

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

April 15, 2009

ARTICLE I. CALL TO ORDER

Chairperson 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, Bill Snyder

MEMBERS ABSENT: None

STAFF PRESENT: Al Meshkin – Township Manager  
Nick Otting – Parks Maintenance  
Diane Ybarra – Recording Secretary

ARTICLE II. CITIZEN COMMENTS/COMMUNICATION RECEIVED - None

ARTICLE III. APPROVAL OF MINUTES

The Commission members reviewed the minutes of the March 18, 2009 meeting. Following discussion, the minutes were approved with correction to the meeting date.

ARTICLE IV. TREASURER'S REPORT

Treasurer Chuck Strabbing reviewed the bills to be paid as of March 2009. Maintenance: Advantage Building Maintenance - \$180.00, Veldhof Septic Service - \$150.00, Chef Container - \$245.76, Seven's Paint & Wallpaper Co. - \$38.65, Graafschap Hardware - \$61.68, Overisel Lumber - \$67.57; Supplies: Lowe's Companies Inc. - \$190.45, Joyce Teusink - \$6.20; Contracted Services: Outdoor Discovery Center - \$150.00 Joyce

Teusink - \$155.00 Gene Teusink - \$140.00, Nick Otting - \$580.00. Following discussion, the Treasurer's Report was filed.

Chuck Strabbing reported that the budget is at 100%.

Linda Howell stated that one Lowe's invoice should be reassigned. There was a question about the purchase of rakes and shovels. Nick Otting explained that these were replacement items from the trailer inventory. Chuck Strabbing asked about the Chef Container charges. Al Meshkin explained the prices vary due to the number of receptacles at each park. The containers are emptied once per week. Karen Simmons asked if it is an option to pay on an annual basis. Al responded that annual payment is an option but he prefers to keep billing on a quarterly basis to monitor the fuel surcharges. Chuck Strabbing asked if the steam cleaner charge was a duplicate. Nick Otting responded that it was not a duplicate. Chuck Strabbing asked if Joyce Teusink will continue to maintain the toilet paper in the Wolters Woods restroom facilities. Al responded that she would.

#### ARTICLE V. TOWNSHIP REPORTS

a. Staff

i. Al Meshkin

1. Open bids for road/parking improvements at Huyser and approve contractor. Al distributed a copy of the drawing used for bids and also the six bid envelopes for review. Following are the bids:

Kooyers Services	-	\$24,585.90
Kiek's Excavating	-	\$26,700.00
Bruce's Underground	-	\$ 9,880.00
Star Excavating	-	\$ 6,912.00
Nick Unema	-	\$26,500.00
Bill's Dozer	-	\$10,500.00

Linda Howell asked if Allegan County Road Commission had any requirements. Al Meshkin stated that he will follow up with the Commission. It was agreed that low bid was Star Excavating.

**Following discussion a motion was made by Linda Howell and seconded by Michelle Sall to approve the bid of \$6,912.00 from Star Excavating contingent on the final review with contractor. UNANIMOUS DECISION – MOTION APPROVED**

2. Update on gate closing issue/security lights for bathrooms at Wolters Woods. Al reported that the gate closing scheduled will be

based on the patrol schedule and communicated to the gatekeepers accordingly. Linda Howell communicated information from a local retailer in regards to lighting. Nick Otting stated that the vandalism continues at the restroom facility at Wolters Woods. Chuck Strabbing agreed he has seen the same. Linda asked if there is place to mount the security lights high above the ground to avoid any vandalism to the lights. Michelle Sall suggested taking down the privacy panels outside of the bathroom structure to deter vandals.

Following discussion it was decided to remove the side panels and install a pole for attachment of a security light to be purchased for \$45.00. Nick will take care of this.

3. Update on CMZ grant request for beach stairs and approve resolution. Al reported that he has begun working on the proposal and how it is related to the statewide tourist initiatives. He is estimating \$50,000 to do the project so he is asking for a \$25,000 grant. The Township Board has approved the matching funds.

Following discussion, **a motion was made by Bill Snyder and seconded by Chuck Strabbing to approve the resolution to replace a portion of the stairway structure at the Laketown Beach. UNANIMOUS DECISION – MOTION APPROVED**

Al anticipates a response sometime this fall. Karen Simmons asked if there is any plan for maintaining the steps if this grant does not get approved. Linda Howell mentioned the Hope College use of the beach for research wondering if that would influence the grant approval.

4. Disc golf course update – Al reported that he spoke to Ben Barton and he plans to have at least half of the course up and running by Memorial Day. Linda Howell suggested using the Debts Crew for this project.
5. Street number signs – Linda Howell reported that it was mentioned to her at the Annual Township Board Meeting a request was made to have the address signs installed at each park for the benefit of visitors and emergency responders. The Commission agreed that the small green and white signs with the numbers and street names be installed until larger signs might be considered. Al will follow up on obtaining these.

6. Debts Crew – Al reported the crew is scheduled for the first three week-ends in May. Linda Howell suggested getting the Debts Crew for a number of projects throughout the summer. Nick Otting has been assigned to work through the schedule with the Allegan County contact.
7. Summer Blue Grass Festival at the Felt Mansion – This will be held in the soccer field at the Shore Acres Park on July 19<sup>th</sup> from 1:00 – 7:00pm. There will be six bands, food and beverages. This will be a “green” event using local growers and vendors. The target attendance is 3,000 at \$25 per person or \$80 per carload. Advance tickets will be available on line beginning May 1 and also at the Saugatuck and Holland Visitors’ Bureaus. Michelle Sall asked how it will be addressed if people want to use the parks that day. Al Meshkin responded that the Shore Acres Park would not be available that day but the State Park would be open. Linda Howell asked if the alcohol sales would be on the mansion grounds to avoid violation of the ordinance. Al Meshkin will follow up on that. Adequate police and emergency staff will be on site. Linda suggested parks brochures be available at the event or at least poster boards to create awareness of the many Township parks.

ii. Nick Otting

1. MSU status – Matt Greshup is a newly assigned organic farming professor who may be interested in the Huyser Farm project. Nick will email the scheduled meeting date with Matt Greshup and John Weiss for a site visit. The date should be communicated within the next week.
2. Trail markers – no update.
3. Huyser door locks – Nick installed locks on the front and back doors. Within a few days, someone had shouldered the back door open and broke the frame and lock. A new exterior door frame should be installed with secure locks. Michelle Sall suggested security cameras be installed. Linda Howell also suggested battery operated sensory alarms. Nick stated that Huyser Farm house has a high rate of vandalism. Al suggested connecting electricity at the house to install security devices such as lights on timers. Habitat for Humanity or Standard Lumber scratch and dent products were suggested. Al will have an electrical inspector review the condition of the house and the red barn for lighting and security

purposes. It was agreed that a new door be installed as soon as possible.

4. Wolters Woods bathroom skylight – Nick reported that the skylight has been replaced but the actual stack and vent must be replaced. Michelle Sall suggested checking with Tractor Supply for stack and vent materials. Chuck Strabbing noted that there is a great deal of graffiti and damage to the bathroom doors. Linda Howell suggested offering a reward for information.
5. Equipment inventory – The inventory has been done and the new power tools have been purchased. Nick distributed a copy of the list to the commissioners and he will email the list to Al. He will also post one in the trailer.

#### ARTICLE VI. OLD BUSINESS

- A. HEAVENER PROPOSAL (mowing/plowing/maintenance) – Al will email the proposal to the commissioners. Graafschap Fire Department lawn maintenance will be done by Scholten Services.
- B. CHUCK – BRUSH HOGGING BLUEBERRIES AT HUYSER FARM – This is on hold for now but Nick will continue working on cutting some of the brush.
- C. KAREN – APPROVAL OF HUNTER PICTURE FOR USE IN NEWSLETTER – Approval has been received and the picture with an article written by Michelle Sall will be in the July newsletter.
- D. ODC EVENT – Bill Snyder  
Bill Snyder reported that there was a good turnout at the event held during spring break. Michelle Sall communicated the information to a number of local schools to create awareness. Michelle will get pictures at the next event to be held on Friday, April 17<sup>th</sup>.

#### ARTICLE VII. NEW BUSINESS

- A. WORK DAYS – Linda Howell received one email from a resident who saw the work day information on the website. This information should be removed from the website due to the discontinuation of the work days. Chuck noted that the parks will need more work than Nick will be able to provide. Michelle suggested the Debts Crew. Linda asked that each commissioner take

a park to review and determine at the next meeting whether or not to continue with the work days. The parks have been assigned as follows:

Sanctuary Woods	Karen Simmons
Wolters Woods	Bill Snyder
Huyser Farm	Nick Otting
Farview Park	Michelle Sall
Shore Acres	Chuck Strabbing
Laketown Beach	Linda Howell

Michelle Sall will provide hitching post information to Chuck and Nick and they will work on installing one at Farview Park. There is an abandoned telephone pole on the mansion grounds that will be used.

Linda asked that each individual bring report at the May meeting what work needs to be done at each park and the materials required.

Nick noted that there is a wall in the bedroom of the small Huyser farmhouse that is growing black mold causing respiratory issues for him. He and Al will review the issue and determine a reasonable resolution for necessary repair.

#### ARTICLE VIII. ADJOURNMENT

The next meeting will be held on May 20, 2009 at 7:00 P.M. The meeting adjourned at 8:41 P.M.

#### ARTICLE IX. ASSIGNMENTS

Nick

- Remove the exterior panels at the Wolters Wood bathroom facility. The stack and vent must also be replaced. He will also install a pole with security light outside of the facility.
- Schedule the Debts Crew for work on projects throughout the summer.
- Review mold issue in small Huyser farmhouse with Al.

Al

- Order green and white address number and street name signs for each park.
- Review the alcohol ordinance for the Shore Acres Park.

- Schedule an electrical inspector to review the main house at Huyser Farm.

Karen

- Forward the hunter picture to Michelle for article in July newsletter.

Michelle

- Write article for Huyser Farm hunt for July newsletter.
- Forward hitching post requirements to Chuck and Nick.