval for transfer to the General Fund. This will create a detailed paper trail to show how funds are dispersed.

The Director presented a breakdown of administration expenses based on a two week pay period to be transferred monthly. Additionally a list of projects, equipment and programming areas that are potential uses of the money were presented.

Quotes were presented for concrete work to be done at the entrance of the Center and a pad that comes off the storage room door. Quotes were reviewed, with Eidson recommending the low bidder Old School Concrete at \$1,500.00. The Committee unanimously agreed to recommend awarding the job to Old School Concrete to the full Commission.

Motion by G. Gratsch, supported by T. Pettit, to award concrete repairs at the Senior Center to Old School Concrete with the cost not to exceed \$1,500.00. Yeas-6, Nays-0. Motion approved.

Quotes were presented regarding the water line replacement and reconfiguration to eliminate problems of pipes freezing. One bid was still outstanding, but expected to be submitted before the May Commission meeting. The Committee unanimously agreed to recommend to the full Commission to award the job to the low bidder to date, Coates Plumbing and Heating.

Motion by G. Gratsch, supported by T. Pettit, to approve plumbing repairs at the Senior Center to Coates Plumbing and Heating with the cost of repairs not to exceed \$3,400.00. Yeas-6, Nays-0. Motion approved.

Several ideas on the equipment list have pricing forthcoming including upgrades to the kitchen, required for congregate meals. Eidson also presented information on a "wide area sweeper vacuum". The vacuum is a commercial grade machine that is ideal for large spaces. The Committee unanimously agreed to recommend that the Commission allocate up to \$1,500.00 for the purchase of this equipment after two additional bids are collected.

Motion by G. Gratsch, supported by T. Pettit, to purchase a new commercial vacuum, the cost of which is not to exceed \$1,500.00. Yeas-6, Nays-0. Motion approved.

The Director presented information regarding marketing and outreach. This is an emphasis area with the County and is included in the budget submitted to the County. Four other senior centers, Loose, Burton, Eastside and Kraphol would like to partner with our center to contract a marketing consultant. The Committee asked the Director to bring examples of the consultant's work and proposals to the Commission meeting and agreed to recommend the Commission approve up to \$990.00 for the project pending upon the requested information.

Motion by G. Gratsch, supported by T. Pettit, to partner with other area senior centers in contracting with the marketing consultant for a fee not to exceed \$990.00. Yeas-6, Nays-0. Motion approved.

**Area &
Facilities**

The committee did not meet.

The Director reported that the tiles for the splash pad have been ordered.

A new mower has been delivered to the park. The mower that was ordered is on back order, but Spartan Distributors has supplied another machine until the mower originally ordered is delivered.

New Business

Director Eidson reported that Todds' Services, a landscaping company and irrigation company, has a program where customers can designate up to 3% of their total bill be donated to participating organizations. The first donation designated for the Grand Blanc Parks and Recreation Commission would be \$337.00. This is from Steve Davis, a former Commissioner. Todds' would like to supply us with flyers and a banner to promote their policy to give back to the community.

**Financial
Reports**

Motion by T. Pettit, supported by J. Kilmer, to accept the February financial reports as presented. Yeas-6, Nays-0. Motion approved. Action had been delayed on any action regarding the reports at the March meeting as Treasurer T. Pettit was not in attendance.

Motion by T. Pettit, supported by J. Kilmer, to accept the April financial reports as presented. Yeas-6, Nays-0. Motion approved.

Motion by G. Gratsch, supported by G. Knag, to adjourn the meeting, as there was no other business to discuss. Yeas-6, Nays-0. Motion approved. The meeting adjourned at 7:40 pm.

Respectfully submitted,

Ted Brundle, Secretary
TB/pr