



Recreation Authority of Roseville & Eastpointe Board
Tuesday, June 25, 2024 - 4:00pm
Conference Room - Recreation Authority Center
Meeting Agenda

- A. Roll Call
- B. Approval of Minutes for Regular Meeting on May 15, 2024.
- C. Approval of Disbursements and Budget Report.
 - 1. Disbursements #10
 - 2. Revenue/Expense Report (see budget amendment report)
- D. Hearing of the Public - agenda items only
- E. Communications
- F. Old Business
- G. New Business
 - 1. Request approval of Employment Agreements beginning July 1, 2024
 - 2. Request approval of Parental Leave Policy
 - 3. Request approval of Remote Working Policy
 - 4. Request approval of Final Budget Amendments for FY24.
 - 5. Nominations to fill vacant Chairperson position on Board.
- H. Hearing of the Public.
- I. Discussion by Director
- J. Discussion by Board members
- K. Adjournment

Next meeting is scheduled for Thursday, June 17, 2024 at: 4:00pm.



Recreation Authority of Roseville & Eastpointe Board Meeting Minutes

Conference Room - Recreation Authority Center

18185 Sycamore, Roseville, MI 48066

May 15, 2024

Meeting called to order 4:04pm

A. Roll Call

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

B. Approval of Minutes

a. Regular Meeting April 17, 2024

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

C. Approval of Disbursements and Budget Report

a. Disbursement #10

- i. Motion to approve disbursement #10 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. Klinefelt, supported by Mr. Switalski. 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 forwarded from Mr. McCain regarding public spaces, and the senior newsletter.

F. Old Business

G. New Business

a. Presentation by Spalding DeDecker on progress updating the Joint Parks & Recreation Master Plan for the City of Eastpointe, City of Roseville, and RARE.

- i. Presentation made by representatives from Spalding DeDecker.

b. Report on delinquent concession agreement payment.

- i. Former concessionaire Justin Awdish has made payment in full, to fulfill the agreement of payment for the 2022 sports season.

c. Review and approval of employment agreements beginning July 1, 2024.

- i. Discussion on medical insurance opt out, sick time, parental leave, funeral leave, and the remote working policy. Agenda item is tabled until the June meeting.

d. Request approval to install a Nalox-Box at the Recreation Authority Center, including staff training.

- i. Motion to approve the installation of a Nalox-Box at the Recreation Authority Center with staff training was made by Mr. Switalski, supported by Mr. Klinefelt. All approved, none opposed. Motion passed.

H. Hearing of the Public

- a. Gary Sasek, Eastpointe – Shared positive comments he had received from residents regarding the Recreation Authority.

I. Discussion by Director.

- a. Mr. Lipinski shared about the Spring Craft & Vendor Show, MDHHS chemical exposure testing conducted at the Recreation Authority Center, Intergenerational Spring Bingo with RARE seniors and students from Steenland Elementary, upcoming senior trip to a Detroit Tigers game, staff CPR training, T-Swift Social, and reminder that the June meeting will be on a Thursday due to Juneteenth. Mr. Lipinski announced that May 15th is Mr. Merucci's last meeting date, then presented Mr. Merucci with a plaque for his time and dedication to the Recreation Authority Board.

J. Discussion by Board Members.

- a. Mr. Switalski – Thanked Mr. Merucci for his time and dedication to the RARE Board
- b. Mr. Walters – Thanked Mr. Merucci for his time and dedication to the RARE Board
- c. Mr. Klinefelt – Thanked Mr. Merucci for his time and dedication to the RARE Board
- d. Mr. Merucci – Thanked the Board for the kind words

Meeting adjourned – 5:56pm

Recreational Authority of Roseville & Eastpointe
Disbursement #11


May 2024	242,397.83
AP Total	<u>242,397.83</u>
Pay #23 (5/8/24)	35,133.52
Pay #24 (5/22/24)	36,990.63
Payroll Total	<u><u>72,124.15</u></u>
Grand Total	314,521.98

*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
MAY 2024
RARE

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due 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 4-30-24	43024	5/13/2024	533.02	10009
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ARIEL DE LA VASO	REFUND	43024	5/2/2024	152.00	9928
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BALDES, MARK	REFUND	41924	5/2/2024	225.00	9929
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BANKS, ASHLEY	REFUND	41924	5/2/2024	475.00	9930
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BAUMAN, SAMANTHA	REFUND-PROGRAM CANCELLED	41724	5/2/2024	140.00	9931
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BENEDETTINI, MARK	2024 COACHES REFUND	50124	5/2/2024	80.00	9932
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BROWN, GABRIELLA	REFUND	43024	5/2/2024	70.00	9935
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CASON, AARON	2024 COACHES REFUND	50124	5/2/2024	80.00	9937
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CHAPMAN, ANDREW	2024 COACHES REFUND	50124	5/2/2024	80.00	9938
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	COOK, SHARINE	REFUND	50124	5/2/2024	100.00	9940
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	EVERETT, GLORIA	REFUND	43024	5/2/2024	100.00	9944
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FOSTER, JOSHUA	ADULT SOFTBALL FORFEIT FEE	PR25945	5/2/2024	100.00	9946
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FREEMAN, SARAH	REFUND	42424	5/2/2024	90.00	9947
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	GAURONSKAS, ALEX	REFUND	41624	5/2/2024	370.00	9948
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	GLENN, DEREK	2024 COACHES REFUND	50124	5/2/2024	80.00	9949
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	GREEN, NICOLE	REFUND	43024	5/2/2024	100.00	9952
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HAIRE, JOSHUA	REFUND OF RENTAL DEPOSIT	42224	5/2/2024	100.00	9953
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HARRIS, NAKISHA	USER CREDIT CONVERSION	42524	5/2/2024	55.00	9954
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	JOHNSON, MELISSA	REFUND	41624	5/2/2024	125.00	9956
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KAISER, ASHLEY	REFUND-PROGRAM CANCELLED	41624	5/2/2024	95.00	9957
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KITTRELL, JERMAINE	2024 COACHES REFUND	50124	5/2/2024	80.00	9958
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LANCASTER, LISA	REFUND	41924	5/2/2024	225.00	9961
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LEWIS, JEREMY	REFUND	42224	5/2/2024	75.00	9962
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MAILLOUX, MICHELLE	REFUND-PROGRAM CANCELLED	42324	5/2/2024	140.00	9963
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MARKIE, MICHAEL	REFUND-PROGRAM CANCELLED	42324	5/2/2024	95.00	9965
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MEATTE, JOSH	2024 COACHES REFUND	50124	5/2/2024	80.00	9966
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	NICHOLY, MATT	2024 COACHES REFUND	50124	5/2/2024	80.00	9967
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	OLSEN, BRANDON	2024 COACHES REFUND	50124	5/2/2024	80.00	9968
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	REGAL, KELLEY	2024 COACHES REFUND	50124	5/2/2024	80.00	9970
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RUCKER, JEROME	REFUND-PROGRAM CANCELLED	42324	5/2/2024	100.00	9974
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SMITH, RYAN	2024 COACHES REFUND	50124	5/2/2024	80.00	9976
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STAY AND PLAY SOCIAL CLUB	REFUND-PROGRAM CANCELLED	41724	5/2/2024	400.00	9979
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	TAITE, LAUREN	REFUND-PROGRAM CANCELLED	41724	5/2/2024	100.00	9980
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	TOMPKINS, MELISSA	2024 COACHES REFUND	50124	5/2/2024	80.00	9981
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WOZNAK, DENNIS	2024 COACHES REFUND	50124	5/2/2024	80.00	9983
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FRIEND, CLARISSA	REFUND OF RENTAL DEPOSIT	50624	5/13/2024	100.00	10001
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	GRAHAM, DONNA	REFUND	50824	5/13/2024	84.00	10002
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HIGGINS, KAMISHA	REFUND	50924	5/13/2024	180.00	10003
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HOWARD, COURTNEY	REFUND OF RENTAL DEPOSIT	50624	5/13/2024	200.00	10004
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KENNEY, SHELBY	REFUND	50224	5/13/2024	85.00	10006
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LEWIS, SIERRA	REFUND	50224	5/13/2024	95.00	10007
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LEWIS, TAYLOR	REFUND	50824	5/13/2024	10.00	10008
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MILLER, DORTHIA	REFUND OF RENTAL DEPOSIT	50624	5/13/2024	100.00	10011
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CONNELLY, MICHAEL	REFUND-CLASS CANCELLED	50724	5/13/2024	35.00	9994
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	COOK, SHARINE	REFUND OF RENTAL DEPOSIT	50624	5/13/2024	100.00	9995
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DAVIS-HILLS, LATRICE	REFUND OF RENTAL DEPOSIT	50624	5/13/2024	100.00	9996
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ENGEL, JULIA	REFUND OF RENTAL DEPOSIT	50624	5/13/2024	100.00	9999
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ABBATE, ALEXANDRA	REFUND	52024	5/23/2024	55.00	10022
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ANDREOLI, JEANNE	REFUND	51724	5/23/2024	94.00	10024
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ARCHIBEQUE, AMY	REFUND	21324	5/23/2024	55.00	10025

208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BARKSDALE-ARMSTRONG, JONAY	REFUND	51324	5/23/2024	100.00	10026
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FRIEND, CLARISSA	REFUND	52024	5/23/2024	50.00	10028
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KING, NIASHA	REFUND	51324	5/23/2024	105.00	10029
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MOZER, JESSICA	REFUND	52124	5/23/2024	63.00	10031
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	THORNTON, YVETTE	REFUND	52024	5/23/2024	100.00	10032
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	THURMOND, NATIAYA	REFUND	51324	5/23/2024	200.00	10033
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	VANN, LADONNA	REFUND	52024	5/23/2024	200.00	10034
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	QUICK, TYLER	5/22 PAY CHECK RETURNED	52424	5/31/2024	209.67	10037
208-101-728.000	OFFICE SUPPLIES	SLING	39 USERS-MONTHLY PREMIUM	7E20492B-0018	5/2/2024	80.09	9975
208-101-728.000	OFFICE SUPPLIES	CITY OF ROSEVILLE	APR 24-OFFICE SUPPLIES/POSTAGE	2108	5/13/2024	25.25	9991
208-101-730.000	POSTAGE	CITY OF ROSEVILLE	APR 24-OFFICE SUPPLIES/POSTAGE	2108	5/13/2024	46.80	9991
208-101-740.000	SUPPLIES	ABBOTT, JASON	7/18/24 PRIDE IN THE PARK EVENT	PR25943	5/2/2024	399.00	9927
208-101-740.000	SUPPLIES	EASTPOINTE CRUISIN GRATIOT	EVENT SPONSOR	PR25944	5/2/2024	175.00	9942
208-101-740.000	SUPPLIES	AD-TECH AGENCY INC	T-SHIRTS	66623	5/23/2024	2,619.00	10023
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	FITNESS THINGS	ANKLE STRAP FOR MACHINE	INV13699	5/2/2024	48.60	9945
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	FITNESS THINGS	PREVENTATIVE MAINTENANCE ON ALL EQUIPMENT	INV13683	5/2/2024	670.00	9945
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	ROSEVILLE COMMUNITY SCHOOLS	REIMBURSEMENT FOR HALF VOLLEYBALL SYSTEM PURCHASED	PR25940	5/2/2024	3,162.39	9972
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	FITNESS THINGS	SERVICE CALL-RETURN VISIT AND LABOR	INV13838	5/13/2024	520.00	10000
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	DEE'S SPORT SHOP INC	PANTS/JERSEYS	42944	5/13/2024	2,932.00	9997
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	AD-TECH AGENCY INC	T-SHIRTS	66625	5/23/2024	1,573.00	10023
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	WOODS TROPHIES	CIRCLE WITH SILVER STAND GLASS ITEMS/ENGRAVING	2024-22837	5/23/2024	100.00	10036
208-101-801.000	PROFESSIONAL SERVICES	MAD SCIENCE OF DETROIT	DEPOSIT- MAD SCIENCE- SDC 2024	4820	5/13/2024	200.00	10010
208-101-818.000	CONTRACTUAL SERVICES	BOUSSIE, DAVID	4/21 SCOREKEEPER PAY	PR25942	5/2/2024	30.00	9933
208-101-818.000	CONTRACTUAL SERVICES	EUBANK, HUSTON	4/21 SCOREKEEPER PAY	PR25942	5/2/2024	30.00	9943
208-101-818.000	CONTRACTUAL SERVICES	HOLLINS, AYRES	4/21 SCOREKEEPER PAY	PR25942	5/2/2024	30.00	9955
208-101-818.000	CONTRACTUAL SERVICES	KLEIN, ROSS	OFFICIALS PAY	PR25942	5/2/2024	593.00	9959
208-101-818.000	CONTRACTUAL SERVICES	KRISTIN JD WILSON	3/1-4/26 CHAIR YOGA	42624	5/2/2024	337.96	9960
208-101-818.000	CONTRACTUAL SERVICES	PHY-DALY, LAURA	STUDENTS LIFEGUARDING-BL REIMBURSEMENT & INSTRUCTO	PR25939	5/2/2024	1,460.00	9969
208-101-818.000	CONTRACTUAL SERVICES	REISS, LYNN	LINE DANCE SPRING 2024	42424	5/2/2024	596.36	9971
208-101-818.000	CONTRACTUAL SERVICES	ROSS, DEBRA	4/27 ARC BABYSITTING TRAINING	50124	5/2/2024	353.60	9973
208-101-818.000	CONTRACTUAL SERVICES	STALKER, OWEN	4/21 SCOREKEEPER PAY	PR25942	5/2/2024	30.00	9978
208-101-818.000	CONTRACTUAL SERVICES	TRUPIANO, ROBERT	4/21 OFFICIALS PAY	PR25942	5/2/2024	64.00	9982
208-101-818.000	CONTRACTUAL SERVICES	HUGHES, AMANDA	5/4-6/15/24 SMART SOCCER/BASKETBALL	50824	5/13/2024	549.50	10005
208-101-818.000	CONTRACTUAL SERVICES	SMITH, JASMINE	APRIL-MAY 2024 PRESCHOOL PROGRAMS	50824	5/13/2024	680.63	10013
208-101-818.000	CONTRACTUAL SERVICES	SOKOL, ANTHONY	4/14 OFFICIALS PAY	41424	5/13/2024	64.00	10014
208-101-818.000	CONTRACTUAL SERVICES	STEPHENS, SAMANTHA	5/4-6/15/24 START SMART SOCCOR & BASKETBALL	50824	5/13/2024	549.50	10015
208-101-900.000	PRINTING & PUBLICATIONS	C AND G PUBLISHING INC	1/2 PG AD FOR SPRING CRAFT/VENDOR SHOW	0018713-IN	5/2/2024	1,205.00	9936
208-101-920.000	UTILITIES	CONSUMERS ENERGY	GAS SVC 1000 1006 8144	201186492911	5/2/2024	1,058.85	9939
208-101-920.000	UTILITIES	CITY OF ROSEVILLE	WATER SVC #160018185	50124	5/13/2024	1,681.98	9992
208-101-920.000	UTILITIES	DTE ENERGY	ELEC SVC 9100 026 8010 6	50924	5/23/2024	180.63	10027
208-101-931.000	BUILDING MAINTENANCE	BRIGHT HORIZON SERVICES INC	4 FERTILIZER TREATMENTS	43562	5/2/2024	277.00	9934
208-101-931.000	BUILDING MAINTENANCE	DUNBAR MECHANICAL INC	MAINTENANCE	103842	5/2/2024	2,589.00	9941
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES PEST CONTROL CO INC	PEST CONTROL - 4-15-24	77901	5/2/2024	50.00	9950
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES SECURITY HARDWARE	KEYS DUPLICATED	73047	5/2/2024	187.50	9951
208-101-931.000	BUILDING MAINTENANCE	BRIGHT HORIZON SERVICES INC	4/8 MONTHLY BED MAINTENANCE	43673	5/13/2024	125.00	9989
208-101-931.000	BUILDING MAINTENANCE	CITY OF ROSEVILLE	FY 23-24 BUILDING MAINTENANCE	C16262	5/13/2024	12,500.00	9991
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV12386410	5/2/2024	188.07	9964
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV12397413	5/2/2024	62.08	9964
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	TONER	INV12219864	5/2/2024	23.00	9964
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	TONER	INV12219814	5/2/2024	49.77	9964
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV12498790	5/23/2024	188.07	10030
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV12513719	5/23/2024	62.08	10030
208-101-940.000	RENTALS	TEE PEE INC	5/9/24-6/6/24 CHARGES	5224	5/13/2024	110.50	10016
208-101-960.000	EDUCATION AND TRAINING	WALTER, LINDA	CPR/AED/FORST AID TRAINING - SDC STAFF	PR25947	5/23/2024	500.00	10035
208-101-993.000	LAND USE FEE	CITY OF EASTPOINTE	FY 23-24 PARK USAGE FEES	C16262	5/13/2024	60,000.00	9990
208-101-993.000	LAND USE FEE	CITY OF ROSEVILLE	FY 23-24 PARK USAGE FEES-ROSEVILLE	C16262	5/13/2024	60,000.00	9991
208-101-996.027	ADMINISTRATION COSTS	CITY OF ROSEVILLE	FY 23-24 ADMIN FEE	C16262	5/13/2024	66,244.00	9991

Total For Dept 101 GENERAL DEPARTMENT

232,547.90

Dept 691 SMART								
208-691-801.000	PROFESSIONAL SERVICES	OCCUPATIONAL HEALTH CENTERS	4/25 SERVICES	715382654	5/13/2024	90.00	10012	
208-691-850.000	COMMUNICATIONS	COMCAST	5/12-6/11/24 CHARGES	42824	5/13/2024	86.90	9993	
208-691-850.000	COMMUNICATIONS	DIRECT TV	4/21-5/20 CHARGES	008724326X240422	5/13/2024	203.23	9998	
Total For Dept 691 SMART						380.13		
Total For Fund 208 PARK/RECREATION FUND						232,928.03		
Fund 408 CAPITAL PROJECTS FUND - RARE								
Dept 101 GENERAL DEPARTMENT								
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	SPALDING DEDECKER	PROJ# UD24001.0C RARE 5-YEAR RECREATION MASTER PLAN	98213	5/2/2024	8,500.00	9977	
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	ANDERSON, ECKSTEIN AND WESTRICK INC	PROJ# 1556-0002-0 RARE GENEREAL ENGINEERING SERVICES	150447	5/13/2024	969.80	9988	
Total For Fund 408 CAPITAL PROJECTS FUND - RARE						9,469.80		
Fund Totals:								
Fund 208 PARK/RECREATION FUND						232,928.03		
Fund 408 CAPITAL PROJECTS FUND - RARE						9,469.80		
Total For All Funds:						242,397.83		

05/03/2024 12:24 PM

User: SIPESS

DB: Roseville

JOURNALS POSTING REPORT

POSTING REPORT

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
05/08/2024	PR	S	837959	504	SUMMARY PR 05/08/2024	
208-000-001.001				CASH RECR AUTH		21,293.37
208-000-258.000				ACCRUED TAXES PAYABLE		4,486.18
208-000-258.001				OTHER PAYROLL WITHHOLDING		9,353.97
208-101-706.000				WAGES- PERMANENT EMPLOYEES	15,875.42	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	10,419.00	
208-101-715.000				FICA-EMPLOYER'S	1,966.85	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,698.82	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,683.92	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	1,927.00	
208-691-715.000				FICA-EMPLOYER'S	276.24	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	286.27	
					<u>35,133.52</u>	<u>35,133.52</u>
					<u>35,133.52</u>	<u>35,133.52</u>

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JOURNALS POSTING REPORT
POSTING REPORT

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
05/22/2024	PR	S	839498 505	SUMMARY PR 05/22/2024		
208-000-001.001				CASH RECR AUTH		22,838.68
208-000-258.000				ACCRUED TAXES PAYABLE		4,750.16
208-000-258.001				OTHER PAYROLL WITHHOLDING		9,401.79
208-101-706.000				WAGES- PERMANENT EMPLOYEES	15,875.42	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	12,255.12	
208-101-715.000				FICA-EMPLOYER'S	2,107.35	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,698.82	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,683.92	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	1,816.00	
208-691-715.000				FICA-EMPLOYER'S	267.73	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	286.27	
					<hr/>	<hr/>
					36,990.63	36,990.63
					<hr/>	<hr/>
					36,990.63	36,990.63

RECREATION AUTHORITY OF ROSEVILLE & EASTPOINTE
FINAL BUDGET AMENDMENTS
FISCAL 2024

GL NUMBER	DESCRIPTION	END BALANCE	2023-24	2023-24	PERIOD
		06/30/2023			BALANCE
		DR(CR)	CURRENT BUDGET	AMENDED BUDGET	DR (CR)
Fund 208 - PARK/RECREATION FUND					
Revenues					
208-101-402.000	CURRENT PROPERTY TAXES	1,527,445.75	1,663,394.00	1,618,728.51	1,554,380.46
208-101-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	41,676.04	0.00	44,665.49	44,665.49
208-101-613.000	MISCELLANEOUS REVENUE	3,557.00	0.00	0.00	0.00
208-101-614.000	VENDING REVENUE	333.90	1,000.00	0.00	0.00
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	419,340.89	480,000.00	400,000.00	406,026.02
208-101-653.000	SMART-OPERATING CREDITS	204,444.13	193,712.00	193,712.00	126,838.09
208-101-654.000	SMART- FAREBOX REVENUE	4,467.00	72,643.00	5,500.00	5,064.00
208-101-664.000	INTEREST AND DIVIDENDS	3,478.05	2,000.00	450.00	0.00
208-101-674.000	CONTRIBUTIONS AND DONATIONS	669.40	2,000.00	0.00	0.00
TOTAL REVENUES		2,205,412.16	2,414,749.00	2,263,056.00	2,136,974.06
Expenditures					
208-101-706.000	WAGES- PERMANENT EMPLOYEES	359,807.30	421,738.97	414,932.97	345,807.10
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	268,295.80	508,303.50	350,000.00	279,470.17
208-101-709.000	WAGES- OVERTIME	0.00	1,000.00	1,000.00	158.13
208-101-715.000	FICA-EMPLOYER'S	46,933.20	71,226.00	71,226.00	46,892.79
208-101-718.000	RETIREMENT FUND CONTRIBUTION	59,180.36	70,167.00	70,167.00	56,892.32
208-101-719.000	HEALTH, LIFE, DENTAL	85,957.00	156,104.00	156,104.00	79,359.97
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	6,655.20	7,174.98	7,174.98	(613.29)
208-101-728.000	OFFICE SUPPLIES	3,502.59	8,000.00	8,000.00	4,438.20
208-101-730.000	POSTAGE	15,591.62	17,928.00	10,000.00	1,189.75
208-101-740.000	SUPPLIES	42,599.57	50,000.00	50,000.00	35,069.23
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	37,286.14	55,620.00	68,000.00	57,101.07
208-101-751.000	FUEL	163.56	4,000.00	4,000.00	1,343.44
208-101-801.000	PROFESSIONAL SERVICES	68,449.78	80,000.00	85,000.00	77,932.11
208-101-818.000	CONTRACTUAL SERVICES	122,514.31	98,000.00	98,000.00	60,196.23
208-101-826.000	LEGAL FEES	315.00	1,000.00	1,000.00	0.00
208-101-850.000	COMMUNICATIONS	23,477.75	30,000.00	30,000.00	18,310.82
208-101-861.000	AUTO EXPENSE ALLOWANCE	0.00	250.00	250.00	0.00
208-101-864.000	CONFERENCE & WORKSHOPS	2,828.26	3,500.00	55,000.00	4,185.71
208-101-880.000	COMMUNITY PROMOTION	20,752.66	27,550.00	40,000.00	33,792.35
208-101-900.000	PRINTING & PUBLICATIONS	33,351.43	35,000.00	35,000.00	21,879.48
208-101-901.000	BANK FEES	4,951.82	8,000.00	8,000.00	6,099.04
208-101-910.000	INSURANCE AND BONDS	39,593.00	40,000.00	40,000.00	38,341.00
208-101-920.000	UTILITIES	20,777.23	30,000.00	25,000.00	14,632.27
208-101-931.000	BUILDING MAINTENANCE	59,001.87	61,500.00	61,500.00	49,105.06
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	2,790.39	11,500.00	6,000.00	2,902.26
208-101-939.000	VEHICLE MAINTENANCE	0.00	5,000.00	5,000.00	0.00
208-101-940.000	RENTALS	4,500.00	6,000.00	6,000.00	3,670.50
208-101-958.000	MEMBERSHIPS AND DUES	1,715.57	2,500.00	3,500.00	1,855.00
208-101-960.000	EDUCATION AND TRAINING	3,543.44	5,000.00	5,000.00	1,342.00
208-101-961.000	CERTIFICATIONS & LICENSES	415.00	2,000.00	2,000.00	746.21
208-101-983.000	OFFICE EQUIPMENT	0.00	0.00	95.00	94.03
208-101-993.000	LAND USE FEE	120,000.00	120,000.00	120,000.00	120,000.00
208-101-993.001	VENDING EXPENSE	0.00	250.00	250.00	0.00
208-101-996.027	ADMINISTRATION COSTS	64,945.00	66,243.90	66,243.90	66,244.00
208-101-999.000	TRANSFERS OUT	332,533.00	175,120.00	175,120.00	0.00
Total Expenditures Recreation Programs & Senior Activities		1,852,427.85	2,179,676.35	2,078,563.85	1,428,436.95
208-691-706.000	WAGES- PERMANENT EMPLOYEES	43,916.91	43,781.97	43,781.97	33,128.57
208-691-707.000	WAGES- TEMPORARY EMPLOYEES	64,595.54	103,117.50	50,000.00	37,471.66
208-691-715.000	FICA-EMPLOYER'S	8,301.21	11,238.00	11,238.00	5,400.92
208-691-718.000	RETIREMENT FUND CONTRIBUTION	7,325.73	7,443.00	7,443.00	5,343.77
208-691-719.000	HEALTH, LIFE, DENTAL	18,597.00	26,017.00	26,017.00	0.00
208-691-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	1,334.00	1,102.69	1,102.69	0.00
208-691-728.000	OFFICE SUPPLIES	0.00	0.00	250.00	55.56
208-691-740.000	SUPPLIES	3,121.50	750.00	750.00	493.38
208-691-751.000	FUEL	13,201.95	16,000.00	16,000.00	1,594.25
208-691-801.000	PROFESSIONAL SERVICES	6,685.76	12,000.00	12,000.00	8,550.41
208-691-818.000	CONTRACTUAL SERVICES	1,677.02	5,150.00	5,150.00	3,161.30
208-691-850.000	COMMUNICATIONS	4,853.54	6,500.00	6,500.00	3,022.99
208-691-880.000	COMMUNITY PROMOTION	1,309.61	5,000.00	5,000.00	846.00
208-691-910.000	INSURANCE AND BONDS	2,671.00	2,671.00	2,671.00	2,671.00
208-691-939.000	VEHICLE MAINTENANCE	119.18	3,713.00	6,000.00	3,944.48

208-691-960.000	EDUCATION AND TRAINING	0.00	0.00	0.00	205.69
208-691-976.000	BUILDING ADDITON & IMPROVEMENT	0.00	0.00	0.00	0.00
208-691-983.000	OFFICE EQUIPMENT	2,500.00	2,500.00	2,500.00	0.00
208-691-996.027	ADMINISTRATION COSTS	16,266.77	19,371.20	19,371.20	0.00
Total Expenditures SMART Program		196,476.72	266,355.36	215,774.86	105,889.98
TOTAL EXPENDITURES		2,048,904.57	2,446,031.71	2,294,338.71	1,534,326.93
Beginning Fund Balance			1,249,719.75	1,249,719.75	
Surplus / (Appropriation) Budgeted for Fiscal 2024			(31,282.71)	(31,282.71)	
Ending Fund Balance			1,218,437.04	1,218,437.04	

Fund 408 - CAPITAL PROJECTS FUND - RARE

Revenues					
408-101-699.000	TRANSFER IN	332,533.00	175,120.00	175,120.00	0.00
TOTAL REVENUES		332,533.00	175,120.00	175,120.00	0.00

Expenditures					
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	30,637.32	365,000.00	485,000.00	467,259.80
408-101-982.000	MACHINERY	52,216.85	8,000.00	15,000.00	10,270.00
408-101-983.000	OFFICE EQUIPMENT	18,855.84	12,000.00	6,000.00	3,824.84
408-101-984.000	FURNITURE	0.00	5,000.00	5,000.00	1,744.92
408-101-985.000	VEHICLES	0.00	0.00	0.00	0.00
408-101-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		101,710.01	390,000.00	511,000.00	483,099.56
Beginning Fund Balance			769,038.31	769,038.31	
Surplus / (Appropriation) Budgeted for Fiscal 2024			(214,880.00)	(335,880.00)	
Ending Fund Balance			554,158.31	433,158.31	



This EMPLOYMENT AGREEMENT made and entered into the 1st day of July 2024, by and between the Recreation Authority of Roseville & Eastpointe and _____:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree to the following as the conditions covering their employment relationship, namely:

1. _____ shall be employed on and after July 1, 2024, as _____ of the Recreation Authority of Roseville & Eastpointe.
2. The term of said employment shall be three (3) years from its execution.
3. _____ salary as _____ shall be _____ annually with a 4% increase on 2025/26 fiscal year and 3% increase in 2026/27 fiscal year.
4. WORKING HOURS – The official work week for full-time staff at the Recreation Authority of Roseville & Eastpointe shall be 8:00am – 4:30pm, with a 1-hour lunch, Monday through Friday. This schedule may be adjusted, with approval of the Executive Director, to meet both the operational needs of the department and/or the personal needs of the employee and considered Flexible-Time. If such adjustment is made, it must not result in the accumulation of overtime or compensatory time, and must be done with the same number of working hours for full-time staff. Working remotely may also be considered. (See attached policy).
5. OVERTIME - An election may be made by an employee to accumulate up to sixty (60) hours in compensatory time by mutual agreement between the employee and the Executive Director. Additional hours above 60 may be accumulated at the discretion of the Executive Director.
6. HOLIDAYS - The following calendar days shall be deemed holidays for the purpose of this agreement: New Year's Eve Day, New Year's Day, MLK Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays which occur during vacation leave shall not be charged against vacation leave. When one of the listed holidays falls on a Sunday, the following Monday shall be considered a holiday for the Authority employee. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
7. SICK LEAVE - Employee shall be credited and have available ninety-six (96) hours, or 12 sick days, each January 1 for the entire calendar year. Employees will be allowed to accumulate up to twenty-four (24) sick days (192 hours).

New hire employees do not accrue sick leave time until after successful completion of their six (6) month probationary period.

A short-term disability plan shall be provided to the Authority commencing on the eight (8th) calendar day of disability and continuing through the 365th consecutive day. The employee of the Authority shall be compensated at sixty-five (65%) percent of his/her regular pay during this period of disability.

The Authority requires a written statement from the employee's doctor on the third consecutive day of requested sick leave. Once off for three or more consecutive sick leave days, a statement from the employee's doctor must also be obtained clearing the employee to return to work. The Authority also reserves the right to require the employee to be examined by a physician of the Authority's choice, at the Authority's expense.

Employees may utilize sick leave in case of the illness or injury of an immediate family member as defined by the Family Medical Leave Act (FMLA).

Parental Leave Policy – see attached.

8. PERSONAL BUSINESS DAYS - Three (3) personal business days shall be allowed during each year of this agreement with pay upon written application and approval by the Executive Director. Personal business days shall not be carried over from year to year. Personal business days may be used in four (4) hour increments.

New hire employees do not accrue personal business days until after successful completion of their probationary period of six (6) months. Personal business days are then prorated for the remainder of the year.

9. VACATION SELECTION AND VACATION TIME - Employees shall be credited and have available vacation January 1 for the entire calendar year based upon their anniversary date in that calendar year. If an employee leaves employment or does not work ten (10) days in the month ("work" shall include vacation, personal leave days and compensatory days), the payoff amount or accumulated vacation amount will be reduced accordingly.

<u>Service Time</u>	<u>Days Earned</u>
Completion of Probation – 5 years	10 days
Over 5 years	15 days
Over 15 years	20 days
Over 20 years	25 days
Over 25 years	30 days

New hire probationary employees do not accrue vacation leave time until after successful completion of their probationary period. Vacation time is then credited retroactive to date of hire.

Up to five (5) vacation days may be accumulated and carried over to the following calendar year. Additional days over the maximum five (5) days have to

be used by the end of the first pay period in January or they will be forfeited.

Pay in lieu of vacation for up to 50% of days acquired during the current year can be requested by November 30 each year. In the event employment is terminated, an employee will be paid for all earned vacation accumulated, computed on the basis of all earned vacation from the prior year not used, and the vacation time earned in the current year.

10. FUNERAL LEAVE

In event of death of a loved one, time off with pay to attend the funeral shall be given. Funeral leave shall be granted for up to 3 days paid leave beginning with the date of death and ending with the date of the funeral. If funeral is held 500 miles outside of the City of Roseville or Eastpointe an additional day for travel after the date of funeral will be given. Notice of Funeral Leave to the Executive Director upon learning of the need for such leave to determine the appropriate number of days needed. Personal situations may be considered, by the Executive Director, for employees returning to work following the loss of a loved one for options of hybrid working or flextime if appropriate to provide employee with options for the recovery process. If it is determined that more than 3 days leave is appropriate, it may be requested that employee use other benefit time (personal, vacation, etc.) be used for additional paid leave days.

11. JURY DUTY

Participation in jury duty shall not result in any loss of pay or benefits. Proof of jury and/or assignment shall be documented, if requested. Any remuneration received for Jury Duty shall be submitted to the Authority.

12. DUTY RELATED ILLNESS AND INJURY

All employees injured or incapacitated in the actual discharge of duty shall receive such pay for injuries as provided for under Workman's Compensation Laws of the State of Michigan. In addition to the minimum amount required by law, the Authority shall pay an additional sum, which will be the difference between eighty percent (80%) of his regular salary minus said compensation payment. Such additional payment shall be made for a period not to exceed one year, and shall not be paid for injuries received because of negligence on the part of the employee injured.

The Authority reserves the right to have an employee examined at any time while on injury and assign the employee back to the position he/she held prior to injury or to another assignment as determined by the Executive Director. These assignments are strictly the prerogative of management.

If the reports of the employee's physician and the Authority's physician are in disagreement or conflict, a "third party" physician's (agreed to by the Authority and the employee) opinion will be binding on both parties.

All employees released for light duty will be assigned duties and given an

opportunity to work. A light duty assignment in no fashion extends or modifies the additional payment period.

Any employee incurring a non-job-related illness or injury and who is deemed by their doctor to be able to work, however is restricted from performing their normal job, may request to be allowed to work limited duty. It is the obligation of the employee to secure and deliver to the Authority a doctor's prescription for the hours and duties allowed.

13. MEDICAL INSURANCE

The Authority shall provide full-time employees, eligible spouse and their dependents medical, dental and optical insurance coverage upon completion of six (6) months of service. The insurance plan follows the City of Roseville Employee Benefit Plan ("Plan Document") effective January 1, 2024. Employer agrees to a 50% contribution to the deductible amount of the employee Health Savings Account.

14. POST RETIREMENT HEALTH CARE

The Authority shall participate in a Retirement Health Savings Plan upon completion of six (6) months of service. This plan shall consist of a mandatory Employer contribution of two (2%) percent and a one (1%) percent Employee contribution. Both contributions shall be made on the basis of base wage only. The vesting for Employer contributions shall be immediate.

15. REIMBURSEMENT ACCOUNTS

Employees of the Authority will be permitted to utilize qualified reimbursement accounts established as part of Section 125 of the Internal Revenue Code, which permits employees to pay certain health care or dependent care expenses with pre-tax dollars. Administration and limitation of this plan shall be determined by the Authority and as otherwise required by Federal law or regulation.

16. CASH IN LIEU OF BENEFITS

Employees of the Authority who elect to waive participation in the Authority's sponsored health care plan because the employee receives health care benefits from a previous employer or the employee's spouse has coverage shall be paid a health insurance allowance of One Thousand (\$1,200.00) Dollars annually. The waiver of participation shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or otherwise provided in the agreement. As a condition of waiving participation and receiving an insurance allowance, the employee must annually submit a letter to the Authority certifying that the employee and the employee's dependents will be covered under a health insurance plan. Each employee who elects to accept the insurance allowance for the calendar year January through December will receive payment in January of the subsequent year, combined with any other special pay items.

In the event that an employee's health care plan ceases to cover the employee and his/her dependents, the employee must re-enroll in the Authority's sponsored health care plan. The Authority will endeavor to re-enroll the employee and the employee's eligible dependents in the Authority sponsored health care plan subject to the procedures and time frame required by the appropriate health insurance carrier. Employees who are re-enrolled during a calendar year will receive a prorated allowance.

17. PENSION

Employees of the Authority may participate in a Defined Contribution (DC) plan. The plan will provide for an Employer contribution of fifteen (15%) percent of the Employee's base wage and an optional Employee contribution of up to five (5%) percent of base wage. The period of vesting for this benefit shall be five (5) years of service. If hire date is July 1, 2024 or later, vesting period shall be eight (8) years.

18. USE OF PRIVATE AUTOS

Subject to approval by the Executive Director, the Authority will pay the equivalent cents per mile as published by IRS Standard Mileage Rates to all employees for use of their privately owned vehicle in conducting Authority business. Authority vehicles will be used whenever possible.

19. CESSATON OF BENEFITS

It is understood that anytime an employee is on unpaid leave that the benefits of this agreement cease and benefits are prorated for time off. Certain benefits may continue under other Federal and State laws.

20. RIGHTS AND RESPONSIBILITIES

Both the Authority and its employees recognize the others' rights and responsibilities under both Federal and State Law and agree that same shall supersede any provision to the contrary in this agreement unless said law reserves to the parties hereto the right to negotiate said rights and responsibilities hereunder.

The parties recognize that this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement, in writing, with appropriate legislative action being taken by the Recreation Authority of Roseville & Eastpointe Board.

In witness whereof, the parties hereto have hereunder set their hands and seals the day and year first above written.

BY _____ BY _____

BY _____ Date: _____



Recreation Authority of Roseville & Eastpointe Board

June 25, 2024 - 4:00pm

Conference Room - Recreation Authority Center

Recreation Authority of Roseville & Eastpointe Action Summary

Meeting Date: June 25, 2024

Topic: Request approval of Employment Agreements beginning July 1, 2024

Background Brief: In your packet is a blank Employment Agreement for all full-time staff. Salaries have already been approved with the approval for our FY25 Budget. Changes to the Agreement include:

- Defining Working Hours
- Pending adoption of Parental Leave Policy and Remote Working Policy
- Removing unlimited sick days; implementing 12 sick-days/year policy.
- Allowing for additional Funeral Leave if deemed appropriate.

Agreements are through FY 27 with a 4% salary increase in FY 26 and 3% increase in FY 27. This was changed after staff realized the City of Eastpointe contracts included 5% increases and City of Roseville contracts included 3.5% increases with some units receiving even more based on discussion at our April meeting.

Financial Impact: see above

Director's Recommendation: Request approval.

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



Paid Parental Leave Policy

Effective July 1, 2024

The Recreation Authority of Roseville & Eastpointe provides up to four weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or six weeks to an employee who gives birth. The purpose of paid parental leave is to enable the employee to heal from childbirth and/or to take care for and bond with a newborn or a newly adopted or new placed child.

Eligibility

Employees designed as full-time in accordance under the Recreation Authority of Roseville & Eastpointe's definition are eligible for Paid Parental Leave upon hire. In addition, employees must meet one of the following criteria:

1. Have given birth to a child;
2. Be a parent of a newly born child; or
3. Have adopted a child or have had a child placed in their home for adoption. The adoption of a new spouse's child is excluded from this policy.

Paid parental leave is only available if both the employee and the Recreation Authority are expecting the employee to return to work for at least 30 calendar days following the leave. If it is known that the employee will not be returning to work following the leave, this benefit may be denied or discontinued. Failure to report for work at the conclusion of the employee's approved leave without requesting and receiving additional leave may be considered a resignation.

If an employee is on a leave of absence unrelated to pregnancy and gives birth during that leave, the employee is not eligible for paid parental leave.

Additional Paid Parental Leave for Childbirth

In recognition of the physical recovery from childbirth, an employee who gives birth is eligible for eight weeks of paid parental leave. An eligible employee who gives birth will receive four weeks of paid leave in addition to the four weeks of paid parental leave. The four-week childbirth leave must begin on the first missed workday on or following the date of childbirth, whichever is sooner. While on approved paid childbirth leave, the employee will receive 100% of their base compensation.

Duration of Time Frame of Paid Parental Leave

An employee eligible for leave under this policy will receive four weeks of paid parental leave per eligible event. A multiple birth situation (e.g. twins) is considered one event. Adoption or placement of adoption of multiple children is considered one event. While on approved paid parental leave, the employee will receive 100% of their base compensation.

In no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or placement for adoption occurs within that 12-month time frame.

Eligibility for leave under this policy ceases on the effective date of separation from employment. Upon termination of the individual's employment at the Recreation Authority, employees will not be paid for any unused paid parental leave for which he or she was eligible for any paid parental leave that employee was entitled to but did not use.

Employee Gives Birth

Paid parental leave must begin immediately following the paid childbirth leave and be taken as a continuous period of time. The employee will receive a total of eight weeks paid by combining the paid childbirth leave and paid parental leave.

Other Eligible Events

For employees who are eligible for paid parental leave due to a spouse or significant other giving birth or their adoption or placement of a child are eligible for four weeks of paid parental leave per event. Paid paternal leave for other eligible events must be used within six months from the date of the event.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA); thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or adoption or placement for adoption, the leave will be counted toward the twelve weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply.

The base wages paid by the Recreation Authority during paid parental leave shall not be “pyramided” with any other paid leave provided by the Recreation Authority.

The employee may use their sick, vacation, personal, and/or compensatory hours at their discretion following the conclusion of the paid parental leave and through to the conclusion of twelve weeks total leave. For example, an employee who gives birth and takes a twelve-week leave of absence under the FMLA, the leave would be paid as follows:

Childbirth:

Weeks 0 – 4: Paid at 100% by the child birth leave provision of this policy

Weeks 5 – 8: Paid at 100% by the parental leave provision of this policy

Weeks 7 – 12: Employee may use some, all, or none of the paid benefits at their discretion.

OR

Other eligible events:

Weeks 0 – 4: Paid at 100% by the parental leave provision of this policy

Weeks 5 – 12: Employee may use some, all, or none of the paid benefits at their discretion.

The Recreation Authority will maintain all benefits for employee during the paid parental leave period just as if they were taking any other paid leave such as a paid vacation leave or paid sick leave. Benefits maintenance following the paid parental leave and during the remaining approved leave of absence will follow the policy requirements for the type of leave of absence being used (e.g. FMLA leave or non-FMLA medical leave, personal leave, etc.).

If a Recreation Authority observed paid holiday occurs while the employee is on a paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Requests for Paid Parental Leave

Employees must request leave under this policy as soon as the need for leave is foreseeable. Employees must request leave in writing to the Executive Director. The employee must complete the necessary forms and provide documentation as required.

Policy Amendments & Interpretation

As with all Recreation Authority policies, this policy may be amended or discontinued at any time, with or without notice. The Recreation Authority has the exclusive right to interpret this policy.



Recreation Authority of Roseville & Eastpointe Board

June 25, 2024 - 4:00pm

Conference Room - Recreation Authority Center

Recreation Authority of Roseville & Eastpointe Action Summary

Meeting Date: June 25, 2024

Topic: Request approval of Paid Parental Leave Policy

Background Brief: In your packet is a proposed Paid Parental Leave Policy to work in conjunction with the Family Medical Leave Act (FMLA) when having a child. The City of Eastpointe uses FMLA; the City of Roseville has various contracts that use FMLA along with Short-term Disability. This policy was patterned off of the City of Kentwood, MI found on the National Recreation and Park Association site.

This policy would allow those that are becoming parents the security of knowing they can recover or adjust to becoming a new parent, without the worry of lesser pay or how they are going to adjust benefit time to accommodate time off.

- The child-bearer would receive 8 weeks paid.
- Other circumstances (Father, adoption, foster...) would receive 4 weeks paid.
- Qualifying participants may utilize additional benefit time for the remaining weeks up to 12 weeks, based on FMLA.
- We have dynamic group of young supervisors that we would like to keep on staff, and this policy would be an incentive to retain (and recruit if needed).

Financial Impact: Minimal use of additional benefit time when such occasion occurs to staff.

Director's Recommendation: Request approval.

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



Remote Working Policy

The Recreation Authority deems remote work suitable for certain employees and positions, though not universally applicable. It enables employees to work from home, while traveling, or at an offsite venue. Importantly, remote work doesn't alter any employment terms and conditions with the Recreation Authority. Rather, it's considered a privilege that may be withdrawn if either employer or employee needs aren't fulfilled.

Remote Work Agreement

Employees of the Recreation Authority are authorized for remote work based on the compatibility of their job responsibilities. Full-time employees who have completed over six months of service without any disciplinary actions and whose duties align with successful remote performance may qualify for remote work eligibility. Eligible employees are provided with a department laptop and are required to remain accessible via email and phone during designated hours.

Reasons that could prompt a remote work arrangement include but are not limited to:

- Inclement weather
- Natural disasters
- Declared emergencies
- Childcare issues
- Medical conditions

Remote work arrangements must be approved by the Executive Director. To request permission to work remotely, employees must submit a request at least one day in advance. Exceptions may be granted on a case-by-case basis at the discretion of the Executive Director and focusing first on the business needs of the organization.

If the remote work request is for more than one week, the employee and Executive Director must meet to agree upon specific goals, schedules and deadlines.

If the employee and Executive Director agree, a remote work agreement will be prepared and signed by all parties.

Remote Work Conditions

To ensure productivity, connectivity, and security, employees must maintain an appropriate work environment. The Recreation Authority does not cover expenses related to setting up an employee's home office, such as remodeling costs. All remote employees are required to have access to high-speed internet, a reliable phone connection, and must be available during their regular working hours (8:00am-4:30pm), unless otherwise approved by the Executive Director.

Evaluation of Remote Work

Employees will be evaluated and substandard performance may lead to the revocation of remote work privileges and/or disciplinary action up to and including termination.



Recreation Authority of Roseville & Eastpointe Board

June 25, 2024 - 4:00pm

Conference Room - Recreation Authority Center

Recreation Authority of Roseville & Eastpointe Action Summary

Meeting Date: June 25, 2024

Topic: Request approval of Remote Working Policy

Background Brief: In your packet is a proposed Remote Working Policy. This type of policy came into play during the pandemic, but is relevant in all situations.

- The majority of our daily duties are face-to-face engagement and should be as such as much as possible. However, there are job duties that can be completed off-site or working remotely and in some instances are better to be off-site. One such instance: Office staff working on the newsletter. There are times that it would be much easier to be off-site and not face-to-face at the window with distractions while typesetting the newsletter.
- This policy would allow for instances of inclement weather, natural disasters, declared emergencies, childcare issues, sick (but capable of working; i.e. covid), the chance to complete some of those job duties that are not face-to-face engagement. Hours worked must be logged and sent to the Executive Director for approval. Should the work not be on par for the hours submitted for that day, then benefit time must be utilized.
- This policy is not intended to permit staff to work from home multiple days a week or be utilized as a scheduling bargain. It is simply a policy to ensure that Recreation Authority business runs smoothly when staff may not be able to be in the office. It establishes guidelines and expectations for working remotely.

Financial Impact: None.

Director's Recommendation: Request approval.

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

**BYLAWS OF THE
RECREATION AUTHORITY OF ROSEVILLE AND EASTPOINTE**

ARTICLE 1: MISSION

The Recreation 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 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 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, who shall be a registered voter of said participating municipality, shall be selected by the four (4) members of the board. The residence of the Fifth Board Member shall alternate between participating municipalities each term. In the event the fifth board member be recommended for re-appointment by the four (4) board members, approval must be obtained by the legislative bodies of the participating municipalities.

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 Authority of Roseville and Eastpointe, Macomb County, Michigan, do hereby certify that the foregoing Bylaws were offered by Trustee McCain and seconded by Trustee Switalski and that the same was duly passed at a regular meeting of said Recreation Authority held in the City of Roseville at The Recreation Authority Center Building on the 21 day of February, 2024, and that the vote was as follows:

Yeas: 3

Nays: 0

Absent: 2

**ANTHONY J. LIPINSKI
EXECUTIVE DIRECTOR**

2024 Sponsorship Breakdown

As of May 15, 2024

Event/Program	Event/ Program Date(s)	Organization/Business	In-kind Good/Service	In-kind value	Donation/Sponsorship
Drive-in-Movie	February 17, 2024	Sam's Club	Members Mark Potato Chips Assortment	\$13.98	
			Members Mark Water	\$8.98	
			Kit Kats	\$9.88	
			Cookie Tray	\$19.89	
Adult Spring Egg Hunt	April 3, 2024	Christian Financial Credit Union			\$400.00
		Sam's Club	Mini Fridge - Prize	\$24.98	
			Cooler - Prize	\$49.98	
			Golf Balls - Prize	\$27.98	
			Candy to fill eggs (8 bags) @ \$22.98 each	\$183.84	
			Gift card for prize	\$50.00	
			Gift card for prize	\$25.00	
Spring Egg Hunt	April 6, 2024	Baffin Brewery	Baskets (5 @ \$29.88 each)	\$149.40	
		Copperhop Brewery	Candy filled eggs for prizes (10 @ \$9.98)	\$99.80	
		Sam's Club	Face painting or balloon twisting	\$350.00	\$400.00
			(5) \$5 gift Certificates	\$25.00	
			Dog Treats	\$22.98	
Doggie Egg Hunt	April 6, 2024	Xfinity/Comcast			
Adult Sports - Softball	May 1-August 23, 2024	J&W Icecream & Grill			
T-Swift Social	May 17, 2024	Sam's Club			
		Mega Shine Wash			\$100.00
		Sam's Club	Food Supplies/Drinks/Desserts	\$134.17	
		Anton Art Center	(2) Crafts	\$100.00	
		Balloons by Laressa	Disocunt on balloon arch	\$50.00	
		Mayor Pro Tem Cardi DeMonaco			\$50.00
Youth Sports - Baseball	May 18 - July 1, 2024	Eastpointe-Roseville Chamber of Commerce			\$500.00
Summer Day Camp	June 17 - August 16, 2024	mParks	Funds for transportation for MI Capital Trip		\$593.00
		Mega Shine Wash			\$100.00
		Macomb Mall			\$500.00
Pride in the Park & Movie	July 18, 2024	OneMacomb			\$750.00 Gold Level
		Christian Financial Credit Union			\$1,500.00 Platinum Lvel
		Consumers Energy			\$350.00 Silver Level
Rockin' Summer Night	August 14, 2024	Motor City Pawn Brokers			\$1,500.00
		Consumers Energy			\$350.00
		Mega Shine Wash			\$100.00
			TOTAL	\$1,345.86	\$7,193.00