



Recreation Authority of Roseville & Eastpointe Board
Wednesday, February 21, 2024 - 4:00pm
Conference Room - Recreation Authority Center
Meeting Agenda

- A. Roll Call
- B. Approval of Minutes for Regular Meeting January 21, 2024.
- C. Approval of Disbursements and Budget Report.
 - 1. Disbursements #7
 - 2. Revenue/Expense Reports
- D. Hearing of the Public - agenda items only
- E. Communications
- F. Old Business
- G. New Business
 - 1. Request from Nancy Christ, Sheltering Lead for American Red Cross, to utilize the Recreation Authority Center as an Emergency Shelter.
 - 2. Election of Officers
 - A. Chairperson
 - B. Vice Chairperson
 - 3. Review and discuss amendments to the By-Laws.
 - 4. Recreation Master Plan update.
- H. Hearing of the Public.
- I. Discussion by Director
- J. Discussion by Board members
- K. Adjournment

*Next meetings are scheduled for Wednesday, March 2, 2024 at: 2:00 pm-Special Meeting;
4:00 pm Regular Meeting.*



Recreation Authority of Roseville & Eastpointe Board Meeting Minutes

Conference Room - Recreation Authority Center

18185 Sycamore, Roseville, MI 48066

January 14, 2024

Meeting called to order 4:00pm

A. Roll Call

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

B. Approval of Minutes

a. Regular Meeting December 13, 2023

- i. Motion to approve the November Regular Meeting minutes was made by Mr. Klinefelt, supported by Mr. Switalski. All approved, none opposed. Motion passed.

b. Special Meeting December 13, 2023

- i. Motion to approve the November Regular Meeting minutes was made by Mr. Switalski, supported by Mr. Klinefelt. All approved, none opposed. Motion passed.

C. Approval of Disbursements and Budget Report

a. Disbursement #6

- i. Motion to approve disbursement #6 was made by Mr. McCain, supported by Mr. Walters. All approved, none opposed. Motion passed.

b. Revenue/Expense Report

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

D. Hearing of the Public – agenda items only

- a. No public spoke.

E. Communications

- a. Mr. Lipinski shared an article from the Eastsider, a notice regarding the Mi Community Center Grant, a notice on the approval of the DNR Sparks Grant, a document regarding the economic impact of parks and an article regarding the City of Ferndale's Master Plan.

F. Old Business

a. Discuss and approve Recreation Authority meeting schedule for 2024

- i. A motion to approve the Recreation Authority meeting schedule for 2024 with the amendment of moving the June 19th to June 20th was made by Mr. Switalski, supported by Mr. Klinefelt. All approved, none opposed. Motion passed.

G. New Business

a. Request to approve Employment Agreement for Katelyn Golembiewski.

- i. A motion to approve the employment agreement for Katelyn Golembiewski was made by Mr. Switalski, supported by Mr. McCain. All approved, none opposed. Motion passed.

b. Request from Ryan Monroe, Roseville City Manager, to reimburse the City of Roseville in the amount of \$250,000 that was approved in the Park Improvement program for the Huron Park Ballfield Lighting Project.

- i. A motion to approve the request from Ryan Monroe, Roseville City Manager, to reimburse the City of Roseville in the amount of \$250,000 for the Huron Park Ballfield Lighting Project was made by Mr. Walters, supported by Mr. Klinefelt. All approved, none opposed. Motion passed.

c. Review and discuss 2024 winter youth sports league registrations.

- i. Mr. Lipinski shared a report regarding participation residency for the 2024 winter youth sports leagues. Mr. Switalski commented on the Middle School and High School basketball league imbalances. Mr. Merucci questioned if we can get a comparison from last season. Mr. McCain questioned about the response received from the schools regarding getting the information out.

d. Recreation Master Plan update.

- i. Mr. Lipinski has signed the agreement following changes recommended by the attorney. A kick off meeting was just confirmed to be on January 25th at 2:00pm.

H. Hearing of the Public

- a. No public spoke.

I. Discussion by Director.

- a. Mr. Lipinski shared about Ms. Frederick attending the Eastpointe City Council meeting; that the printed newsletters are now available for pick up; and that the Recreation Authority Center has stayed open during these cold days, however, some programs were cancelled. Mr. Lipinski will be attending the Roseville City Council meeting; shared that there is a Hot Shot Competition and Drive-in Movie scheduled for February 17. The Senior department has added a couple new programs such as Tea Talk and Puzzle People. Mr. Lipinski reminded the board of the kick off meeting for the master plan.

J. Discussion by Board Members.

- a. Mr. Klinefelt – Thanked Ms. Frederick for attending the Eastpointe Council Meeting
- b. Mr. Switalski – No comments
- c. Mr. Walters – No comments
- d. Mr. McCain – Excited for the new programs starting.
- e. Mr. Merucci – Mentioned receiving statistics for programs between Eastpointe, Roseville and non-residents.

Meeting adjourned – 4:37pm

Recreational Authority of Roseville & Eastpointe
Disbursement #7

January 2024	40,605.39
AP Total	<u>40,605.39</u>
Pay #14 (1/3/24)	28,671.64
Pay #15 (1/17/24)	29,688.00
Pay #16 (1/31/24)	<u>34,101.90</u>
Payroll Total	<u><u>92,461.54</u></u>
Grand Total	133,066.93

*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
JANUARY 2024
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 12-31-23	123123	1/11/2024	12.56	9576
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ABBOTT, SYDNEY	REFUND	10524	1/11/2024	50.00	9560
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ANDERSON, TERRY	REFUND	10824	1/11/2024	100.00	9562
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BROWN, JENNIFER	REFUND	10424	1/11/2024	75.00	9563
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BURDEN, NANCY	REFUND	10524	1/11/2024	95.00	9564
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BURKS, LINDA	REFUND OF RENTAL DEPOSIT	10824	1/11/2024	200.00	9565
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CARROLL, EVELYN	REFUND OF RENTAL	10524	1/11/2024	200.00	9566
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CHAPPELL, KENYA	REFUND	10824	1/11/2024	70.00	9567
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CLOUGHESSEY, RACHEL	REFUND-PROGRAM CANCELLED	10824	1/11/2024	95.00	9568
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DIFATTA, MONICA	REFUND-PROGRAM CANCELLED	10824	1/11/2024	80.00	9570
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HENRY, CHRISTINA	REFUND-PROGRAM CANCELLED	10524	1/11/2024	95.00	9571
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HUNTER, SKY	REFUND-PROGRAM CANCELLED	10824	1/11/2024	80.00	9572
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	JOHNSON, ROBERT	REFUND OF RENTAL DEPOSIT	10824	1/11/2024	100.00	9573
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	JUHL, ASHLEY	REFUND-PROGRAM CANCELLED	10824	1/11/2024	80.00	9574
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KRIST, ROBERT	REFUND	122823	1/11/2024	75.00	9575
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MERAY, NATALIE	REFUND-PROGRAM CANCELLED	10724	1/11/2024	95.00	9577
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MICHALSKI, CRYSTAL	REFUND-PROGRAM CANCELLED	10824	1/11/2024	80.00	9578
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MILLER, KERA	REFUND-PROGRAM CANCELLED	10524	1/11/2024	95.00	9580
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PERRY, MARGARET	REFUND-PROGRAM CANCELLED	10524	1/11/2024	95.00	9581
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RUDIN, ANTHONY	REFUND-PROGRAM CANCELLED	10824	1/11/2024	95.00	9582
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SCHLUND, MELISSA	REFUND-PROGRAM CANCELLED	10424	1/11/2024	55.00	9583
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STENGEL, SAMANTHA	REFUND	10824	1/11/2024	150.00	9585
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STRICKLEN, KRISTEN	REFUND-PROGRAM CANCELLED	10824	1/11/2024	80.00	9586
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	THURMOND, NATIAYA	REFUND OF RENTAL DEPOSIT	10324	1/11/2024	200.00	9587
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WENDELL, BRITTANY	REFUND-PROGRAM CANCELLED	10824	1/11/2024	95.00	9589
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WILKERSON, TIARA	REFUND-PROGRAM CANCELLED	10824	1/11/2024	95.00	9590
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WOLF, PARIS	REFUND OF RENTAL DEPOSIT	10824	1/11/2024	100.00	9591
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BELL, ANTIONETTA	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9597
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BERRY, DINA	REFUND OF RENTAL DEPOSIT	11624	1/24/2024	200.00	9598
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BINKOWSKI, MARTHA	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	200.00	9599
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BOCK, JESSICA	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9600
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BRUCE, DARRELL	REFUND REQUESTED	11024	1/24/2024	75.00	9602
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CAIN, ROBIN	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9603
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CLARKE, COLLEEN	REFUND-PROGRAM CANCELLED	11924	1/24/2024	115.00	9606
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CUNNINGHAM, MATTHEW	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9607
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DAVIS, TAMARA	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9608
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DRYMAN, BEV	REFUND OF RENTAL DEPOSIT	11624	1/24/2024	100.00	9612
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	EVANS, KECIA	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9615
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FERGUSON, KATHY	REFUND-PROGRAM CANCELLED	11924	1/24/2024	65.00	9616
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FLOWERS, RAYMOND	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9617
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	GIETZEN, RONELVA	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9619
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HALL, ROSEMARY	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9620
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HARVEY, AMBER	REFUND-PROGRAM CANCELLED	11924	1/24/2024	240.00	9621
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HUTEK, ASHLEY	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9623
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	JOHNSON, EBONY	REFUND-PROGRAM CANCELLED	11924	1/24/2024	115.00	9624
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	JOHNSON, KEANDA	REFUND OF RENTAL DEPOSIT	11624	1/24/2024	100.00	9625
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LEWIS, CHRISTOPHER	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9629
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MCCLURE, SHERLYN	REFUND OF RENTAL DEPOSIT	11624	1/24/2024	100.00	9631
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MILLER, TOM	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9632
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	OBETKAL, NORBERT	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9633
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PETERSON, RAYMOND	REFUND OF RENTAL DEPOSIT	11624	1/24/2024	100.00	9634

208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PRIBBLE, NICOLE	REFUND-PROGRAM CANCELLED	11924	1/24/2024	240.00	9635	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SCHNEIDER, LEAH	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9636	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SCHWARK, JODI	REFUND-PROGRAM CANCELLED	11924	1/24/2024	115.00	9637	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SHEPARD, KEARA	REFUND REQUESTED	11124	1/24/2024	75.00	9638	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STANLEY, SHYANNE	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9641	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	TAYLOR, MARIE	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	100.00	9642	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	TYRRELL, MELISSA	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9643	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WEDDERBURN, ALEXIS	REFUND OF RENTAL DEPOSIT	11624	1/24/2024	100.00	9644	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WILLARD-YAKUSHEV, AUTUMN	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9645	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WILLIAMS, VIRGINIA	REFUND OF RENTAL DEPOSIT	12224	1/24/2024	200.00	9646	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WITTE, SHANNON	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9647	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ZAFFARANO, KARI	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9648	
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ZIVOTIN, TINA	REFUND-PROGRAM CANCELLED	11924	1/24/2024	120.00	9649	
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	MICHIGAN MUNICIPAL LEAGUE	4TH QUARTER CONTRIBUTION	40123	1/11/2024	35.42	9579	
208-101-730.000	POSTAGE	CITY OF ROSEVILLE	DEC 2023 POSTAGE	2059	1/24/2024	104.58	9605	
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	DEE'S SPORT SHOP INC	VOLLEYBALL JERSEYS	42530	1/24/2024	1,824.00	9609	
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	DEE'S SPORT SHOP INC	BASKETBALL JERSEYS	42394	1/24/2024	4,446.00	9609	
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	SNA SPORTS GROUP	VOLLEYBALL POST PADDING/ANTENNA&SIDELINE MARKER	458890L	1/24/2024	1,397.00	9639	
208-101-801.000	PROFESSIONAL SERVICES	ANDERSON, ECKSTEIN AND WESTRICK INC	PROJ# 1556-0002-0 GENERAL ENGINEERING SERVICES	147901	1/11/2024	1,696.00	9561	
208-101-801.000	PROFESSIONAL SERVICES	UNIQUE IMAGE	PHOTOGRAPHY SERVICES FOR SENIOR CHRISTMAS PARTY	126691	1/11/2024	603.75	9588	
208-101-801.000	PROFESSIONAL SERVICES	CARR'S MOTORCOACH	2024 KALAHARI BUS DEPOSIT	8598 / 8599	1/24/2024	430.00	9604	
208-101-818.000	CONTRACTUAL SERVICES	BOUSSIE, DAVID	12/6-1/10/24 SCOREKEEPER PAY	PR25909	1/24/2024	108.00	9601	
208-101-818.000	CONTRACTUAL SERVICES	EUBANK, HUSTON	12/6-1/10/24 SCOREKEEPER PAY	PR25909	1/24/2024	108.00	9614	
208-101-818.000	CONTRACTUAL SERVICES	GERMAN, AIDEN	12/6-12/13 SCOREKEEPER PAY	PR25909	1/24/2024	66.00	9618	
208-101-818.000	CONTRACTUAL SERVICES	HOLLINS, AYRES	12/6-1/3/24 SCOREKEEPER PAY	PR25909	1/24/2024	66.00	9622	
208-101-818.000	CONTRACTUAL SERVICES	KLIFFEL, MORGAN	12/6-12/20 SCOREKEEPER PAY	PR25909	1/24/2024	66.00	9626	
208-101-818.000	CONTRACTUAL SERVICES	KLIFFEL, SAMANTHA	12/6-1/10 SCOREKEEPER PAY	PR25909	1/24/2024	108.00	9627	
208-101-818.000	CONTRACTUAL SERVICES	STALKER, OWEN	12/6-1/10 SCOREKEEPER PAY	PR25909	1/24/2024	108.00	9640	
208-101-900.000	PRINTING & PUBLICATIONS	DRIVE CREATIVE SERVICES LLC	NEWSLETTERS	3750	1/24/2024	11,702.00	9611	
208-101-920.000	UTILITIES	DTE ENERGY	ELEC SVC 9100 026 8010 6	11024	1/24/2024	94.71	9613	
208-101-931.000	BUILDING MAINTENANCE	ACORN ELECTRIC COMPANY	REMOVE/REPLACE SWITCHES	11824	1/24/2024	2,373.00	9596	
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV12057472	1/24/2024	62.08	9630	
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV12048630	1/24/2024	188.07	9630	
			Total For Dept 101 GENERAL DEPARTMENT					32,749.17
Dept 691 SMART								
208-691-850.000	COMMUNICATIONS	COMCAST	1/12/24-2/11/24 SERVICES	122823	1/11/2024	86.90	9569	
208-691-939.000	VEHICLE MAINTENANCE	SMART	11/21/23 SERVICE ON VEHICLE 36001/36002	18415	1/11/2024	477.57	9584	
208-691-939.000	VEHICLE MAINTENANCE	LAFATA AUTO BODY	REPAIR OF SMART VAN #32111	PR25907	1/24/2024	3,466.91	9628	
			Total For Dept 691 SMART					4,031.38
			Total For Fund 208 PARK/RECREATION FUND					36,780.55
Fund 408 CAPITAL PROJECTS FUND - RARE								
Dept 101 GENERAL DEPARTMENT								
408-101-983.000	OFFICE EQUIPMENT	DELL MARKETING LP	RARE PC MONITORS	10721739905	1/24/2024	2,175.02	9610	
408-101-983.000	OFFICE EQUIPMENT	DELL MARKETING LP	RARE PC	10722606483	1/24/2024	1,649.82	9610	
			Total For Fund 408 CAPITAL PROJECTS FUND - RARE					3,824.84
Fund Totals:			Fund 208 PARK/RECREATION FUND					36,780.55
			Fund 408 CAPITAL PROJECTS FUND - RARE					3,824.84
			Total For All Funds:					40,605.39

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JOURNALS POSTING REPORT
POSTING REPORT

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
01/03/2024	PR	S	819516 495	SUMMARY PR 01/03/2024		
208-000-001.001				CASH RECR AUTH		16,938.14
208-000-258.000				ACCRUED TAXES PAYABLE		3,620.16
208-000-258.001				OTHER PAYROLL WITHHOLDING		8,113.34
208-101-706.000				WAGES- PERMANENT EMPLOYEES	13,713.04	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,604.62	
208-101-715.000				FICA-EMPLOYER'S	1,586.19	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,331.21	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,683.92	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	1,242.50	
208-691-715.000				FICA-EMPLOYER'S	223.89	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	286.27	
					<hr/>	<hr/>
					28,671.64	28,671.64
					<hr/>	<hr/>
					28,671.64	28,671.64

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JOURNALS POSTING REPORT
POSTING REPORT

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
01/17/2024	PR	S	822458 496	SUMMARY PR 01/17/2024		
208-000-001.001				CASH RECR AUTH		17,575.72
208-000-258.000				ACCRUED TAXES PAYABLE		3,743.44
208-000-258.001				OTHER PAYROLL WITHHOLDING		8,368.84
208-101-706.000				WAGES- PERMANENT EMPLOYEES	14,577.99	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,665.47	
208-101-715.000				FICA-EMPLOYER'S	1,656.90	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,478.25	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,683.92	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	1,124.38	
208-691-715.000				FICA-EMPLOYER'S	214.82	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	286.27	
					29,688.00	29,688.00
					29,688.00	29,688.00

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JOURNALS POSTING REPORT
POSTING REPORT

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
01/31/2024	PR	S	824259 497	SUMMARY PR 01/31/2024		
208-000-001.001				CASH RECR AUTH		20,642.38
208-000-258.000				ACCRUED TAXES PAYABLE		4,340.24
208-000-258.001				OTHER PAYROLL WITHHOLDING		9,119.28
208-101-706.000				WAGES- PERMANENT EMPLOYEES	15,848.39	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	9,990.73	
208-101-715.000				FICA-EMPLOYER'S	1,932.03	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,694.22	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,683.92	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	1,428.25	
208-691-715.000				FICA-EMPLOYER'S	238.09	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	286.27	
					<hr/>	<hr/>
					34,101.90	34,101.90
					<hr/>	<hr/>
					34,101.90	34,101.90

02/09/2024		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 01/31/2024							
		% Fiscal Year Completed: 58.33							
		2023-24		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2023-24	01/31/2024		MONTH 01/31/24	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	599,732.19		550,566.98	0.00	1,063,661.81	36.05%
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	126,408.40		5,564.88	0.00	353,591.60	26.34%
208-101-653.000	SMART-OPERATING CREDITS	193,712.00	193,712.00	3,466.91		3,466.91	0.00	190,245.09	1.79%
208-101-654.000	SMART- FAREBOX REVENUE	72,643.00	72,643.00	3,512.00		495.00	0.00	69,131.00	4.83%
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	733,119.50		560,093.77	0.00	1,681,629.50	30.36%
Expenditures									
208-101-706.000	WAGES- PERMANENT EMPLOYEES	421,738.97	421,738.97	218,803.74		44,139.42	0.00	202,935.23	51.88%
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	508,303.50	508,303.50	192,291.44		25,260.82	0.00	316,012.06	37.83%
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	30,881.20		5,175.12	0.00	40,344.80	43.36%
208-101-718.000	RETIREMENT FUND CONTRIBUTION	70,167.00	70,167.00	35,301.76		7,503.68	0.00	34,865.24	50.31%
208-101-719.000	HEALTH, LIFE, DENTAL	156,104.00	156,104.00	7,287.50		7,212.50	0.00	148,816.50	4.67%
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	7,174.98	7,174.98	(701.18)	A	35.42	0.00	7,876.16	-9.77%
208-101-728.000	OFFICE SUPPLIES	8,000.00	8,000.00	1,970.84		459.58	259.80	6,029.16	24.64%
208-101-730.000	POSTAGE	17,928.00	17,928.00	879.81		104.58	0.00	17,048.19	4.91%
208-101-740.000	SUPPLIES	50,000.00	50,000.00	23,809.59		2,928.53	5,242.68	26,190.41	47.62%
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	55,620.00	55,620.00	39,033.07		8,680.39	0.00	16,586.93	70.18%
208-101-751.000	FUEL	4,000.00	4,000.00	1,141.10		0.00	0.00	2,858.90	28.53%
208-101-801.000	PROFESSIONAL SERVICES	80,000.00	80,000.00	72,234.16	B	2,729.75	0.00	7,765.84	90.29%
208-101-818.000	CONTRACTUAL SERVICES	98,000.00	98,000.00	25,544.32		2,866.05	0.00	72,455.68	26.07%
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	3,489.35		21.41	0.00	26,510.65	11.63%
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	199.50		199.50	0.00	3,300.50	5.70%
208-101-880.000	COMMUNITY PROMOTION	27,550.00	27,550.00	24,938.98	C	0.00	0.00	2,611.02	90.52%
208-101-900.000	PRINTING & PUBLICATIONS	35,000.00	35,000.00	20,413.82		11,702.00	0.00	14,586.18	58.33%
208-101-901.000	BANK FEES	8,000.00	8,000.00	4,614.68		1,596.94	0.00	3,385.32	57.68%
208-101-910.000	INSURANCE AND BONDS	40,000.00	40,000.00	38,341.00	D	0.00	0.00	1,659.00	95.85%
208-101-920.000	UTILITIES	30,000.00	30,000.00	4,875.19		94.71	0.00	25,124.81	16.25%
208-101-931.000	BUILDING MAINTENANCE	61,500.00	61,500.00	25,742.55		3,332.32	0.00	35,757.45	41.86%
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	11,500.00	11,500.00	1,723.89		250.15	0.00	9,776.11	14.99%
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	3,360.00		0.00	0.00	2,640.00	56.00%
208-101-958.000	MEMBERSHIPS AND DUES	2,500.00	2,500.00	1,610.00		0.00	0.00	890.00	64.40%
208-101-960.000	EDUCATION AND TRAINING	5,000.00	5,000.00	448.53		139.54	0.00	4,551.47	8.97%
208-101-961.000	CERTIFICATIONS & LICENSES	2,000.00	2,000.00	306.00		0.00	0.00	1,694.00	15.30%
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%

02/09/2024		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 01/31/2024							
		% Fiscal Year Completed: 58.33							
		2023-24		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2023-24	01/31/2024		MONTH 01/31/24	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	778,698.97		124,432.41	5,502.48	1,400,977.38	35.73%
208-691-706.000	WAGES- PERMANENT EMPLOYEES	43,781.97	43,781.97	19,657.21		5,051.76	0.00	24,124.76	44.90%
208-691-707.000	WAGES- TEMPORARY EMPLOYEES	103,117.50	103,117.50	23,668.89		3,795.13	0.00	79,448.61	22.95%
208-691-715.000	FICA-EMPLOYER'S	11,238.00	11,238.00	3,314.46		676.80	0.00	7,923.54	29.49%
208-691-718.000	RETIREMENT FUND CONTRIBUTION	7,443.00	7,443.00	3,053.61		858.81	0.00	4,389.39	41.03%
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	493.38		493.38	0.00	256.62	65.78%
208-691-751.000	FUEL	16,000.00	16,000.00	(1,338.89)	E	0.00	0.00	17,338.89	-8.37%
208-691-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	7,752.36		0.00	0.00	4,247.64	64.60%
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	1,740.02		86.90	0.00	4,759.98	26.77%
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	D	0.00	0.00	0.00	100.00%
208-691-939.000	VEHICLE MAINTENANCE	3,713.00	3,713.00	3,944.48		3,944.48	0.00	(231.48)	106.23%
208-691-960.000	EDUCATION AND TRAINING	0.00	0.00	205.69	F	0.00	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	67,810.51		14,907.26	0.00	563,544.85	10.74%
TOTAL EXPENDITURES		2,811,031.71	2,811,031.71	846,509.48		139,339.67	5,502.48	1,964,522.23	30.11%
Fund 208 - PARK/RECREATION FUND:									
TOTAL REVENUES		2,414,749.00	2,414,749.00	733,119.50		560,093.77	0.00	1,681,629.50	
TOTAL EXPENDITURES		2,811,031.71	2,811,031.71	846,509.48		139,339.67	5,502.48	1,964,522.23	
NET OF REVENUES & EXPENDITURES		(396,282.71)	(396,282.71)	(113,389.98)		420,754.10	(5,502.48)	(282,892.73)	

02/09/2024		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 01/31/2024							
		% Fiscal Year Completed: 58.33							
		2023-24		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2023-24	01/31/2024		MONTH 01/31/24	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	207,790.00	G	0.00	0.00	157,210.00	56.93%
408-101-982.000	MACHINERY	8,000.00	8,000.00	10,270.00	H	0.00	0.00	(2,270.00)	128.38%
408-101-983.000	OFFICE EQUIPMENT	12,000.00	12,000.00	3,824.84		3,824.84	0.00	8,175.16	31.87%
408-101-984.000	FURNITURE	5,000.00	5,000.00	0.00		0.00	714.99	5,000.00	0.00%
TOTAL EXPENDITURES		390,000.00	390,000.00	221,884.84		3,824.84	714.99	168,115.16	56.89%
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	221,884.84		3,824.84	714.99	168,115.16	
NET OF REVENUES & EXPENDITURES		(214,880.00)	(214,880.00)	(221,884.84)		(3,824.84)	(714.99)	7,004.84	
<p>A The negative amount year-to-date relates to two refund checks the Authority received from Travelers.</p> <p>B Professional Services is running over budget primarily due to the full cost of the annual audit being incurred. The account may need a budget adjustment for the fiscal year.</p> <p>C Account is running over budget due to events such as the Rockin Summer Nights and the Big Bird Run. A budget adjustment may be needed for this account.</p> <p>D The premium for the full year has been paid for liability insurance. No additional expenditures are expected during this fiscal year in this account.</p> <p>E The negative amount represents a reversal of an accrual for FY23 fuel costs that have not yet been paid in FY24.</p> <p>F Education and training for SMART was not budgeted. A budget adjustment will be needed to include this expense in the current year budget.</p> <p>G Approximately \$197,000 of the total relates to costs related to the new gym floor. A budget amendment will most likely be needed to address the total cost of the floor.</p> <p>H 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.</p>									

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	
Address	
24-Hour Point of Contact Name and Title Work Phone Cell Phone	
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	Southeast Michigan Chapter
Chapter Address	7800 W. Outer Drive, Detroit MI 48235
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Camel Richardson Disaster Program Manager 313-688-2037
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

<p>Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.</p>

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		C. R.
Storage of supplies		C. R.
Parking of vehicles		C. R.
Disaster Shelter		C. R.

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.

9. **Fee** (This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: C.R.
- b. The Red Cross will pay \$_____ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. **Reimbursement**: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water		<u>C. R.</u>
Gas		<u>C. R.</u>
Electricity		<u>C. R.</u>
Waste Disposal		<u>C. R.</u>

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. **Insurance**: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. **Indemnification**: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. **Term**: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.



Facility Use Agreement

Digital Signature: Each party agrees that either party's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

Owner (Legal Name)

By (Signature)

Name (Printed)

Title

Date

The American National Red Cross

(Legal Name)

Carmel H. P. Richardson

By (Signature)

Carmel Richardson

Name (Printed)

Disaster Program Manager

Title

Date

BYLAWS OF THE RECREATION~~AL~~ AUTHORITY OF ROSEVILLE AND EASTPOINTE

ARTICLE 1: MISSION

The Recreation~~al~~ Authority of Roseville and Eastpointe exists to present community recreational opportunities to youth, adults and senior citizens and in doing so to combine the resources of each participating community to enrich lives by promoting active and healthy lifestyles.

ARTICLE 2: POWERS AND AUTHORITY

These Bylaws offer further guidance and support to the Articles of Incorporation concerning the governance and operations of the Recreation~~al~~ Authority of Roseville and Eastpointe, hereafter referred to as the Authority. These Bylaws are meant to be complimentary and supportive to the Articles of Incorporation. In the event of a conflict between these Bylaws and the Articles of Incorporation, the Articles shall prevail.

ARTICLE 3: LOCATION & PARTICIPATING MUNICIPALITIES

3.1 PRINCIPAL OFFICE. The principal office of the Authority shall be located at:

Recreation~~al~~ Authority of Roseville and Eastpointe
18185 Sycamore, Roseville, Michigan 48066

or such other location as may be designated by the Board of the Authority.

3.2 PARTICIPATING MUNICIPALITIES. The participating municipalities of the Authority are the City of Roseville and the City of Eastpointe in the County of Macomb, Michigan. The territory of the Authority shall be all of the combined territory of the participating municipalities.

ARTICLE 4: BOARD OF TRUSTEES

4.1 POWERS OF BOARD. The business and affairs of the Authority shall be managed by the members of a Board of Trustees (the Board) as defined in the Articles of Incorporation, first amended.

4.2 NUMBER AND QUALIFICATION. The Board shall be directed and governed by an odd number and be made up of two (2) members selected by the governing body of each of the participating municipalities, as provided for in the Articles of Incorporation. A neutral fifth member, of whom shall be a registered voter of said participating municipality, shall be selected by the four (4) members of each participating municipality. The residence of the Fifth Board Member shall alternate between participating municipalities each term. Should the fifth board member be recommended for re-appointment by the four (4) board members the decision would fall upon the corresponding participating municipality for that term. ~~A fifth member shall be chosen by the Board, who shall be a registered voter of either participating municipality, and who shall serve for a period of three (3) years, as provided for in the Articles of Incorporation. It is recommended that the selection of subsequent fifth members from the qualified voter pools of each participating municipality shall alternate between the participating municipalities when practically possible, however, a fifth member whose term is about to expire may be reappointed by the Board for an additional terms. upon the recommendation of each of the participating municipalities. In the event~~

~~either or both of the participating municipalities do not recommend the fifth member whose term is about to expire serve an additional term, then the Board shall choose a fifth member as provided herein.~~

4.3 VACANCIES. The governing body which selected the representative shall fill the vacancy as expediently as possible.

4.5 DURATION OF TERM. The term of each member shall be three (3) years except as otherwise provided for in the Articles of Incorporation. Members of the Board shall hold office for the term which they are appointed and until their successors are assigned and qualified, or until resignation or removal.

4.6 RESIGNATION. A trustee may resign by written notice to the Authority. The resignation is effective upon receipt by the Authority or at a later time as stated in the notice.

4.7 REMOVAL. A vacancy occurs on the Board on the happening of any of the events set forth in MCL 201.3. Appointed members of the Board, if any, may be removed by the appointing authority for good cause after a public hearing. Vacancies shall be filled in the same manner as the original appointment for the unexpired term. In the event of a vacancy on the Board, the appointing authority selecting such representative shall fill the vacancy as expeditiously as possible.

4.8 DUTIES OF THE BOARD. In addition to any other responsibilities of the Board of Trustees under Michigan law, the Authority's Articles of Incorporation or these Bylaws, the Board of Trustees will have the following specific obligations and responsibilities.

4.8.1 The Board of Trustees shall establish practices and procedures to assure that funds and property received by the Authority are disbursed only for the purpose for which they were received. The Board of Trustees shall require a regular accounting of all funds held and disbursed by the Authority.

4.8.2 The Board of Trustees shall establish and approve policies governing the day-to-day operation of the Authority.

4.8.3 The Board of Trustees shall recruit, select, evaluate, and hire the paid Executive Director. It shall fix the terms of compensation, benefits, duties, and responsibilities of the Executive Director in accordance with a personnel policy approved by the Board of Trustees. The Board shall also designate a Secretary and Treasurer.

4.8.4 The Board of Trustees will require periodic reports on the operations of the Authority from the Executive Director.

4.9 COMPENSATION. Trustees shall not be compensated.

4.9.1 EXPENSES. Reimbursement of expenses may be permitted upon the resolution of the Board.

4.10 PARLIMENTARY PROCEDURE. The Board of Trustees shall operate under the latest version of Roberts Rules of Order.

ARTICLE 5: MEETINGS OF THE BOARD

5.1 REGULAR MEETINGS. Regular monthly meetings of the Board of Trustees shall be held publicly to consider all matters properly within its jurisdiction. The Board of Trustees shall determine annually at the Regular December Board meeting their monthly meeting day/time for meetings to be held during the subsequent year.

5.2 SPECIAL MEETINGS. Special meetings of the Board of Trustees may be called by the Chairman or upon written request of any two Board members then in office.

5.3 ORGANIZATIONAL MEETING. Each year in February, the Board shall hold an organizational meeting with the sole intent to elect officers of the Authority, and appoint any committee members.

5.4 NOTICE OF MEETINGS. Written notice of regular, special or organizational meetings shall be provided to all Board members not less than twenty-four (24) hours or more than thirty (30) days before a meeting. The notice of a special meeting shall contain the purpose of the meeting. Notice may be given by mail, fax, email or other electronic means of communication.

5.5 QUORUM. A majority of the members of the Board then in office constitutes a quorum for the transaction of business at any regular, special or organizational meeting.

5.6 VOTING. Each member of the Board shall have one (1) vote on any matter to come before the Board unless the member has a direct conflict of interest, as determined by the remaining members at the meeting. The vote of the majority of the members present at a meeting at which a quorum is present shall be the action of the Board.

ARTICLE 6: OFFICERS

6.1 POSITIONS. The officers of the Authority shall be the Chairman and the Vice chairman.

6.2 TERMS OF OFFICE. Officers shall be elected annually by the Board of Trustees, from among its members, at its February board meeting. Officers will hold office for one (1) year terms, and until their successors are assigned and qualified, or until resignation or removal.

6.3 RESIGNATION. An officer may resign by written notice to the Authority. The resignation is effective upon receipt by the Authority or at a later time stated in the notice.

6.4 REMOVAL. The Board of Trustees may remove an officer with or without cause. An officer may be removed from office on a majority vote of the remaining Trustees then in office at a special meeting of the Board of Trustees called for the specific purpose of voting on the removal of such officer; however, any officer to be removed shall have the right to attend such special meeting and to present any evidence which she/he may wish to present at such meeting.

6.5 VACANCIES. Vacancies for unexpired terms of officers shall be filled by the Board from among its current members.

6.6 DUTIES OF OFFICERS.

6.6.1 CHAIRMAN. The Chairman shall be the chief officer of the Authority, and shall have such powers and duties as are vested in the chairman of a corporation by law or custom, and as may be determined from time to time by the Board of Trustees, except as otherwise provided by law, the Articles of Incorporation, or these Bylaws.

6.6.2 VICE CHAIRMAN. The Vice-Chairman shall, in the absence or disability of the Chairman, perform the duties and exercise the powers of the Chairman, and shall perform such other duties as the Chairman or the Board of Trustees may prescribe.

ARTICLE 7: EXECUTIVE DIRECTOR

The Board shall select and employ a competent, experienced administrator who shall be its Executive Director in the management of the Authority. The Board shall delegate to the Executive Director the necessary authority and responsibility for the administration of the Authority and its activities, subject to policies adopted and orders issued by the Board.

ARTICLE 8: COMMITTEES

8.1 COMMITTEES. The Board of Trustees may by resolution at any meeting of the Board designate and empower standing and/or ad hoc committees to assist with the setting of policy, administering and staffing a function and/or performing other duties which will benefit the mission and purpose of the organization. The Board of Trustees shall set forth in a Resolution the purpose and powers of the respective committees.

8.2 COMMITTEE MEMBERSHIP. Each committee shall consist of at least two (2) committee members, at least one (1), but not more than two (2), of whom shall be a member of the Board. Unless otherwise provided for in these Bylaws, the chairman of each committee shall be appointed by the Chairman of the Board. Any standing or ad hoc committee designated by the Board of Trustees may include as full voting members of such committees such persons, whether or not trustees or officers of the Authority, as the Board of Trustees shall determine. Each such committee shall have power to the extent delegated to it by the Board, except that no such powers shall be delegated that are inconsistent or adverse to the Authority's Articles of Incorporation. Each committee shall keep minutes of the proceedings and report to the Board of Trustees. At least one (1) member of the management staff of the Authority shall be an ex-officio member on each committee.

8.3 COMMITTEE MEETINGS. Committees shall meet on the call of their respective chairpersons or in the event of their absence or inability to act, on the call of the Chairman of the Board of Trustees or the Executive Director of the Authority. A majority of the members then serving on a committee constitutes a quorum for the meeting of the committee and the vote of a simple majority of those present at a meeting at which a quorum is present, constitutes an action of the committee. Each committee shall determine and schedule the number of regular meetings it will hold each year.

ARTICLE 9: FISCAL YEAR AND FINANCES

9.1 FISCAL YEAR. The fiscal year of the Authority shall be from July 1 of each year through June 30 of the following year.

9.2 CONTRACTS, CHECKS, BANK ACCOUNTS, ETC. The Board of Trustees is authorized to select such banks or depositories as it shall deem proper for funds of the Authority. The Board shall determine who, if anyone, in addition to the Executive Director and the Treasurer shall be authorized from time to time on the Authority's behalf to sign checks, drafts and money orders for the payment of money, acceptances, notes and other evidences of indebtedness, to enter into contracts or to execute and deliver other documents and instruments. The Executive Director or Treasurer may individually endorse checks not to exceed \$1,000.00. Checks in excess of \$1,000.00 shall require the endorsements of both the Executive Director and the Treasurer. All persons having access to the monetary assets of the Authority shall be bonded for such purposes. The Authority shall comply with PA 2 of 1968 of the State of Michigan.

9.3 TAX COLLECTION PROCEDURES. The Authority annually shall levy and collect the voter authorized tax in each municipality by the levy being applied and collected in the same manner as other taxes levied and collected by the participating municipalities each fiscal year.

9.4 AUDIT OR FINANCIAL REVIEW. An audit of the Authority accounts shall be performed annually at the end of the fiscal year by a certified public accountant. The annual audit will be presented to the Board of Trustees for approval prior to sending three copies of the annual audit to each participating municipality and placed on file with the State of Michigan.

ARTICLE 10: LIABILITY INSURANCE, INDEMNIFICATION

10.1 LIABILITY INSURANCE. The Authority shall have and maintain liability insurance for the Authority.

10.2 INDEMNIFICATION. The Authority shall indemnify its trustees, officers, employees and agents and other persons whom it shall have power to indemnify, as permitted by law, and as determined by the Board of Trustees.

ARTICLE 11: OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

All meetings of the Authority shall be open to the public and shall be held in a place available to the general public. All deliberations and decisions of the Authority shall be made at a meeting open to the public. A person shall be permitted to address the Board at a meeting of the Authority under the rules established by the Board. A person shall not be excluded from a meeting of the Authority except for a breach of the peace committed at the meeting as determined by the Chair. All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

ARTICLE 12: BY-LAW AMENDMENT

These Bylaws may be amended, repealed or altered in whole or in part by the affirmative vote of two thirds (2/3) of the members of the Board of Trustees then in office, who are present at any regular meeting of the Board, except that no such action shall be taken in a manner inconsistent with or adverse to the Articles of Incorporation. Any proposal to amend these Bylaws shall be included with written notice and posted at the Recreation Authority Center and both City Halls at least thirty (30) days in advance of the meeting at which the amendment is proposed.

CERTIFICATION

I, Anthony J. Lipinski, Executive Director of the Recreation~~al~~ Authority of Roseville and Eastpointe, Macomb County, Michigan, do hereby certify that the foregoing Bylaws were offered by Trustee _____ and seconded by Trustee _____ and that the same was duly passed at a

regular meeting of said Recreation~~al~~ Authority held in the City of Roseville ~~City Hall Building~~ at The Recreation Authority Center Building on the __ day of _____, 2021~~18~~, and that the vote was as follows:

Yeas:

Nays:

Absent:

ANTHONY J. LIPINSKI
EXECUTIVE DIRECTOR



Recreation Authority of Roseville & Eastpointe Board

February 21, 2024 - 4:00pm

Conference Room - Recreation Authority Center

Recreation Authority of Roseville & Eastpointe Action Summary

Meeting Date: February 21, 2024

Topic: Discussion and action on amendments to the By-Laws

Background Brief: In your packet are amendments to our By-Laws that were proposed in 2022. There was much discussion and revisions to these amendments along with the Articles of Incorporation. The Articles were finally amended and approved. The amendments to the By-laws were never approved. Please review these amendments that were discussed for over a year. If ok, I would like to post and approve at our next meeting.

Financial Impact: None

Director's Recommendation: If any changes are made, I would recommend changing that the residence of the fifth board member has to be from either Eastpointe or Roseville. How long and having it change every three years seems irrelevant since whoever has been in this position has the best interest of the Authority in mind, regardless of where they live.

Recommended Motion: Motion by _____, seconded by _____, to approve the Resolution as presented _____.



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

January 17, 2024

**Recreation Authority
Board Members**

Joseph Merucci,
Chairperson
John Walters, Vice Chair
Ian McCain
Michael Klinefelt
Mickey Switalski

To: Juanita Waltower, Community Engagement Manager

From: Tony Lipinski, Executive Director
Recreation Authority of Roseville & Eastpointe

RE: Special Event Request – Gratiot Cruise – June 13 - 15

In reviewing the request from Diane Reece for their 25th Annual Gratiot Cruise event on June 13 – 15, 2024, there are no concerns from the Recreation Authority of Roseville & Eastpointe.

**Recreation Authority
Staff Members**

Anthony Lipinski,
Executive Director
Sara Frederick,
Assistant Director
Mary Grant,
Senior Activities
Director
Adam Just,
Sports Coordinator
Katelyn Golembiewski,
Community Engagement
Supervisor
Amanda Hughes,
Office Manager
Colin Lazorka,
SMART Van
Transportation
Coordinator

Wishing them well for a successful event. Please let me know if you need any additional information.

CC: Recreation Authority of Roseville & Eastpointe Board



CERTIFICATE ID: 2b720b67-b8ae-4a32-8bda-20e0c6391156

SKILLSHARE.

Skillshare officially and enthusiastically
celebrates that

Amanda Hughes

has completed the class and project for
Adobe InDesign Basics for Beginners.



DATE OF ISSUE

CLASS LENGTH

TEACHER

1/26/2024

2 hours 42 minutes

Khara Plicanic

Congratulations!

Share your achievement with your network and highlight how you're taking your creativity
and career to the next level.

Share

This Certificate Belongs to

CaLARTS

Jan 16, 2024

Amanda Hughes

has successfully completed

Fundamentals of Graphic Design

an online non-credit course authorized by California Institute of the Arts and offered through Coursera



Michael Worthington
Faculty, Program in Graphic Design
School of Art

COURSE
CERTIFICATE



Verify at:

<https://coursera.org/verify/MT8LEHGB2WWW>

Coursera has confirmed the identity of this individual and their participation in the course.

CALARTS

Jan 13, 2024

Amanda Hughes

has successfully completed

Introduction to Typography

an online non-credit course authorized by California Institute of the Arts and offered through Coursera



Anther Kiley
Instructor

COURSE
CERTIFICATE




Verify at:
<https://coursera.org/verify/DN5QSNY5M2F6>

Coursera has confirmed the identity of this individual and their participation in the course.



[View All Certificates](#)




Skillshare officially and enthusiastically celebrates that

Amanda Hughes

has completed the class and project for
Adobe InDesign CC - Essentials Training Course.


DATE OF ISSUE	CLASS LENGTH	TEACHER
1/31/2024	6 hours 46 minutes	Daniel Scott

CERTIFICATE ID: 55b5323a-12b1-429d-a36c-72eed29c6910



Congratulations!

Share your achievement with your network and highlight how you're taking your creativity and career to the next level.

 **Share**

This Certificate Belongs to



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

January 17, 2024

To: All Building Attendants (Rod, Glenn, Jeff, Renita, Jason)

From: Tony Lipinski, Executive Director

Re: Meeting with all Building Attendants

A meeting is scheduled for **Thursday, January 25 at 10:00am** in the **Conference Room** to discuss items in the building. Please plan to attend. Any questions regarding this, please let me know.

Cc: Sara Frederick
Recreation Authority Board