

City of Wyoming Parks & Recreation Commission

February 13, 2013, 7:00 p.m., Wyoming City Hall Meeting Minutes

A. Call to order of the Parks and Recreation Commission

The meeting was called to order at 7:05 p.m. by Chairman Wustman.

Present: Douglas Broek, Robert Cook, Eric Hartfield, Oogie LaMar, Rod VanOeveren, Douglas Wustman

Absent: Megan Harley, David Skinner, Alex Smart, Aaron Velthouse, Richard Pastoor (ex-officio)

B. Approval of Agenda

A motion was made by VanOeveren to approve the agenda as presented, and seconded by Broek. Motion carried unanimously.

C. Approval of Minutes of the January 9, 2013 meeting

A motion was made by VanOeveren, seconded by Hartfield to approve the minutes of the December 12, 2012 meeting. Motion carried unanimously.

D. Public Comment on Agenda Items (limit to 3 minutes)

None.

E. Jackson Park Phase 1 Development Project/MNRTF Grant

Rynbrandt reviewed the memo included in the packet. With the recent capping of the Michigan Natural Resources Trust Fund requiring all grant making to be funded by the funds income (without touching principal), maximum grant awards are now \$300,000. Historically the City of Wyoming has received grants exceeding \$600,000. This new reduced limit will require the City of Wyoming to raise/hold more funds in the Parks and Recreation dedicated fund balance in order to provide for significant development projects.

On Monday, February 11, 2013 the City Council affirmed the policy related to the growth and use of the dedicated fund balance. In order to maintain operations and plan for cash flow, emergencies, major maintenance, and development, it has been our policy to maintain and grow our fund balance in the following manner:

Cash flow/Emergency	10-15% of budget	\$305,560 - \$458,340
Major Maintenance	5%-10%	\$152,780 - \$305,560
Total General Reserve		\$458,340 - \$763,900
Grant Match/Major	Historical Target	\$400,000 - \$500,000

Capital		
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In this model, based upon current projections, we only have \$581,945 - \$887,505 available for grant matches/major capital. Funding the Phase 1 Jackson Park development project would require us to drop below our minimal desired General Reserve standard. Taking into consideration the recent ongoing major maintenance needs identified in the 5-Year Recreation Master Plan in addition to development needs, the City Council has affirmed we are to:

- Prioritize maintaining current facilities.
- Maintain our Fund Balance use plan.
- Delay the Jackson Park MNRTF grant one year to ascertain the impact of Personal Property Tax loss and evaluate overall revenue trends.
- Cancel the public hearing scheduled for February 18, 2013.

VanOeveren concurred with the Council's position, and those present affirmed their support. It was shared that a conservative approach to financial management of the fund balance is the right approach.

F. FY 2014 Budget

The draft 2014 budget was presented by Rynbrandt. No major maintenance or capital has been planned and a full-time park maintenance position has been eliminated to allow for basic revenues to equal basic expenses. Tax income has been reduced by 5% due to continued decline in property values and the loss of Personal Property Tax.

Rynbrandt reviewed the recommendations of the Community Development Block Grant Committee. They are recommending \$100,000 for Wyoming Senior Center improvements, \$156,000 in Pinery Park improvements (Restroom/Concession building, fitness equipment replacement, and Veteran's Park arches) for their 2013-2014 budget. This is one time funding and became available due to HUD closeout of previous grant projects. Rynbrandt shared with the Commission the discussions related to Pinery Park Little League and their desires for a larger concession area than that at Gezon Park. The CDBG Committee is concerned about funding the concession; in this regard Rynbrandt shared that a leasing arrangement would most likely be necessary to return some income to the CDBG fund. We will not enter into an agreement like we did with SKRA.

The Commission had no recommendations for changes to the proposed budget.

G. Grants/Informational Items

- Stepping Stones Program Year End

Congratulations were extended to the Kristine Schwab and our therapists for their exceptional work this past year. The program runs on a calendar year. Through fundraising and cost containment, over \$18,000 was returned to the programs dedicated fund balance.

H. Commissioner Concerns and Suggestions

VanOeveren shared his concerns regarding the needs of city government and the lack of the state and federal governments' leadership in providing for the community. Lamar reflected that to of our legislators have been trained to debate not to compromise. Wustman shared his concern that politicians are barely recognizing the difference between being a Manager and a Leader.

Lamar shared that the Wyoming High Schools Soccer and Girls Basketball teams were Conference Champions as well as Girls Bowling. The Wyoming Public Schools high school consolidation is complete and went very well. Wyoming Public Schools will be having a bond issue on the May ballot for major facility changes to align with the new needs presented by the consolidation (new auditorium), improvements to elementary buildings. An emphasis on arts will be placed and designated spots for this type of curriculum provided for.

I. Public Comment in General (limit to 3 minutes)

None.

J. Motion to Adjourn the Parks and Recreation Commission Meeting

A motion by Broek, supported by Lamar was made at 8:05 p.m. Motion carried unanimously.

Respectfully submitted,

Rebecca Rynbrandt
Director of Community Services