

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

February 20, 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, Laura Canaan, Ray Buursma

MEMBERS ABSENT: Kelly De Witt, Chuck Strabbing

STAFF PRESENT: Al Meshkin - Township Manager  
Pat Meyer – Volunteer Coordinator  
Diane Ybarra – Recording Secretary

ARTICLE II. APPROVAL OF MINUTES

The Commission members reviewed the minutes of the January 16, 2008 meeting. Following discussion, the minutes were approved as submitted.

ARTICLE III. TREASURER’S REPORT - - Linda Howell

Linda Howell reviewed the bills to be paid as of January 2008. Maintenance: Heavener Property Services – \$43.75, Advantage Building - \$70.00, Virg’s Refuse - \$420.00; Supplies: Barco Products Company - \$588.50; Salaries: \$650.00; Contracted Services: Veldhof Septic Service - \$140.00, Gene Teusink - \$155.00, Pat Meyer Restoration LLC - \$750.00; Electricity: \$15.99. Following discussion, the Treasurer’s Report was filed.

ARTICLE IV. COMMUNICATIONS

Al Meshkin announced that he has received approval for the Recreation Plan for five years through 2012.

ARTICLE V. CITIZEN'S COMMENTS - None

ARTICLE VI. TOWNSHIP STAFF REPORT

A. Al Meshkin

The Parks Recreation plan has been approved as noted above. Linda Howell asked that we obtain a list of duties that Pat Meyer had been responsible for as it relates to the Parks Commission. The partnership with the Outdoor Discovery Center is in place. The newsletter and any promotional duties will have to be covered. The United Way Day of Caring and the park workdays would have to be coordinated and covered. The ramp up for the Day of Caring usually begins in August with the actual day occurring in September. Michelle Sall offered to assist with the coordination of this event. Al Meshkin will cover the scheduling of the Debt Crew for project work when necessary. The park signage is the only open project at this time. Michelle Sall asked if the website duties are something that she could be trained to cover.

B. Pat Meyer

Pat Meyer distributed a number of handouts concerning parks signage and estimates. Linda Howell asked if the signs would have to be sealed on a regular basis. Pat responded that they recommend the one time sealant per the quote for ease of cleaning and preservation. Linda Howell asked for clarification of the parks' addresses. Linda also asked about the Township decal on the signs.

**A motion was made by Laura Canaan and seconded by Karen Simmons to move forward with the purchase of the signs in April. UNANIMOUS DECISION – MOTION APPROVED**

Linda Howell asked what the charge would be for installation. Al stated that Heavener would do the installation. More consideration must be given to where the signs should be placed in each park.

ARTICLE VII. ONGOING BUSINESS

A. TOWNSHIP BOARD REPORT

Linda Howell reported that she attended the January meeting and provided an update to the Board. The one topic of interest is the emergency access to I-196, which will be located near the old recycling station.

## B. HUYSER DRIVE PROGRESS

Al Meshkin reported that the crushing of the 80-man materials has been holding up the project as it has not yet been finished. The remainder of the work will be done in the spring. The engineering drawings have been completed for bid purposes. The overall project is moving along per schedule.

## C. 2008 – 2009 BUDGET/STAFF COVERAGE

Al Meshkin reviewed the budget as presented. There is a considerable increase in the capital spending and the Township Board has approved it. The funding will cover the new drive at Huyser Farm, the move of the old Township Hall, the park signage among other projects.

Michelle Sall asked about the change in the bike path maintenance fees. Al responded that due to the completion schedule, there would be minimal maintenance for the new bike path in 2008. The number was higher in 2007 due to replacement and repair of a major section due to root growth. We currently have 4.5 miles of bike paths in the Township.

Karen Simmons asked about the engineering costs for the bike paths. Al has seen the plan but it is not completed yet and he does feel comfortable with the monies allocated. The project itself will go through the Allegan County Road Commission as the grant monies must go through the county.

Following discussion, **a motion was made by Ray Buursma and seconded by Laura Canaan to approve recommendation of the budget to the Township Board. UNANIMOUS DECISION – MOTION APPROVED**

## D. PARK SPONSORSHIP PROPOSAL

Linda Howell reported that Ed Stielstra spoke with Holland resident Mark De Roo on how local citizens might become involved in the Laketown Township parks support. Linda asked if any of the board members might have ideas on how to develop this relationship. Al Meshkin asked if it is labor or dollars. Linda responded that it could be either and asked if Al could provide a number of opportunities for sponsorship/gift options. This might apply to small business and/or individual involvement. Pat Meyer made several suggestions for participation.

## E. COMMISSION SIZE

Linda Howell reported that Kelly De Witt has expressed interest in resigning from the Commission as has Laura Canaan. Karen Simmons expressed a need for seven members due to the number of parks in the Township. Al Meshkin stated that a decision must be made by the township board by May in order to get on the August ballot. Al suggested

five board members. Linda asked if seven positions are held but not filled, can they remain empty. Al stated that appointments must be made within 45 days of the election or the Governor makes appointments. Ray Buursma stated the number of five is good for decision making but seven is better for carrying out the work.

## ARTICLE VIII. NEW BUSINESS

### A. SNOW REMOVAL FROM PARKS

Al Meshkin made arrangements to have the snow piles been removed from the parks.

### B. PARK WORK DAYS

Linda Howell asked if the Board would like to set dates for the remainder of the year. Karen Simmons suggested that the dates remain the Saturday after the Parks Commission meeting. It was tough to get people to the work sites on Saturdays, would a weeknight be better? Linda suggested holding off the decision until next month's meeting. Linda also suggested the required maintenance be done through contracted work or the Debts Crew. Al also recommended not mixing residents and the Debts Crew. Pat Meyer reminded the Board that part of the workday philosophy is to give residents an opportunity to get involved in the parks. Linda Howell asked the Board members to check their calendars to see what might work for each of them to pick a park for a workday. Pat Meyer also suggested tapping into the local high schools for necessary volunteer hours that have to be filled by the students as a requirement for graduation.

## ARTICLE IX. CITIZEN'S COMMENTS - None

## ARTICLE X. ADJOURNMENT

The meeting was adjourned at 7:58PM.

## ARTICLE XI. ASSIGNMENTS - None