

**LINCOLN CHARTER TOWNSHIP  
PARKS COMMISSION  
SPECIAL MEETING**

**Saturday, January 28, 2006**

A special meeting of the Lincoln Charter Township Parks Commission was called by Chairman Todd Gardner for the purpose of planning and development. Notice posted January 26, 2006.

The meeting was called to order at 8:05 a.m. by Chairman Gardner at the Lincoln Township Municipal Building, 2055 W. John Beers Road, Stevensville.

**COMMISSIONERS PRESENT:** Todd Gardner, Kim Risk, Bill Tucker, Rich Knapp, Rick Knight, John Hoskins and Mike Lucker.

**ALSO PRESENT:** Mike Pechtel of Lakeshore Youth Baseball/Softball Association (LYBSA)

**Discussion:** Pechtel provided information regarding LYBSA's acceptance of the newly imposed recreation use fee. According to Pechtel, LYBSA has restructured their financial goals to achieve balance and to accomplish future goals along with the Parks Commission. They raised their registration fee from \$55/per player to \$65 and expect to contribute \$5,000 to Parks in use fees based on an estimated 450-500 players.

LYBSA will have to carryover a \$3,000 fencing expense. They had anticipated raising their registration fee to \$65 to cover this expense before the parks fee was introduced. Pechtel presented a proposal requesting Parks use \$3,000 of the expected \$5,000 generated from recreation fees for the final fencing payment.

Discussion held as to whether or not all fencing has been completed. Tucker will confirm work. Chairman asked for copies of invoices. Action on proposal postponed.

**Recreation Fees:** Chairman shared recreation fee data from 15 other Michigan townships which used escalating fees based on the age of the participants. While fees were kept low for very young children, fees were significantly higher for older kids enrolled in sports/recreation programs. He reported on January meetings with baseball/softball, football, and soccer.

**Meeting feedback:**

- Groups should organize and create a central reservation process for all the township parks sports/rec programs to ease parks fee collection and improve registration (online, credit card) and to help the organizations shift expenses.
- Parks should consider hiring out mowing and sprinkler upkeep or ask Lakeshore Schools to provide more services in exchange for parks facility usage.
- Groups should continue to fundraise and work on securing donations and community grants.

Commission discussed setting up long-term lease agreements with each sports/rec group and including the resolution to charge recreation use fees and use them for capital improvements at that facility in the lease.

1. **Fund Set Up** – Amend resolution to state that any group that charges a registration fee will pay Parks a use fee. Treasurer Knight is working on identifying what Parks spends annually per facility. Sports/rec groups have been asked to project how

much will be raised through use fees based on number of players. An umbrella organization should be recognized for each facility.

2. **Fund Management** – Identify primary and secondary needs per facility. Determine priority projects, estimated costs, and timelines. Large donations from business and individuals should be recognized. Set up a Recreation Board and administrative parks office.
3. **Reserve Status** – Did not discuss.

Risk presented a half-sheet draft explaining the new parks recreation use fee for groups to hand out at registration. She will consult Knight to add major parks capitol improvements from the last several years.

**Annual Budget Meeting:** On Tuesday, February 21, 2006, at 6:00 p.m. the Parks Commission will meet with the Township Board to present the budget. The meeting is open to the public.

**Employees:** Commissioners agreed to track hours spent outside regular and special meetings on parks-related business. Risk will design individual timesheets. Discussed increasing hourly wage of \$10.00 to \$15.00 to compensate commissioners. For now, Hoskins will fill the role of Parks Maintenance Supervisor.

**Bylaws:** Risk gave each commissioner a draft of revised Bylaws and requested they read over and submit recommendations for changes. **Additions:** Parks Mission Statement, Articles on Objectives, Basic Policies, Financial Administration, and Budget, and expanded Duties and Authority of Officers.

**Expenses and Services:** Discussed opening commercial accounts with Lowe's, Ace Hardware, and Office Depot. Gardner will set up.

The meeting was adjourned at 10:40 a.m.

Kimberly Risk  
Kimberly Risk, Secretary