Mark Baker, Chair
Justin Friend, Vice Chair
Susan LaRose, Secretary
Deb Lannen, Treasurer

Mike Hintz, Commissioner
Corie Layton, Commissioner
Jeri LeRoi, Commissioner

Notice Posting: July 11, 2019

REGULAR MEETING OF THE
EAST BAY CHARTER TOWNSHIP PARKS COMMISSION
East Bay Township Hall at 1965 North Three Mile Road
Monday, July 15, 2019 at 6 P.M.

- Call Meeting to Order
- Pledge of Allegiance
- Roll Call
- Public Comment
- Approval of the Agenda
- Approval of the Minutes: 6/17/2019
- Communication
  1. Minutes: Please note, minutes may be in draft form depending on date of meeting.
     - Township Board of Trustees – not available at time of posting
     - Planning Commission - not available at time of posting
- Reports and Updates
  1. Treasurer
  2. Report Provided to Township Board July 8, 2019
- Business before the Parks Commission
  1. Mark Baker Resignation
  2. Elect New Chair to Commission
  3. Project Updates
     - Gen's Park
     - Grace Macdonald Park
     - Arbutus No. 5
  4. Website
- Public Comment
- Recess and Reconvene at Grace Macdonald Park (133 East Arbutus Lake Rd)
- Re-Open Meeting
- Review Grace Macdonald Park Improvements
- Adjournment

REVENUE AND EXPENDITURE REPORT FOR EAST BAY TOWNSHIP

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019	ACTIVITY FOR MONTH 07/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT PROPERTY TAXES	420,615.00	415,602.17	0.00	5,012.83	98.81
101-000-420.000	DELINQUENT PERSONAL PROPERTY	0.00	0.00	0.00	0.00	0.00
101-000-423.000	SWAMPLAND TAX	6,000.00	0.00	0.00	6,000.00	0.00
101-000-434.000	MOBILE HOME TAX	1,500.00	545.00	109.00	955.00	36.33
101-000-441.000	LOCAL STABILATION	2,294.05	2,294.05	0.00	0.00	100.00
101-000-477.000	LICENSES AND PERMITS	14,000.00	8,502.00	640.00	5,498.00	60.73
101-000-477.100	STORMWATER PERMITS	3,660.00	3,660.00	0.00	0.00	100.00
101-000-574.000	STATE REVENUE SHARING DISTRIB	978,410.00	296,821.00	0.00	681,589.00	30.34
101-000-580.000	GRANT AWARDS	20,261.82	20,261.82	0.00	0.00	100.00
101-000-591.591	SEPTAGE ADVANCE REPAYMENT	35,363.00	0.00	0.00	35,363.00	0.00
101-000-608.000	CHARGE FOR SERVICES-CABLE FRA	190,000.00	46,884.02	0.00	143,115.98	24.68
101-000-622.998	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
101-000-626.001	PASSPORT FEE REVENUES	10,000.00	7,092.00	406.00	2,908.00	70.92
101-000-627.000	SUMMER TAX COLLECTION PAYMENT	19,200.00	0.00	0.00	19,200.00	0.00
101-000-629.000	ELECTION REIMBURSEMENT	18,400.00	0.00	0.00	18,400.00	0.00
101-000-642.000	CHARGE FOR SERVICES/SALES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	EARNED INTEREST	13,401.67	16,316.54	2,914.87	(2,914.87)	121.75
101-000-665.022	HRA INTEREST	0.00	0.00	0.00	0.00	0.00
101-000-665.591	SEPTAGE INTEREST	10,929.00	5,464.26	0.00	5,464.74	50.00
101-000-671.500	MARKET VALUE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
101-000-676.000	REBRST/CONTRIB/GRANT PYMTS	0.00	0.00	0.00	0.00	0.00
101-000-676.100	GRANT FUNDING-TOT'S PLAYGROUND	0.00	0.00	0.00	0.00	0.00
101-000-676.200	ITC LANDSCAPE GRANT	0.00	0.00	0.00	0.00	0.00
101-000-676.300	GENS PARK ACCESSABILITY GRANT	0.00	0.00	0.00	0.00	0.00
101-000-676.751	GMD PARK GRANT REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
101-000-677.000	METRO ACT ROW REVENUE	17,305.31	17,305.31	0.00	0.00	100.00
101-000-679.000	PARK LAND ACQUISITION	650.00	460.00	0.00	190.00	70.77
101-000-680.000	PARK CONSTRUCTION FUND	0.00	0.00	0.00	0.00	0.00
101-000-680.300	GENS PARK FUNDRAISER	0.00	0.00	0.00	0.00	0.00
101-000-680.400	LITTLE LIBRARIES FUND RAISER	0.00	0.00	0.00	0.00	0.00
101-000-687.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
101-000-692.000	OTHER REVENUES/DONATIONS	10,578.44	11,004.19	425.75	(425.75)	104.02
101-000-692.100	UTILIZATION F/B GENERAL FUND	0.00	0.00	0.00	0.00	0.00
101-000-692.101	UTILIZATION BOARD ELECTRONIC DEVICES	0.00	0.00	0.00	0.00	0.00
101-000-692.191	UTILIZATION OF ELECTION EQUIPMENT	20,603.00	0.00	0.00	20,603.00	0.00
101-000-692.206	UTILIZATION OF FUND BALANCE METRO FIRE	0.00	0.00	0.00	0.00	0.00
101-000-692.265	UTILIZATION F/B BUILDING MAIN	0.00	0.00	0.00	0.00	0.00
101-000-692.266	UTILIZATION CAP-INTERIOR CONTENTS	0.00	0.00	0.00	0.00	0.00
101-000-692.446	OTHER REVENUE ROAD PROJECTS	0.00	0.00	0.00	0.00	0.00
101-000-692.526	UTILIZATION F/B COMPACTOR	0.00	0.00	0.00	0.00	0.00
101-000-692.591	UTILIZATION F/B SEPTAGE	0.00	0.00	0.00	0.00	0.00
101-000-692.677	UTILIZATION OF METRO ACT ROW	0.00	0.00	0.00	0.00	0.00
101-000-692.751	UTILIZATION FB PARKS COMMISSION	145,600.00	0.00	0.00	145,600.00	0.00
101-000-692.770	UTILIZATION F/B GROUNDS TRUCK	0.00	0.00	0.00	0.00	0.00
101-000-692.911	UTILIZATION FUND BALANCE-HRA/HSA	0.00	0.00	0.00	0.00	0.00
101-000-696.209	INSTALLMENT PURCHASE AGREEMENT	0.00	0.00	0.00	0.00	0.00
101-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
101-000-699.001	LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,938,771.29	852,212.36	4,495.62	1,086,558.93	43.96
TOTAL REVENUES		1,938,771.29	852,212.36	4,495.62	1,086,558.93	43.96

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019	ACTIVITY FOR MONTH 07/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 000						
101-000-998.000	TRANSFERS TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 751 - PARK COMMISSION						
101-751-706.000	BOARD MEETING FEES	9,657.00	3,618.48	0.00	6,038.52	37.47
101-751-706.010	RECORDING SECRETARY	1,232.00	403.50	0.00	828.50	32.75
101-751-706.020	MEETING RECORDING	0.00	0.00	0.00	0.00	0.00
101-751-706.100	ADDITIONAL/SPECIAL MEETINGS	2,167.00	140.70	0.00	2,026.30	6.49
101-751-726.000	SUPPLIES	1,000.00	480.00	0.00	520.00	48.00
101-751-747.000	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-751-748.000	MAINT & REPAIR	0.00	0.00	0.00	0.00	0.00
101-751-749.000	GEN'S PARK CAPITAL OUTLAY	35,600.00	9,882.38	(1,382.10)	25,717.62	27.76
101-751-750.000	PINES PARK CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-751-751.000	PARK LAND ACQUISITION	25,000.00	0.00	0.00	25,000.00	0.00
101-751-752.000	PARK CONSTRUCTION FUND	0.00	0.00	0.00	0.00	0.00
101-751-801.001	ATTORNEY/ENGINEER/GRANT FEES	10,000.00	365.18	(6,592.75)	9,634.82	3.65
101-751-802.000	CONTRACT SERVICES	5,000.00	103.00	0.00	4,897.00	2.06
101-751-802.047	LITTLE LIBRARY	0.00	0.00	0.00	0.00	0.00
101-751-802.048	GENS PARK FUNDRAISER EXPENSES	0.00	0.00	0.00	0.00	0.00
101-751-854.100	TART TRAIL MAINT AGREEMENT	4,000.00	3,340.00	0.00	660.00	83.50
101-751-873.000	PAYROLL EXPENSES	905.00	287.57	0.00	617.43	31.78
101-751-967.020	DISTRIBUTION OF GRANT PROCEEDS	20,261.82	20,261.82	0.00	0.00	100.00
101-751-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-751-970.100	CAPITAL OUTLAY PINES PARK	0.00	0.00	0.00	0.00	0.00
101-751-970.751	CAPITAL OUTLAY BATHROOMS	0.00	0.00	0.00	0.00	0.00
101-751-970.752	CAPITAL OUTLAY GENS PARK	0.00	0.00	0.00	0.00	0.00
101-751-970.753	GRACE MACDONALD PARK IMPROVEMENTS	170,861.00	15,799.39	8,324.80	155,061.61	9.25
101-751-970.754	ARBUTUS LAKE #5 PARK	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 751 - PARK COMMISSION		320,683.82	54,682.02	349.95	266,001.80	17.05
TOTAL EXPENDITURES		320,683.82	54,682.02	349.95	266,001.80	17.05
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,938,771.29	852,212.36	4,495.62	1,086,558.93	43.96
TOTAL EXPENDITURES		320,683.82	54,682.02	349.95	266,001.80	17.05
NET OF REVENUES & EXPENDITURES		1,618,087.47	797,530.34	4,145.67	820,557.13	49.29

BALANCE SHEET FOR EAST BAY TOWNSHIP
Period Ending 07/31/2019

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000-001.000	OPERATING CASH	1,901,730.39
101-000-001.004	CASH	0.00
101-000-001.300	RESTRICTED CASH	870,627.65
101-000-002.000	HRA Fund	41,014.80
101-000-004.000	PETTY CASH	200.00
101-000-006.000	PAYROLL CHECKING	5,347.93
101-000-020.000	RE PROP TAXES REC-CURRENT	0.00
101-000-026.000	RE PROP TAXES REC-DELINQUENT	0.00
101-000-030.000	FRANCHISE TAX RECBL - CHARTRS	0.00
101-000-040.000	State Revenue Sharing Receiva	0.00
101-000-041.000	ACCOUNTS RECEIVABLE	0.00
101-000-050.001	Case Settlements Receivable	0.00
101-000-056.000	ACCRUED INTEREST RECEIVABLE	0.00
101-000-084.000	DUE FROM OTHER FUNDS	0.00
101-000-084.701	DUE TO/DUE FROM	0.00
101-000-084.703	DUE FROM TAX FUND	0.00
101-000-084.815	DUE FROM 04-03-R	0.00
101-000-084.865	DUE FROM ROAD DEBT FUND	0.00
101-000-084.890	DUE FROM LANDS END	0.00
101-000-091.000	PREPAIDS	0.00
Total Assets		2,818,920.77
*** Liabilities ***		
101-000-202.000	ACCOUNT PAYABLES	0.00
101-000-205.000	ACCRUED PAYROLL	0.00
101-000-206.000	DEFFERED PROPERTY TAXES	0.00
101-000-214.210	DUE TO OTHER FUNDS	2,974.26
101-000-214.865	DUE TO ROAD DEBT FUND	0.00
101-000-214.890	SHORTAGE LANDS END SA	0.00
101-000-227.000	DUE TO COLONIAL	0.00
101-000-229.000	DUE TO FEDERAL GOVT	0.00
101-000-232.000	ING DEDUCTION	0.00
101-000-259.000	ACCRUED TAXES PAYABLE	0.00
101-000-314.590	ADVANCE	(527,531.10)
Total Liabilities		(524,556.84)
*** Fund Balance ***		
101-000-390.000	FUND BALANCE	2,414,395.37
101-000-390.011	COMPACTOR TRAILER	0.00
101-000-390.012	Compactor Maintenance	0.00
101-000-390.022	HRA FUNDBALANCE	0.00
101-000-390.033	GROUNDS VEHICLE	29,495.56
101-000-390.034	BLDG & GROUNDS MAINT/REPAIR	54,359.55
101-000-390.044	PLAYGROUND EQUIP. RESTRICTED	0.00
101-000-390.045	GMACDONALD PARK IMPROVEMENTS	110,000.00
101-000-390.046	GENS PARK FUNDRAISER	21,510.00
101-000-390.047	LITTLE LIBRARIES FUND RAISER	317.70
101-000-390.055	PARKS CONSTRUCTION RESTRICTED	8,746.00
101-000-390.056	PARKS CAPITAL-TRAILS	40,000.00
101-000-390.066	RESTRICT VIDEO/AUDIO/RECORDIN	0.00
101-000-390.191	ELECTIONS CAPITAL	63,000.00
101-000-390.209	CAPITAL-ASSESSING	18,260.21
101-000-390.247	TWP REVOLVING IMPROVEMENT FUN	20,000.00
101-000-390.265	CAPITAL BUILDING MAINT	69,139.73
101-000-390.266	CAPITAL-INTERIOR CONTENTS	74,588.73
101-000-390.267	CAPITAL-EXTERIOR BUILDING	97,241.30
101-000-390.268	TWP HALL LANDSCAPING-CAPITAL	1,532.06
101-000-390.397	DNR MATCH-KILLINGSWORTH	0.00
101-000-390.446	OTHER REVENUE ROADS PROJECTS	31,074.48
101-000-390.448	STREETLIGHTS CAPITAL	14,290.08
101-000-390.591	SEPTAGE	0.00
101-000-390.619	INVASIVE PEST CONTROL	49,107.50
101-000-390.677	ROW METROPOLITAN ACT	134,000.00
101-000-390.751	CAPITAL-PARKS/BATHROOMS	0.00
101-000-392.000	Out of Balance Correction	0.00
101-000-393.000	FUND BALANCE DESIGNATED	0.00
101-000-394.000	PARK EQUIPMENT	0.00
101-000-396.000	FUTURE PARK LAND PURCHASES	33,964.75
Total Fund Balance		3,285,023.02
Beginning Fund Balance		3,285,023.02
Net of Revenues VS Expenditures		58,454.59

Fund 101 GENERAL FUND

GL Number	Description	Balance
	Ending Fund Balance	3,343,477.61
	Total Liabilities And Fund Balance	2,818,920.77

EAST BAY CHARTER TOWNSHIP
PARK COMMISSION
East Bay Charter Township Hall
1965 N. Three Mile Road
Traverse City, MI 49696

Regular Meeting
Monday, June 17, 2019

Present: Deb Lannen, Susan LaRose, Corie Layton, Jeri LeRoi and Justin Friend

Absent: Mark Baker and Mike Hintz

Staff Present: Supervisor Beth Friend

1. **Call Meeting to Order:** Vice-Chair Friend called the meeting to order at 6:00pm.

2. **Pledge of Allegiance** was recited by all in attendance

3. **Roll Call:** Roll was called by the Secretary.

4. **Public Comment**
   None

5. **Approval of the Agenda:**
   LaRose moved and LeRoi seconded to approve the agenda as presented. The motion carried upon a voice vote.

6. **Approval of the Minutes of the May 20, 2019 Regular Meeting and May 23, 2019 Park Tour Meeting**
   LaRose moved and Layton seconded to approve the May 20, 2019 Regular Meeting minutes as amended noting that Friend attended the MTA conference and brought back the brochures. The motion carried upon a voice vote.

   Layton moved and LeRoi seconded to approve the May 23, 2019 Park Tour Meeting minutes as amended noting that Lannen was absent. The motion carried upon a voice vote.

7. **Communications**
   a. **Garfield Township Intent to Amend Master Plan**
      Friend shared that Garfield Township intends to create a new zoned area in the township and the intent is required by Michigan Planning Enabling Act.

   b. **Grand Traverse Conservation District Invoice for Plantings at Killingsworth Park**
      The plantings cost $480.

c. Minutes

Township Board of Trustees
Planning Commission
Supervisor Friend noted that the 2018 audit is now complete and funds will now be moved as requested. She added that the board approved the Brown Bridge Quiet Area rules.

7. Reports:

A. Treasurer's Report

Lannen said that some expenditures have placed Gens Park and Grace Macdonald Park together and the spreadsheet will be amended.

8. New Business

A. Project Updates

1. **Gens Park –** Supervisor Friend updated Commissioners on the Gens Park project. Water levels are high and are impacting completion of the proposed project. She reviewed some options with Commissioners and Commissioners decided to table the Gens Park project at this time.

2. **Grace Macdonald Park –** Supervisor Friend said that the fencing is repaired, the parking area is prepped for paving, and the sidewalk to the pavilion is complete. Asphalt will be laid this week more fencing will be repaired by township staff.

3. **Arbutus No. 5 –** GOREC Representative Katie Grieznak will take a look at the park for placement of proposed items. A grant will be written for two bathrooms, but a unisex facility may be an option as well.

B. Grant Applications

1. **DNR Natural Resources Trust Fund Grant Application –**
   This grant was written for the property east of Five Mile Road and a site visit is being done.

2. **Par Plan Risk Reduction Grant Application –** This grant has been submitted for safety ground cover at Pines Park.

3. **GT Band of Ottawa and Chippewa Indians 2% Tribal Grant Application**
   The grants for Mt. Holiday and Holiday Woodland Preserve have both been submitted.

4. **Board meeting in July –** Supervisor Friend told commissioners that the July Board meeting would be a reports based meeting and a Commissioner may like to come and discuss the Water Tower property with the board.

C. **Website –** Supervisor Friend asked Parks Commissioners to review the township Website as it related to the parks.

8. **Public Comment**
   Commissioners brought up the rental of the gazebo at Grace Macdonald Park and said that the rental paperwork was not appropriate to post for public viewing.

9. **Adjournment**
   Friend adjourned the meeting at 6:34pm.