

PROPOSED MINUTES
LAKETOWN TOWNSHIP
PARKS & RECREATION COMMISSION
4338 BEELINE ROAD
ALLEGAN COUNTY
HOLLAND, MI 49423
TELEPHONE (616) 335.3050

April 16, 2008

ARTICLE I. CALL TO ORDER

Chairman Linda Howell called the regular Parks & Recreation Commission meeting to order at 7:00 P.M.

MEMBERS PRESENT: Michelle Sall, Linda Howell, Karen Simmons, Chuck Strabbing, Kelly De Witt

MEMBERS ABSENT: Ray Buursma, Laura Canaan

STAFF PRESENT: Al Meshkin – Township Manager
Diane Ybarra – Recording Secretary

ARTICLE II. APPROVAL OF MINUTES

The Commission members reviewed the minutes of the March 19, 2008 meeting. Following discussion, the minutes were approved as submitted.

ARTICLE III. TREASURER'S REPORT - - Chuck Strabbing

Treasurer Chuck Strabbing reviewed the bills to be paid as of March 2008. Maintenance: Advantage Building - \$70.00, Veldhof Septic Service - \$140.00; Contracted Services: Gene Teusink - \$145.00, Pat Meyer Restoration LLC - \$750.00, Pat Meyer - \$449.44 (Reimburse mailing park brochure) Advantage Building Maintenance - \$70.00; Electricity: Consumers Energy - \$8.00 Supplies: Pat Meyer - \$32.45. Following discussion, the Treasurer's Report was filed.

Chuck Strabbing reported that we are done with the fiscal year and we ended the budget year at 91.8%, which is below budget. He asked if anyone had been advised to unlock/lock the Sanctuary Woods gate. Kelly De Witt confirmed that it is getting done and Al Meshkin will follow up with Ray Buursma.

Linda Howell asked if there is interest in having the expense report circulated prior to the meeting if that would be helpful. Al Meshkin will see that the expense report is emailed prior to the meeting.

ARTICLE IV. COMMUNICATIONS

Ben Barton of Saugatuck presented a proposal for a disk golf course to be placed at Shore Acres Park. He presented detailed information on the sport including the potential costs. An estimated basic cost to set up would be \$5,600.00. Disc golf is supported by a huge volunteer group that would most likely be willing to assist with the set-up. Ben offered to play an instrumental role in the orchestration of the project.

Kelly De Witt asked Ben's opinion of a 9 versus an 18-hole course. Ben responded that most players would enjoy an 18-hole course. Linda Howell asked if there is an electronic layout of the park available. Al Meshkin responded that there are survey documents but not electronically. Linda asked if Ben would be willing to research the survey information and provide a rough draft of a course for review. Al Meshkin will provide a copy of the survey. Ben will determine what support he can raise for the physical and financial needs for the project. The Parks Commission will review the proposed material and further discuss at the next meeting.

Chuck Strabbing noted that the Holland Township residents have a petition to close their disc golf park due to unwanted behaviors that occur in these types of parks. Chuck is in favor of the idea but wanted to raise this awareness. Kelly De Witt noted that similar issues have occurred in other parks until the deputy patrol was increased. Chuck also noted that some high school cross-country teams use this area for practice.

The Board expressed appreciation for Ben's proposal.

Linda Howell reported that additional information was requested by the State for the Huyser Farm Grant Proposal including an elevation drawing of the picnic shelter. Al Meshkin, Linda Howell and Michelle Sall will pursue necessary responses.

ARTICLE V. CITIZEN'S COMMENTS - None

ARTICLE VI. TOWNSHIP STAFF REPORT

- A. Al Meshkin reported that Saugatuck Girls Softball Team requested use of the field at Shore Acres soccer field area for a practice field. They did request altering the space roughly to resemble a ball diamond. The soccer field is currently not being used.

The Board agreed to allow the park for this use with minimal alterations and the group would be responsible for general cleaning of the area to avoid excessive litter.

Al reported that a tree fell at Sanctuary Woods today across the parking lot. Heavener's group will do the clean up. There was also another tree that fell last winter that has been removed but the stairs and railing need repair.

Al reported that the port'o'potty at Laketown Beach was destroyed by a pipe bomb. It has been removed and a replacement will be put in place within the next two weeks.

ARTICLE VII. ONGOING BUSINESS

A. TOWNSHIP BOARD REPORT – No report.

B. PARKS COMMISSION RECRUITS

There were no recruits named. Linda Howell distributed the documents for reappointment for current Board members. Kelly De Witt, Laura Canaan and Ray Buursma will not volunteer for reappointment.

C. SIGNS FOR PARK ENTRANCES

Linda Howell reported that the quote for the signs was increased by a total amount of \$87.00. The vendor would not commit to a shipping date at this time. The current quote is at \$6,951.50. Michelle Sall suggested tabling the topic until a response is received on the Huyser Farm Grant. The Board is in agreement to table the topic and Linda Howell will advise the vendor that the project is on hold and further bids will be pursued. Michelle Sall asked if a temporary sign could be installed at Huyser Farm at the entrance to the blueberry farm.

D. HUNTING REGULATIONS

Linda Howell asked for a volunteer to meet with Paul Smith and Al Meshkin to draft a proposal for guidelines. Karen Simmons will meet with them and advise.

E. ICE RINK

Michelle Sall asked about draining the ice rink. The Board members will meet on Sunday afternoon at 2:00pm to drain the pond.

ARTICLE VIII. NEW BUSINESS

A. POTENTIAL STAFFING

- i. Press Contacts
 1. Newsletter articles – Linda Howell completed the articles and provided them to Stacy at the Local Observer. Michelle Sall is willing to work on future articles.
 2. Press releases regarding events – Linda Howell asked that if Board members are at events to please take pictures for further press exposure. Al Meshkin will provide contact information to Linda Howell for a G.R. Press writer.
The spring bird observation is May 17 at 9am-12pm at Sanctuary Woods in conjunction with ODC.
- ii. Coordination with ODC/DeGraaf
Al will speak to Jamie at ODC for future events. There has been no response from the City of Holland for the DeGraaf Nature Center.
- iii. Volunteer coordinator/volunteer recognition
There is currently no resource for this position. Al will replace Pat Meyer's current email with a generic Parks Commission email address that will be reviewed by the Board members. Michelle asked if the volunteer names that Pat provided would have email addresses linked for future use. Al will follow up with Pat.

B. PARK INVENTORIES

Kelly De Witt noted a large tree down and some graffiti on benches in Sanctuary Woods. Al will order graffiti remover.

Michelle Sall reported some graffiti and a need for paint on the building and bark in the play area at Wolters Woods. Al will advise Heavener. Michelle also noted a number of trees down in the woods.

Chuck Strabbing noted that the stairs at Laketown Beach need sand removal. There is also a need to check the nails on the stairs.

Linda Howell will compile of list of work that is necessary for all parks reported. Linda also suggested painting the small rental house on the Huyser Farm. Kelly De Witt mentioned that previously a contractor quoted \$15,000 to bring it up to code. Karen Simmons suggested the Board members plan a site visit to determine the best outcome. Al Meshkin will ask Keppel's Lock

to open and re-key the lock. Chuck Strabbing will first check if he might have the key. He will advise Al accordingly. Linda also noted a need for finding the end of the irrigation pipeline in the blueberry farm.

C. PARK WORK DAYS

A suggestion was made to change the day of the week from Saturday morning to Monday evenings. The Board agreed to try the third Monday in May from 6:30-8:30pm at Wolters Woods. The next newsletter is out at the end of July with a July 10 cut-off and it will include a notice stating a schedule of the fourth Monday of the month from 6:30-8:30pm for future park clean-up dates. Following is a schedule of park by month: June – Laketown Beach; July – Sanctuary Woods; August – Laketown Beach; September – Farview Park. Chuck will see that the brush hogging is done at the Huyser Farm.

ARTICLE IX. CITIZEN'S COMMENTS

Chuck Strabbing mentioned that there is a fair amount of materials and items that should be reviewed at the Huyser Farm buildings to determine disposition. Chuck suggested having a meeting at the farm to take an inventory the items. Linda Howell stated that the May meeting will be at Huyser Farm.

ARTICLE X. ADJOURNMENT

The meeting was adjourned at 8:32PM.

ARTICLE XI. ASSIGNMENTS

Al – Follow up with Ray Buursma on the opening/closing of the Sanctuary Woods gate
Email Parks expense report prior to monthly meeting
Provide survey of Shore Acres Park for Ben Barton
Replace Pat Meyer's email address on the website with a generic township email
Order graffiti remover

Linda – Advise sign vendor that project is on hold
Complete the list of needs for each park as mentioned this evening