



Recreational Authority of Roseville & Eastpointe Board
4:00 pm - November 11, 2020
Meeting Agenda

MEETING HELD VIA ZOOM

To join the Recreational Authority Board of Roseville & Eastpointe Board meeting scheduled for November 11, 2020 at 4:00pm, please click the following link:

Join Zoom Meeting

Meeting ID: 992 2700 7016
Passcode: 225763

Or dial-in to join by phone by calling: 1 929 205 6099 US
Phone Meeting ID: **992 2700 7016**
Passcode: **225763**

- A. Roll Call
- B. 1. Approval of Minutes for Regular meeting on October 14, 2020
- C. Approval of Disbursements and Budget Report.
 - 1. Disbursement #4
 - 2. Revenue/Expense Reports
- D. Hearing of the Public - agenda items only
- E. Communications
- F. Old Business
 - 1. Request approval to eliminate the allowance of Inflatables/Dunk Tanks/Pony Rides/Petting Zoo/large tents for Pavilion Rentals in parks for non-City of Eastpointe/Roseville or non-Recreation Authority events.
- G. New Business
 - 1. Presentation of Audit Report by representatives from Plante & Moran, PLLC
 - 2. Update on SMART Parking Lot Improvement Project
 - 3. Discuss printing of Newsletter.
- H. Hearing of the Public.
- I. Discussion by Director
- J. Discussion by Board members
- K. Adjournment



Recreational Authority of Roseville & Eastpointe Board Meeting Minutes

Conference Room - Recreation Authority Center via ZOOM

18185 Sycamore, Roseville, MI 48066

4:00 pm – October 14, 2020

Meeting called to order 4:05 p.m.

A. Roll Call

- a. Mr. Frontera, Mr. Hogan, Mr. Walters, Mr. Merucci are present. Mr. Switalski arrived at 4:09pm.

B. Approval of Minutes

a. Approval of Minutes for Regular meeting on September 9, 2020

- i. Motion to approve the September Regular meeting minutes was made by Mr. Frontera, supported by Mr. Walters. All approved, none opposed. Motion passed.

C. Approval of Disbursements and Budget Report

a. Disbursement #3

- i. Motion to approve disbursement #3 was made by Mr. Frontera, supported by Mr. Hogan. All approved, none opposed. Motion passed.

b. Revenue/Expense Report

- i. Motion to approve the revenue/expense report was made by Mr. Frontera, supported by Mr. Hogan. Mr. Merucci questioned the Life, Health, Dental budget; Mr. Walters responded that line has to be adjusted, payment was for last fiscal year but made in current fiscal year. Mr. Merucci questioned the Printing & Publications budget; Mr. Lipinski responded that there was the change in publication vendors to DRIVE Creative Services which changed the budget but there does not intend to be a change. 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 online inquiry regarding a compliment received about the Senior Parking Lot Party. A notification was sent to the Greater Metro Detroit Youth Sports Organization regarding upcoming stadium reservations. Following the games over the weekend a decision was made to cancel their upcoming games reserved with the Recreational Authority due to stadium conditions, how staff was treated and the point person that had reserved the field had not been in attendance of the games. Ms. Michelle Boggess is now the world record holder of the longest hand drawn maze at 1097 sq. feet. The maze was measured at the Recreation Authority Center on September 27th. Only Ms. Boggess and officials to measure were in attendance.

F. Old Business - none

G. New Business

a. Update on SMART Parking Lot Improvement Project

- i. Mr. Lipinski stated that project did start last week. Asphalt is torn up along with some concrete pads. Some concrete pads have already been poured and some grading will be started. The site should be ready to pave next week, then the fencing will be installed. The carport would be following that.

b. Update on Fall/Winter Newsletter

- i. Some programs have been altered/changed or moved inside. For the most part classes like Tennis, Adult Fitness and Boxcercise for kids will be moved inside; Karate is currently inside but if the weather is decent the classes are hosted outside. Rooms 1, 2 & 3 have been opened up to accommodate more space for the participants to spread out. Youth basketball has not been decided as of yet; schools are not available for practices. A decision will be made with many factors in mind – practice space, referees, number of participants and staying in the standards of the current orders.

c. Request approval to postpone printing of Spring/Summer Newsletter

- i. Mr. Lipinski stated that with all the changes with the current newsletter we spoke with DRIVE Creative Services in regards to postponing the Spring/Summer Newsletter. DRIVE Creative Services was

understanding with the circumstances and Mr. Lipinski did agree to extend the contract to still honor the four editions that was agreed upon. Motion to approve the postponement of the Spring/Summer newsletter for 2021 indefinitely with revisiting it as an agenda item each month was made by Mr. Switalski, supported by Mr. Hogan. All approved, none opposed. Motion passed.

d. Request approval to eliminate the allowance of inflatables/dunk tanks/pony rides/petting zoo/large tents for Pavilion rentals in parks for non-City of Eastpointe/Roseville or non-Recreation Authority events.

- i. Mr. Lipinski reported that there have been many issues with the renters and companies having the extra entertainment out at the parks, especially this summer. Motion to table the approval to eliminate the allowance of park entertainment in the parks for non-City of Eastpointe/Roseville or non-Recreation Authority event was made by Mr. Switalski, supported by Mr. Walters. All approved, none opposed. Motion passed.

H. Hearing of the Public

- a. No public spoke.

I. Discussion by Director

- a. Mr. Lipinski commented that the fitness center is open Monday through Saturday. We did have it open on Sunday but the attendance was low so that has since been closed. Another Girl's softball tournament is going to be held at Huron Park this weekend; this is the same group that had rented earlier in the summer. This past Friday Adam had taken a photo of the Eastpointe Memorial Football Field, that field is looking the best it has in years. A lot of that credit goes to Mr. Joe Merucci for all the work done these past two years on the field. The Tiger Cats still have an outstanding balance from last season; Mr. Lipinski has been trying to have a meeting with their board. This meeting has not been held yet. Ms. Sara Frederick is submitting a grant through the MRPA for healthier lifestyles for up to \$5,000 to host a Scooter Safety event. The audit has been under way and should be on the next agenda or two.

J. Discussion by Board Members

- a. **Mr. Hogan** – nothing at this time
b. **Mr. Walters** – nothing at this time
c. **Mr. Frontera** – nothing at this time
d. **Mr. Switalski** – nothing at this time
e. **Mr. Merucci** – nothing at this time

Meeting adjourned – 4:43 p.m.


Recreational Authority of Roseville & Eastpointe

Disbursement # 4

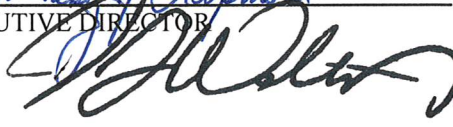
October 2020	61,725.06
AP Total	<u>61,725.06</u>
Pay #8 (10/14/2020)	28,245.05
Pay #9 (10/28/2020)	28,547.58
Payroll Total	<u>56,792.63</u>
Grand Total	118,517.69

*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

October 2020

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 TREASUR	JULY BOR #J20-407	092320	10/05/20	2.46	6905
208-101-402.000	CURRENT PROPERTY TAXES	MACOMB COUNTY TREASUR	INVOICE (RARE) THROUGH 9-30-20	101420	10/27/20	15.49	6924
208-101-652.000	RECREATION USE AND ADMISSION	CALLAWAY, BRIDGETTE	REFUND-CANCELLATION OF PROGRAM	126772	10/05/20	35.00	6892
208-101-652.000	RECREATION USE AND ADMISSION	CLEAVES, ANGIE	REFUND-CANCELLATION OF RENTAL	126805	10/05/20	50.00	6895
208-101-652.000	RECREATION USE AND ADMISSION	HARRIS, JASMINE	REFUND-CANCELLATION OF PROGRAM	126780	10/05/20	40.00	6902
208-101-652.000	RECREATION USE AND ADMISSION	LOSIER, TRACY	REFUND-CANCELLATION OF PROGRAM	126763	10/05/20	55.00	6904
208-101-652.000	RECREATION USE AND ADMISSION	GREATER METRO YOUTH SPC	REFUND-USE OF FOOTBALL FIELD 10/17&10/2	PR25619	10/13/20	1,200.00	6901
208-101-652.000	RECREATION USE AND ADMISSION	MCCRACKEN, JOANNA	REFUND-CANCELLATION OF PROGRAM	126985	10/27/20	40.00	6926
208-101-652.000	RECREATION USE AND ADMISSION	MCMAHEN, MEGAN	REFUND-PAYMENT OF WRONG FEE	PR25617	10/27/20	15.00	6927
208-101-652.000	RECREATION USE AND ADMISSION	VOLLBACH, MATT	REFUND FOR MIDOG PARK REGISTRATION	PR25618	10/27/20	25.00	6931
208-101-725.000	UNEMPLOYMENT & WORKERS CO	MICHIGAN MUNICIPAL LEAG	Q3 2020 CONTRIBUTION REPORT	093020	10/05/20	156.93	6907
208-101-728.000	OFFICE SUPPLIES	SAM'S CLUB / SYNCHRONY B.	AUGUST/SEPTEMBER CHARGES	PR25616	10/05/20	28.22	6909
208-101-728.000	OFFICE SUPPLIES	CITY OF ROSEVILLE	SEPTEMBER OFFICE SUPPLIES/POSTAGE	1587	10/27/20	162.54	6916
208-101-728.000	OFFICE SUPPLIES	SYNCB/ AMAZON	AUGUST-OCTOBER 2020 CHARGES	PR25620	10/27/20	177.02	6929
208-101-730.000	POSTAGE	CITY OF ROSEVILLE	SEPTEMBER OFFICE SUPPLIES/POSTAGE	1587	10/27/20	513.80	6916
208-101-740.000	SUPPLIES	GRANT, MARY	REIMBURSEMENT- SENIOR PROGRAMS/EVENT	PR25615	10/05/20	1,012.40	6900
208-101-740.000	SUPPLIES	NATIONAL ALLIANCE FOR YO	SS/SC PART KIT & SHIPPING	30945	10/05/20	271.13	6908
208-101-740.000	SUPPLIES	SAM'S CLUB / SYNCHRONY B.	AUGUST/SEPTEMBER CHARGES	PR25616	10/05/20	65.66	6909
208-101-740.000	SUPPLIES	SYNCB/ AMAZON	AUGUST-OCTOBER 2020 CHARGES	PR25620	10/27/20	176.03	6929
208-101-801.000	PROFESSIONAL SERVICES	ABEL ELECTRONICS INC	SCOPE OF WORK 9/3/2020	101331	10/27/20	147.99	6914
208-101-801.000	PROFESSIONAL SERVICES	PLANTE & MORAN PLLC	JUNE 2020 AUDIT	1903893	10/27/20	14,065.00	6928
208-101-818.000	CONTRACTUAL SERVICES	MCKECHNIE, ALYSSA	9/26-10/31 START SMART SOCCER	092920	10/05/20	326.40	6906
208-101-818.000	CONTRACTUAL SERVICES	KEITH, MICHAEL	SCOREKEEPER 9/3-10/23	PR25621	10/27/20	320.00	6921
208-101-818.000	CONTRACTUAL SERVICES	LEMANSKI, CHRISTINE	SUPER TINY TOTS/SUPER SCIENTISTS 9/14-10/	101320	10/27/20	384.75	6922
208-101-818.000	CONTRACTUAL SERVICES	LIPINSKI, NICHOLAS	SCOREKEEPER 9/3-10/23	PR25621	10/27/20	320.00	6923
208-101-850.000	COMMUNICATIONS	SPRINT	BILL PERIOD 8/24/20-9/23/20	250391517-097	10/05/20	171.35	6910
208-101-900.000	PRINTING & PUBLICATIONS	LITHO PRINTING SERVICE INC	MASTER PLAN STATE GUIDELINES (30)	88459	10/05/20	850.00	6903
208-101-920.000	UTILITIES	CONSUMERS ENERGY	GAS SVC 1000 1006 8144 8/20-9/21/20	203053268430	10/05/20	97.15	6896
208-101-920.000	UTILITIES	COMCAST	SERVICES FROM 10/12-11/11/20	092820	10/27/20	84.90	6918
208-101-920.000	UTILITIES	DTE ENERGY	ELEC SVC 9100 026 8010 6	100920	10/27/20	34.96	6919
208-101-931.000	BUILDING MAINTENANCE	DU-ALL CLEANING INC	9/29 REPLACE SECTION OF VCT	15144	10/05/20	2,810.00	6898
208-101-931.000	BUILDING MAINTENANCE	SAM'S CLUB / SYNCHRONY B.	AUGUST/SEPTEMBER CHARGES	PR25616	10/05/20	99.70	6909
208-101-931.000	BUILDING MAINTENANCE	DUNBAR MECHANICAL INC	MAINTENANCE CONTRACT 1346- QUARTERLY	81620	10/27/20	2,305.25	6920

208-101-931.000	BUILDING MAINTENANCE	SYNCB/ AMAZON	AUGUST-OCTOBER 2020 CHARGES	PR25620	10/27/20	206.70	6929
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV8029595	10/27/20	169.97	6925
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV8029594	10/27/20	40.91	6925
208-101-940.000	RENTALS	TEE PEE INC	PARTY TOILET/STANDARD UNITS	30768	10/05/20	595.00	6911
208-101-940.000	RENTALS	TEE PEE INC	2 STANDARD UNIT GRAY	30844	10/27/20	170.00	6930
208-101-991.000	PRINCIPAL PAYMENTS	CITY OF EASTPOINTE TREASURY	OCTOBER INTERLOCAL GOVERNMENT AGREEMENT C16426		10/05/20	15,998.62	6893
208-101-991.000	PRINCIPAL PAYMENTS	CITY OF ROSEVILLE, TREASURY	OCTOBER INTERLOCAL GOVERNMENT AGREEMENT C16426		10/05/20	15,998.62	6894
208-101-995.000	INTEREST PAYMENTS	CITY OF EASTPOINTE TREASURY	OCTOBER INTERLOCAL GOVERNMENT AGREEMENT C16426		10/05/20	73.41	6893
208-101-995.000	INTEREST PAYMENTS	CITY OF ROSEVILLE, TREASURY	OCTOBER INTERLOCAL GOVERNMENT AGREEMENT C16426		10/05/20	73.41	6894
Total For Dept 101 GENERAL DEPARTMENT						59,385.77	

Dept 691 SMART							
208-691-751.000	FUEL	CITY OF ROSEVILLE	AUGUST 2020 MECHANICS CHARGES	AUG2020	10/27/20	581.20	6917
208-691-801.000	PROFESSIONAL SERVICES	ANDERSON, ECKSTEIN & WELLS	PROJ#1556-0001-0 NORTH PARKING LOT IMPROVEMENTS	0127896	10/27/20	1,032.01	6915
208-691-850.000	COMMUNICATIONS	DIRECT TV	ACCT#008724326 9/21-10/20 CHARGES	37787599384	10/05/20	333.98	6897
208-691-850.000	COMMUNICATIONS	SPRINT	BILL PERIOD 8/24/20-9/23/20	250391517-097	10/05/20	342.14	6910
208-691-939.000	VEHICLE MAINTENANCE	SAM'S CLUB / SYNCHRONY B.	AUGUST/SEPTEMBER CHARGES	PR25616	10/05/20	49.96	6909
Total For Dept 691 SMART						2,339.29	

Total For Fund 208 PARK/RECREATION FUND	61,725.06
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Fund Totals:

Fund 208 PARK/RECREATION FUND	61,725.06
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Total For All Funds:	61,725.06
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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						
10/14/2020	PR	S	576554 403	SUMMARY PR 10/14/2020		
208-000-001.001				CASH RECR AUTH		16,921.04
208-000-258.000				ACCRUED TAXES PAYABLE		3,633.02
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,690.99
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,671.27	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,547.27	
208-101-715.000				FICA-EMPLOYER'S	1,506.23	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,154.12	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,480.00	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	2,575.88	
208-691-715.000				FICA-EMPLOYER'S	310.28	
					<u>28,245.05</u>	<u>28,245.05</u>
					<u>28,245.05</u>	<u>28,245.05</u>

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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						
10/28/2020	PR	S	578137 404	SUMMARY PR 10/28/2020		
208-000-001.001				CASH RECR AUTH		17,149.20
208-000-258.000				ACCRUED TAXES PAYABLE		3,676.04
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,722.34
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,671.27	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,732.79	
208-101-715.000				FICA-EMPLOYER'S	1,520.45	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,154.12	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,480.00	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	2,671.38	
208-691-715.000				FICA-EMPLOYER'S	317.57	
					<u>28,547.58</u>	<u>28,547.58</u>
					<u>28,547.58</u>	<u>28,547.58</u>

11/05/2020		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 10/31/2020							
		% Fiscal Year Completed: 33.33							
		2020-21		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2020-21	10/31/2020		MONTH 10/31/20	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	1,419,137.00	1,419,137.00	52,142.69	A	66.82	0.00	1,366,994.31	3.67%
208-101-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	35,993.00	35,993.00	0.00		0.00	0.00	35,993.00	0.00%
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	450,000.00	450,000.00	49,912.40		9,165.98	0.00	400,087.60	11.09%
208-101-653.000	SMART-OPERATING CREDITS	193,712.00	193,712.00	38,261.03		0.00	0.00	155,450.97	19.75%
208-101-654.000	SMART- FAREBOX REVENUE	47,454.00	47,454.00	980.44		392.44	0.00	46,473.56	2.07%
208-101-664.000	INTEREST AND DIVIDENDS	5,011.00	5,011.00	0.00		0.00	0.00	5,011.00	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		2,154,307.00	2,154,307.00	141,296.56		9,625.24	0.00	2,013,010.44	6.56%
Expenditures									
208-101-706.000	WAGES- PERMANENT EMPLOYEES	337,056.00	337,056.00	113,842.66		25,342.54	0.00	223,213.34	33.78%
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	354,482.00	354,482.00	82,103.68		15,280.06	0.00	272,378.32	23.16%
208-101-709.000	WAGES- OVERTIME	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-715.000	FICA-EMPLOYER'S	52,980.00	52,980.00	14,625.77		3,026.68	0.00	38,354.23	27.61%
208-101-718.000	RETIREMENT FUND CONTRIBUTION	56,006.00	56,006.00	19,353.29		4,308.24	0.00	36,652.71	34.56%
208-101-719.000	HEALTH, LIFE, DENTAL	92,987.00	92,987.00	57,165.72	C	12.50	0.00	35,821.28	61.48%
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	7,033.00	7,033.00	156.93		156.93	0.00	6,876.07	2.23%
208-101-728.000	OFFICE SUPPLIES	8,000.00	8,000.00	1,442.54		1,042.78	0.00	6,557.46	18.03%
208-101-730.000	POSTAGE	17,928.00	17,928.00	829.75		513.80	0.00	17,098.25	4.63%
208-101-740.000	SUPPLIES	46,350.00	46,350.00	4,211.35		1,700.79	0.00	42,138.65	9.09%
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	55,620.00	55,620.00	2,822.84		11.40	0.00	52,797.16	5.08%
208-101-751.000	FUEL	4,000.00	4,000.00	0.00		0.00	0.00	4,000.00	0.00%
208-101-801.000	PROFESSIONAL SERVICES	60,000.00	60,000.00	21,451.31		15,510.61	0.00	38,548.69	35.75%
208-101-818.000	CONTRACTUAL SERVICES	98,000.00	98,000.00	6,201.15		1,351.15	0.00	91,798.85	6.33%
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	9,398.84		186.35	0.00	20,601.16	31.33%
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	3,000.00	3,000.00	0.00		0.00	0.00	3,000.00	0.00%
208-101-880.000	COMMUNITY PROMOTION	25,085.00	25,085.00	340.05		0.00	0.00	24,744.95	1.36%
208-101-900.000	PRINTING & PUBLICATIONS	20,000.00	20,000.00	14,577.80	E	850.00	0.00	5,422.20	72.89%
208-101-901.000	BANK FEES	7,000.00	7,000.00	1,423.02		0.00	0.00	5,576.98	20.33%
208-101-910.000	INSURANCE AND BONDS	35,000.00	35,000.00	40,545.00	B	0.00	0.00	(5,545.00)	115.84%
208-101-920.000	UTILITIES	35,000.00	35,000.00	1,587.40		217.01	0.00	33,412.60	4.54%
208-101-931.000	BUILDING MAINTENANCE	57,500.00	57,500.00	14,298.02		5,396.11	0.00	43,201.98	24.87%
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	11,200.00	11,200.00	1,600.96		210.88	0.00	9,599.04	14.29%
208-101-939.000	VEHICLE MAINTENANCE	7,000.00	7,000.00	336.20		0.00	0.00	6,663.80	4.80%
208-101-940.000	RENTALS	5,000.00	5,000.00	1,105.00		765.00	0.00	3,895.00	22.10%
208-101-958.000	MEMBERSHIPS AND DUES	2,500.00	2,500.00	175.00		0.00	0.00	2,325.00	7.00%
208-101-960.000	EDUCATION AND TRAINING	5,000.00	5,000.00	50.00		0.00	0.00	4,950.00	1.00%
208-101-961.000	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-991.000	PRINCIPAL PAYMENTS	159,621.00	159,621.00	111,661.53	D	31,997.24	0.00	47,959.47	69.95%
208-101-993.000	LAND USE FEE	120,000.00	120,000.00	0.00		0.00	0.00	120,000.00	0.00%

11/05/2020		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 10/31/2020							
		% Fiscal Year Completed: 33.33							
		2020-21		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2020-21	10/31/2020		MONTH 10/31/20	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
208-101-993.001	VENDING EXPENSE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-995.000	INTEREST PAYMENTS	733.00	733.00	842.68	D	146.82	0.00	(109.68)	114.96%
208-101-996.027	ADMINISTRATION COSTS	62,424.00	62,424.00	0.00		0.00	0.00	62,424.00	0.00%
208-101-999.000	TRANSFERS OUT	133,136.00	133,136.00	0.00		0.00	0.00	133,136.00	0.00%
Total Expenditures - Dept 101-GENERAL DEPARTMENT		1,913,141.00	1,913,141.00	522,148.49		108,026.89	0.00	1,390,992.51	27.29%
208-691-706.000	WAGES- PERMANENT EMPLOYEES	38,480.00	38,480.00	4,440.00		2,960.00	0.00	34,040.00	11.54%
208-691-707.000	WAGES- TEMPORARY EMPLOYEES	92,550.00	92,550.00	28,240.77		5,247.26	0.00	64,309.23	30.51%
208-691-715.000	FICA-EMPLOYER'S	10,024.00	10,024.00	2,500.08		627.85	0.00	7,523.92	24.94%
208-691-718.000	RETIREMENT FUND CONTRIBUTION	6,542.00	6,542.00	0.00		0.00	0.00	6,542.00	0.00%
208-691-719.000	HEALTH, LIFE, DENTAL	18,597.00	18,597.00	0.00		0.00	0.00	18,597.00	0.00%
208-691-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	1,318.00	1,318.00	0.00		0.00	0.00	1,318.00	0.00%
208-691-728.000	OFFICE SUPPLIES	750.00	750.00	0.00		0.00	0.00	750.00	0.00%
208-691-740.000	SUPPLIES	0.00	0.00	214.37		214.37	0.00	(214.37)	100.00%
208-691-751.000	FUEL	16,000.00	16,000.00	732.60		581.20	0.00	15,267.40	4.58%
208-691-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	2,859.01		1,032.01	0.00	9,140.99	23.83%
208-691-818.000	CONTRACTUAL SERVICES	5,150.00	5,150.00	0.00		0.00	0.00	5,150.00	0.00%
208-691-850.000	COMMUNICATIONS	6,500.00	6,500.00	2,248.06		676.12	0.00	4,251.94	34.59%
208-691-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	0.00		0.00	0.00	5,000.00	0.00%
208-691-910.000	INSURANCE AND BONDS	2,671.00	2,671.00	0.00		0.00	0.00	2,671.00	0.00%
208-691-939.000	VEHICLE MAINTENANCE	3,713.00	3,713.00	49.96		49.96	0.00	3,663.04	1.35%
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	19,371.00	19,371.00	0.00		0.00	0.00	19,371.00	0.00%
Total Expenditures - Dept 691-SMART		241,166.00	241,166.00	41,284.85		11,388.77	0.00	199,881.15	17.12%
TOTAL EXPENDITURES		2,154,307.00	2,154,307.00	563,433.34		119,415.66	0.00	1,590,873.66	26.15%
Fund 208 - PARK/RECREATION FUND:									
TOTAL REVENUES		2,154,307.00	2,154,307.00	141,296.56		9,625.24	0.00	2,013,010.44	
TOTAL EXPENDITURES		2,154,307.00	2,154,307.00	563,433.34		119,415.66	0.00	1,590,873.66	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(422,136.78)		(109,790.42)	0.00	422,136.78	

11/05/2020		REVENUE AND EXPENDITURE REPORT FOR RARE							
PERIOD ENDING 10/31/2020									
% Fiscal Year Completed: 33.33									
		2020-21		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2020-21	10/31/2020		MONTH 10/31/20	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	133,136.00	133,136.00	0.00		0.00	0.00	133,136.00	0.00%
TOTAL REVENUES		133,136.00	133,136.00	0.00		0.00	0.00	133,136.00	0.00%
Expenditures									
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	94,815.00	94,815.00	0.00		0.00	0.00	94,815.00	0.00%
408-101-982.000	MACHINERY	5,000.00	5,000.00	0.00		0.00	0.00	5,000.00	0.00%
408-101-983.000	OFFICE EQUIPMENT	4,000.00	4,000.00	0.00		0.00	0.00	4,000.00	0.00%
408-101-984.000	FURNITURE	8,000.00	8,000.00	0.00		0.00	0.00	8,000.00	0.00%
408-101-985.000	VEHICLES	21,321.00	21,321.00	0.00		0.00	0.00	21,321.00	0.00%
TOTAL EXPENDITURES		133,136.00	133,136.00	0.00		0.00	0.00	133,136.00	0.00%
Fund 408 - CAPITAL PROJECTS FUND - RARE:									
TOTAL REVENUES		133,136.00	133,136.00	0.00		0.00	0.00	133,136.00	
TOTAL EXPENDITURES		133,136.00	133,136.00	0.00		0.00	0.00	133,136.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00		0.00	0.00	0.00	
<div> <div>A</div> <div>Property taxes are collected in the Winter season only. Year to date amount represents prior year revenue that will be adjusted.</div> </div>									
<div> <div>B</div> <div>Annual insurance premium is higher than budgeted. The Authority typically receives a rebate at the end of the year that will result in an account balance close to the amount budgeted.</div> </div>									
<div> <div>C</div> <div>Health Care is paid to the City of Roseville. Amount recorded represents amount paid for last quarter of FY20. This will be adjusted in conjunction with the close out of the audit. This balance should be zero as nothing has yet been paid for FY21.</div> </div>									
<div> <div>D</div> <div>The loan from Cities of Roseville and Eastpointe will be paid off after November's payment.</div> </div>									
<div> <div>E</div> <div>Printing and Publication is higher than expected due to increased costs related to the new newsletter format. A budget adjustment is likely to be needed.</div> </div>									



Recreational Authority of Roseville-Eastpointe

18185 Sycamore, Roseville, MI 48066

586-445-5480

www.rare-mi.org

November 5, 2020

To: Mr. Joseph Merucci, Parks Administrator – City of Eastpointe

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

Re: Eliminate the use of Inflatables for Pavilion Rentals in Parks

I am requesting that we eliminate the ability to rent an inflatables/dunk tanks/pony rides/petting zoos and large tents for Pavilion Rentals in our parks. We currently have an application to complete with approved vendors to utilize. These approved vendors have their updated insurance on file with us each year. We are experiencing a number of these vendors get over-booked and utilize a third-party vendor which we do not have insurance. We also request the application be returned to our office at least a week ahead of time for scheduling purposes. Many times, the applications are late, or staff is trying to track down the application knowing the party requested additional entertainment. A lot of time is spent doing this and if we tell the resident it is too late, then our staff is often threatened or yelled at in person or over the phone.

There are also many occasions where rentals bring an inflatable anyway, without any documentation. When told it has to be removed, the park staff is threatened. This past summer staff was threatened with a gun when they informed a party that they had to remove their inflatable which was not properly registered. Other issues include:

- Companies drop off items early and leave prior to party being there.
- They are late picking-up equipment following rental.
- Too many third-party rentals, which we do not have insurance certificates on file.
- They insist on driving through the parks to set-up (sometimes creating ruts).

So, in an effort to make it uniform across the board I am requesting that no additional entertainment items be allowed for pavilion rentals (such as inflatables, dunk tanks, petting zoos, pony rides and large tents). Magicians, clowns or characters, and 10' x 10' e-z up tents would be permitted. Other cities nearby have a "No Inflatable" policy for their parks. Sterling Heights, Shelby and Grosse Pointe Woods have not had any issues by having a "No Inflatable" Policy.

Having a "No Inflatable" Policy would provide a safer environment for both park staff and office staff. Both Police Departments would be notified. They would know automatically that if there is an inflatable in the park it is not authorized. This policy is only for residential rentals and does not include City-sponsored or Rec. Authority sponsored events.

Should you have any questions, please let me know.

CC: Recreational Authority of Roseville & Eastpointe Board



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

October 29, 2020

Plante & Moran, PLLC
19176 Hall Road, Suite 300
Clinton Township, MI 48038

Auditors:

We are providing this letter in connection with your audit of the basic financial statements of Recreation Authority of Roseville and Eastpointe (the "Authority") as of June 30, 2020 and for the year then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in financial position, and cash flows, where applicable, of Recreation Authority of Roseville and Eastpointe in accordance with accounting principles generally accepted in the United States (U.S. GAAP). We accept responsibility for the preparation and fair presentation of the financial position, changes in financial position, and cash flows, where applicable, in accordance with accounting principles generally accepted in the United States. We also confirm that we are responsible for the presentation of any required supplemental (RSI) or supplementary information (SI) to which you have provided an opinion in relation to the financial statements as a whole. We believe that this information, including its form and content, is fairly presented in accordance with the applicable criteria.

We acknowledge our responsibility for the completeness of the financial statements, and design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error and for the design, implementation, and maintenance of internal control to prevent and detect fraud. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. We also acknowledge our responsibility for providing you with all relevant information and access.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

For purposes of disclosure in this letter, individual matters related to financial amounts and disclosures should be considered material if in excess of \$18,000. However, materiality limits do not apply to representations that are not directly related to amounts

included in the financial statements or to any item regarding fraud by management or employees who have significant roles in internal control.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, as of the date of this letter, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 8, 2020, for the preparation and fair presentation of the basic financial statements in accordance with U.S. GAAP.
2. We are unaware of any violations of U.S. GAAP in the government's accounting principles and the practices and methods followed in applying them.
 - a. All appropriate component units, if any, have been included in the financial statements.
 - b. All funds and activities have been properly classified in accordance with GASB Statement No. 34, 54, and related Statements.
 - c. All funds that meet the quantitative criteria in GASB Statement No. 34 for presentation as major are identified and presented as such.
 - d. Capital assets, including infrastructure assets, are properly capitalized, reported and depreciated.
 - e. Net position components (net investment in capital assets; restricted; and unrestricted) and fund balance components (nonspendable, restricted, committed, assigned and unassigned) are properly categorized in accordance with GASB Statement No. 54.
 - f. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
 - g. Revenues are appropriately classified in the statement of activities as either program revenues or general revenues.
 - h. Interfund, internal and intra-entity activity and balances are appropriately classified and reported.
 - i. Special and extraordinary items are appropriately classified and reported.
 - j. Deposits and investment securities are properly classified in the Deposit and Investment footnote in accordance with GASB Statement No. 40 and GASB Statement No. 72.
 - k. All tax abatements requiring disclosure in accordance with GASB Statement No. 77, if any, have been appropriately reported.
3. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed, if any.
4. There have been no changes during the year in the government's accounting principles and practices or in the methods of applying them.

5. We are not aware of any litigation, claims, unasserted claims or assessments that should be accrued or disclosed in the financial statements in accordance with GASB 62, paragraphs 100-110, "*Contingencies*", and we have not consulted a lawyer concerning any litigation, claims or assessments, asserted or unasserted.
6. The Authority has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities or fund balance/net position.
7. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
8. There are no:
 - a. Related party transactions and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing agreements, guarantees and pledges of the Authority's assets as collateral, including the provision of products or services without charge except for transactions with the City of Roseville and City of Eastpointe which we have disclosed to you.
 - b. Guarantees or pledges, whether written or oral, under which the Authority is contingently liable.
 - c. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
 - d. Lines-of-credit or similar arrangements.
 - e. Agreements to repurchase assets previously sold.
 - f. Violations or possible violations of laws or regulations whose effect should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - g. Circumstances that we are aware of that make it reasonably possible that the Authority would be named a responsible party in the remediation of environmental contamination.
 - h. Other material liabilities or loss contingencies for which the risk that the Authority will suffer a loss in excess of \$18,000 is more than remote.
9. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
10. Adequate provision has been made to cover possible losses that may result from:
 - i. The collection of receivables.
 - j. Significant purchase or sales commitments.
 - k. Permanent declines in the value of investments.
 - l. Impairments of long-lived assets.
11. The Authority has satisfactory title to all owned assets and there are no liens or encumbrances on such assets nor has any asset been pledged.
12. All significant contracts and contracts not in the normal course of business entered into by the Authority have been presented to you for your evaluation.

13. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
14. The adoption, approval and amendments of budgets have been done in accordance with state law.
15. All significant estimates and material concentrations, as hereinafter defined, known to us have been disclosed to you. Significant estimates are those estimates used in the development of accounting information that could change materially within the next year. Material concentrations refer to concentrations in the volume of business, revenue sources, or the sources of supply that make us vulnerable to events that could occur within the next year that would have a significant disruptive effect on the Authority.
16. There are no interim financial statements available as of a date subsequent to the date of the statements you are auditing.
17. If we publish our financial statements in any manner that includes your auditor's report or any other reference to Plante Moran, it is understood that we will allow you to review such publication prior to production.
18. Required supplementary information (RSI) has been measured and presented within prescribed guidelines. Methods of measurement or presentation of the RSI or SI have not changed from those used in the prior period.
19. We have disclosed to you all significant assumptions or interpretations underlying the measurement or presentation of the RSI and SI.
20. Expenditures incurred during the fiscal year for all federal programs totaled less than \$750,000.

Information Provided

1. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence;
 - d. Minutes of meetings of the legislative body held to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or

- c. Others when the fraud could have a material effect on the financial statements.
4. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
 5. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
 6. Management has reviewed, approved, and taken responsibility for proposed audit adjustments, including approving the appropriate account classification. Management understands the nature of the proposed entities and the impact the entries have on the financial statements.
 7. Management has received assistance from you, the auditors in the drafting of the financial statements and related notes. We acknowledge that we have assumed responsibility for the preparation of these statements, have designated an individual, John Walters, with suitable skill, knowledge and experience to oversee this preparation, have evaluated the adequacy and results of these services performed and have accepted responsibility for the results of these services.
 8. Management has identified and disclosed to the auditor the requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on the determination of financial statement amounts. Management has made available all documentation related to the compliance requirements. Management's interpretations of any compliance requirements that have varying interpretations have been provided.
 9. Management has a process to track the status of audit findings and recommendations.

DocuSigned by:

Anthony J. Lipinski

21329054FBA5452...

Anthony J. Lipinski, Executive Director

DocuSigned by:

John Walters

922A937B47414DA...

John Walters, Controller



MACOMB COMMUNITY ACTION

21885 Dunham Road, Suite 10 • Clinton Township, Michigan 48036

Phone: (586) 469-6999 • Fax: (586) 469-5530

mca.macombgov.org

Ernest Cawvey
Director

Children & Family Services

Action Centers
Early Head Start / CCP
Head Start 0 – 5
Financial Empowerment
Macomb Food Program
(501c3)

Community Services

Accessibility
Community Development
Chore Services
Home Injury Control
Home Rehab
Minor Home Repair
Transportation
Weatherization

Office of Senior Services

Adult Day Health Services
Community Liaison
Benefit Access
Dining Senior Style
Meals on Wheels

November 4, 2020

Dear Friend,

We are pleased to inform you that Macomb Community Action's Dining Senior Style is slowly reopening with a "to-go" lunch. While it will look different, our hope is that you will be able to enjoy the meals again.

Beginning Monday, November 16, 2020, our senior nutrition, Dining Senior Style, will begin serving hot lunches near you – **at the Roseville Senior Center.**

While your dining location will be the same, the packaging and process will be different for the foreseeable future.

We will provide a packaged lunch – packed on site by our Food Service staff prior to your arrival. The process will be contactless and limited in timeframe with little to no socialization. **Treat it as a "To-Go Meal."** This insures your health and safety as well as that of our staff. It also meets the State of Michigan re-opening guidelines for food entities.

Please note the following protocol and guidelines for our lunch service at this time:

- ☐ You will need to wear a mask or other face covering while in the building.
- ☐ Dining Senior Service Program staff will be wearing a mask and gloves. A shield will be added when they are not able to distance 6 feet.
- ☐ Treat the site as a "to-go-meal" pick up site.
- ☐ There **will not** be beverage service or any activities provided by our program/staff.
- ☐ The first-come-first-served standard for the program remains.
- ☐ Please maintain 6 feet physical distance between persons.
- ☐ Staff will sign in for you. This is part of the contactless process.
- ☐ The lunch service will be limited in time. Please see reverse side for site locations and service times.
- ☐ Donations via check or money order may be mailed to our office or made over the phone via credit/debit card. As always, we say, "Thank you."

-continued on reverse side -



Mark A. Hackel
County Executive

MACOMB COMMUNITY ACTION

21885 Dunham Road, Suite 10 • Clinton Township, Michigan 48036

Phone: (586) 469-6999 • Fax: (586) 469-5530

mca.macombgov.org

Ernest Cawvey
Director

Children & Family Services

Early Head Start
Early Head Start /
Child Care Partnership
Great Start Readiness
Program
Head Start 3 – 5 Preschool
Macomb Food Program
(501c3)

Community Services

Action Centers
Community Development
Home Rehab
Housing Services
Transportation
Weatherization

Office of Senior Services

Adult Day Program
Benefit Access
Community Liaison
Dining Senior Style
Handy Helper
Meals on Wheels

Monthly menus and a list of all of our dining sites are available on our website:

<https://mca.macombgov.org/MCA-Seniors-Dining>

Site time and location reopening on Monday, November 16, 2020 is

Roseville Senior Center

18185 Sycamore, Roseville, MI 48066

a. Lunch service is: 11:15 a.m. – Noon.

If you have any questions or concerns regarding the Dining Senior Style Program please don't hesitate to contact our office at 586-469-5228.

Thank you for choosing Macomb Community Action Dining Senior Style. We look forward to serving you!

Sincerely,

Nicole Urban
Program Manager
Office of Senior Services



Recreational Authority of Roseville-Eastpointe

18185 Sycamore, Roseville, MI 48066

586-445-5480

www.rare-mi.org

October 9, 2020

Greater Metro Youth Sports Organization

c/o LaKenya Burks

P.O. Box 10494

Detroit, MI 48210

Please find enclosed a refund check for \$1200.00. The use of the Eastpointe Memorial Park Football Field is not available on October 17 or 24, 2020 due to lack of staff availability, as we discussed.

Best of luck to you for the remainder of the football season.

Sincerely,

Anthony J. Lipinski, Executive Director

Recreational Authority of Roseville & Eastpointe

CC: Recreational Authority Board

*Note below was received from a Senior after Mary & Kim made a visit to those seniors who do not leave their homes during the pandemic.

From: Cynthia Okonkowski [<mailto:cynthiaokon@aol.com>]

Sent: Thursday, October 15, 2020 9:15 PM

To: Mary Grant (Roseville Eastpointe Recreation Authority) <mgrant@RARE-MI.ORG>

Subject: Hi

Hi Mary, Kim and Katie,

Thank you so much for coming by on Thursday with goodies. That's very thoughtful of you to think of us all during the circumstances...great gesture!!!!

Truly miss the luncheons/parties.

Please stay safe,

Cynthia Okonkowski

Dear Mary
4 Her Side Kick

Thankyou so much for your

thoughtful bag of "GOODIES"

I received last week. Just
seeing you back and able to say
a few encouraging words to
each other made my day!

I feel so all alone these past
months so Earl, Belle, ~~Stewart~~
Bob (Shirley) will sub if someone
can't come. We play
on Friday's at my
house and we have

fun playing B!
handes Pivote.
I have having
them come over

www.sprai.org



-2-

Some of them will bring a gobble or a
dessert (We play 10 AM to anywhere from
3 to 5:15)

Dr. Faroo did call me and asked if
I'd like him to cut my toenails. I said

O yes - do I need it, so he came.

I'll have to call him again soon.

I need to take fewer branches
in my backyard so photo what I'm
going to do.

Had my Hair cut Lady come
yesterday to cut my hair. What ever
so nice of her to come to my house.

Stay Well Stay Safe and

LOT OF PRAYERS.

Just a lovely Senior.

Anne Schoenher

I thank God...

AS I REMEMBER YOU.

2 TIMOTHY 1:3 ESV

Mary & Kim,

Thank you so much
for your visit. It

was so good to see your
smiling faces!

The bag of goodies
was & is so special &
we will thought out just
for me.

God Bless you both!

Hoping to get together
soon!

Love,
Daddy

Thank You!



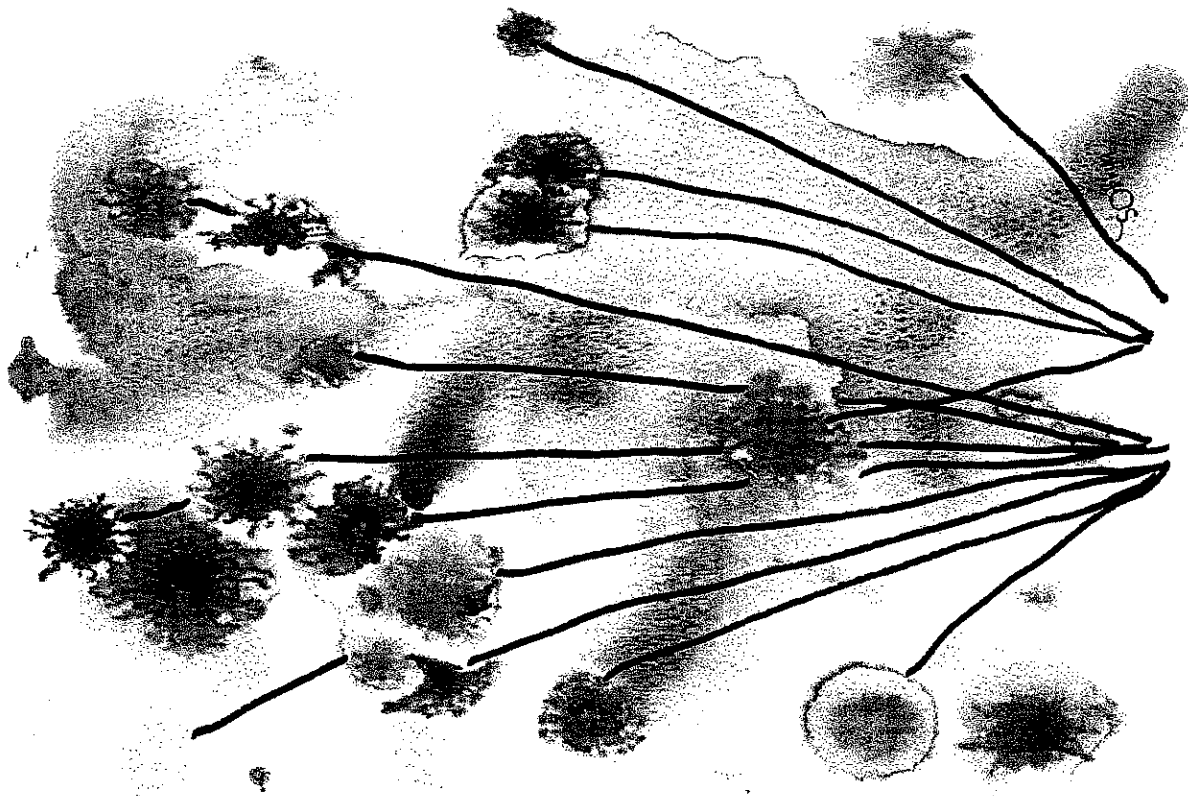
You are
so appreciated!

Thank you for the
great surprise of the
good bag. Lots of good
stuff inside.

Your gals are the
greatest. Hope we can
get back together soon.
God Bless!

Love,

Jean Florins



MARY & KIM,

IT WAS SUCH A TREAT TO
SEE YOU! I MISS YOU +
THE CENTER. UNFORTUNATELY
IT'S GONNA BE QUITE A WHILE
ITILL WE GET BACK ON TRACK.
THE TREAT BAG WAS GREAT!
GOODIES, PROJECTS, HOME
AIDS, EVEN A HALLOWEEN BAG!
I VANT TO EXPRESS MY
APPRECIATION AND FANGS
TO YOU SPOOKTAKULAR
FIENDISH LADIES FOR MAKING
RARE THE FANG-TASTIC PLACE
IT IS. HAPPY HALLOWEEN
+ THANK YOU VERY MUCH.

LOVE,

LINDA TOMASIN