

**CHARTER TOWNSHIP OF COMMERCE
2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MI 48382**

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING
MONDAY, DECEMBER 20TH @ 7:00PM**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF MINUTES: November 22, 2010

PUBLIC COMMENTS

ITEM 1: Waiver Request-WLW Girls Basketball Booster-Saturday Jan. 8th 2011

ITEM 2: Waiver Request- SANP Boosters- Saturday March 5th 2011

ITEM 3: Waiver Request-Lakes Athletics Association- May 1st 2011

ITEM 3: League and Community Service Organization Report

ITEM 4: Parks and Recreation Department Report

ITEM 5: Township Board Report

ITEM 6: Maintenance Report

ITEM 7: Music under the Stars

ITEM 6: League Contract

ITEM 7: Article III. Sec 34-49 Review

ITEM 8: Election of Officers

ITEM 9: Revenue & Expenditure Report

ITEM 10: Agenda Request

ITEM 11: Other Matters

FINAL
CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE MEETING
Monday, December 20, 2010
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 7:00 pm at the Commerce Township Offices

ROLL CALL: Present: William Petsch - Chairperson
Dave Schultz-Vice Chairperson, arrived 7:01pm
Peter Pace – Secretary
Michelle Holmes
Tim Wichert , arrived 7:01 pm
Dick Zemmin

Absent: Dan Munro, excused

Also Present: Emily England, Director of Senior Services/Parks and Recreation
Mr. Tom Zoner, Township Supervisor

COMMUNICATIONS:
None

APPROVAL OF MINUTES:

MOTION by Pace, supported by Zemmin, to approve the November 22, 2010, Parks and Recreation Committee Regular Meeting Minutes, with the following corrections:

Page 1: Item 1, add "A timeline was established beginning with a site visit scheduled on December 7, 2010, and a vision session scheduled for January 24, 2010 at 6:00 pm."

Page 2: Friends of Byers, last sentence, add the word "preservation" for the sentence to read ".....meeting to present a final preservation report."

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS:
None

**ITEM 1: WAIVER REQUEST – WLW GIRLS BASKETBALL BOOSTER –
SATURDAY JANUARY 8, 2011**

Laurie Schwandt was present to apply for the waiver request and she is aware of applicable fees. They are planning a euchre party to fundraise for the girls basketball team.

MOTION by Zemmin, supported by Schultz, to approve the waiver request by WLW Girls Basketball Boosters, for use of the Ralph C. Richardson Senior Center on Saturday, January 8, 2011. Applicant is aware of applicable fees.

MOTION CARRIED UNANIMOUSLY

**ITEM 2: WAIVER REQUEST – SANP BOOSTERS –
SATURDAY MARCH 5, 2011**

Request is tabled as there is no representative present at tonight's meeting.

**ITEM 3: WAIVER REQUEST – LAKES ATHLETICS ASSOCIATION –
MAY 1, 2011**

Frank Vignarolo was present to apply for the waiver request and he is aware of applicable fees. The association will be using the space for picture day from 7:00 am to 4:00 pm.

MOTION by Wichert, supported by Pace, to approve the waiver request, by Lakes Athletics Association, for use of the Ralph C. Richardson Senior Center on May 1, 2011.

MOTION CARRIED UNANIMOUSLY

ITEM 4: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Commerce Little League – Mike Snyder, President

Mr. Snyder was unable to attend tonight's meeting. Mr. Snyder reported via e-mail, which is attached.

Soccer - CWS, John Varcie

Mr. Varcie was not present at tonight's meeting.

**ITEM 4: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT
(Continued.....)**

Lakes Athletics - Frank Vigliarolo, President

Mr. Vigliarolo was present and discussed the following with the committee members:

- **Registration is open**
 - Large mailer went out to local communities
 - Over 200 already registered
- **Created new competitive teams – will give more field usage**
- **Celebrating 50th year of association, will be planning some sort of celebration. 50th year patches for uniforms**
- **Continuing to make improvements to fields**
 - \$28,000 was invested for improvements at Hickory Glen in 2010
 - Plan to invest \$20,000 - \$25,000 on improvements during upcoming 2011, season
- **Brushing out Glengary Road to open area for improved vision into park.**
 - Joint venture btw association and Township
 - Township may be available to assist with equipment on a Saturday
 - Lighting is needed in park
 - Association has been communicating with local police for increased patrolling in the park
 - Security system/cameras

Interlakes Girls Softball – Tim Bailey, Vice President

Tim Bailey, Vice President, was present and discussed the following:

- **Mailings have gone out to previous members of Interlakes for registration**
- **Open registration begins on January 12, 2011, at the Ralph C. Richardson Center**
- **Maple Glen walkthrough – thank you for allowing input regarding the park**

Friends of Byers - Ellen Smith/Sharon

There was not a representative present at tonight's meeting.

ITEM 5: PARKS AND RECREATION DEPARTMENT REPORT

Please see attached report.

**Parks and Recreation Committee Meeting
December 20, 2010**

ITEM 6: TOWNSHIP BOARD REPORT

Dan Munro was absent from tonight's meeting. Mr. Zoner, Township Supervisor, reported on the following:

- Township Clerk, Sandy Abrams has resigned from her position.
 - Mr. Dan Munro was appointed as the new Township Clerk
- Current economy, future budgets, future maintenance requests, purchase of property.
- Wise Road project
- Dodge Park phase 1 road paving
- Security in the parks

ITEM 7: MAINTENANCE REPORT

Please see attached report.

ITEM 8: MUSIC UNDER THE STARS

Mr. Pace passed out a program package and discussed the following with the committee and Mr. Zoner:

- Did a lot of research talking with other local communities, bands, and vendors.
- Large gazebo in Dodge Park is good spot to host concerts
- Proposed concert dates, 3rd Friday of the month in the summer
- Proposed to start with 3 dates in 2011, growth in years to come/gained experience
- Last about 2 hours
- Between sets, announcements can be made on what is happening in Township
- Performers will be selected by board and compensation determined by budget
- Will need many volunteers to run this program
- Electricity is needed at gazebo – conduit was ran however electricity was never fully run
- Corporate sponsors
- Food vendors, leagues can support for fundraising
- Security
- List of what Dodge Park needs to host such events
- Paving should be done before concerts begin
- Will have a proposed budget next month – lighting, security, etc.
- Revenue will be generated for Township businesses

**Parks and Recreation Committee Meeting
December 20, 2010**

ITEM 8: MUSIC UNDER THE STARS (Continued.....)

- Create budget item for revenues from corporate sponsors and township contributions
- Possible vendor contracts

In order to be ready for summer, this project needs to move forward in a timely manner. Mr. Pace requested the committee members review the program package and respond with comments via email. Item will be discussed at the January, 2011, meeting.

ITEM 9: LEAGUE CONTRACT

Township attorney is working on league contracts now. Byers information has not been submitted to the attorney; Ms. Holmes will re- email the information. Updates will be discussed at the January, 2011, meeting.

Mr. Zoner and the Committee members discussed the report received from Oakland County on the Byers property.

ITEM 10: ARTICLE III. SEC 34-40 REVIEW

Will be discussed in January, 2011

ITEM 11: ELECTION OF OFFICERS

MOTION by Pace, supported by Wichert, to nominate Bill Petsch as Chairperson of the Parks and Recreation Committee for the 2011, Calendar Year.

MOTION CARRIED UNANIMOUSLY

MOTION by Petsch, supported by Zemmin, to nominate Dave Schultz, as Vice Chairperson of the Parks and Recreation Committee for the 2011, Calendar Year.

MOTION CARRIED UNANIMOUSLY

MOTION by Petsch, supported by Zemmin, to nominate Peter Pace, as Secretary of the Parks and Recreation Committee for the 2011, Calendar Year.

MOTION CARRIED UNANIMOUSLY

ITEM 12: REVENUE & EXPENDITURE REPORT

The Committee reviewed and discussed the current Revenue and Expenditure Report.

**Parks and Recreation Committee Meeting
December 20, 2010**

ITEM 13: AGENDA REQUEST

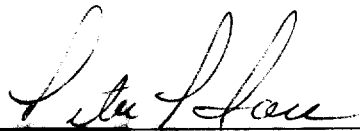
- Music under the stars
- League contracts
- Article III. Sec 34-49 Review
- Township Board discussion

ITEM 14: OTHER MATTERS

None.

ITEM 15: ADJOURNMENT

MOTION by Zemmin, supported by Pace, to adjourn the meeting at 9:55 p.m.
MOTION CARRIED UNANIMOUSLY



Peter Pace, Secretary

CHARTER TOWNSHIP OF COMMERCE
APPLICATION FOR RICHARDSON COMMUNITY CENTER USE

Use subject to policies and procedures attached to application

Call: 248-926-0063 for Rental Information
Monday-Friday: 8:30a.m. -5:00p.m.

APPLICATION CANNOT BE ACTED UPON UNLESS COMPLETED IN FULL

NAME: Walled Lake Western Girl's Basketball Boosters

If organization, contact person: Laurie Schwandt

ADDRESS: 30493 Bristol Circle Ct, Novi, MI 48377

PHONE: 248-255-1136 PURPOSE* Fundraiser

*NOTICE: If food will be served and the function will be open to the general public, applicants **must** contact the Oakland County Health Department at (248) 926-3305, as a Temporary Food License may be required.

DATE REQUESTED: 1/8/11 TIME: FROM 7^{pm} TO 12 Midnight

ANTICIPATED ATTENDANCE: 80

I have read the attached policies governing the use of the Richardson Community Center and agree to abide by all those policies established for its use. I understand that I have the use of the building only on the date I have reserved, that I must obtain a key for the Center from the Richardson Center and that I am responsible for return of the key.

I also understand that we are responsible for setting up for our group and for taking down the equipment we set up. Cleaning up after ourselves will be our responsibility immediately after our event, and we agree to leave the building in good condition.

I pledge that I am a resident of Commerce Township and that I will be in charge of the activities taking place at the Center during this use. I understand that if this information is found not to be true, I WILL FORFEIT THE SECURITY DEPOSIT TO THE TOWNSHIP AND THE DATE FOR THE EVENT THAT I HAVE BOOKED.

I agree to defend, indemnify and hold harmless the Charter Township of Commerce for any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the Charter Township of Commerce by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, loss, cost, or expense is caused in whole or in part by the negligence of the above named group and/or individual(s), or by third parties, or by the agents, servants, employees, or actors of any of them.

Laurie Schwandt
Signature of person requesting use

12-8-10
Date

**CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE**

REQUEST TO WAIVE RENTAL FEES AT RICHARDSON CENTER

Failure to notify Township of cancellation within 14 days of event will result in a \$150.00 cancellation fee.

Requested Date: 12-8-10 Hours: 7:00 PM - 12:00 Midnight

Group Requesting Fees Waived: Walled Lake Western Girl's Basketball

Person Representing Group: Laurie Schwandt Boosters

Day Phone: 248-255-1134

Evening Phone: Same

Affiliate: _____

Non-Profit: _____ School: X

Senior: _____ Other: _____

Reason for the Request
Fundraiser

12-8-10 Laurie Schwandt
Date Signature of Group Representative

FOR PARKS AND RECREATION USE ONLY:

Date Request came before Committee: _____

Reply from Parks and Recreation Committee: _____

Favorable: _____ Non-Favorable: _____

Conditions: _____

Emily S. Dubey, Director
Senior, Park and Recreation
Charter Township of Commerce

248-926-4807

CHARTER TOWNSHIP OF COMMERCE
APPLICATION FOR RICHARDSON COMMUNITY CENTER USE
Use subject to policies and procedures attached to application

Call: 248-926-0863 for Rental Information
Monday-Friday: 8:30a.m. - 5:00p.m.

APPLICATION CANNOT BE ACTED UPON UNLESS COMPLETED IN FULL

NAME: SNP Boosters - Walled Lake Central

If organization, contact person: Candace Kachin

ADDRESS: 357a Moberly Commerce Twp MI 48382

PHONE: 248-535-0187 PURPOSE: Euclyde Party to fundraise for SENIOR ALL NIGHT PARTY 2011

*NOTICE: If food will be served and the function will be open to the general public, applicants must contact the Oakland County Health Department at (248) 926-3305, as a Temporary Food License may be required.

DATE REQUESTED: 12/10/2011 TIME: FROM 6pm TO 12am
SATURDAY

ANTICIPATED ATTENDANCE: 60-80 people

I have read the attached policies governing the use of the Richardson Community Center and agree to abide by all these policies established for its use. I understand that I have the use of the building only on the date I have reserved, that I must obtain a key for the Center from the Richardson Center and that I am responsible for return of the key.

I also understand that we are responsible for setting up for our group and for taking down the equipment we set up. Cleaning up after ourselves will be our responsibility immediately after our event, and we agree to leave the building in good condition.

I pledge that I am a resident of Commerce Township and that I will be in charge of the activities taking place at the Center during this use. I understand that if this information is found not to be true, I WILL FORFEIT THE SECURITY DEPOSIT TO THE TOWNSHIP AND THE DATE FOR THE EVENT THAT I HAVE BOOKED.

I agree to defend, indemnify and hold harmless the Charter Township of Commerce for any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the Charter Township of Commerce by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whatsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, loss, cost, or expense is caused in whole or in part by the negligence of the above named group and/or individual(s), or by third parties, or by the agents, servants, employees, or actors of any of them.

Candace Kachin
Signature of person requesting use

12-3-2010
Date

[Handwritten signatures and notes on the right side of the page]

GENERAL RELEASE AND WAIVER OF LIABILITY

CHARTER TOWNSHIP OF COMMERCE RICHARDSON SENIOR CITIZEN CENTER

By the use of the facilities and services of the Charter Township of Commerce Richardson Senior Citizen Center ("Center") and/or by my attendance at any of the programs, activities or functions of the Center I expressly agree that the Charter Township of Commerce ("Township"), its elected officials, officers, employees, and agents shall not be liable for any injuries, damages, and/or losses arising from personal injuries or other damages or losses sustained by me or my guests in, on or about the property of the Township, Center, or in connection with any of the programs, activities, or functions regardless of where such injuries, damages, or losses may occur. By the execution of this General Release and Waiver of Liability, I accept full responsibility for any such injuries, damages, and/or losses which may occur to me or my guests, on or about the property of the Township, Center, or in connection with any of the program, activities, or functions regardless of where such injuries, damages or losses may occur.

I hereby release the Charter Township of Commerce, its elected officials, officers, employees, and agents from any and all responsibility or liability for injuries, damages and/or losses to me resulting from my participation in programs, activities or functions of the Center regardless of where such injuries, damages or losses may occur.

I agree not to make a claim against nor sue the Township, its elected officials, officers, employees, and agents from injuries, damages and/or losses relating to my participation or use of the Center's facilities or incurred in connection with any of the programs, activities, or functions of the Center regardless of where such injuries, damages, or losses may occur.

I have carefully read this General Release and Waiver of Liability and fully understand its contents. I am aware that this is a release of liability and a contract between the Township and me, and sign it of my own free will. I understand that this General Release and Waiver is intended by the Township to disclaim liability of all negligence, including its own.

Print Name: CANDACE KACHIN

Signature: *Candace Kachin*

Date: 12-3-2010

Witness: *Sheryl Anderson*

CHARTER TOWNSHIP OF COMMERCE
APPLICATION FOR RICHARDSON COMMUNITY CENTER USE
Use subject to policies and procedures attached to application

Call: 248-926-0063 for Rental Information
Monday-Friday: 8:30a.m. -5:00p.m.

APPLICATION CANNOT BE ACTED UPON UNLESS COMPLETED IN FULL

NAME: LAKES Athletic Association

If organization, contact person: FRANK VIGLIAROLO - PRESIDENT

ADDRESS: 4151 Alston Blvd, W. Bloomfield, MI 48323

PHONE: (2) 320-8274 PURPOSE* Picture Day For LAKES Athletics

*NOTICE: If food will be served and the function will be open to the general public, applicants **must** contact the Oakland County Health Department at (248) 926-3305, as a Temporary Food License may be required.

DATE REQUESTED: May 1, 2011 TIME: FROM 7:30 AM TO 4:00 PM

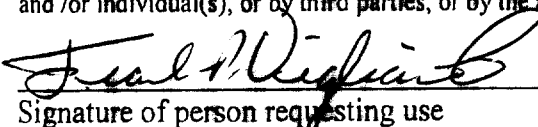
ANTICIPATED ATTENDANCE: 600+ PLAYERS

I have read the attached policies governing the use of the Richardson Community Center and agree to abide by all those policies established for its use. I understand that I have the use of the building only on the date I have reserved, that I must obtain a key for the Center from the Richardson Center and that I am responsible for return of the key.

I also understand that we are responsible for setting up for our group and for taking down the equipment we set up. Cleaning up after ourselves will be our responsibility immediately after our event, and we agree to leave the building in good condition.

I pledge that I am a resident of Commerce Township and that I will be in charge of the activities taking place at the Center during this use. I understand that if this information is found not to be true, I WILL FORFEIT THE SECURITY DEPOSIT TO THE TOWNSHIP AND THE DATE FOR THE EVENT THAT I HAVE BOOKED.

I agree to defend, indemnify and hold harmless the Charter Township of Commerce for any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the Charter Township of Commerce by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, loss, cost, or expense is caused in whole or in part by the negligence of the above named group and /or individual(s), or by third parties, or by the agents, servants, employees, or actors of any of them.


Signature of person requesting use

12/9/10
Date

GENERAL RELEASE AND WAIVER OF LIABILITY

CHARTER TOWNSHIP OF COMMERCE RICHARDSON SENIOR CITIZEN CENTER

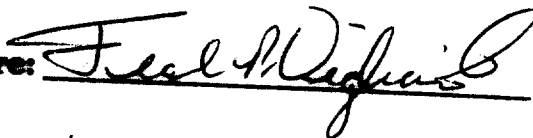
By the use of the facilities and services of the Charter Township of Commerce Richardson Senior Citizen Center ("Center") and/or by my attendance at any of the programs, activities or functions of the Center I expressly agree that the Charter Township of Commerce ("Township"), its elected officials, officers, employees, and agents shall not be liable for any injuries, damages, and/or losses arising from personal injuries or other damages or losses sustained by me or my guests in, on or about the property of the Township, Center, or in connection with any of the programs, activities, or functions regardless of where such injuries, damages, or losses may occur. By the execution of this General Release and Waiver of Liability, I accept full responsibility for any such injuries, damages, and/or losses which may occur to me or my guests, on or about the property of the Township, Center, or in connection with any of the programs, activities, or functions regardless of where such injuries, damages or losses may occur.

I hereby release the Charter Township of Commerce, its elected officials, officers, employees, and agents from any and all responsibility or liability for injuries, damages and/or losses to me resulting from my participation in programs, activities or functions of the Center regardless of where such injuries, damages or losses may occur.

I agree not to make a claim against nor sue the Township, its elected officials, officers, employees, and agents from injuries, damages and/or losses relating to my participation or use of the Center's facilities or incurred in connection with any of the programs, activities, or functions of the Center regardless of where such injuries, damages, or losses may occur.

I have carefully read this General Release and Waiver of Liability and fully understand its contents. I am aware that this is a release of liability and a contract between the Township and me, and it is of my own free will. I understand that this General Release and Waiver is intended by the Township to disclaim liability of all negligence, including its own.

Print Name: FRANK P. VEGLIARSO

Signature: 

Date: 12/9/10

Witness: _____

**CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE**

REQUEST TO WAIVE RENTAL FEES AT RICHARDSON CENTER

Failure to notify Township of cancellation within 14 days of event will result in a \$150.00 cancellation fee.

Requested Date: MAY 1, 2011 Hours: 7:30AM - 4:00PM

Group Requesting Fees Waived: LAILES ATHLETICS ASSOCIATION

Person Representing Group: FRANIE VIGLIAROLO - PRESIDENT

Day Phone: (2) 320-8274

Evening Phone: (2) 366-0487

Affiliate: _____

Non-Profit: School: _____

Senior: _____ Other: _____

Reason for the Request

PEOPLE DAY FOR PLAYERS, COACH'S + FAMILIES

12/9/10



Date

Signature of Group Representative

FOR PARKS AND RECREATION USE ONLY:

Date Request came before Committee: _____

Reply from Parks and Recreation Committee: _____

Favorable: _____ Non-Favorable: _____

Conditions: _____

Emily S. Dubey, Director
Senior, Park and Recreation
Charter Township of Commerce

12/16/2010

REVENUE & EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE

Month Ended 11/30/2010

02:16 pm

FUND 101 GENERAL FUND

From Dept 751 PARKS AND RECREATION DEPARTMENT To Dept 751 PARKS AND RECREATION DEPARTMENT

ACCOUNT DESCRIPTION	2010 MENDED BUDGET	YEAR-TO-DATE THRU 11/30/10	ACTIVITY FOR MONTH ENDED 11/30/2010	AVAILABLE		% OF BUDGET USED
				BALANCE	USED	
Expenditures						
Dept 751: PARKS AND RECREATION DEPARTMENT						
702.000 SALARIES/WAGES	140,350.00	118,807.26	10,667.48	21,542.74	84.65	
702.001 CONTRACTED OFFICE HELP	10,400.00	0.00	0.00	10,400.00	0.00	
703.000 BOARD FEES	4,200.00	3,135.00	1,368.00	1,065.00	74.64	
708.000 PAYED TIME OFF PAYOUT	0.00	10,311.52	0.00	(10,311.52)	100.00	
710.000 MEDICAL INSURANCE	37,490.00	51,386.69	5,077.71	(13,896.69)	137.07	
711.000 DENTAL INSURANCE	3,848.00	5,225.01	460.56	(1,377.01)	135.79	
712.000 PENSION CONTRIBUTION	15,903.00	11,291.81	882.22	4,611.19	71.00	
713.000 LIFE INSURANCE	176.00	376.00	32.00	(200.00)	213.64	
714.000 DISABILITY INSURANCE	1,276.00	1,214.40	101.66	61.60	95.17	
715.000 SOCIAL SECURITY BENEFITS (FICA)	10,955.00	10,062.82	919.38	892.18	91.86	
718.000 VISION INSURANCE	0.00	18.40	18.40	(18.40)	100.00	
726.000 SUPPLIES	1,500.00	2,182.82	123.70	(682.82)	145.52	
818.000 CONTRACTURAL SERVICES	12,000.00	8,340.00	788.88	3,660.00	69.50	
850.000 TELEPHONE SERVICE	1,500.00	1,472.63	68.95	27.37	98.18	
920.000 ELECTRIC SERVICE	15,000.00	15,170.26	949.54	(170.26)	101.14	
921.000 HEATING SERVICE	14,000.00	4,381.94	466.44	9,618.06	31.30	
922.000 WATER/SEWER FEES	1,000.00	706.60	146.00	293.40	70.66	
930.000 EQUIPMENT MAINTENANCE	1,000.00	2,950.60	0.00	(1,950.60)	295.06	
932.000 BUILDINGS & GROUNDS MAINT	500.00	0.00	1,295.44	(50,507.52)	409.87	
963.000 EDUCATION	500.00	0.00	0.00	500.00	0.00	

Total - Dept 751	281,098.00	288,001.08	23,305.48	(6,903.08)	102.46
Total Expenditures	<u>281,098.00</u>	<u>288,001.08</u>	<u>23,305.48</u>	<u>(6,903.08)</u>	<u>102.46</u>
NET OF REVENUES AND EXPENDITURES	(281,098.00)	(288,001.08)	(23,305.48)	6,903.08	

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12/16/2010

REVENUE & EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE

Month Ended 11/30/2010

02:14 pm

FUND 275 OPEN SPACE FUND

ACCOUNT DESCRIPTION	2010 MENDED BUDGET	YEAR-TO-DATE THRU 11/30/10	ACTIVITY FOR MONTH ENDED 11/30/2010	% OF BUDGET	
				AVAILABLE BALANCE	USED
Revenues					
Dept 000: GENERAL					
403.000 VOTED MILLAGE	694,360.00	707,189.19	0.00	(12,829.19)	101.85
664.000 INTEREST AND DIVIDENDS	20,000.00	24,666.15	2,090.46	(4,666.15)	123.33
Total - Dept 000	714,360.00	731,855.34	2,090.46	(17,495.34)	102.45
Total Revenues	714,360.00	731,855.34	2,090.46	(17,495.34)	102.45
Expenditures					
Dept 000: GENERAL					
801.000 PROFESSIONAL SERVICES	20,000.00	2,064.00	48.00	17,936.00	10.32
970.000 CAPITAL PURCHASES	96,000.00	18,051.29	0.00	77,948.71	18.80
971.000 REAL ESTATE PURCHASES	2,000,000.00	0.00	0.00	2,000,000.00	0.00
972.000 CONSULTANTS	10,000.00	0.00	0.00	10,000.00	0.00
973.000 PROJECT MGMT & ENGINEERING	0.00	1,235.22	1,235.22	(1,235.22)	100.00
Total - Dept 000	2,126,000.00	21,350.51	1,283.22	2,104,649.49	1.00
Total Expenditures	2,126,000.00	21,350.51	1,283.22	2,104,649.49	1.00
NET OF REVENUES AND EXPENDITURES	(1,411,640.00)	710,504.83	807.24	(2,122,144.83)	

MAINTENANCE REPORT 11/18/10 thru 12/15/10

Parks

Install new chains and locks on North entry to Dodge.
Clean up and organize garage at Dodge.
Clean up and organize shelter at Bicentennial
Remove damaged child's swing at Bicentennial
Replace burnt out lights at Byers
Remove fallen trees In Millrace, Long and RCC.
Remove Car doors found in Maple Glen and report to police. They picked up the doors from our garage.

RCC

Replace 10 damaged vented ceiling tile grids in main room
Start drywall repairs and repainting of interior
Set up Christmas tree
Make drawing of building to aid in bids for building remodeling.

Group Home

Repair holes in vinyl siding

Township Hall

Biweekly flushing of septic lines
Install door stops on all exterior and interior doors
Contacted contractor and had broken automatic door opener on parking lot side replaced
Set up Christmas tree
Clean flower beds one last time with WAM Group
Repair leaking toilet in women's bathroom
Check out hot water tank and water problem at old town hall

DDA

Started clean up of dirt and debris on Martian Parkway but had when dirt became frozen
Will finish clean up when weather permits

Maintenance Department

Install salt spreader on truck
Install 55 gal. barrel on truck and purchase Sully Hot Brine solution to try out on walks.
Had new rear brakes installed on dump truck
Clean out floor drains in garage
Change oil on dump truck and pickup #6

Fire & Police

Check chlorine (Ice melt) supply at all stations (Good for now)
Repair damaged dumpster gate at #4
Fix door lock on rear door of police station