



Recreation Authority of Roseville & Eastpointe Board
Wednesday, October 11, 2023 - 4:00pm
Conference Room - Recreation Authority Center
Meeting Agenda

- A. Roll Call
- B. Approval of Minutes for Regular Meeting September 13, 2023.
- C. Approval of Disbursements and Budget Report.
 - 1. Disbursements #3
 - 2. Revenue/Expense Reports
- D. Hearing of the Public - agenda items only
- E. Communications
- F. Old Business
 - 1. Update on Large Gym Floor Project.
- G. New Business
 - 1. Renewal of 5-Year Recreation Master Plan.
 - 2. Review and discuss upcoming Rec. Authority Special Events
 - 3. Discuss potential overnight party rental request.
- H. Hearing of the Public.
- I. Discussion by Director
- J. Discussion by Board members
- K. Adjournment

Next regular meeting is scheduled for Wednesday, November 8, 2023 at 4pm.



Recreation Authority of Roseville & Eastpointe Board Meeting Minutes

Conference Room - Recreation Authority Center

18185 Sycamore, Roseville, MI 48066

September 13, 2023

Meeting called to order 4:02pm

A. Roll Call

- a. Mr. McCain, Mr. Switalski, Mr. Walters and Mr. Merucci are present. Mr. Klinefelt is absent.

B. Approval of Minutes

a. Regular Meeting August 9, 2023

- i. Motion to approve the August Regular Meeting minutes was made by Mr. Walters, supported by Mr. McCain. Mr. Merucci presented an edit to New Business, item C to add the board vote. All approved, none opposed. Motion passed.

C. Approval of Disbursements and Budget Report

a. Disbursement #2

- i. Motion to approve disbursement #2 was made by Mr. Walters, supported by Mr. Switalski. All approved, none opposed. Motion passed.

b. Revenue/Expense Report

- i. Motion to approve the revenue/expense report was made by Mr. Switalski, supported by Mr. McCain. All approved, none opposed. Motion passed.

D. Hearing of the Public – agenda items only

- a. No public attendance.

E. Communications

- a. Mr. Lipinski shared a few newspaper articles.

F. Old Business

G. New Business

a. Update on Large Gym Floor Project.

- i. Mr. Lipinski and the board viewed and discussed the current progress of the large gym.

b. Request approval for selecting Option #1 to resolve the moisture mitigation issue.

- i. A motion to approve the selection of Option #1 to resolve the moisture mitigation issue in the large gym was made by Mr. Walters, supported by M. Switalski. All approved, none opposed. Motion passed.

c. Request support of board in responding to recreation center location discussion.

- i. Mr. Lipinski stated that he would appreciate the boards support with sending a letter in regards to the comments being made regarding a recreation building in Eastpointe.

d. Update on renewal process of 5-Year Recreation Master Plan.

- i. Mr. Lipinski shared that a RFP is in progress for finding a company to update the 5-year Recreation Master Plan. Proposals will be in by the next board meeting.

e. Update on filling staff vacancies.

- i. Mr. Lipinski shared new hires for the Office Assistant, Community Engagement and Senior Van Dispatcher positions. There are still two part time positions to fill.

H. Hearing of the Public

- a. No public attendance.

I. Discussion by Director.

- a. Mr. Lipinski shared about Summer Day Camp, Kalahari Trip, Senior Center Parking Lot Party, Hoop Class, Youth Soccer programs, Women's Self-Defense class, Babysitting Clinic, and Youth and Adult dance. Shutdown will be happening the last two weeks of August going into Labor Day. The Huron Park Lights project is complete. The application for the Community Center Grant was submitted. Mr. Lipinski welcome Mr. McCain to the RARE Board.

J. Discussion by Board Members.

- a. Mr. Switalski – no comments
- b. Mr. Walters – Welcomed Mr. McCain. Reminded the board of the upcoming audit.
- c. Mr. McCain – Thanked the board for the warm welcome.
- d. Mr. Merucci – Shared the letter from the Eastpointe Gratiot Cruise showcasing the Recreation Authority sponsorship

Meeting adjourned – 4:55pm

Recreational Authority of Roseville & Eastpointe

Disbursement #3

September 2023 94,171.26

AP Total 94,171.26

Pay #6 (9/13/23) 25,895.09

Vacation pay-in-lieu (9/15/23) 2,602.53

Pay #7 (9/27/23) 30,594.10

Payroll Total 59,091.72

Grand Total **153,262.98**

*THE FOLLOWING AMOUNTS REPRESENT DISBURSEMENTS FOR
MATERIALS AND SERVICES RECEIVED.*

SUBMITTED FOR BOARD APPROVAL:

EXECUTIVE DIRECTOR



CITY CONTROLLER

THE BOARD APPROVED PAYMENT FOR THE ABOVE VOUCHERS ON:

DATE

BOARD CLERK / TREASURER

CHECK REGISTER
SEPTEMBER 2023
RARE

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check #
Fund 208 PARK/RECREATION FUND							
Dept 101 GENERAL DEPARTMENT							
208-101-402.000	CURRENT PROPERTY TAXES	MACOMB COUNTY TREASURER	INVOICE (RARE) THROUGH 8-31-23	83123	9/19/2023	275.68	9312
208-101-402.000	CURRENT PROPERTY TAXES	MACOMB COUNTY TREASURER	08-5601652501- MM CAREGIVER	82323	9/19/2023	47.01	9312
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HUTCHINSON, SHERISE	REFUND	81823	9/7/2023	130.00	9293
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MACOMB ALUMAE CHAPTER-DELTA SIGMA	REFUND OF OVERPAYMENT	82823	9/7/2023	250.00	9295
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SEWELL, JARMAL	REFUND	82123	9/7/2023	130.00	9298
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WEBER, PATRICIA	REFUND	82223	9/7/2023	75.00	9301
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CLANCY, ROSA	REFUND	90823	9/19/2023	55.00	9308
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DIXON, DELPHINE	REFUND	90823	9/19/2023	55.00	9310
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PARK, RAYMOND	REFUND	90823	9/19/2023	110.00	9313
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WHITE, TONI	REFUND	90823	9/19/2023	55.00	9315
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ANDERSON, SHELITA	REFUND ON RENTAL	91923	9/28/2023	150.00	9322
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BELL, ALICE	REFUND	91923	9/28/2023	50.00	9323
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BROWN, TIA	REFUND ON RENTAL	91123	9/28/2023	200.00	9326
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FLANZ, LINDA	REFUND	91923	9/28/2023	49.00	9332
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MOORE, ANJELA	REFUND ON RENTAL	91123	9/28/2023	200.00	9336
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MPARKS	GRAND EXPERIENCE-FINAL ROOM PAYMENT	200006738	9/28/2023	47050.00	9337
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	NEMBARD-MONTGOMERY, DIANE	REFUND ON RENTAL	91923	9/28/2023	200.00	9338
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	VANESSA LYNN EARSLEY	SDC WEEK ONE PARTIAL REFUND	PR25872	9/28/2023	85.00	9341
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WALTER, LINDA	REFUND	91323	9/28/2023	816.00	9342
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	CITY OF ROSEVILLE	PC CH#6424 - REIMBURSE CITY PETTY CASH FOR RODNEY BERRY	C16449	9/7/2023	98.28	9287
208-101-730.000	POSTAGE	CITY OF ROSEVILLE	AUGUST POSTAGE 2023	2007	9/28/2023	168.39	9327
208-101-740.000	SUPPLIES	AD-TECH AGENCY INC	LIFEGAURD SHIRTS (22)	64486	9/28/2023	330.00	9320
208-101-740.000	SUPPLIES	CITY OF ST CLAIR SHORES	7/5-8/16 - 2023 SDC POOL USAGE	PR25880	9/28/2023	1560.00	9328
208-101-740.004	4' X 6' VERTICAL GLASSLESS ROLLING STAND	DANCE EQUIPMENT INTERNATIONAL	MIRRORS/BALLET BARRES	6726	9/7/2023	2925.00	9288
208-101-740.004	6' DOUBLE SIDED CHROME FREE STANDING	DANCE EQUIPMENT INTERNATIONAL	MIRRORS/BALLET BARRES	6726	9/7/2023	722.00	9288
208-101-740.004	SHIPPING/HANDLING TO 48066	DANCE EQUIPMENT INTERNATIONAL	MIRRORS/BALLET BARRES	6726	9/7/2023	944.12	9288
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	DEE'S SPORT SHOP INC	ADULT TSHIRTS	41843	9/7/2023	980.00	9289
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	FITNESS THINGS	TRUE FITNESS BIKES	INV11874	9/28/2023	2522.00	9331
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	FITNESS THINGS	SERVICE CALL AND LABOR	INV11877	9/28/2023	225.00	9331
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	GREAT LAKES SECURITY HARDWARE	KEYS DUPLICATED	70983	9/28/2023	95.15	9333
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	SNA SPORTS GROUP	TWO COMPLETE COLLEGIATE VOLLEYBALL SYSTEMS	454299L	9/28/2023	7989.00	9340
208-101-801.000	PROFESSIONAL SERVICES	ACORN ELECTRIC COMPANY	NEW LIGHTING FIXTURES	82423	9/7/2023	2391.00	9284
208-101-801.000	PROFESSIONAL SERVICES	CHIMENTI, PAUL	9/7 PARKING LOT PERFORMANCE	09072023A	9/7/2023	275.00	9286
208-101-801.000	PROFESSIONAL SERVICES	REVIZE LLC	ANNUAL FEE	16637	9/7/2023	1800.00	9297
208-101-801.000	PROFESSIONAL SERVICES	SLING	PREMIUM- 52 USERS	7E20492B-0010	9/7/2023	98.98	9299
208-101-801.000	PROFESSIONAL SERVICES	ROSEVILLE COMMUNITY SCHOOLS	SDC BUS TRANSPORTATION	PR25875	9/19/2023	4586.65	9314
208-101-801.000	PROFESSIONAL SERVICES	ABBOTT, JASON	A RARE NIGHTMARE - MAGIC SHOW	PR25878	9/28/2023	750.00	9319
208-101-801.000	PROFESSIONAL SERVICES	ANDERSON, ECKSTEIN AND WESTRICK INC	PROJ# 1556-0002-0 RARE GENERAL ENGINEERING SERVICES	145880	9/28/2023	2728.00	9321
208-101-818.000	CONTRACTUAL SERVICES	KRISTIN JD WILSON	7/7-8/18 CHAIR YOGA CLASSES	81823	9/7/2023	325.72	9294
208-101-818.000	CONTRACTUAL SERVICES	SMITH, JASMINE	JULY-AUG 2023 PRESCHOOL PROGRAMS	81623	9/7/2023	194.00	9300
208-101-818.000	CONTRACTUAL SERVICES	ELSEY, TOM	9/8 OFFICALS PAY	PR25881	9/28/2023	120.00	9330
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, DENNIS	9/8 & 9/15 OFFICALS PAY	PR25881	9/28/2023	240.00	9334
208-101-818.000	CONTRACTUAL SERVICES	SMITH, TYRONE	9/8 & 9/15 OFFICALS PAY	PR25881	9/28/2023	240.00	9339
208-101-818.000	CONTRACTUAL SERVICES	WEIMERT, JOE	9/8 OFFICALS PAY	PR25881	9/28/2023	120.00	9343
208-101-920.000	UTILITIES	DTE ENERGY	ELEC SVC 9100 026 8010 68/8/23-9/7/23	91123	9/28/2023	128.93	9329
208-101-931.000	BUILDING MAINTENANCE	BRIGHT HORIZON SERVICES INC	FERTILIZER TREATMENT	42303	9/7/2023	277.00	9285
208-101-931.000	BUILDING MAINTENANCE	DUNBAR MECHANICAL INC	WO#160129-FIX UNIT	99889	9/7/2023	212.33	9291

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JOURNALS POSTING REPORT

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GL Number						
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208-000-001.001				CASH RECR AUTH		14,899.20
208-000-258.000				ACCRUED TAXES PAYABLE		3,266.10
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,729.79
208-101-706.000				WAGES- PERMANENT EMPLOYEES	13,713.04	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,583.91	
208-101-715.000				FICA-EMPLOYER'S	1,584.56	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,331.21	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	633.88	
208-691-715.000				FICA-EMPLOYER'S	48.49	
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GL Number						
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208-000-001.001				CASH RECR AUTH		1,822.93
208-000-258.000				ACCRUED TAXES PAYABLE		369.88
208-000-258.001				OTHER PAYROLL WITHHOLDING		409.72
208-101-706.000				WAGES- PERMANENT EMPLOYEES	2,417.59	
208-101-715.000				FICA-EMPLOYER'S	184.94	
					<u>2,602.53</u>	<u>2,602.53</u>
					<u>2,602.53</u>	<u>2,602.53</u>

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
09/27/2023	PR	S	798512 487	SUMMARY PR 09/27/2023		
208-000-001.001				CASH RECR AUTH		18,356.91
208-000-258.000				ACCRUED TAXES PAYABLE		3,917.70
208-000-258.001				OTHER PAYROLL WITHHOLDING		8,319.49
208-101-706.000				WAGES- PERMANENT EMPLOYEES	13,713.04	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	9,821.42	
208-101-715.000				FICA-EMPLOYER'S	1,755.73	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,331.21	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	673.57	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	1,981.50	
208-691-715.000				FICA-EMPLOYER'S	203.12	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	114.51	
					<u>30,594.10</u>	<u>30,594.10</u>
					<u>30,594.10</u>	<u>30,594.10</u>

10/06/2023		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 09/30/2023							
		% Fiscal Year Completed: 25.00							
		2023-24		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2023-24	09/30/2023		MONTH 09/30/23	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 208 - PARK/RECREATION FUND									
Revenues									
208-101-402.000	CURRENT PROPERTY TAXES	1,663,394.00	1,663,394.00	2,998.08		2,805.88	0.00	1,660,395.92	0.18%
208-101-614.000	VENDING REVENUE	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	480,000.00	480,000.00	11,777.47	A	(12,508.70)	0.00	468,222.53	2.45%
208-101-653.000	SMART-OPERATING CREDITS	193,712.00	193,712.00	0.00		0.00	0.00	193,712.00	0.00%
208-101-654.000	SMART- FAREBOX REVENUE	72,643.00	72,643.00	1,540.00		467.00	0.00	71,103.00	2.12%
208-101-664.000	INTEREST AND DIVIDENDS	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00%
208-101-674.000	CONTRIBUTIONS AND DONATIONS	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00%
TOTAL REVENUES		2,414,749.00	2,414,749.00	16,315.55		(9,235.82)	0.00	2,398,433.45	0.68%
Expenditures									
208-101-706.000	WAGES- PERMANENT EMPLOYEES	421,738.97	421,738.97	98,523.08		29,843.67	0.00	323,215.89	23.36%
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	508,303.50	508,303.50	122,968.16		17,503.61	0.00	385,335.34	24.19%
208-101-709.000	WAGES- OVERTIME	1,000.00	1,000.00	158.13		0.00	0.00	841.87	15.81%
208-101-715.000	FICA-EMPLOYER'S	71,226.00	71,226.00	16,635.92		3,525.23	0.00	54,590.08	23.36%
208-101-718.000	RETIREMENT FUND CONTRIBUTION	70,167.00	70,167.00	16,337.93		4,662.42	0.00	53,829.07	23.28%
208-101-719.000	HEALTH, LIFE, DENTAL	156,104.00	156,104.00	25.00		12.50	0.00	156,079.00	0.02%
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	7,174.98	7,174.98	(596.43)	B	0.00	0.00	7,771.41	-8.31%
208-101-728.000	OFFICE SUPPLIES	8,000.00	8,000.00	596.09		125.90	259.80	7,403.91	7.45%
208-101-730.000	POSTAGE	17,928.00	17,928.00	399.60		168.39	0.00	17,528.40	2.23%
208-101-740.000	SUPPLIES	50,000.00	50,000.00	14,541.97		7,819.95	5,242.68	35,458.03	29.08%
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	55,620.00	55,620.00	19,246.00		16,601.91	0.00	36,374.00	34.60%
208-101-751.000	FUEL	4,000.00	4,000.00	0.00		0.00	0.00	4,000.00	0.00%
208-101-801.000	PROFESSIONAL SERVICES	80,000.00	80,000.00	21,770.18		15,973.43	0.00	58,229.82	27.21%
208-101-818.000	CONTRACTUAL SERVICES	98,000.00	98,000.00	4,523.44		1,239.72	0.00	93,476.56	4.62%
208-101-826.000	LEGAL FEES	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-850.000	COMMUNICATIONS	30,000.00	30,000.00	639.26		7.41	0.00	29,360.74	2.13%
208-101-861.000	AUTO EXPENSE ALLOWANCE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-864.000	CONFERENCE & WORKSHOPS	3,500.00	3,500.00	0.00		0.00	0.00	3,500.00	0.00%
208-101-880.000	COMMUNITY PROMOTION	27,550.00	27,550.00	7,545.75		747.38	0.00	20,004.25	27.39%
208-101-900.000	PRINTING & PUBLICATIONS	35,000.00	35,000.00	6,500.00		0.00	0.00	28,500.00	18.57%
208-101-901.000	BANK FEES	8,000.00	8,000.00	1,473.90		0.00	0.00	6,526.10	18.42%
208-101-910.000	INSURANCE AND BONDS	40,000.00	40,000.00	38,341.00	C	(981.00)	0.00	1,659.00	95.85%
208-101-920.000	UTILITIES	30,000.00	30,000.00	2,367.10		128.93	0.00	27,632.90	7.89%
208-101-931.000	BUILDING MAINTENANCE	61,500.00	61,500.00	19,558.25		11,649.88	0.00	41,941.75	31.80%
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	11,500.00	11,500.00	894.92		431.43	0.00	10,605.08	7.78%
208-101-939.000	VEHICLE MAINTENANCE	5,000.00	5,000.00	0.00		0.00	0.00	5,000.00	0.00%
208-101-940.000	RENTALS	6,000.00	6,000.00	0.00		0.00	0.00	6,000.00	0.00%
208-101-958.000	MEMBERSHIPS AND DUES	2,500.00	2,500.00	180.00		180.00	0.00	2,320.00	7.20%
208-101-960.000	EDUCATION AND TRAINING	5,000.00	5,000.00	1,125.65		47.20	0.00	3,874.35	22.51%
208-101-961.000	CERTIFICATIONS & LICENSES	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00%
208-101-993.000	LAND USE FEE	120,000.00	120,000.00	0.00		0.00	0.00	120,000.00	0.00%
208-101-993.001	VENDING EXPENSE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-996.027	ADMINISTRATION COSTS	66,243.90	66,243.90	0.00		0.00	0.00	66,243.90	0.00%

10/06/2023		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 09/30/2023							
		% Fiscal Year Completed: 25.00							
		2023-24		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2023-24	09/30/2023		MONTH 09/30/23	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
208-101-999.000	TRANSFERS OUT	175,120.00	175,120.00	0.00		0.00	0.00	175,120.00	0.00%
Total Expenditures - Dept	101-GENERAL DEPARTMENT	2,179,676.35	2,179,676.35	393,754.90		109,687.96	5,502.48	1,785,921.45	18.06%
208-691-706.000	WAGES- PERMANENT EMPLOYEES	43,781.97	43,781.97	6,836.60		673.57	0.00	36,945.37	15.62%
208-691-707.000	WAGES- TEMPORARY EMPLOYEES	103,117.50	103,117.50	11,622.02		2,615.38	0.00	91,495.48	11.27%
208-691-715.000	FICA-EMPLOYER'S	11,238.00	11,238.00	1,412.08		251.61	0.00	9,825.92	12.57%
208-691-718.000	RETIREMENT FUND CONTRIBUTION	7,443.00	7,443.00	874.10		114.51	0.00	6,568.90	11.74%
208-691-719.000	HEALTH, LIFE, DENTAL	26,017.00	26,017.00	0.00		0.00	0.00	26,017.00	0.00%
208-691-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	1,102.69	1,102.69	0.00		0.00	0.00	1,102.69	0.00%
208-691-740.000	SUPPLIES	750.00	750.00	0.00		0.00	0.00	750.00	0.00%
208-691-751.000	FUEL	16,000.00	16,000.00	0.00		0.00	0.00	16,000.00	0.00%
208-691-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	1,120.07		1,061.07	0.00	10,879.93	9.33%
208-691-818.000	CONTRACTUAL SERVICES	5,150.00	5,150.00	1,802.30		0.00	0.00	3,347.70	35.00%
208-691-850.000	COMMUNICATIONS	6,500.00	6,500.00	1,188.14		288.13	0.00	5,311.86	18.28%
208-691-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	846.00		0.00	0.00	4,154.00	16.92%
208-691-910.000	INSURANCE AND BONDS	2,671.00	2,671.00	2,671.00		0.00	0.00	0.00	100.00%
208-691-939.000	VEHICLE MAINTENANCE	3,713.00	3,713.00	0.00		0.00	0.00	3,713.00	0.00%
208-691-960.000	EDUCATION AND TRAINING	0.00	0.00	205.69	D	205.69	0.00	(205.69)	100.00%
208-691-976.000	BUILDING ADDITON & IMPROVEMENT	365,000.00	365,000.00	0.00		0.00	0.00	365,000.00	0.00%
208-691-983.000	OFFICE EQUIPMENT	2,500.00	2,500.00	0.00		0.00	0.00	2,500.00	0.00%
208-691-996.027	ADMINISTRATION COSTS	19,371.20	19,371.20	0.00		0.00	0.00	19,371.20	0.00%
Total Expenditures - Dept	691-SMART	631,355.36	631,355.36	28,578.00		5,209.96	0.00	602,777.36	4.53%
TOTAL EXPENDITURES		2,811,031.71	2,811,031.71	422,332.90		114,897.92	5,502.48	2,388,698.81	15.02%
Fund 208 - PARK/RECREATION FUND:									
TOTAL REVENUES		2,414,749.00	2,414,749.00	16,315.55		(9,235.82)	0.00	2,398,433.45	
TOTAL EXPENDITURES		2,811,031.71	2,811,031.71	422,332.90		114,897.92	5,502.48	2,388,698.81	
NET OF REVENUES & EXPENDITURES		(396,282.71)	(396,282.71)	(406,017.35)		(124,133.74)	(5,502.48)	9,734.64	

10/06/2023		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 09/30/2023							
		% Fiscal Year Completed: 25.00							
		2023-24		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2023-24	09/30/2023		MONTH 09/30/23	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 408 - CAPITAL PROJECTS FUND - RARE									
Revenues									
408-101-699.000	TRANSFER IN	175,120.00	175,120.00	0.00		0.00	0.00	175,120.00	0.00%
TOTAL REVENUES		175,120.00	175,120.00	0.00		0.00	0.00	175,120.00	0.00%
Expenditures									
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	365,000.00	365,000.00	79,150.00		0.00	0.00	285,850.00	21.68%
408-101-982.000	MACHINERY	8,000.00	8,000.00	10,270.00	E	0.00	0.00	(2,270.00)	128.38%
408-101-983.000	OFFICE EQUIPMENT	12,000.00	12,000.00	0.00		0.00	0.00	12,000.00	0.00%
408-101-984.000	FURNITURE	5,000.00	5,000.00	0.00		0.00	0.00	5,000.00	0.00%
TOTAL EXPENDITURES		390,000.00	390,000.00	89,420.00		0.00	0.00	300,580.00	22.93%
Fund 408 - CAPITAL PROJECTS FUND - RARE:									
TOTAL REVENUES		175,120.00	175,120.00	0.00		0.00	0.00	175,120.00	
TOTAL EXPENDITURES		390,000.00	390,000.00	89,420.00		0.00	0.00	300,580.00	
NET OF REVENUES & EXPENDITURES		(214,880.00)	(214,880.00)	(89,420.00)		0.00	0.00	(125,460.00)	
A The negative revenue in the current month is due to returns from rentals.									
B The negative amount in the current month relates to a refund check the Authority received from Travelers.									
C The negative amount in the current month relates to a refund check the Authority received from MML.									
D Education and training for SMART was not budgeted. A budget adjustment will be needed to include this expense in the current year budget.									
E Amount exceeds budgeted amount for the current year. Recumbant bikes were purchased for the fitness room. A budget adjustment will be needed for the current year.									

*Setting the standard in
quality floor covering solutions.*

20320 Cornillie Drive
Roseville, Michigan 48066
Tel. (586) 585-7470
Fax (586) 585-7478



August 30, 2023

Roseville Recreation Center
18185 Sycamore Street
Roseville, Mi 48066

Attn: Anthony Lipinski

Re: Roseville Recreation Center
Large Gym Floor **REVISED** With Credit

Option 1 Tarkett Multi poxy

We submit the following quotation in the amount of **FOURTY NINE THOUSAND NINE HUNDRED FIFTY DOLLARS (\$49,950.00)** to furnish and Install Tarkett Multi- Poxy Adhesive throughout the entire floor within Specifications to maintain warranty within RH slab readings in Large Gym area.

Breakdown

• 17 Units of Tarkett Multi -Poxy @ \$575.00 each	\$9,775.00
• Extra labor cost of installing with multi-Poxy 820 Yd @ \$16 Per	\$ 13,120.00
• Grinding concrete to Surface profile of a SP-1	\$19,885.00
• Tooling for grinding 8 segments @ \$70.00 per tool	\$560.00
• 3 Wolf grinder and heap vac system rental @ 275.00 per day	\$5,775.00
• Freight Cost	\$250.00
• Tax	\$585.00
	\$49,950.00
* Credit for 17 Pails of Tarkett Multi- Set Adhesive	\$3,660.00

TOTAL

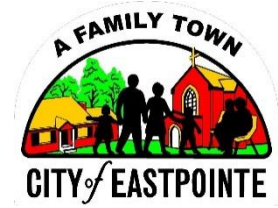
\$46,290.00

Please feel free to call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Shock", written over a horizontal line.

Joseph Shock
Project Manager



Request for Proposals

Professional Planning Services to Update the 5-Year Joint Recreation Master Plan For Recreation Authority of Roseville & Eastpointe (R.A.R.E.), City of Eastpointe and City of Roseville

Deadline to Submit: October 6, 2023 @ 4:00 PM

Recreation Authority of Roseville & Eastpointe
Attn: Anthony Lipinski
18185 Sycamore
Roseville, MI 48066
586-445-5480

A. Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit competitive proposals from qualified professional recreation planning consultants to complete an update of a comprehensive Three-Part Joint Recreation Master Plan for the Recreation Authority of Roseville & Eastpointe, the City of Eastpointe and the City of Roseville. The Recreation Plan will be completed in accordance with Michigan Department of Natural Resources (MDNR) guidance documents and include all requisite components for certification by the MDNR Recreation Plan Guidelines Booklet -IC1924 (Rev. 3/19/2021).

All proposals must contain the requisite information outlined in this RFP and must be received no later than **4:00 PM EST on Monday, October 6, 2023** at the Recreation Authority of Roseville & Eastpointe, 18185 Sycamore in Roseville where they will be opened. Interested parties may obtain a copy of the RFP at the City of Eastpointe, City of Roseville or the Recreation Authority of Roseville & Eastpointe.

B. Introduction

In November 2011, residents from the Cities of Eastpointe and Roseville voted to form the Recreation Authority of Roseville & Eastpointe (RARE), approving a 1 mil tax levy. The Recreation Authority, operating as a separate entity from the two cities, provides a variety of recreation programs, activities, leagues and special events for the residents of Eastpointe and Roseville. Many of these programs are held in the parks in Eastpointe and Roseville. Each city still owns and maintains their parks, while RARE coordinates the reservations of park facilities and operates programs.

Maintaining the parks in each city is a priority. A comprehensive Joint Recreation Master Plan will serve as a basis for planning park improvements in each city. Grant applications for park improvements would be submitted by each city seeking the park improvement, with endorsement from the Recreation Authority. The Recreation Authority could apply for grants seeking improvements to the Recreation Authority Center and its property.

C. Scope of Work and Timeline

A Joint Parks & Recreation Master Plan for the City of Eastpointe, City of Roseville, and the Recreation Authority of Roseville & Eastpointe, was developed and submitted to the Michigan Department of Natural Resources (MDNR) in 2020. The current Plan is available upon request from the Recreational Authority.

Request for Proposals

The primary focus of this proposal is to update and prioritize projects for improving of the facilities in the parks in each community and at the Recreation Authority Center. Much of the current plan's inventory of existing parks facilities can be updated and carried forward. The updated Recreation Plan should provide more direction to larger redevelopment initiatives, future land use goals, improved facilities and new programming.

A presentation at the Recreation Authority of Roseville & Eastpointe Board meeting, City of Eastpointe Council Meeting and City of Roseville Council meeting to gather public hearing information is expected to complete the plan.

The goal is to have the Recreation Plan adopted by the City Councils at or before one of their January, 2024 regular meetings. This would then allow the Authority and cities to submit the plan to the MNDR in time for the Michigan Natural Resources Trust Fund grant application deadline on February 1, 2024. Below is the proposed project timeline, which the successful respondent will be required to meet as part of the selection process. These dates are approximate based on the overall timeframe. The consultant may propose a different timeline based on actual experience.

Contract Award: October 18, 2023 (Special Meeting - RARE Board)

- Phase 1: Project Initiation/Administration: October 30, 2023
- Phase 2: Update Research and Analysis, Accessibility Assessment, Needs Assessment: November 6 - 17, 2023
- Phase 3: Update Plan Outline & Preliminary Recommendations: November 20 – 30, 2023
- Phase 4: Public Outreach: December 1 - 15
 - Recreation Authority Board Meeting & City Council Meetings
- Phase 5: Prepare Draft Plan with Goals and Objectives: December 18 – *January 5, 2024*
- Phase 6: Review and Adoption: January 8 - *January 26, 2024*
 - Recreation Authority Board Review and Recommendation (January 10, 2024)
 - Required Public Hearing
 - Final Recommendation to City Council

City Council Meeting for Approval: January 23, 2024

D. Submittal Format and Requirements

To be considered for selection, submit the following information in keeping with the recommended format, identifying each item by number and letter.

1. Introduction

Request for Proposals

Briefly describe your firm, qualifications of its principals, and how you are best suited to provide the scope of services required. You should include an explanation of your overall approach and any unique capabilities or qualifications you could bring to the Recreation Authority of Roseville & Eastpointe, City of Eastpointe and City of Roseville. Be sure to include the primary contact's name, address, e-mail and phone number. The proposal should be signed by someone authorized to bind the firm to all commitments made in the proposal.

2. Experience and Qualifications

- a. Identify the individuals or team members from your organization that will be performing the scope of services described above. Include a complete listing of the name(s), phone number(s) and e-mail address for everyone listed.
- b. Describe relevant experience and qualifications of the key individual(s) that will be involved in providing or developing the requested services.
- c. Describe past performance in providing similar services and a list of representative projects completed for other municipalities or authorities where you have provided recreation planning services.

3. References

Provide at least three (3) references that will be contacted for verification of your experience and qualifications.

4. Estimated Project Budget and Hourly Rates

a. Project Budget

Based on review of the described scope of services, and past project experience, please provide an estimated overall project budget. The Recreational Authority is not required to accept the lowest cost proposal, and will consider other factors in selecting the successful respondent. Please note that estimated project budget will account for approximately 15% of the evaluation criteria.

b. Hourly Rates

Provide a list of hourly rates your firm typically charges for professional planning services. If the hourly rates are based on the individual or employee classification completing the work, please provide a list of the individuals or employee classifications that will be charged to the project and their corresponding hourly rates. The hourly rates should be inclusive of all benefits and indirect charges associated with those individuals or employee classifications.

c. Reimbursable Expenses

Please provide a list of common reimbursable expenses such as travel expenses (mileage, lodging), copying, postage, etc.; and generally what portion of the overall project budget those expenses entail.

E. Contact Person and Clarification of the RFP

Any respondent requiring clarification of the provisions or requirements outlined in this RFP may address questions to the Recreational Authority of Roseville & Eastpointe preferably by e-mail to:

Anthony Lipinski, Executive Director
Recreational Authority of Roseville & Eastpointe
alipinski@rare-mi.org
(586)445-5480

F. Consultant Selection

1. Evaluation Criteria

Respondents will be evaluated and selected by a selection committee of Board members based on the following criteria on a 100-point scale:

- a. Demonstrated experience, technical knowledge and minimum qualifications with emphasis on cultural and natural resource based recreation (25 points);
- b. Completion of similar projects and positive responses from references (20 Points);
- c. Ability to complete services in a timely manner (20 points);
- d. Estimated project budget and hourly rates charged for services (15 points);
- e. Demonstrated local knowledge and familiarity with the Eastpointe/Roseville area (10 points); and
- f. Ability to work with diverse interest groups and conduct an effective public input process (10 points).

2. RFP Review and Award Timeline

The following timeline applies to this RFP, however, the Recreation Authority Board may change the estimated dates and process as needed:

Activity	Estimated Date
RFP Issued	September 28, 2023
Proposal Due Date	October 6, 2023 @ 4:00 PM
Recreation Authority Board Approval	October 18, 2023
Award of Contract	October 18, 2023
Project Begins	October 19, 2023



Recreation Authority of Roseville & Eastpointe
18185 Sycamore, Roseville 48066
(586)445-5480 www.rare-mi.org

Halloween Doggie Meet-Up & Costume Contest



Located at MiDog Park, Eastpointe

Bring your furry friend out to meet some new friends and show off their Halloween costume. If you would like to participate in the Halloween costume contest, a picture of your furry friend will be uploaded to Facebook the following day to compete in the contest. All doggies will receive a goodie bag for attending. There will also be a photo opportunity for you and your pet! If inclement weather, event will be postponed or cancelled. Visit our website, www.rare-mi.org to find out how to register your dog for the MiDog Park!



TUESDAY, October 24th
5:30 - 6:30pm

***Must have an active MiDog Park fob
to participate***

HAPPY HOWL-O-WEEN



Recreation Authority of Roseville & Eastpointe
18185 Sycamore, Roseville 48066
(586)445-5480 www.rare-mi.org

A RARE NIGHTMARE

FRIDAY, OCTOBER 27

6:00 - 8:00PM

EVENT TO BE HELD AT THE RECREATION CENTER

Bring the family out to the Recreation Authority for some Halloween fun!



- Variety / magic show
- Spooky dance
- Pumpkin patch and decorating
- Ghoulish games and crafts
- Treat Trail Scavenger Hunt* indoors

Resident: \$10 per person

Non-Resident: \$12 per person

Children 2 and under are FREE*

REGISTER BY: Sunday, October 22nd



*This event is only successful if we have groups passing out candy for our Treat Trail Scavenger Hunt. If you are interested in having a table on our Treat Trail to pass out candy, please register by calling (586)445-5480 or email Sara at sfrederick@rare-mi.org. This is a great opportunity for local businesses and organizations.



Recreation Authority of Roseville & Eastpointe
18185 Sycamore, Roseville 48066
(586)445-5480 www.rare-mi.org

20th Annual "Rumblin' Tumblin' Pumpkin Rolldown"

**WEDNESDAY, November 1st
6:00pm SHARP!
Spindler Park Sledding Hill**

**Have you ever seen a pumpkin roll down a sledding hill?
Join us for the crazy, fun event and see how gravity works
on your carved pumpkin!**





RECREATION AUTHORITY OF ROSEVILLE & EASTPOINTE
18185 SYCAMORE, ROSEVILLE 48066
(586)445-5480 WWW.RARE-MI.ORG

VERY IMPORTANT PERSON (VIP) FAMILY DANCE



FRIDAY, DECEMBER 8TH
EVENT TO BE HELD AT RECREATION CENTER
6:30-9:30PM

TICKET PRICES PER PERSON

RESIDENT: \$20
NON-RESIDENT: \$25



This is a dance for children, and an important adult role model in their life, to enjoy a fun night out on the dance floor. This year's theme will be "Color Explosion - Glow Style", with an all-new balloon drop at 8:30pm! Registration will include a buffet dinner, dancing, a group photo and a special gift for each child at the end of the night! This event does sell out, so be sure to register early!

Craft Night

WEDNESDAY, December 13th
6:30 - 8:30pm

Join us and create your own porch leaner sign. All creative abilities are welcome. There will be three (3) choices as a template or you can make your very own design. Design template must be chosen at the time of registration. Leaner will be approximately 12" x 48" in size.

Materials provided: wood, chosen template, paint, and paintbrushes. Should you wish to put your leaner outside it is recommended to seal it with a polyurethane.



Templates to choose from:

WELCOME, WELCOME-ISH,
HELLO, or CREATE YOUR OWN

Resident: \$20 per person

Non-Resident: \$25 per person

REGISTER BY: Wednesday, December 6th

**Children 7 and younger must be accompanied by an adult*

LATEST HEADLINES

Eastpointe adds cornhole courts at Spindler Park

Custom boards feature historic Eastpointe landmarks



Eastpointe Parks Commission member Linda Flanz tosses a bag while Ross O'Donnell, who built the cornhole boards, watches. (PHOTO BY SUSAN SMILEY)

By **SUSAN SMILEY** | ssmiley@medianewsgroup.com | Macomb

Daily

September 29, 2023 at 6:45 a.m.



A new activity option was added to Eastpointe's Spindler Park Wednesday when the city's Parks Commission held an official opening of two cornhole courts.

The courts are located next to the horseshoe courts in what was previously a vacant, fenced area. According to Recreation Authority of Roseville and Eastpointe Chair Joseph Merucci, no one remembers that empty cell ever being used for anything.

"It was like it was just waiting for us," said Merucci. "It is almost like it was by design."



Eastpointe residents and members of the Parks Commission got in a couple of games on the new cornhole courts at Spindler Park Wednesday night.(PHOTO BY SUSAN SMILEY)

There are two courts with boards built by Wixom-based BLAST Cornhole. One court has boards featuring the U-M Big House and Spartan Stadium while the second court's boards depict the historic Halfway Schoolhouse on Nine Mile Road and the building that once housed the Kern Elementary School on 10 Mile Road.

“The Halfway Schoolhouse is iconic,” said Parks Commission Chair Gary Sasek. “We thought the custom designed boards really made the courts special. We’re pretty excited about this.”

Boards are made of PVC all-weather material and are permanently anchored into the ground with cement.

Bags can be rented inside the Patriot Building at the park or players can bring their own.



One of the Eastpointe cornhole boards pictures the historic Halfway Schoolhouse located on Nine Mile Road next to Eastpointe High School.(PHOTO BY SUSAN SMILEY)

Merucci said the cost of the boards was under \$1,000 and he believes they will be very well used by people in the community.

“We were trying to figure out what we could bring to the parks that is not that expensive but would be really appreciated by the community,” said Merucci. “We are talking about trying to do a tournament this year.”

2023 > September > 29



September 6, 2023

Recreation Authority of Roseville and Eastpointe
29777 Gratiot Avenue
Roseville, MI 48066

Dear Board Members:

We are in the process of planning for the audit of the financial statements of Recreation Authority of Roseville and Eastpointe ("RARE") for the year ended June 30, 2023. An important aspect of planning for the audit is communication with those who have responsibility for overseeing the strategic direction of the RARE and obligations related to the accountability of the RARE. At RARE, these responsibilities and obligations are held by the RARE Board of Trustees, collectively and individually; therefore, it is important for us to communicate with each of you in your role as a member of the RARE Board of Trustees.

As part of this communication process, we have spoken at length with Mr. Joseph Merucci regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of our audit. The purpose of this letter is to provide each of you with a summary of those discussions and to provide you with the opportunity to communicate with us on matters that may impact our audit.

Our Responsibility Under Generally Accepted Auditing Standards

As stated in our engagement letter addressed to Mr. Anthony Lipinski and dated July 24, 2023, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Based on the results of our procedures, we may include emphasis-of-matter paragraph in the auditor's report informing the users of the financial statements about RARE's implementation of Governmental Accounting Standards Board ("GASB") Statement No.96, *Subscription-Based Information Technology Arrangements*. The proposed wording of the emphasis-of-matter paragraph follows:

As described in Note X, during the year ended June 30, 2023, the Authority adopted the provisions of Governmental Accounting Standards Board Statement No. 96, Subscription-Based Information Technology Arrangements. Our opinion is not modified with respect to this matter.

Overview of the Planned Scope and Timing of the Audit

Ali H. Hijazi is the engagement partner responsible for supervising our services performed as part of this engagement. Our audit fieldwork will include three phases. The planning and preliminary information-gathering phase and risk assessment will occur during September; and the rest of our audit procedures will be performed during October.

To plan an effective audit, we must identify significant risks of misstatement in the financial statements, including those related to changes in the financial reporting framework or changes in the entity's environment, financial condition, or activities, and design procedures to address those risks.

Because management is in a unique position to perpetrate fraud due to its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be

operating effectively, generally accepted auditing standards require that we always consider this to be a significant risk. In addition, we identified the following significant risk of misstatement:

- Appropriate recognition and classification of RARE's various revenue streams, including property taxes, grants and charges for services.

In response to these identified significant risks, we will perform the following:

- Testing of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.
- Testing of cash receipts during the year and year-end and obtaining underlying documentation such as the signed tax rate request (L-4029), grant agreements or other support to evaluate the existence, completeness, timing, accuracy and classification of revenue recorded in the financial statements.

We will gain an understanding of accounting processes and key internal controls through a review of the accounting procedures questionnaires and control procedures questionnaires prepared by management. We will confirm through observation and inspection procedures that accounting procedures and controls included in the questionnaires have been implemented. We will not express an opinion on the effectiveness of internal control over financial reporting; however, we will communicate to you significant deficiencies and material weaknesses identified in connection with our audit.

The concept of materiality is inherent in our work. We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

Information from You Relevant to Our Audit

An important aspect of this communication process is the opportunity for us to obtain from you information that is relevant to our audit. Your views about any of the following are relevant to our audit:

- RARE's objectives and strategies and the related business risks that may result in material misstatements
- Matters that you consider warrant particular attention during the audit and any areas where you want to request additional procedures be undertaken
- Significant communications between RARE and regulators
- Understanding of RARE's relationships and transactions with related parties that are significant to RARE and any concerns regarding those relationships or transactions
- The attitudes, awareness, and actions concerning:
 - RARE's internal control and its importance to RARE, including how the Board of Trustees oversees the effectiveness of internal control and the detection or possibility of fraud
 - The detection or possibility of fraud, including whether Board of Trustees has knowledge of any actual, suspected, or alleged fraud affecting RARE
 - Any significant unusual transactions RARE has entered into

- The actions of the Board of Trustees in response to developments in accounting standards, regulations, laws, previous communications from us, and other related matters and the effect of such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:
 - The relevance, reliability, comparability, and understandability of the information presented in the financial statements
 - Whether all required information has been included in the financial statements and whether such information has been appropriately classified, aggregated or disaggregated, and presented
- Other information included in the annual financial report comprises the letter of transmittal. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements or the other information otherwise appears to be misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.
 - We expect that management will provide final versions of other information to us prior to the date of the auditor's report.

If you have any information to communicate to us regarding the above or any other matters you believe are relevant to the audit, or if you would like to discuss the audit in more detail, please call me at (586) 416-4975 as soon as possible.

Thank you for your time and consideration in this important aspect of the audit process. You can expect to hear from us again after the completion of our audit when we will report to you the significant findings from the audit.

Very truly yours,

Plante & Moran, PLLC

A handwritten signature in dark ink, reading "Ali Hijazi". The signature is fluid and cursive, with a small dot at the end.

Ali H. Hijazi
Partner