



**Recreation Authority of Roseville & Eastpointe Board**  
**February 8, 2023 - 4:00pm**  
**Conference Room - Recreation Authority Center**  
**Meeting Agenda**

- A. Roll Call
- B. 1. Approval of Minutes for Regular Meeting January 11, 2023.
- C. Approval of Disbursements and Budget Report.
  - 1. Disbursements #7
  - 2. Revenue/Expense Reports
- D. Hearing of the Public - agenda items only
- E. Communications
- F. Old Business
- G. New Business
  - 1. Election of Officers
    - A. Chairperson
    - B. Vice Chairperson
  - 2. Request approval of Revised Drug & Alcohol Policy.
  - 3. Review and discuss Land Use Agreement scheduled for renewal on July 1, 2023.
  - 4. Request from City of Roseville to approve transfer of Park Improvement funding from Rotary Park project to Huron Park Athletic Field Lighting project.
  - 5. Receive and file Property Valuation Report.
- H. Hearing of the Public.
- I. Discussion by Director
- J. Discussion by Board members
- K. Adjournment

*Next special meeting is a Budget Meeting scheduled for Wednesday, February 15, 2023 at 4pm.*

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



## Recreation Authority of Roseville & Eastpointe Board Meeting Minutes

Conference Room - Recreation Authority Center

18185 Sycamore, Roseville, MI 48066

January 11, 2023

### Meeting called to order 4:08pm

#### A. Roll Call

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

#### B. Approval of Minutes

##### a. **Approval of Minutes for Regular Meeting on December 14, 2022**

- i. Motion to approve the December 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 #6**

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

##### b. **Revenue/Expense Report**

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

#### D. Hearing of the Public – agenda items only

- a. No public spoke

#### E. Communications

- a. Mr. Lipinski shared the Senior Newsletter and letters of request for board member reappointment.

#### F. Old Business

#### G. New Business

##### a. **Discuss Board member renewals for 2023**

- i. Ms. Brown's renewal from 2022 was just for that year, it was requested that the City of Eastpointe reappoint Ms. Brown for the complete term ending January 1, 2025. Mr. Merucci's term ended January 1, 2023, it was requested that the City of Eastpointe reappoint Mr. Merucci for the term ending January 1, 2026. Mr. Switalski's term ended January 1, 2023, it was requested that the City of Roseville reappoint Mr. Switalski for the term ending January 1, 2026.

##### b. **Discuss date/time for 2023/24 Budget Development meeting**

- i. A motion to approve date/time for 2023/24 Budget Development meeting scheduled for February 15, 2023 at 4:00pm was made by Mr. Klinefelt, supported by Mr. Switalski. All approved, none opposed. Motion passed.

##### c. **Discuss and approve Recreation Authority meeting schedule for 2023**

- i. A motion to keep the board meetings on the second Wednesday of the month at 4:00pm was made by Mr. Klinefelt, supported by Mr. Switalski. All approved, none opposed. Motion passed.

##### d. **Review plan for restructuring Recreation Authority staff, adding additional programming position.**

- i. Mr. Lipinski shared charts with old responsibilities vs new responsibilities and a staff comparison chart from local recreation authorities. Mr. Merucci requested an organizational chart from the compared authorities.

##### e. **Discuss and approve request for Holiday Leave schedule to include Martin Luther King Day.**

- i. A motion to approve the request for full-time clerical staff to receive Martin Luther King Day starting in 2023 as a Holiday Leave date was made by Mr. Klinefelt, supported by Ms. Brown. All approved, none opposed. Motion passed.

##### f. **Update on 2022 DNR MNRTF Grant Application**

- i. Mr. Lipinski shared that the DRN MNRTF Grant was not approved. The same project with some slight enhancements was submitted for the SPARK Grant.

**H. Hearing of the Public**

- a. No public spoke

**I. Discussion by Director**

- a. Mr. Lipinski shared about the Jam Session with the Pistons Academy, boys basketball, girls volleyball and cheerleading. The Digital sign permit was approved, working with Phillips Sign and Lighting about installation. Mr. Lipinski attended meetings for the Roseville Parks and Recreation Board, Chamber of Commerce Coffee Hour and Eastpointe Community Schools Administration. The City of Roseville appointed a new City Manager and the City of Eastpointe appointed a new City Council Member.

**J. Discussion by Board Members**

- a. **Ms. Brown** – Nothing at this time.
- b. **Mr. Klinefelt** – Nothing at this time.
- c. **Mr. Switalski** – Nothing at this time.
- d. **Mr. Walters** – Nothing at this time.
- e. **Mr. Merucci** – Inquired about recognition to Mr. Adkins for his time on the RARE Board.

**Meeting adjourned – 4:37pm**

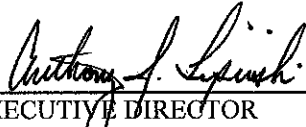
# Recreational Authority of Roseville & Eastpointe


## Disbursement #7

January 2023	76,235.59
AP Total	<u>76,235.59</u>
Pay #14 (1/4/23)	26,762.97
Pay #15 (1/18/23)	<u>27,570.84</u>
Payroll Total	<u><u>54,333.81</u></u>
Grand Total	<b>130,569.40</b>

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

SUBMITTED FOR BOARD APPROVAL:

  
EXECUTIVE DIRECTOR

  
CITY CONTROLLER

THE BOARD APPROVED PAYMENT FOR THE ABOVE VOUCHERS ON:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD CLERK / TREASURER

Check Register  
January 2023  
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 12-31-22	123122	1/24/2023	47.64	8672
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	AIUTO, GINA	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8593
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BALDWIN, KELLY	REFUND-UNABLE TO ATTEND	11023	1/10/2023	175.00	8595
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BOLTON, BRYANNA	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8596
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BRIGHT, SHAUMANIQUE	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8597
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BROWN, KEYONIA	REFUND-PROGRAM CANCELLED	122822	1/10/2023	80.00	8598
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BURD, DANIELLE	REFUND-PROGRAM CANCELLED	10623	1/10/2023	45.00	8599
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BURROW, SHANDI	REFUND-PROGRAM CANCELLED	10623	1/10/2023	25.00	8600
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DIFATTA, MONICA	REFUND-PROGRAM CANCELLED	122822	1/10/2023	70.00	8605
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DIXON, LARESA	REFUND-PROGRAM CANCELLED	122822	1/10/2023	70.00	8607
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	EDWARDS, THERESA	REFUND OF RENTAL DEPOSIT	122722	1/10/2023	100.00	8609
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FRANKLIN, MARY	REFUND-PROGRAM CANCELLED	122822	1/10/2023	85.00	8610
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	GLOVER, RYAN	REFUND-PROGRAM CANCELLED	122822	1/10/2023	80.00	8612
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HALL, JARMAR	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8615
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HARRIS, JONATHAN	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8616
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HEID, STEPHANIE	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8617
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HOCKETT, SANDRA	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8618
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HOLLENBECK, ASHLIE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8619
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HOLTZ, PATSY	REFUND OF RENTAL DEPOSIT	121922	1/10/2023	200.00	8620
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	JOLLY, NEKOLD	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8621
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KOWALIK, CASSANDRA	REFUND-PROGRAM CANCELLED	10623	1/10/2023	80.00	8623
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KRAUS, MARK	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8624
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LEWIS, LORRANCE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8625
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LOCKWOOD, TAYLOR	REFUND-PROGRAM CANCELLED	10623	1/10/2023	60.00	8626
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MACHALAK, HEATHER	REFUND-PROGRAM CANCELLED	122822	1/10/2023	70.00	8627
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MILLER, JASON	REFUND-PROGRAM CANCELLED	122822	1/10/2023	85.00	8631
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MILLER, JASON	REFUND-PROGRAM CANCELLED	10623	1/10/2023	90.00	8631
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MONTOYA, ELIJAH	REFUND-PROGRAM CANCELLED	122822	1/10/2023	85.00	8632
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MULLINS, CHELSEA	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8633
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	NELLIS, JESSICA	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8634
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PARISH, ADRIAN	REFUND-PROGRAM CANCELLED	10623	1/10/2023	25.00	8635
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PAYNE, CHRISTINE	REFUND OF RENTAL DEPOSIT	121922	1/10/2023	100.00	8636
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PERRY, MARGARET	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8637
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PHILLIPS, TYLEEN	REFUND-PROGRAM CANCELLED	10623	1/10/2023	45.00	8638
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	POMAVILLE, MICHAEL	REFUND-PROGRAM CANCELLED	122922	1/10/2023	70.00	8639
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PUTMAN, MARSHA	REFUND-PROGRAM CANCELLED	10623	1/10/2023	50.00	8640
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	REEDER, MARSHERE	REFUND-PROGRAM CANCELLED	10623	1/10/2023	50.00	8641
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RICE, TARA	REFUND-PROGRAM CANCELLED	122922	1/10/2023	65.00	8643
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RIFE, JENNIFER	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8644
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ROBINSON, CORTNEY	REFUND-PROGRAM CANCELLED	122822	1/10/2023	85.00	8645
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ROWE, MATTHEW	REFUND-PROGRAM CANCELLED	10623	1/10/2023	40.00	8646
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RUDIN, ANTHONY	REFUND-PROGRAM CANCELLED	122822	1/10/2023	80.00	8647
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RUSSELL, BIANCA	REFUND OF RENTAL DEPOSIT	10923	1/10/2023	100.00	8648
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SCHOENHERR, KERI	REFUND	11123	1/10/2023	70.00	8649
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SCHOENHERR, MORGAN	REFUND	11023	1/10/2023	85.00	8650
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SIMMONS-MATHIS, TERRI	REFUND-PROGRAM CANCELLED	122922	1/10/2023	145.00	8651
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STENGEL, SAMANTHA	REFUND OF RENTAL DEPOSIT	10923	1/10/2023	100.00	8653
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SZCZEPKOWSKI, BENNIE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	80.00	8655

208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	URMY, SHERRI	REFUND-PROGRAM CANCELLED	122822	1/10/2023	85.00	8657
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WALTERS, MARIE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8658
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WHEELER, CRYSTAL	REFUND OF RENTAL DEPOSIT	121922	1/10/2023	100.00	8659
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WHITEHEAD, ELISE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8660
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WILSON, CYNTHIA	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8661
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WILSON, MARIE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8662
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WIRICK, ROBERT	REFUND-PROGRAM CANCELLED	10623	1/10/2023	45.00	8663
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WOHLFEIL, JANELLE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	80.00	8664
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WOZNAK, CHELSIE	REFUND-PROGRAM CANCELLED	122822	1/10/2023	65.00	8665
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CONTE, KRISTEN	REFUND	11723	1/24/2023	70.00	8669
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LUNA, RENEE	REFUND	11723	1/24/2023	65.00	8671
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SALTER, SHAKIRA	REFUND	12323	1/24/2023	85.00	8677
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WALLACE, LAUREN	REFUND	11723	1/24/2023	100.00	8682
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	AIUTO, GINA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8729
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ALLEN, ASHLEY	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8730
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	ARMSTRONG, LACHONDA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	85.00	8731
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	BOSWELL, ERICA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	85.00	8732
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CORNELL, ABIGAIL	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8734
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	CURRIE, TONYA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	130.00	8735
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DIXON, LARESA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	70.00	8738
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	DUNCAN, MARY	REFUND-PROGRAM CANCELLED	12623	1/31/2023	50.00	8740
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	EDMONDS-TERRY, DYNASTI	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8741
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FREERS, DANA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8743
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	FRITZ, JENNIFER	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8744
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HERRING, DONALD	REFUND	12323	1/31/2023	100.00	8746
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	HOWARD, TAMMIE	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8747
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KERSEY, JAMIE	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8748
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	KOWALIK, CASSANDRA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8749
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	LOONEY, ASHLEY	REFUND	12323	1/31/2023	100.00	8750
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MCCOY, COURTNEY	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8751
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MILLER, MELISSA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	85.00	8752
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	MOORES, JAIMIELEE	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8753
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	OUTSEY, TAMIKA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	55.00	8755
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	PASSANANTE, MICHAEL	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8756
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	RICHARDS, SAMANTHA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8757
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SADIK, VICTOR	REFUND-PROGRAM CANCELLED	12623	1/31/2023	50.00	8758
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SANDERS, KIMBERLY	REFUND	12323	1/31/2023	100.00	8759
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SCHEPKE, TONI	REFUND	12323	1/31/2023	200.00	8760
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	SMITH, STEPHANIE	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8761
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STANLEY, SHYANNE	REFUND	12323	1/31/2023	100.00	8762
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	STEVENS, TYECHIA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8763
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	TINSLEY, JALEESA	REFUND	12323	1/31/2023	50.00	8765
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	TINSLEY, JALEESA	REFUND	12723	1/31/2023	50.00	8765
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	VALLE, ADELINA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8766
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WILLIAMS, CIERA	REFUND-PROGRAM CANCELLED	12623	1/31/2023	80.00	8767
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	WOODWARD, EMILY	REFUND-PROGRAM CANCELLED	12423	1/31/2023	65.00	8768
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	YORKE, JENNIFER	REFUND-PROGRAM CANCELLED	12623	1/31/2023	65.00	8769
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	JACOBS, JADEN	ACH RETURN	12023	1/24/2023	191.22	8670
208-101-719.000	HEALTH, LIFE, DENTAL	CITY OF ROSEVILLE	10/1/22-12/31/22 DUE FROM RARE	FISCAL 22-23	1/10/2023	24,113.34	8601
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	MICHIGAN MUNICIPAL LEAGUE	4TH QTR 2022 CONTRIBUTION	123122	1/10/2023	21.06	8630
208-101-728.000	OFFICE SUPPLIES	MACOMB DUPLICATING COMPANY	2 ROLS OF DIGITAL MASTERS SD TYPE IX #3328	149410	1/10/2023	162.00	8628
208-101-740.000	4 COLOR ONE MILE, 5K & 10K PETITPREN	KELGRAPHICS	SHIRTS	TS1028993	1/10/2023	2,715.84	8622
208-101-740.000	4 COLOR ONE MILE, 5K & 10K PETITPREN	KELGRAPHICS	SHIRTS	TS1028993	1/10/2023	134.04	8622
208-101-740.000	4 COLOR ONE MILE, 5K & 10K MICHELOB	KELGRAPHICS	SHIRTS	TS1028993	1/10/2023	1,584.24	8622
208-101-740.000	4 COLOR ONE MILE, 5K & 10K MICHELOB	KELGRAPHICS	SHIRTS	TS1028993	1/10/2023	268.08	8622
208-101-740.000	SUPPLIES	KELGRAPHICS	SHIRTS	TS1028993	1/10/2023	260.16	8622

208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	DEE'S SPORT SHOP INC	BASKETBALL REVERSABLE JERSEYS	40525	1/31/2023	7,296.00	8736
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	SUPPLYDEN	DISPENSER TISSUE/BODY FLUID SPILL KITS	289120-00	1/31/2023	90.98	8764
208-101-801.000	PROFESSIONAL SERVICES	ANDERSON, ECKSTEIN & WESTRICK INC	PROJ# 1556-0002-0 RARE GENEREAL ENGINEERING	141539	1/10/2023	1,422.50	8594
208-101-818.000	CONTRACTUAL SERVICES	GAFFKE, DEBRA	OCT-NOV 2022 ADULT DANCE PROG	122722	1/10/2023	748.00	8611
208-101-818.000	CONTRACTUAL SERVICES	GAFFKE, DEBRA	OCT-NOV 2022 YOUTH DANCE PROG	120622	1/10/2023	1,757.80	8611
208-101-818.000	CONTRACTUAL SERVICES	REISS, LYNN	LINE DANCE FALL 2022	122122	1/10/2023	724.88	8642
208-101-818.000	CONTRACTUAL SERVICES	SMITH, JASMINE	NOV-DEC 2022 PRESCHOOL PROGRAMS	121922	1/10/2023	583.13	8652
208-101-818.000	CONTRACTUAL SERVICES	BERRY, JANIESE	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8667
208-101-818.000	CONTRACTUAL SERVICES	MCCULLUM, CHRISTINE	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8674
208-101-818.000	CONTRACTUAL SERVICES	MORRIS, GARY	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8675
208-101-818.000	CONTRACTUAL SERVICES	NEIMEN, BOB	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8676
208-101-818.000	CONTRACTUAL SERVICES	SPRENGER, MIKE	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8678
208-101-818.000	CONTRACTUAL SERVICES	STALKER, OWEN	12/7-1/11 SCOREKEEPER	10123	1/24/2023	126.00	8679
208-101-818.000	CONTRACTUAL SERVICES	TOCCO, KEN	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8680
208-101-818.000	CONTRACTUAL SERVICES	VANDENABEELE, ROD	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8681
208-101-818.000	CONTRACTUAL SERVICES	WEBB, RUSSELL	REIMBURSEMENT FOR CELLPHONE USE FOR SMAR	PR25813	1/24/2023	45.00	8683
208-101-818.000	CONTRACTUAL SERVICES	FIRST SERVE LLC	1/22/23 TENNIS	12423	1/31/2023	225.00	8742
208-101-850.000	COMMUNICATIONS	CITY OF ROSEVILLE	10/1/22-12/31/22 DUE FROM RARE	FISCAL 22-23	1/10/2023	5,149.63	8601
208-101-880.000	COMMUNITY PROMOTION	ACORN ELECTRIC COMPANY	NEW ELECTRONIC SIGN ON GRATIOT MEDIAN	12023	1/31/2023	2,384.00	8728
208-101-920.000	UTILITIES	CONSUMERS ENERGY	GAS SVC 1000 1006 8144	201363705060	1/10/2023	2,082.08	8604
208-101-920.000	UTILITIES	DTE ENERGY	ELEC SVC 9100 026 8010 6	11023	1/10/2023	14.79	8608
208-101-920.000	UTILITIES	CONSUMERS ENERGY	GAS SVC 1000 1006 8144	201897663047	1/31/2023	2,665.97	8733
208-101-931.000	BUILDING MAINTENANCE	CITY OF ROSEVILLE	10/1/22-12/31/22 DUE FROM RARE	FISCAL 22-23	1/10/2023	102.40	8601
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES PEST CONTROL CO INC	PEST CONTROL - 12-26-22	70433	1/10/2023	50.00	8613
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES SECURITY HARDWARE	KEYS DUPLICATED	68564	1/10/2023	59.50	8614
208-101-931.000	BUILDING MAINTENANCE	SUPPLYDEN	VACUUM/BAG VAC PACER	288995-00	1/10/2023	555.58	8654
208-101-931.000	BUILDING MAINTENANCE	DUNBAR MECHANICAL INC	MAINTENANCE CONTRACT #1346	95934	1/31/2023	2,445.75	8739
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES PEST CONTROL CO INC	PEST CONTROL - 1-23-23	70816	1/31/2023	50.00	8745
208-101-931.000	BUILDING MAINTENANCE	SUPPLYDEN	DISPENSER TISSUE/BODY FLUID SPILL KITS	289120-00	1/31/2023	131.40	8764
208-101-931.000	BUILDING MAINTENANCE	SUPPLYDEN	BODY FLUID SPILL KITS	289239-00	1/31/2023	22.74	8764
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV10686157	1/10/2023	55.29	8629
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV10764704	1/24/2023	164.84	8673
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV10781330	1/24/2023	55.29	8673
208-101-940.000	RENTALS	TEE PEE INC	STANDARD UNITS FOR PARKS	32906	1/10/2023	300.00	8656
208-101-976.000	BUILDING ADDITON & IMPROVEMENT	CITY OF ROSEVILLE	10/1/22-12/31/22 DUE FROM RARE	FISCAL 22-23	1/10/2023	7,130.00	8601
Total For Dept 101 GENERAL DEPARTMENT						73,286.17	
Dept 691 SMART							
208-691-740.000	SUPPLIES	CITY OF ROSEVILLE	DEC 2022 MECHANICS CHARGES	Dec-22	1/24/2023	4.00	8668
208-691-751.000	FUEL	CITY OF ROSEVILLE	NOV 2022 MECHANICS CHARGES	Nov-22	1/10/2023	1,253.78	8602
208-691-751.000	FUEL	CITY OF ROSEVILLE	DEC 2022 MECHANICS CHARGES	Dec-22	1/24/2023	920.58	8668
208-691-801.000	PROFESSIONAL SERVICES	OCCUPATIONAL HEALTH CENTERS	REG UDS & BAT RANDOM	714677435	1/31/2023	86.00	8754
208-691-850.000	COMMUNICATIONS	COMCAST	1/12/23-2/11/23 SERVICES	122822	1/10/2023	96.90	8603
208-691-850.000	COMMUNICATIONS	DIRECT TV	12/21/22-1/20/23 CURRENT CHARGES	008724326X221222	1/10/2023	184.98	8606
208-691-850.000	COMMUNICATIONS	DIRECT TV	ACCT# 008724326	008724326X230122	1/31/2023	191.23	8737
208-691-880.000	COMMUNITY PROMOTION	AD-TECH AGENCY INC	KNIT CAPS (16)	62192	1/24/2023	208.00	8666
208-691-939.000	VEHICLE MAINTENANCE	CITY OF ROSEVILLE	DEC 2022 MECHANICS CHARGES	Dec-22	1/24/2023	3.95	8668
Total For Dept 691 SMART						2,949.42	
Total For Fund 208 PARK/RECREATION FUND						76,235.59	

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
01/04/2023	PR	S	745283 466	SUMMARY PR 01/04/2023		
208-000-001.001				CASH RECR AUTH		15,287.54
208-000-258.000				ACCRUED TAXES PAYABLE		3,359.62
208-000-258.001				OTHER PAYROLL WITHHOLDING		8,115.81
208-101-706.000				WAGES- PERMANENT EMPLOYEES	13,498.03	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	5,296.75	
208-101-715.000				FICA-EMPLOYER'S	1,393.15	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,260.69	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,650.90	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	2,096.13	
208-691-715.000				FICA-EMPLOYER'S	286.66	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	280.66	
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					26,762.97	26,762.97
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					26,762.97	26,762.97



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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
01/18/2023	PR	S	747037 467	SUMMARY PR 01/18/2023		
208-000-001.001				CASH RECR AUTH		15,907.21
208-000-258.000				ACCRUED TAXES PAYABLE		3,474.46
208-000-258.001				OTHER PAYROLL WITHHOLDING		8,189.17
208-101-706.000				WAGES- PERMANENT EMPLOYEES	13,298.03	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	6,168.70	
208-101-715.000				FICA-EMPLOYER'S	1,444.58	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,260.69	
208-691-706.000				WAGES- PERMANENT EMPLOYEES	1,650.90	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	2,174.63	
208-691-715.000				FICA-EMPLOYER'S	292.65	
208-691-718.000				RETIREMENT FUND CONTRIBUTION	280.66	
					<hr/>	<hr/>
					27,570.84	27,570.84
					<hr/>	<hr/>
					27,570.84	27,570.84

02/03/2023		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 01/31/2023							
		% Fiscal Year Completed: 58.33							
		2022-23		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2022-23	01/31/2023		MONTH 01/31/23	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 208 - PARK/RECREATION FUND									
Revenues									
208-101-402.000	CURRENT PROPERTY TAXES	1,512,789.00	1,512,789.00	548,319.13		548,039.01	0.00	964,469.87	36.25%
208-101-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	38,229.00	38,229.00	0.00		0.00	0.00	38,229.00	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	217,291.58		23,038.85	0.00	232,708.42	48.29%
208-101-653.000	SMART-OPERATING CREDITS	193,712.00	193,712.00	78,551.65		0.00	0.00	115,160.35	40.55%
208-101-654.000	SMART- FAREBOX REVENUE	57,892.00	57,892.00	2,626.00		372.00	0.00	55,266.00	4.54%
208-101-664.000	INTEREST AND DIVIDENDS	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00%
208-101-674.000	CONTRIBUTIONS AND DONATIONS	2,000.00	2,000.00	629.40		0.00	0.00	1,370.60	31.47%
TOTAL REVENUES		2,257,622.00	2,257,622.00	847,417.76		571,449.86	0.00	1,410,204.24	37.54%
Expenditures									
208-101-706.000	WAGES- PERMANENT EMPLOYEES	352,504.00	352,504.00	197,663.78		26,796.06	0.00	154,840.22	56.07%
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	378,043.00	378,043.00	149,871.79		11,656.67	0.00	228,171.21	39.64%
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	55,964.00	55,964.00	26,043.02		2,837.73	0.00	29,920.98	46.54%
208-101-718.000	RETIREMENT FUND CONTRIBUTION	58,620.00	58,620.00	31,683.66		4,521.38	0.00	26,936.34	54.05%
208-101-719.000	HEALTH, LIFE, DENTAL	85,957.00	85,957.00	48,301.68		24,125.84	0.00	37,655.32	56.19%
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	7,002.00	7,002.00	3,619.09		21.06	0.00	3,382.91	51.69%
208-101-728.000	OFFICE SUPPLIES	8,000.00	8,000.00	2,174.09		251.52	259.80	5,825.91	27.18%
208-101-730.000	POSTAGE	17,928.00	17,928.00	6,591.74		0.00	0.00	11,336.26	36.77%
208-101-740.000	SUPPLIES	46,350.00	46,350.00	25,672.22		6,083.70	0.00	20,677.78	55.39%
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	55,620.00	55,620.00	20,496.01		10,058.20	0.00	35,123.99	36.85%
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	62,500.00	62,500.00	57,473.20	A	1,422.50	0.00	5,026.80	91.96%
208-101-818.000	CONTRACTUAL SERVICES	98,000.00	98,000.00	87,458.93	B	4,524.81	0.00	10,541.07	89.24%
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	11,779.87		5,511.14	0.00	18,220.13	39.27%
208-101-861.000	AUTO EXPENSE ALLOWANCE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-864.000	CONFERENCE & WORKSHOPS	3,500.00	3,500.00	1,687.86		0.00	0.00	1,812.14	48.22%
208-101-880.000	COMMUNITY PROMOTION	27,550.00	27,550.00	10,339.54		3,067.41	0.00	17,210.46	37.53%
208-101-900.000	PRINTING & PUBLICATIONS	25,000.00	25,000.00	17,992.43		0.00	0.00	7,007.57	71.97%
208-101-901.000	BANK FEES	7,000.00	7,000.00	1,765.58		0.00	0.00	5,234.42	25.22%
208-101-910.000	INSURANCE AND BONDS	35,000.00	35,000.00	39,593.00	C	0.00	0.00	(4,593.00)	113.12%
208-101-920.000	UTILITIES	35,000.00	35,000.00	7,900.00		4,762.84	0.00	27,100.00	22.57%
208-101-931.000	BUILDING MAINTENANCE	59,500.00	59,500.00	37,277.50		4,627.50	0.00	22,222.50	62.65%
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	11,500.00	11,500.00	1,689.74		275.42	0.00	9,810.26	14.69%
208-101-939.000	VEHICLE MAINTENANCE	7,000.00	7,000.00	0.00		0.00	0.00	7,000.00	0.00%
208-101-940.000	RENTALS	6,000.00	6,000.00	2,700.00		300.00	0.00	3,300.00	45.00%
208-101-958.000	MEMBERSHIPS AND DUES	2,500.00	2,500.00	1,214.74		0.00	0.00	1,285.26	48.59%
208-101-960.000	EDUCATION AND TRAINING	5,000.00	5,000.00	866.53		0.00	0.00	4,133.47	17.33%
208-101-961.000	CERTIFICATIONS & LICENSES	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-993.000	LAND USE FEE	120,000.00	120,000.00	0.00		0.00	0.00	120,000.00	0.00%
208-101-993.001	VENDING EXPENSE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-996.027	ADMINISTRATION COSTS	63,672.00	63,672.00	0.00		0.00	0.00	63,672.00	0.00%

02/03/2023		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 01/31/2023							
		% Fiscal Year Completed: 58.33							
		2022-23		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2022-23	01/31/2023		MONTH 01/31/23	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
208-101-999.000	TRANSFERS OUT	333,807.00	333,807.00	0.00		0.00	0.00	333,807.00	0.00%
Total Expenditures - Dept 101-GENERAL DEPARTMENT		2,006,017.00	2,006,017.00	791,856.00		110,843.78	259.80	1,214,161.00	39.47%
208-691-706.000	WAGES- PERMANENT EMPLOYEES	39,250.00	39,250.00	23,938.05		3,301.80	0.00	15,311.95	60.99%
208-691-707.000	WAGES- TEMPORARY EMPLOYEES	101,341.00	101,341.00	35,775.66		4,270.76	0.00	65,565.34	35.30%
208-691-715.000	FICA-EMPLOYER'S	10,756.00	10,756.00	4,568.12		579.31	0.00	6,187.88	42.47%
208-691-718.000	RETIREMENT FUND CONTRIBUTION	6,672.00	6,672.00	3,929.24		561.32	0.00	2,742.76	58.89%
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	1,334.00	1,334.00	1,334.00		0.00	0.00	0.00	100.00%
208-691-740.000	SUPPLIES	750.00	750.00	1,554.20	D	1,464.07	105.56	(804.20)	207.23%
208-691-751.000	FUEL	16,000.00	16,000.00	7,158.20		2,174.36	0.00	8,841.80	44.74%
208-691-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	1,421.00		86.00	0.00	10,579.00	11.84%
208-691-818.000	CONTRACTUAL SERVICES	5,150.00	5,150.00	1,593.64		0.00	0.00	3,556.36	30.94%
208-691-850.000	COMMUNICATIONS	6,500.00	6,500.00	2,851.04		473.11	0.00	3,648.96	43.86%
208-691-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	1,309.61		208.00	0.00	3,690.39	26.19%
208-691-910.000	INSURANCE AND BONDS	2,671.00	2,671.00	2,671.00		0.00	0.00	0.00	100.00%
208-691-939.000	VEHICLE MAINTENANCE	3,713.00	3,713.00	119.18		3.95	0.00	3,593.82	3.21%
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		251,605.00	251,605.00	88,222.94		13,122.68	105.56	163,382.06	35.06%
TOTAL EXPENDITURES		2,257,622.00	2,257,622.00	880,078.94		123,966.46	365.36	1,377,543.06	38.98%
Fund 208 - PARK/RECREATION FUND:									
TOTAL REVENUES		2,257,622.00	2,257,622.00	847,417.76		571,449.86	0.00	1,410,204.24	
TOTAL EXPENDITURES		2,257,622.00	2,257,622.00	880,078.94		123,966.46	365.36	1,377,543.06	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(32,661.18)		447,483.40	(365.36)	32,661.18	

02/03/2023		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 01/31/2023							
		% Fiscal Year Completed: 58.33							
		2022-23		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2022-23	01/31/2023		MONTH 01/31/23	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 408 - CAPITAL PROJECTS FUND - RARE									
Revenues									
408-101-699.000	TRANSFER IN	333,807.00	333,807.00	0.00		0.00	0.00	333,807.00	0.00
TOTAL REVENUES		333,807.00	333,807.00	0.00		0.00	0.00	333,807.00	0.00
Expenditures									
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	190,000.00	190,000.00	21,747.34		7,130.00	0.00	168,252.66	11.45%
408-101-982.000	MACHINERY	54,400.00	103,803.67	12,174.90		0.00	49,403.67	91,628.77	11.73%
408-101-983.000	OFFICE EQUIPMENT	10,500.00	10,500.00	7,707.98		0.00	0.00	2,792.02	73.41%
408-101-984.000	FURNITURE	5,000.00	5,000.00	0.00		0.00	0.00	5,000.00	0.00%
TOTAL EXPENDITURES		259,900.00	309,303.67	41,630.22		7,130.00	49,403.67	267,673.45	13.46%
Fund 408 - CAPITAL PROJECTS FUND - RARE:									
TOTAL REVENUES		333,807.00	333,807.00	0.00		0.00	0.00	333,807.00	
TOTAL EXPENDITURES		259,900.00	309,303.67	41,630.22		7,130.00	49,403.67	267,673.45	
NET OF REVENUES & EXPENDITURES		73,907.00	24,503.33	(41,630.22)		(7,130.00)	(49,403.67)	66,133.55	
A The full cost of the audit was paid in October for professional services. In addition, there were several tours that were paid for that are reimbursed through recreation fees. It is possible a bugdet adjustment will be needed to increase the professional services and fee revenue for the cost of these tours.									
B On 9/8/22, the Authority paid the Grand Hotel a fee for \$47,695 for seniors to visit. The Authority was reimbursed dollar for dollar for the cost through recreation fees. A budget amendment will be needed for this dollar amount to increase the expense account as well as the recreation fee revenue account.									
C Liability insurance is paid annually up front. After allocating a portion of the annual cost to SMART, the total exceeds the amount budgeted for the FY. A budget amendment will be necessary to address this.									
D Noted \$1,460.07 Amazon purchase for supplies. A budget amendment will be necessary to address this.									

Recreation Authority of Roseville & Eastpointe  
Policy Adopted on February 8, 2023

# Drug and Alcohol Policy

Recreation Authority of Roseville & Eastpointe

# **Drug and Alcohol Policy**

Recreation Authority of Roseville & Eastpointe  
18185 Sycamore St  
Roseville, MI 48066  
Phone (586) 445-5324 • Fax (586)-445-5073

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## **Purpose of Policy**

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. All drug and alcohol testing is conducted in accordance with these regulations.

All covered employees are required to submit to drug and alcohol tests as a condition of employment.

Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance's website <http://www.dot.gov/ost/dapc/index.html>.

## **Contact Person**

Anthony J. Lipinski, Executive Director  
Recreational Authority of Roseville & Eastpointe  
18185 Sycamore St.  
Roseville, MI 48066

E-mail: [alipinski@roseville-mi.gov](mailto:alipinski@roseville-mi.gov)  
Phone: (586) 445-5480

## **Covered Employees**

This policy applies to every employee performing a "safety-sensitive function" as defined herein, and any person applying for such positions.

You are a safety-sensitive employee if you perform any of the following:

- ☐ Operation of a revenue service vehicle, in or out of revenue service
- ☐ Operation of a non-revenue vehicle requiring a CDL
- ☐ Controlling movement or dispatch of a revenue service vehicle (this is optional and determined by employer)
- ☐ Maintenance (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used on revenue service.

Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function. A volunteer is a covered employee if: (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

See Attachment A for a list of covered positions by job title.

## **Drug and Alcohol Use in the Workplace**



As a condition of employment, safety-sensitive employees must be free from the effects of drugs and alcohol during scheduled working hours and when they report to work. Drinking alcoholic beverages or using drugs on the employer's premises or during working hours, during breaks, between shifts, or at lunch; or working or reporting to work when drugs, drug metabolites or alcohol are present in the employee's system is strictly prohibited and grounds for disciplinary action, up to and including immediate discharge.

In addition, the distribution, dispensation, possession, concealment, sale or unlawful manufacture of drugs or alcohol while on duty or on the employer's premises, or conviction of any criminal drug statute for a violation occurring in the workplace is strictly prohibited and grounds for immediate discharge. As a condition of employment, all safety-sensitive employees must abide by this policy and report any convictions under a criminal drug statute for a violation occurring in the workplace within five (5) days after such conviction. Failure to report such a conviction shall result in immediate discharge.

Subject to the provisions below, City of Roseville reserves the right to require employees to submit to urine drug testing and evidential breath testing to determine usage of drugs and/or alcohol. Any employee who refuses to submit to any required test will be subject to immediate discharge. Any concentration at or above the prescribed limits will be subject to disciplinary action as outlined below. Such employees will also be subject to the established procedures regarding evaluation and treatment, return to duty and follow-up testing.

In addition, City of Roseville reserves the right to require return to duty and follow-up testing as a result of a condition of continuing employment or reinstatement following an employee's participation in or completion of an employer-approved drug and/or alcohol treatment, counseling or rehabilitation program.

The referral to the EAP will not be used as a basis to abrogate or mitigate future discipline should an employee choose to use drugs or alcohol in a manner which threatens the safety or well being of the public or his/her fellow employees. Participation in the EAP is not a substitute for corrective discipline, nor will it protect an employee from disciplinary action for violation of this rule.

### **Drug-Free Awareness Program/Training**

In accordance with the provisions of 49 CFR Part 655, All safety-sensitive employees shall receive at least sixty (60) minutes of training on the effects and consequences of prohibited drug use on personal health, safety and the work environment, and on the signs and symptoms which may indicate prohibited drug use. In addition, supervisors who may be asked to determine whether reasonable suspicion exists to require employees to undergo drug and/or alcohol testing shall receive at least sixty (60) minutes of training on the physical, behavioral and performance indicators or probable drug use, and 60 minutes of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

## **Prohibited Substances**

- ☐ Marijuana
- ☐ Cocaine
- ☐ Amphetamines
- ☐ Opioids
- ☐ Phencyclidine
- ☐ Alcohol

## **Testing Procedure**

All testing will be conducted as required in 49 C.F.R. Part 40, as amended.

## **Pre-employment Testing**

(Optional) Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. A negative pre-employment drug test result is required before an employee can first perform safety-sensitive duties, additionally transferring employees from a non-safety-sensitive function to a safety-sensitive function must also pass pre-employment drug test with a verified negative result before beginning a safety sensitive function.

If a pre-employment drug test is canceled, the employer shall require the covered employee or applicant to take another pre-employment drug test administered under this part with a verified negative result. A pre-employment test is required for covered employees who are away from work for more than 90 consecutive calendar days, are removed from the random testing pool, and plan to return to a safety-sensitive function.

When a covered employee or applicant has previously failed or refused a DOT pre-employment drug and/or alcohol test, the employee must provide proof of having successfully completed a referral, evaluation and treatment plan meeting DOT requirements.

## **Reasonable Suspicion Testing**

City of Roseville shall conduct a drug and/or alcohol test when City of Roseville has a reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.

The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor(s), or other company official(s) who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.

City of Roseville may direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the

employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.

If an alcohol test is not administered within two hours following the determination to conduct a reasonable suspicion test, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, cease attempts to administer an alcohol test and update the record with the reasons for not administering the test.

## **Post-accident Testing**

Safety-sensitive employees shall be subject to post-accident alcohol and controlled substances testing under the following circumstances:

Fatal Accidents: As soon as possible following an accident involving the loss of human life, DOT drug and alcohol tests are conducted on all surviving covered employees. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.

Non-fatal Accidents: Post-accident testing is required if one of the following conditions is met,

- ☐ An accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee contributed to the accident,
- or
- ☐ One or more vehicles receive disabling damage and have to be towed from the scene, and the covered employee contributed to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.

Disabling damage means damage which prevented the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperative.

If an alcohol test is not administered within two hours following the time of the accident, prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol is not administered within eight hours following the determination to test, cease attempts to administer an alcohol test and update the record

with the reasons for not administering the test. The drug test should be taken as soon as possible. Cease attempts to collect the drug test after 32-hours.

If the decision not to administer a drug and/or alcohol test under this section shall be based on the employer's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision making process used to reach the decision not to test.

A covered employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the employer or the employer representative of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed by the employer to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## **Random Testing**

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimal annual percentage rate set each year by the DOT Administrator. The current year testing rates can be viewed on line at <http://www.dot.gov/ost/dapc/rates.html>. The 2007 FTA minimum testing requirement is to annually perform drug tests on 25% and alcohol tests on 10% of the average number of safety-sensitive employees.

The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

Each employee selected for testing shall be tested during the selection period. A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing shall proceed to the test site immediately.

## **Test Refusal**

You have refused to take a test if you:

- (1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
- (2) Fails to remain at the testing site until the testing process is complete (excluding pre-employment prior to the commencement of the test.)
- (3) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations.
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation of your provision of a specimen.
- (5) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- (6) Fails or declines to take a second test the employer or collector has directed you.
- (7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures.
- (8) If the MRO reports that there is verified adulterated or substituted test result.
- (9) Failure or refusal to sign Step 2 of the alcohol testing form.
- (10) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (11) For an observed collection, fail to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (12) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (13) Admit to the collector or MRO that you adulterated or substituted the specimen.

For pre-employment tests only, failure to appear, aborting the collection before the test commences, or failure to remain at site prior to commencement of test is NOT a test refusal:

## **Prohibited Conduct**

- (1). A covered employee may be randomly tested for prohibited drug use anytime while on duty.
- (2). All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 DFR Part 40, as amended.
- (3). No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- (4). Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee must take an alcohol test, if the covered employee claims ability to perform his or her safety-sensitive function.
- (5). City of Roseville shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- (6). Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
- (7). No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

## **Dilute Specimen**

Negative dilute – A negative dilute specimen does not require a retest. While §40.197(b) authorizes an employer to obtain one additional test following a negative dilute result (in pre-employment or other testing situations), a negative dilute test result is a valid negative test for DOT's purposes.

Dilute negative results 2-5 mg/dl requires an immediate recollection under direct observation (see §40.155(c)).

## **Split Sample**

The Recreational Authority of Roseville & Eastpointe will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample however; the employee is required to pay for the split sample test if it comes back positive.

## **Treatment / Discipline**

Following a positive drug or alcohol (BAC at or above 0.02) test result or test refusal, the employee is immediately terminated.

## **Follow-up Testing**

Employees returning to duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing as directed by the SAP. The number and frequency of such follow-up testing shall be directed by the SAP. The employee will be subject to follow-up testing for a period of 1 to 5 years as determined by the SAP. Follow-Up testing will be conducted in accordance with 49 CFR 40, subpart O, including requiring an observed specimen collection.”

## **Voluntary Rehabilitation and Counseling**

This section will not apply to any employee who tests positive through the testing program. The employee must voluntarily seek treatment through this section prior to being notified of a pending drug and/or alcohol test or involved in a situation that requires a reasonable suspicion or post-accident FTA drug and/or alcohol test.

The Recreational Authority of Roseville & Eastpointe offers employees the use of counseling and rehabilitative services pursuant to coverage limitations and in accordance with the terms of its benefit programs. Employees are personally responsible for seeking treatment for alcohol and/or controlled substance dependence. Any voluntary request by an employee for assistance with his/her own alcohol and/or controlled substance dependency will remain as confidential as possible and shall not be used, in itself, as a basis for disciplinary action.

The costs of the visits with the SAP shall be borne by the employee. The employee may use any available accumulated leave in accordance with leave policies in order to participate in extended counseling and/or rehabilitation. If the employee requests that the purpose of the leave not be disclosed to his/her immediate supervisor, the department head shall maintain confidentiality regarding the reason for the leave.

## **Prescription Drug Use**

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. It is, however, the employee’s responsibility to inform the physician of the employee’s job duties and determine from the physician, or other health care professional, whether or not the prescribed drug may impair their job performance or mental or motor



## **DRUG AND ALCOHOL POLICY**

function. It is the responsibility of the employees to remove themselves from service if they are unfit for duty.

Pursuant to company authority, employees are required to report the use of medically authorized drugs or other substances that may create a direct threat by impairing job performance of safety-sensitive functions to his/her supervisor and provide proper written medical authorization to work from a physician.

Pursuant to company authority, failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.

## **Drug Free Work Place Act of 1988**

In accordance with the Drug Free Work Place Act of 1988, an employee who is convicted of any criminal drug statute for a violation occurring in the work place shall notify no later than five days after such conviction.

## **System Contacts**

### Medical Review Officer

Name: Dr. Corrine Garner

Title:

Address:

Telephone Number:

### Substance Abuse Professional

Name: John Conaty – C E & A Professional Services, Inc.

Address: 624 S. Cedar, Suite 500, Mason, MI 48854

Telephone Number: 517-969-5010

### HHS Certified Laboratory Primary Specimen

Name: C E & A Professional Services, Inc.

Address: 624 S. Cedar, Suite 500, Mason, MI 48854

Telephone Number: 517-969-5010

### HHS Certified Laboratory Secondary Specimen

Name: C E & A Professional Services, Inc

Address: 624 S. Cedar, Suite 500, Mason, MI 48854

Telephone Number: 517-969-5010





## Definitions

**Accident:** An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- (a) An individual dies.
- (b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- (c) One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs.

Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

**Adulterated specimen:** A urine specimen containing a substance that is not a normal constituent or containing an endogenous substance at a concentration that is not a normal physiological concentration.

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

**Alcohol Concentration:** Expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

**Aliquot:** A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

**Canceled Test:** A drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither positive nor negative.

**Confirmatory drug test:** A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and

phencyclidine). Confirmatory validity test, a second test performed on a different aliquot of the original urine specimen to further support a validity test result.

**Covered Employee:** An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees), and other employees, applicants, or transferee that will not perform a safety-sensitive function but falls under the policy of the company's own authority.

**Designated Employer Representative (DER):** An employee duly authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

**Department of Transportation (DOT):** Department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

**Dilute specimen:** A specimen with creatinine and specific gravity values that are lower than expected for human urine.

**Disabling damage:** Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

**Evidentiary Breath Testing Device (EBT):** A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are' listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

**Initial drug test (also known as a Screening drug test):** An immunoassay test to eliminate "negative" urine specimens from further consideration and to identify the presumptively positive specimens that require confirmation or further testing. Initial validity test: The first test used to determine if a urine specimen is adulterated, diluted, or substituted.

**Invalid result:** The result reported by a laboratory for a urine specimen that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that

prevents the laboratory from completing testing or obtaining a valid drug test result.

**Limit of Detection (LOD):** The lowest concentration at which an analyte can be reliably shown to be present under defined conditions.

**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine. Negative test result: The verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-negative specimen:** A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

**Oxidizing adulterant:** A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites so as to prevent the detection of the drug or drug metabolites, or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety-sensitive function):** A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive test result:** A verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

**Prohibited drug:** Identified as marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds as specified in 49 CFR Part 40, as amended.

**Revenue Service Vehicles:** All transit vehicles that are used for passenger transportation service or that require a CDL to operate. Include all ancillary vehicles used in support of the transit system.

**Safety-sensitive functions:** Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.

- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle.
- (5) Carrying a firearm for security purposes.

**Screening drug test:** See Initial drug test definition above.

**Substance Abuse Professional (SAP):** A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

**Substituted specimen:** A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**Test Refusal:** The following are considered a refusal to test if the employee:

- (1.) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
- (2.) Fails to remain at the testing site until the testing process is complete (excluding pre-employment prior to the commencement of the test.)
- (3.) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations.
- (4.) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation of your provision of a specimen.
- (5.) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- (6.) Fails or declines to take a second test the employer or collector has directed you.

## DRUG AND ALCOHOL POLICY

- (7.) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures.
- (8.) If the MRO reports that there is verified adulterated or substituted test result.
- (9.) Failure or refusal to sign Step 2 of the alcohol testing form.
- (10.) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (11.) For an observed collection, fail to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (12.) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (13.) Admit to the collector or MRO that you adulterated or substituted the specimen.

Note: For pre-employment purposes, the following do not constitute a refusal: 1) Failure to appear; 2) Failure to remain at the collection site prior to the commencement of the test; or 3) Aborting the collection before the test commences. In addition, for DOT purposes, a refusal to take a company non-DOT test does not constitute a refusal to DOT test.

**Verified negative test:** A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified positive test:** A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity testing:** The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

**DRUG AND ALCOHOL POLICY**

## Employee Receipt of Policy

Name: \_\_\_\_\_

Date: \_\_\_\_\_

ID

Number: \_\_\_\_\_

Job

Title: \_\_\_\_\_

Attached is a copy of the Drug and Alcohol Policy, dated \_\_\_\_\_.

Your signature below certifies that you have received a copy of the policy. Please sign and return this form to Christine McCullum, Senior Van Transportation Coordinator. Please contact Tony Lipinski at 586-445-5480 if you have any questions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Policy Initially adopted on January 10, 2013  
Revised and adopted on April 10, 2023  
Revised and adopted on February 8, 2023

Attachment A  
Covered positions by job title

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**USE AGREEMENT FOR DESIGNATED PARK LAND AND FACILITIES  
BETWEEN THE RECREATIONAL AUTHORITY OF ROSEVILLE AND  
EASTPOINTE, THE CITY OF ROSEVILLE, AND THE CITY OF EASTPOINTE**

**RECITALS**

WHEREAS, the Recreational Authority of Roseville and Eastpointe (Authority) was created to provide 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; and

WHEREAS, MCL 123.1139 and the Articles of Incorporation for the Recreational Authority of Roseville and Eastpointe authorize the lease of real and personal property inside or outside the Authority; and

WHEREAS, the City of Roseville and the City of Eastpointe (Cities) are the owners of real property consisting of designated park land and facilities that are capable of being used by the Authority for community recreational purposes; and

WHEREAS, the use of designated parks and facilities promotes the health and general welfare of the community; and

WHEREAS, the lease of the Cities' designated parks and facilities by the Authority for community recreational purposes would maximize use and increase recreational opportunities for the community; and

NOW, THEREFORE, the Authority and the Cities hereby agree to cooperate with each other and enter into the following Agreement as follows:

**1. Term** - This Agreement will begin on July 1, 2015, and will continue for a period of 3 years, and then shall be automatically renewed on a 3 year basis, unless sooner terminated as provided for hereinafter in Section 12.

**2. Effective Date** - This Agreement shall become effective on July 1, 2015.

**3. Parks and Facilities Covered** - The term "designated park land and facilities" will be used for purposes of this Agreement to mean the following:

- a. City of Roseville. The following designated park land and facilities are located within its boundaries as follows: Veterans Memorial Park, Dooley Park, Rotary Park, Kiwanis Park, Huron Park, Lion's Park, and Macomb Gardens Park.
- b. City of Eastpointe. The following designated park land and facilities are located within its boundaries as follows: Kennedy Park, Spindler Park, Memorial Park, Roxana Park, Goetz Park, Rein Park, Fairlane Park and Shamrock Park.

Terms of this Agreement will apply to all designated park land and facilities owned by the Cities as further identified and legally described on Attachment A to this Agreement. The Authority and the Cities shall have the right to add or exclude additional designated park land and facilities not identified in this Agreement, provided such addition or exclusion is in writing and approved by the Authority and the Cities.

**4. Permitted Uses of Designated Park Land and Facilities** - The Authority shall be entitled to the exclusive use of all designated park land and facilities for community recreational purposes subject to public school and school-related educational, sporting and recreational activities, and all other events as approved and recommended by the Cities. The Authority shall be responsible for scheduling and coordinating all events and the specific uses for which the designated park land and facilities may be utilized.

## **5. Use Fees**

- a. **Use Fee.** The standard use fee payable by the Authority to the respective Cities shall be reviewed and established by the R.A.R.E. Board at a minimum every 5 years, beginning July 1, 2018. Said fees shall be established and attached to this Agreement Twenty-Five percent (25%). The parties hereto agree that \$10,000.00 of the user fee shall be earmarked for capital improvements in the parks identified herein in each of the respective Cities.
- b. **Payment Terms.** The Authority shall pay to the respective Cities the use fees authorized by this Agreement on an annual basis.

**6. Compliance with Law** - All use of the designated park land and facilities shall be in accordance with state and local law. In the case of a conflict between the terms of this Agreement and the requirements of state law, the state law shall govern. Any actions taken by the Authority or the Cities that are required by state law, but are inconsistent with the terms of this Agreement shall not be construed to be a breach or default of this Agreement.

## **7. Obligations of the Authority and Cities**

- a. **Designation of Representative.** The Authority and the Cities shall each designate an employee with whom the Authority or the Cities, or any authorized agent of the parties, may specifically confer regarding the terms of this Agreement.
- b. **Access and Security.** The Cities shall provide the personnel necessary to open and close the designated park land and facilities located within their respective boundaries during normal business hours. In the event the Authority schedules an event at one of the covered parks, it shall be responsible for providing the necessary personnel to open and close the designated park land and facilities.
- c. **Maintenance.** The Authority personnel shall report maintenance issues with parks and facilities to the respective City. The Cities shall inspect and maintain the designated park land and facilities to ensure these sites are suitable for community recreational activities. The personnel shall ensure the Authority is notified within 48 hours in the event that designated park land and/or facilities suffer damage.
- d. **Supervision.** The Authority shall be responsible for providing personnel, if any, for the direction and/or supervision of activities at the designated park land and facilities.
- e. **Equipment and Storage.** The Authority shall furnish all expendable materials necessary for carrying out its programs.
- f. **Custodial.** The Cities shall make trash receptacles available and encourage community users to dispose of trash in the trash receptacles. Event holders shall be responsible for providing their own trash removal and shall return the park area to a neat, orderly and sanitary condition. Should the Authority hold a special event, it shall be responsible for providing trash removal and reimbursing the Cities for any extra costs related thereto.
- g. **Toilet Facilities.** The Cities and/or the Authority may place temporary, portable, restroom facilities at the designated park land and facilities at their discretion. It shall be the responsibility of the Cities to maintain such facilities within their respective boundaries. Should the Authority hold a special event, it shall be solely responsible to providing the necessary toilet facilities to meet the demand related thereto.

**8. Restitution and Repair** - The Cities shall be responsible to repair, remediate, or fund the replacement or remediation of any and all damage or vandalism to the designated park land and facilities within their respective boundaries.

## **9. Liability and Indemnification**

- a. The Cities shall defend, indemnify, and hold the Authority, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of the respective City, its officers, agents or employees.
- b. The Authority shall defend, indemnify, and hold the respective Cities, their officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of the Authority, its officers, agents or employees.

## **10. Insurance** - The Authority agrees to provide the following insurance in connection with this Agreement.

- a. The Cities presently maintain insurance coverage to cover defects in the parks located within their respective boundaries and shall continue to maintain same so long as they remain the owner thereof. The Authority shall provide General Liability Insurance for all events. Said insurance shall be in amounts established by agreement of parties hereto and name the Cities as an additional insured.
- b. Workers' Compensation Insurance coverage as required by state law.
- c. Documentation of Insurance. The Authority and the Cities shall provide to the others a certificate of insurance each year this Agreement is in effect showing proof of the above coverage.

## **11. Parks Commission**

The Cities may establish a Parks Commission to monitor the use of the designated park land and facilities.

**12. Termination** - This Agreement may be terminated at any time prior to its expiration, on the basis that a party hereto has committed a material breach of any of the terms of this Agreement, upon sixty (60) days written notice.

**13. Amendments** - This Agreement may not be modified or otherwise amended, nor may compliance with any of its terms be waived, except by resolution of each of the respective parties hereto.

**14. Invalidity of Particular Provision** - The invalidity of any section, subsection or provision of this Agreement shall not affect the validity of the remaining sections, subsections or provisions hereof which shall remain valid and be enforced to the fullest extent permitted by law.

**15. Captions** - The captions in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit enlarge or describe the scope or intent of this Agreement nor in any way shall affect this Agreement or the construction of any provision hereof.

**16. Conflicts** - In the event of any conflict between this Agreement and any agreement attached as an exhibit, or any other document executed pursuant to or in furtherance of this Agreement, this Agreement shall control, unless such other agreement is signed by the Authority and the Cities and expressly provides to the contrary.

**17. Governing Law** - This Agreement shall be governed by, construed and enforced in accordance with, the laws of the State of Michigan. The parties agree, consent and submit to the personal jurisdiction of any competent court of jurisdiction in Macomb County, Michigan, for any action brought against it arising out of this Agreement.

**18. Joint Drafting** - This Agreement has been negotiated by the parties and each party has joined in and contributed to the drafting of this Agreement. Accordingly, there shall be no presumption favoring or burdening any one or more of the parties hereto based upon draftsmanship.

**19. Assignment** - The Authority may not assign any or all of its rights under this Agreement without the approval of each of the Cities.

**20. Notices** - All notices, consents, approvals, requests and other communications, herein collectively called "notices" required or permitted under this Agreement shall be given in writing, signed by the authorized representative from the Authority and the respective Cities and mailed by certified or registered mail, return receipt requested, personally delivered, sent by overnight courier or sent by facsimile transmission to a party as follows:

To the Authority:                      Executive Director  
Recreational Authority of Roseville and Eastpointe  
18185 Sycamore  
Roseville, MI 48066

To the City of Roseville:            City Manager  
City of Roseville  
29777 Gratiot  
Roseville, MI 48066

To the City of Eastpointe:          City Manager  
City of Eastpointe  
23200 Gratiot Avenue  
Eastpointe, MI 48021

All such notices, certificates or other communications shall be deemed served upon the date of personal delivery, the day after delivery to a recognized overnight courier, the date of the transmission by facsimile or other electronic means is verified or two days after mailing by registered or certified mail.

**21. Entire Agreement** - This Agreement constitutes the entire Agreement between the parties, and supersedes all understandings, offers, negotiations and other leases concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments, modifications or waivers of any of the terms and conditions of this Agreement must be in writing and executed by both parties.

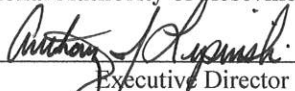
**22. Miscellaneous** - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the Authority and the Cities by and through their duly authorized representatives, have executed this Agreement as of the day and year first above written.

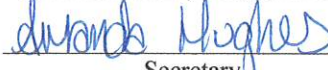
**Use Fee and Capital Improvement Designation**

July 1, 2018:      Land Use Fee to be paid by R.A.R.E. to each City: \$60,000.00.  
  
Capital Improvement Designation for parks in each city (25%) OR \$15,000.  
  
Established at R.A.R.E. Board meeting on: September 12, 2018.

**Recreational Authority of Roseville and Eastpointe**

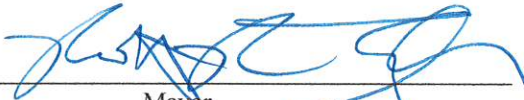
By:   
Executive Director

Date: 9/12/18

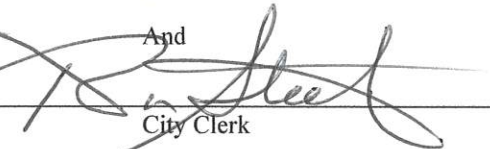
By:   
Secretary

Dated: 9/12/18

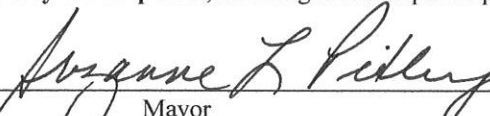
**The City of Roseville, a Michigan municipal corporation**

By:   
Mayor


Date: Nov. 27, 2018

And  
By:   
City Clerk

**The City of Eastpointe, a Michigan municipal corporation**

By:   
Mayor

Date: 12/13/18

And  
By:   
City Clerk

## **EXHIBIT A**

### **LEGAL DESCRIPTION OF DESIGNATED PARK LAND AND FACILITIES**

#### **City of Eastpointe Parks**

**Kennedy Park:** T1N,R13E, SEC 29 BEG AT N 1/4 POST SEC 29; TH SLY 2697.25 FT; TH WLY 508.7 FT; NLY 2702.5 FT TH ELY 508.5 FT TO PT OF BEG.

**Spindler Park:**

Parcel 1: A/P NO 33,PART OF LOT 566,BEG AT NE COR LOT 566, TH N89°57'W 138.57 FT, TH S00°03'W 230.55 FT, TH N89°57'W 419.36 FT, TH S00°01'E 92.08 FT, TH S70°45'30"E 419.0 FT, TH N19°06'E 489.15 FT TO POB

Parcel 2: ASSESSORS PLAT NO. 33 W PART LOT 565: BEG AT NW COR SD LOT TH S89°57'E 392.34 FT; TH S19°03'W 618.41 FT; TH N70°45'30"W 360.51 FT TH N19°06'E 489.15 FT TO PT OF BEG.

Parcel 3: ASSESSORS PLAT NO. 33 LOT 568

Parcel 4: ASSESSORS PLAT NO 5 ALL THAT PART OF LOT 9 LYING W OF A LINE SD LINE BEG AT SW COR LOT 9; TH N25°24'42"E 621.81 FT; TH N34°53'59"E 668.27 FT; TH N25°34'26"E 1200 FT TO PT OF ENDING CITY OF ST CLAIR SHORES

**Memorial Park:**

Parcel 1: A/P NO 26 (L38 P26) LOT 450 & 452 EXC; BEG AT SE COR SD LOT 450, TH S89°59'W 719.23 FT, TH N00°47'57"W 124.23 FT, TH N89°59'E 124.23 FT, TH N00°47'57"W 158.78 FT,TH S86°20'21"E 165.19 FT TH N09°46'30"E 191.88 FT, TH S71°27'54"E 247.69 FT,TH S86°23'04"E 172.0 FT, TH S00°17'36"E 156.68 FT, TH S01°32'25"W 215.16 FT TO POB.

Parcel 2: ASSESSORS PLAT NO 26 LOT 451 EXC BEG AT NE COR LOT 451; TH N89°54'W 260.0 FT; TH S0°06'W 211.35 FT; TH S89°54'E 284.70 FT; TH N06°34'36"W 212.75 FT TO POB.

**Roxana Park:** TEPPERT'S GOLDEN GATE SUB'N NO 1 LOTS 633 TO 652 INCL. LIBER 10; PAGE 46

**Goetz Park:** T. 1 N. R. 12 E. SEC 36 COMM AT THE EAST QUARTER POST OF SEC. 36 THENCE S 01° 41' E 33 FT; THENCE S 88° 17' W 1030.2 FT TO THE PT OF BEG.; THENCE S 01° 41' E 290.25 FT; THENCE N 88° 17' E 390 FT THENCE N 89° 22' E 85 FT THENCE S 0° 23' E 115.71; THENCE N 77° 17' W 480 FT "GOETZ PARK", PART OF ASSESSOR'S PLAT OF GOETZ PARK SUBDIVISION. LIBER 21 PAGE 15

**Rein Park:** REIN'S SUB.; REIN PARK (L3,P155)

**Fairlane Park:** ASSESSORS PLAT OF BOHNHOFF FARMS N 175 FT OF E 50 FT OF LOT 15 & N 175 FT OF LOTS 16, 17 & 18, ALSO E 1/2 OF LOT 100 OF EASTLAND COURTS SUBD'N

**Shamrock Park:** ASSESSORS PLAT NO. 32 LOT 555. LIBER 38, PAGE 39

### **Recreation Authority Center**

**Recreation Authority Center:** SEC17 COM AT SE COR SEC 17; TH NO\*50'W 1351.30 FT; TH S89\*02'W 1338.30 FT TO POB; TH S0\*52'E 269.80 FT; TH N85\*24'W 510.90 FT; TH NO\*52' W220.16 FT; TH N89\*02'E 508.58 FT TO POB, BEING 2.86 A; ALSO ALL LOTS 10 THRU 14, ROSEVILLE FARMS NO 4 SUB.

### **City of Roseville Parks**

**Veteran's Memorial Park:** TREPPA'S FELICIAN GARDENS SUB LOTS 46 TO 183 INCL., ALSO INCLUDING VACATED PARKWAY, LORAIN & EASTLAWN AVENUES

Also TREPPA'S FELICIAN GARDENS SUB LOT 40 TO 43

Also TREPPA'S FELICIAN GARDENS SUB LOTS 44 & 45

**Dooley Park:** VENETIAN VILLAGE GROVE PART OF OUTLOT A DESC AS COM AT CEN POST SEC 7; TH N89\*32'57"E 917.73 FT; TH N0\*29'33"W 883.53 FT TO POB; TH S30\*50'-02"W 525.24 FT; TH N28\*50'12"W 108.47 FT; TH S60\*01'42"W 74.57 FT; TH N30\*50'02"E 748.17 FT ALG NWLY LINE SD OUTLOT A; TH S0\*29'33"E 250.05 FT ALG E LINE SD OUTLOT A TO POB. 1.806 A.

Also VENETIAN VILLAGE GROVE PART OF OUTLOT A DESC AS BEG AT NW COR SD OUTLOT A; TH N60\*01'-42"E 151.0 FT; TH S28\*50'12"E 87.21 FT; TH S68\*19'02"W 155.59 FT; TH N'LY 65.0 FT ALG A CURVE CONCAVE TO W, RAD= 449.30 FT & L/CH BEARS N25\*49'37"W 64.94 FT ALG W'LY LINE OF OUTLOT A TO POB. 0.264 A.

Also VENETIAN VILLAGE GROVE SUB. PART OF OUTLOT A DESC AS BEG AT SW COR OF OUTLOT A; TH 60.0 FT ALG A CURVE CONCAVE TO W, RAD=449.30 FT & L/CH BEARS N17\*51'25"W 59.95 FT; TH N68\*-19'02"E 155.59 FT; TH S28\*50'-12"E 21.26 FT; TH N30\*50'02"E 19.96 FT; TH S0\*27'03"E 76.27 FT; TH S75\*58'07"W 151.81 FT TO POB. 0.26 A.



**Rotary Park:** MAE SUBDIVISION LOTS 1 TO 50 INCL

**Kiwanis Park:** T1N,R13E SEC 16 THE N 1.13 ACRES OF FOLL DESC PARC N 3 ACRES OF E 5 ACRES OF NW 1/4 OF SW 1/4 CITY OF ROSEVILLE

Also T1N,R13E SEC 16 BEG AT SW COR LOT 18 STOEPELS MARTIN RD SUB; TH N0°07'E 484.05 FT TH S89°51'30"W 168.25 FT TO E LINE STOEPELS MARTIN RD SUB NO 1; TH S0°10'W 483.65 FT TO A PT IN THE N SIDE LINE MEIER RD; TH N89°59'30"E 168.68 FT TO PT BEG. 1.87A CITY OF ROSEVILLE

**Huron Park:** HENRY MOLDENHAUERS AVIATION PARK SUBDIVISION LOTS 180 THRU 201, LOTS 208 THRU 251, LOTS 257 THRU 299, S 1/2 LOT 300 & LOTS 329 THRU 341; INCL ALL VAC FULTON AVE; ALSO INCL 1/2 VAC KELLY AVE ADJ W LINE LOTS 257 THRU 284; ALSO INCL 1/2 VAC KELLY AVE ADJ E LINE LOTS 285 THRU S 1/2 LOT 300

Also HENRY MOLDENHAUERS AVIATION PARK SUB LOTS 348 THRU 354

Also HENRY MOLDENHAUERS AVIATION PARK SUBDIVISION LOT 347

Also HENRY MOLDENHAUERS AVIATION PARK LOT 346

**Macomb Gardens Park:** GRAHAM SUBDIVISION LOT 38 THRU 57, LOTS 78 THRU 97 & LOTS 112 THRU 114, VAC MOORE ST & VAC OAKDALE ST; EXC PART OF LOTS 112 THRU 114 DESC AS: COMM AT SW COR LOT 97; TH N03°05'E 140.0 FT TO POB; TH CONT N03°05'E 143.98 FT; TH S63°19'E 206.32 FT ALG N LINE LOT 114; TH S03°30'26"W 81.39 FT; TH NWLY TO POB.

**Lions Park & Fountain Elementary:** SEC 18 COM AT NE COR SEC 18; TH S89°01'20"W 688.73 FT; TH S01°08'10"E 333.0 FT TO POB; TH S01°08'10"E 1107.90 FT; TH S89°47'30"W 470.97 FT; TH N01°13'40"W 1101.58 FT; TH N89°01'20"E 472.66 FT TO POB; 11.972 AC.



## *City of Roseville*

**TO: Recreation Authority of Roseville & Eastpointe Board**

**FROM: Ryan Monroe, Acting City Manager, City of Roseville**

**DATE: January 30, 2023**

**RE: 2022 Park Improvement Project Transfer Request**

The City of Roseville previously notified the Recreation Authority of Roseville & Eastpointe Board that the City would like available funding for the Recreation Authority Park Improvement to be used for Rotary Park restroom improvements. Although this project has been approved by the Recreation Authority of Roseville & Eastpointe Board, the City of Roseville would like to fund this project itself and ask the Recreation Authority of Roseville & Eastpointe Board to consider redirecting any available Recreation Authority Park Improvement funding to replacing lighting at the Huron Park athletic fields. In discussions with Mr. Lipinski, the City and Mr. Lipinski agree that this funding would be more useful and beneficial to Recreation Authority programs for this Huron Park replacement lighting project.

The intent is to complete this lighting project so the new lighting can be used during the 2023 season. The City of Roseville appreciates your consideration of this request and appreciates the funding RARE has made available to assist in improving the parks of Roseville and Eastpointe.

Please let me know if you need additional information regarding this request by contacting me at 586-445-5410, or by email at [rmonroe@roseville-mi.gov](mailto:rmonroe@roseville-mi.gov).

**MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL**  
**Property Schedule for the Recreational Authority of Roseville and Eastpointe**  
**as of 7/1/2022**

Recreational Authority Of Roseville And Eastpointe  
 18185 Sycamore  
 Roseville, MI 48066  
 Policy #: MML699020110  
 Effective From: 7/1/2022 to 7/1/2023

Michigan Municipal League Liability  
 and Property Pool  
 PO Box 2054  
 Southfield, MI 48037-2054

St.	LIMITS	DEDUCTIBLE	VALUATION
<b><u>Location #1: 18185 Sycamore, Roseville, MI 48066</u></b>			
<b>Building 1 - Recreation Center</b>			
Boiler	Included	\$250	Replacement Cost
Building - Appraisal Date: 2016-09-07	\$7,405,000	\$6,299,826	\$250 Replacement Cost
Contents	\$1,700,000	\$1,958,000	\$250 Replacement Cost
<b>Building 2 - Flagpoles, Signage, Gate, Benches &amp; Playground Equipment</b>			
Property In The Open	\$53,200	\$44,253	\$250 Replacement Cost
<b>Building 3 - Storage Garage</b>			
Building - Appraisal Date: 2016-09-07	\$120,000	\$81,600	\$250 Replacement Cost
Contents		\$2,000	\$250 Replacement Cost
<b>Building 4 - Storage Building</b>			
Contents	Same	\$2,000	\$250 Replacement Cost
Property In The Open		\$18,000	\$250 Replacement Cost
<b>Building 5 - Car Port For Smart Vehicles (extended)</b>			
Property In The Open		\$29,600	\$250 Replacement Cost
<b>Building 6 - 8 Foot Chain Link Auto Gate</b>			
Property In The Open		\$40,000	\$250 Replacement Cost
<b>Total Property Limit: \$8,475,279</b>			



Prepared by

CBIZ VALUATION GROUP, LLC



An Insurance Valuation Report of Tangible Property Assets  
for

**Recreational Authority of Roseville and Eastpointe**

as of  
October 13, 2022



CBIZ Valuation Group





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ASSUMPTIONS AND LIMITING CONDITIONS ..... 7

Exhibits

- A. Valuation Comparison Report
- B. Building Summary Report
- C. Building Detail Report
- D. Data File (Provided Separately in Excel format)



## **CBIZ Valuation Group, LLC**

3625 Cumberland Blvd Suite 1100  
Atlanta, GA 30339 • [www.cbiz.com/valuation](http://www.cbiz.com/valuation)  
Ph: 850-320-4478 • F: 262.677.2130

October 27, 2022

Mr. Larry Peck  
Risk Manager  
Michigan Municipal League Liability & Property Pool  
1675 Green Road  
Ann Arbor, MI 48105-2530

Dear Mr. Peck:

CBIZ Valuation Group, LLC (CVG) has completed an insurance appraisal of certain property exhibited to us as part of Recreational Authority of Roseville and Eastpointe located in Roseville, Michigan and presents our findings in this report.

### **Purpose of the Valuation**

The purpose of this engagement was to provide to Michigan Municipal League Liability and Property Pool (MML) a property insurance appraisal for Recreational Authority of Roseville and Eastpointe in connection with its internal analysis for insurance needs for the identified property as of October 13, 2022.

CVG's opinion is intended to assist Michigan Municipal League Liability and Property Pool (MML) in making informed business decisions and it is not a recommendation. Any decision relating to insurance coverage shall remain Michigan Municipal League Liability and Property Pool (MML) responsibility and be made solely at its discretion. This report may only be used for the specific purpose stated.

Michigan Municipal League Liability and Property Pool (MML) is the sole intended user of CVG's report or other work product. Michigan Municipal League Liability and Property Pool (MML) shall not reference CVG or its work in any public filing or other materials distributed to actual or prospective shareholders, investors, financing parties, or similar third parties without CVG's prior written consent.

### **Definition of Value**

Replacement Cost New, as applicable to insurance valuations, is defined as the cost required to produce a property of like kind and materials at one time in accordance with current market prices for materials, labor and manufactured equipment, contractors overhead, profit and fees, but without provisions for overtime or bonuses for labor and premiums for materials. We did not take into consideration compliance with state or local ordinances or costs associated with demolition of property or the removal of debris.

Partial losses may result in higher replacement costs as partial losses often require a substantial amount of repair in conjunction with the replacement process. CVG's valuation methodology did not include the development of reproduction costs for ornate or historical property.

### **Valuation Methodology**

There are three fundamental techniques applied in the valuation of assets. These techniques are based on the cost to acquire new (cost approach); the cost at which the asset may change hands in the marketplace (sales comparison or market approach); and the present worth of expected cash flows (income approach). The principle



of substitution is important to the development and application of these three techniques. This principle provides that a prudent investor will pay no more for an asset, property or business than he would be required to pay for a replacement serving as a reasonable substitute of equal utility. The cost approach is most applicable in our valuation for property insurance reporting purposes, thus the cost approach was utilized.

The three principal methods for estimating value are summarized as:

Cost Approach	This approach considers the current cost of reproducing the appraised assets. The reproduction/replacement cost new of the appraised assets is estimated on the basis of current labor and material prices plus allowances for overhead, profit and provisions for mechanical and engineering fees, supervision and other miscellaneous fees.
Sales Comparison Approach	This approach produces an estimate of value by comparing the subject to sales of similar items. The technique is sometimes referred to as the market approach in that it is used to indicate the value established by informed buyers and sellers in the market. Caution must be exercised in using this method since the appraiser is not always privy to the intricacies of the transaction and yet must attempt to make a valid comparison with the subject. Therefore, the sales comparison approach, although considered, was not applied.
Income Approach	This approach gives consideration to the net income expectancy from the assets appraised, and to the capitalization of income in accordance with prevailing returns on properties or investments of similar risks, to determine the amount at which ownership by a prudent investor would be justified. Therefore, the income approach, although considered, was not applied.

## Valuation Scope

This report includes property classified as buildings, contents, and site improvements. All other asset classifications were not included as part of the appraisal process, CVG's staff completed an inspection of the identified property located at these facilities on October 13, 2022.

- **Buildings & Structures** – CVG completed a limited scope physical inspection and valuation of buildings (structures with permanent foundations) with a replacement cost of \$100,000 or greater at the sites inspected. During the inspections, basic construction components including COPE data were observed and collected. Square footage was calculated using a combination of physically measuring the buildings, conducting take-offs of blueprints, and information made available by Recreational Authority of Roseville and Eastpointe. Digital photos were taken of each structure inspected and incorporated into our reports and work files.
- **Utility Buildings & Structures:** When inspecting utility facilities (wastewater and water treatment facilities & related structures), we followed the same approach used for standard buildings & structures but we identified and valued each structure individually by process, regardless of value. Since these types of properties typically are aggregated in value, we believe that it is vital to list and inspect each structure separately regardless of value for the purpose of developing a representative property schedule and associated insurable value.
- **Contents – Modeling Approach:** CVG applied contents valuation models based on building occupancy. We performed a limited walk-through of each facility to assist in adjusting our models, as applicable. We summarized contents values on a building-by-building basis.
- **Insurable Site Improvements:** Above-ground improvements associated with inspected structures (flagpoles, fencing, outdoor lighting, etc.) were recorded and valued in aggregate by site.

The valuation included a visit to the member property with analysis of other data made available to us and research of current construction costs. A detailed listing of the property appraised together with an estimate of the insurable values is contained in the summary and detail reports contained herein.

## Conclusion

Our opinions, as of October 13, 2022, of the Replacement Cost New is as follows:

Description	Replacement Cost New (\$)
Buildings	7,525,000
Contents	1,702,000
Site Improvements	53,200
<b>TOTAL</b>	<b>\$ 9,280,200</b>

Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur; therefore, actual results achieved may vary. We have no responsibility to update our report for events and circumstances occurring after the date of this report. The information provided to us by others is believed to be reliable, but no responsibility for its accuracy is assumed.

The values presented in this report represent conclusions based on conventional insurance reporting. They are not intended to reflect unusual circumstances or "broad evidence rule" considerations.



In a partial loss, the amount involved may be based upon repair cost which could be higher than reproduction/replacement cost new as defined in this report.

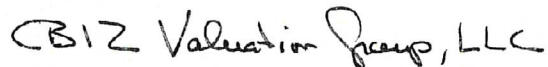
The indication of an opinion of value herein does not guarantee that a buyer or seller can be found at the amount indicated.

This report presents only summary discussions of the data, reasoning, and analyses used in the appraisal process to develop CVG's opinion of value. Supporting documentation concerning these matters has been retained in our work files. The depth of the discussion contained in this report is specific to your needs as the client and for the state intended use. CVG is not responsible for the unauthorized use of this report.

These analyses are intended to comply with generally accepted valuation methods, and our report is expressly subject to the Terms and Conditions included in our engagement letter and Assumptions and Limiting Conditions contained in this report.

Should you have any questions regarding this report, please contact Jamaal Condry at 850-320-4478.

Respectfully submitted,



CBIZ VALUATION GROUP, LLC

Contract #: 375391.1007

## **ASSUMPTIONS AND LIMITING CONDITIONS**

This valuation by CBIZ Valuation Group, LLC ("CBIZ") is subject to and governed by the following Assumptions and Limiting Conditions and other terms, assumptions and conditions contained in the engagement letter.

### **LIMITATION ON DISTRIBUTION AND USE**

The report, the final estimate of value, and the prospective financial analyses included therein (collectively, as used in this paragraph and the following paragraph, the "CBIZ Work Product") are intended solely for the information of the person or persons to whom they are addressed and solely for the purposes stated; they should not be relied upon for any other purpose, and no party other than the Company may rely on them for any purpose whatsoever. Neither the valuation report or its contents, nor the appraiser or CBIZ, may be referred to or quoted in any registration statement, prospectus, offering memorandum, sales brochure, other appraisal, loan or other agreement or document given to third parties. In addition, except as set forth in the report, our analysis and report are not intended for general circulation or publication, nor are they to be reproduced or distributed to third parties.

Notwithstanding the foregoing, if the Company desires to distribute or use the CBIZ Work Product in any way not expressly contemplated by these Assumptions and Limiting Conditions or the Agreement, including, without limitation and by way of example, reference to CBIZ by name or inclusion of any portion of the CBIZ Work Product in any regulatory filing, CBIZ, at our sole discretion, may permit the Company to do so for a fee commensurate to the additional risk associated with such distribution or use.

### **NOT A FAIRNESS OPINION**

Our opinion and our report are not to be construed as an opinion of the fairness of an actual or proposed transaction, a solvency opinion, or an investment recommendation; instead, they are the expression of our determination of the fair value between a hypothetical willing buyer and a hypothetical willing seller in an assumed transaction on an assumed valuation date where both the buyer and the seller have reasonable knowledge of the relevant facts.

### **OPERATIONAL ASSUMPTIONS**

Unless stated otherwise, our analysis (i) assumes that, as of the valuation date, the Company and its assets will continue to operate as configured as a going concern, (ii) is based on the past, present and future projected financial condition of the Company and its assets as of the valuation date, and (iii) assumes that the Company has no undisclosed real or contingent assets or liabilities, other than in the ordinary course of business, that would have a material effect on our analysis.

### **COMPETENT MANAGEMENT ASSUMED**

It should be specifically noted that the valuation assumes the property will be competently managed and maintained over the expected period of ownership. This appraisal engagement does not entail an evaluation of management's effectiveness, nor are we responsible for future marketing efforts and other management or ownership actions upon which actual results will depend.

### **NO OBLIGATION TO PROVIDE SERVICES AFTER COMPLETION**

Valuation assignments are accepted with the understanding that there is no obligation to furnish services after completion of the original assignment. If the need for subsequent services related to a valuation assignment occurs, including updates, conferences, testimony, preparation for testimony, document production, interrogatory response preparation, or reprint and copy services whether by request of the Company or by subpoena or other legal process initiated by a party other than the Company, the Company agrees to compensate CBIZ for its time at its standard hourly rates then in effect plus all expenses incurred in the performance of said services. CBIZ



reserves the right to make adjustments to the analysis, opinion and conclusion set forth in the report as we deem necessary by consideration of additional or more reliable data that may become available.

#### **NO OPINION IS RENDERED AS TO LEGAL FEE OR PROPERTY TITLE**

No opinion is rendered as to legal fee or property title. No opinion is intended in matters that require legal, engineering or other professional advice that has been or will be obtained from professional sources.

#### **LIENS AND ENCUMBRANCES**

We gave no consideration to liens or encumbrances except as specifically stated. We assumed that all required licenses and permits are in full force and effect, and we made no independent, on-site tests to identify the presence of any potential environmental risks. We assume no responsibility for the acceptability of the valuation approaches used in our report as legal evidence in any particular court or jurisdiction.

#### **INFORMATION PROVIDED BY OTHERS**

Information furnished by others is presumed to be reliable; no responsibility, whether legal or otherwise, is assumed for its accuracy and it cannot be guaranteed as being certain. All financial data, operating histories and other data relating to income and expenses attributed to the business have been provided by management or its representatives and have been accepted without further verification except as specifically stated in the report.

#### **PROSPECTIVE FINANCIAL INFORMATION**

Valuation reports may contain prospective financial information, estimates or opinions that represent reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as forecasts, prospective financial statements or opinions, predictions or assurances that a particular level of income or profit will be achieved, that events will occur or that a particular price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analysis will vary from those described in our report, and the variations may be material.

Any use of management's projections or forecasts in our analysis will not constitute an examination, review or compilation of prospective financial statements in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). We will not express an opinion or any other form of assurance on the reasonableness of the underlying assumptions or whether any of the prospective financial statements, if used, are presented in conformity with AICPA presentation guidelines.

*A&LCRev2016*



## EXHIBITS



## VALUATION COMPARISON REPORT

Bldg ID #	Building	Address	City	Previous Values			New Values			% Change In Value	Notes:
				Building	Contents	TIV	Building	Contents	TIV		
50071900101	Recreation Center	18185 Sycamore Street	Roseville	\$6,176,300	\$1,700,000	\$7,876,300	\$7,405,000	\$1,700,000	\$9,105,000	16%	
50071900102	Storage Garage	18185 Sycamore Street	Roseville	\$80,000	\$2,000	\$82,000	\$120,000	\$2,000	\$122,000	49%	
Grand Totals - 2 Appraisals				\$6,256,300	\$1,702,000	\$7,958,300	\$7,525,000	\$1,702,000	\$9,227,000		





## **BUILDING SUMMARY REPORT**

		Year Built	ISO Class	# of Stories	Square Footage	Building Insurable Value	Contents	Separately Insurable	Site Improvements	Total
Site Name: Recreation Center										
Site Number: 01										
BLDG: 01	Recreation Center 18185 Sycamore Street Roseville, MI 48066	1980	4	1	44,120	\$7,405,000	\$1,700,000	\$0	\$53,200	\$9,158,200
BLDG: 02	Storage Garage 18185 Sycamore Street Roseville, MI 48066	1995	1	1	2,000	\$120,000	\$2,000	\$0	\$0	\$122,000
Totals for 01 - 2 Appraisals					46,120	\$7,525,000	\$1,702,000	\$0	\$53,200	\$9,280,200
Grand Totals - 2 Appraisals					46,120	\$7,525,000	\$1,702,000	\$0	\$53,200	\$9,280,200





## **BUILDING DETAIL REPORT**

# BUILDING DETAIL REPORT

Michigan Municipal League Liability and Property Pool



CBIZ Valuation Group, LLC

RECREATIONAL AUTHORITY OF ROSEVILLE AND EASTPOINTE

Inspected: 10/13/2022

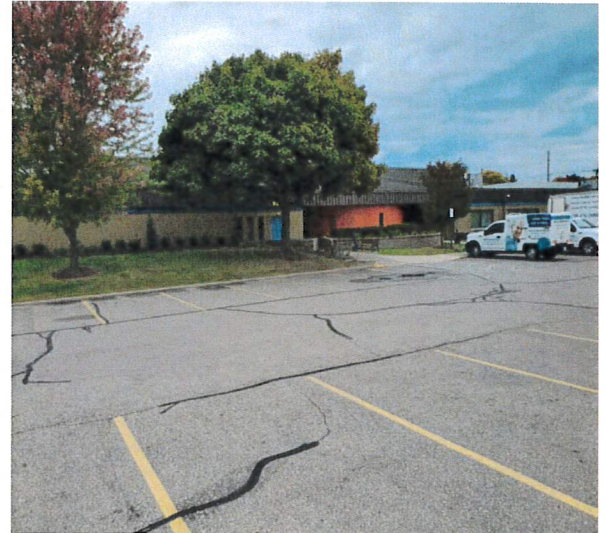
**Insured** 5007190 **Tour Guide** Tony Lipinski  
**Site** 01 - Recreation Center  
**Building** 01 - Recreation Center  
**Address** 18185 Sycamore Street  
**City, State, Zip** Roseville, MI 48066  
**Latitude** N 42.49749063 **Longitude** W -82.93394882

## INSURABLE VALUES

<b>Building</b>	\$7,405,000
<b>Contents</b>	\$1,700,000
<b>Site Improvements</b>	\$53,200
<b>Separately Insurable</b>	\$0
<b>Total</b>	<b>\$9,158,200</b>
<b>Per SqFt Rate</b>	<b>\$168</b>

## UNDERWRITING DATA

**Occupancy** 100% Clubhouse/Recreation Building  
**Stories above Grade** 1 **Year Built** 1980  
**Superstructure SqFt** 44,120 **Vacant** No  
**Substructure SqFt** 0  
**Total SqFt** 44,120  
**ISO Class** 30% 3 - Pre-Engineered Metal/Non-Combustible, 70% 4 - Steel Frame/Masonry Non-Combustible  
**Foundation Type** Mat/Slab  
**Exterior Wall Finish** 30% Brick on Masonry, 40% Concrete Block, 30% Siding, Metal or Other on Girts  
**Roof Pitch** 100% Flat  
**Roof Geometry** Flat  
**Roof Frame Type** Heavy Steel  
**Roof Materials** 100% Single-Ply Membrane  
**Heating System** 10% Gas, Oil or Electric Suspended Unit Heater, 90% Rooftop Unit  
**Cooling System** 100% Rooftop Unit  
**Electrical** Yes **Plumbing** Yes  
**Passenger Elevators** 0  
**Freight Elevators** 0  
**Sprinkler System** None **Type** None **Automatic Fire Detection** Yes **Type** Central  
**Manual Fire Alarms** Yes **Type** Central **Entry Alarms** Yes **Type** Central



**NOTES:** Includes: (2) gymnasiums, (4) multi-purpose rooms, kitchen, garage, locker rooms, billiards room, fitness room, conference rooms, computer lab, preschool, and activities center with kitchenette. Site improvements include: flagpoles, signage, gate, benches, and playground equipment.

# BUILDING DETAIL REPORT

Michigan Municipal League Liability and Property Pool



CBIZ Valuation Group, LLC

## RECREATIONAL AUTHORITY OF ROSEVILLE AND EASTPOINTE

Inspected: 10/13/2022

**Insured** 5007190 **Tour Guide** Tony Lipinski  
**Site** 01 - Recreation Center  
**Building** 02 - Storage Garage  
**Address** 18185 Sycamore Street  
**City, State, Zip** Roseville, MI 48066  
**Latitude** N 42.49827932 **Longitude** W -82.93451745

INSURABLE VALUES	
Building	\$120,000
Contents	\$2,000
Site Improvements	\$0
Separately Insurable	\$0
Total	\$122,000
Per SqFt Rate	\$60

## UNDERWRITING DATA

**Occupancy** 100% Garage  
**Stories above Grade** 1 **Year Built** 1995  
**Superstructure SqFt** 2,000 **Vacant** No  
**Substructure SqFt** 0  
**Total SqFt** 2,000  
**ISO Class** 100% 1 - Frame  
**Foundation Type** Mat/Slab  
**Exterior Wall Finish** 100% Siding, Metal or Other on Frame  
**Roof Pitch** 25% High (15:12 to 24:12 Pitch), 75% Medium (8:12 to 12:12 Pitch)  
**Roof Geometry** Gambrel  
**Roof Frame Type** Wood Purlins  
**Roof Materials** 100% Shingles, Asphalt  
**Heating System** 100% None  
**Cooling System** 100% None  
**Electrical** Yes **Plumbing** No  
**Passenger Elevators** 0  
**Freight Elevators** 0  
**Sprinkler System** None **Type** None **Automatic Fire Detection** None **Type** None  
**Manual Fire Alarms** None **Type** None **Entry Alarms** None **Type** None



NOTES:



**Recreation Authority of Roseville-Eastpointe**  
18185 Sycamore, Roseville, MI 48066  
586-445-5480      [www.rare-mi.org](http://www.rare-mi.org)

## **Recreation Authority of Roseville & Eastpointe Board 2023 Meeting Schedule**

The Recreation Authority of Roseville & Eastpointe Board meets monthly on the second Wednesday of the month at 4:00pm at the Recreation Authority Center.

In 2023 the Recreation Authority Board will meet:

Wednesday, January 11, 2023

Wednesday, February 8, 2023

Wednesday, February 15, 2023 – Special Meeting (Budget meeting)

Wednesday, March 8, 2023

Wednesday, April 12, 2023

Wednesday, May 10, 2023

Wednesday, June 14, 2023

Wednesday, July 12, 2023

Wednesday, August 9, 2023

Wednesday, September 13, 2023

Wednesday, October 11, 2023

Wednesday, November 8, 2023

Wednesday, December 13, 2023



## Pickleball Still on the Rise

January 16, 2023

A new participation report from the Association of Pickleball Professionals (APP) shows that America's fastest-growing sport has enjoyed even higher growth than previously thought, with 14% of adult Americans (36.5 million people) playing pickleball at least once in the 12-month period between August 2021 and August 2022, with 8.5 million people playing pickleball eight times or more in the same period. This rapid rise looks set to continue, with 45% of the 36.5 million total payers saying they plan to play pickleball more often in the next six months than in the previous six-month period.

The 2023 APP Pickleball Participation Report was compiled by YouGov, an international market research and data analytics firm, with the research team polling a sample group of nearly 2,500 nationally representative adults ages 18 and older from across America.

"The first of what will be our annual APP Pickleball Participation Report clearly shows that pickleball is not only America's fastest-growing sport, it is growing much faster than anyone really thought. Now, pickleball has to be viewed as one of America's favorite sports," said Tom Webb, chief marketing officer of the APP. "In 2020, a pandemic year, previous reports stated that over 4 million people picked up a paddle to play pickleball, with that number reportedly growing to over 5 million in 2021. Those numbers appear to have been conservative, but what the APP's report shows is that the popularity of pickleball has exploded. Pickleball courts continue to be built and installed nationwide, and people from coast to coast are trying the sport for the first time, and immediately falling in love with pickleball. The APP is honored to represent the millions of people coming into the sport at all levels—from elite-level, professional athletes at the top of the game, players who are rightly gaining in status and awareness as the incredible athletes they are, to the amateur players who are playing such an important role in the growth of the APP and the sport overall, right through to the millions of recreational players who find so much enjoyment from a sport they can pick up easily, which costs very little to play, and which rewards its participants from the first time they play."

"I fell in love with pickleball the very first time I played, and now I have the honor of being able to compete across America, and internationally, in a sport that is so quickly becoming part of our culture," added Megan Fudge DeHeart, professional pickleball player. "As the sport grows, so does the recognition of what it takes to be a pro, and that's hugely rewarding. The number of fans at our events increases with almost every competition, and now we know just how big the sport is, that will only continue to increase. I'm excited for the future of our sport—for the players today, for those who will continue to flock to pickleball, and for my children who also love the sport, and have a lifetime of playing pickleball ahead of them."