

GRAND BLANC PARKS AND RECREATION COMMISSION

Minutes of December 10, 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 administrative office, 360 E. Grand Blanc Road, Grand Blanc, Michigan.

Commission Present:	Sue Soderstrom	Chairman
	Jet Kilmer	Vice Chairman
	Tom Pettit	Treasurer
	Ted Brundle	Secretary
	Gary Gratsch	Commissioner
	Roger Swaim	Commissioner
	Ginny Knag	Commissioner

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

Minutes

Motion by J. Kilmer, supported by G. Gratsch, that the Minutes of the November 15, 2007, meeting be approved as presented. Yeas-7, 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 has attended meetings of the Genesee County Senior Advisory Committee as well as meetings at the County regarding the Countywide Senior Millage. The 2008 RFP's for Senior Millage Funds were available at the December 5 meeting and are due December 21, 2007.

Director Eidson, Assistant Director J. Weasel, and Senior Coordinator V. Michelson have met with R. McNeil of the Genesee County Health Department regarding updating the sink in the Senior Center kitchen. The RFP for the project was sent out for bids.

The Director met with R. Eggers of the Spicer Group to discuss the 2008 round of grant opportunities.

Director Eidson has had meetings with D. Honea of Ted Hue Assoc. and K. Richardson of the Township discussing potential needs for office space if GBPR administrative offices relocate to the former Township Police office space.

In addition the November reports for the Countywide Senior Millage Funds have been submitted. The Director continues to communicate with V. Michelson and other area Senior Directors, as well as County Commissioner M. Gadola regarding the upcoming RFP funding proposal for January 1-September 30, 2008. As of October 1, 2008 funds will be administered according to the County fiscal year, which is October 1-September 30.

The Director has been completing evaluations for all full time employees and will be reviewing with each staff member later this month.

Director Eidson has also been in contact with City and Township attorneys to obtain an interpretation on the length of term of the Commissioner At Large position as outlined in the original agreement forming the Grand Blanc Parks and Recreation Commission.

Assistant Director's Report

Assistant Director Jamie Weasel reported that registration for Winter programs will begin December 11. Winter programs include swim instruction, youth basketball programs for children age 3 through the sixth grade and Daddy Daughter Dater Night.

The Annual Santa Hotline is scheduled for December 19 & 20. Area children will be able to call "Santa" from 3:45 to 5:00 pm and tell him about their wish list.

The Men's Basketball leagues have begun. Curtis Williams is doing a fine job supervising the leagues. There a few new teams this year.

Recreation Programmer Report

Recreation Programmer Kellie Sergent reported that Fall Afterschool Activities will be ending soon. Programs will start again in January with the traditional sports and continue with the Kids Pastry Chef classes taught by Debbie Case.

Participation in Middle School Intramural basketball is low, however those participating are having fun and have asked if the program can continue in January.

Kellie attended the 2007 Programming Our World, conference in Kalamozoo, November 28-30. Sessions included group games for day camps, creative ideas for special events, GeoCaching, teen councils, and marketing ideas for programs. Grand Blanc Parks and Recreation received an award in the Youth Program category for the new Young Pastry Chef program. Kellie will be a member of the planning committee for the 2008 POW conference.

The Holiday Harvest Dinner & Dance for families with children with special needs was held at the Senior Center November 16th. About 75 people attended the event.

Kellie, along with the Director and Assistant Director has been meeting with R. Kubani, planning for the upcoming youth basketball season. The league has been expanded to include third graders. The program is now called Junior League Basketball. Junior League Cheer is a new addition to the program this season.

Maintenance Supervisor

Maintenance Supervisor Andy Taylor reported that the staff has been preparing the sled hill and equipment for winter. A sound system has been installed at the sled hill for music and announcements.

The fence between the front and back of the Creasey Bicentennial Park is being removed by maintenance staff.

The maintenance staff assisted Grand Blanc Little League with some projects on the baseball fields. The balance of the work will have to wait until spring. The Township DPW assisted with removing grass to build a warning track on Field # 4.

Privacy fencing was erected between the pole barn and the cell tower for screening of stored materials.

The staff has been researching utility vehicles for use at the park.

Andy met with R. Buell of the Township DPS regarding the pond, road and landscaping at the front of the park.

Administration & Policy

The committee met via e-mail with T. Brundle, T. Pettit, G. Gratsch and Director Eidson participating.

The Director had been contacted by G. Knag regarding the length of term for the position of Commissioner At Large. G. Knag questioned the original agreement, establishing the Grand Blanc Parks and Recreation Commission as to whether the position is a two or three year term. G. Knag reported that she had submitted the document to Township Attorney D. Lattie for review and interpretation and had asked that the City attorney should review it as well.

Director Eidson contacted D. Lattie who returned the interpretation, that while the precedent and current procedure of a two year term was "not hurting" anything, he interpreted the agreement to state the position was a three year term. Lattie also commented that he believed the City Attorney had drafted the original document.

Director Eidson contacted Attorney W. Griffin who reviewed the document and is in agreement with D. Lattie. Eidson e-mailed the results of these conversations to the committee who unanimously agreed to recommend to the full Commission that the Commission At Large position be a three year term going forward. G. Knag, the current Commissioner At Large, will serve until December 31, 2008.

Motion by R. Swaim, supported by G. Gratsch, to file a letter with the original Letter of Agreement establishing the Grand Blanc Parks and Recreation Commission, clarifying that attorneys for the City and Township have interpreted from the original documents that the Commissioner At Large position is a three year term. Yeas-7, Nays-0. Motion approved.

Protocol for issues dealing with outside entities should be handled by the Executive Director.

Budget & Finance

No report.

Senior Committee

The Committee met December 7, 2007 with G. Gratsch, R. Swaim, J. Kilmer and Director Eidson present.

The Director reported that staff had been working on bid requirements from the Genesee County Health Department for a new three compartment sink at the Senior Center kitchen since August. The installation of the new sink is required for congregate meal participation, as well as being licensed as a catering kitchen

Staff met with a County representative in late November. The representative has determined that an application to the Health Department for the work is not necessary and instructed staff to move forward with the bid process. Bid proposal requests were sent to four contractors, with three responding.

Staff recommended the bid be awarded to Coates Plumbing at \$2,800.00 for the plumbing and sink installation and a second bid awarded to Countertops Plus to install new countertop and backsplash for \$950.00. The committee unanimously agreed to recommend to the full Commission Coates Plumbing and Countertops Plus be awarded the contracts.

Motion by G. Gratsch, supported by T. Pettit, to award the bid for installing a three compartment sink in the Senior Center kitchen to Coates Plumbing for a cost of up to \$2,800.00. Yeas-7, Nays-0. Motion approved.

Motion by G. Gratsch, supported by T. Pettit, to award the bid for installing countertops and backsplash in the Senior Center kitchen to Countertops Plus for a cost of up to \$950.00. Yeas-7, Nays-0. Motion approved.

The next item for discussion was the balance of funds in the Senior County Millage account. The Director requested the committee recommend making the November transfer based on the report in the agenda and also transfer the remaining funds, approximately \$11,000.00, so that the year end financial reports would not be skewed.

Director Eidson also recommended that the Senior Millage account be closed with Senior Millage funds being deposited directly into the General Fund, as funds will be dispersed from the County bi-monthly in 2008. The County will require bi-monthly reports which will continue to be generated and submitted to both the Commission and the County. The committee agreed to make both recommendations to the full Commission.

Motion by G. Gratsch, supported by T. Pettit, to transfer the balance of funds in the Senior Millage Account to the General Fund. Yeas-7, Nays-0. Motion approved.

Area & Facilities

No report.

New Business

The Director informed the Commission that the RFP for Senior Millage Funds for the period January 11, 2008 to September 30, 2008 is due December 21, 2007 to the Genesee County Planning Commission.

Motion by J. Kilmer, supported by T. Pettit, stating that the Commission is in support of submitting an RFP for funding from the Genesee County Senior Millage for the period January 1, 2008 to September 30, 2008. Yeas-7, Nays-0. Motion approved.

Motion by J. Kilmer, supported by T. Pettit, to continue maintenance of effort of all in kind support services previously offered to the Grand Blanc Senior Center. Yeas-7, Nays-0. Motion approved.

Financial Reports

Motion by, T. Pettit, supported by T. Brundle, to accept the November 2007 Financial Reports as presented. Yeas-7, Nays-0. Motion approved.

Motion by, G. Gratsch, supported by J. Kilmer, to adjourn the meeting, as there was no other business to discuss. Yeas-7, Nays-0. Motion approved. The meeting adjourned at 6:35 pm.

Respectfully submitted,

Ted Brundle, Secretary
TB/pr