

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

January 16, 2008

ARTICLE I. CALL TO ORDER

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

MEMBERS PRESENT: Michelle Sall, Chuck Strabbing, Linda Howell, Karen Simmons, Laura Canaan, Ray Buursma, Kelly DeWitt

MEMBERS ABSENT: None

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 November 21, 2007 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 November and December, 2007. Maintenance: Heavener Property Services – \$132.25(November) \$605.00(December), Advantage Building - \$110.00(November) \$70.00(December); Supplies: Graafschap Hardware - \$23.47; Contracted Services: Veldhof Septic Service - \$210.00(November) \$140.00(December), Gene Teusink - \$150.00, David Buursma - \$152.50, Julie Buursma - \$152.50, Pat Meyer Restoration LLC - \$750.00(November) \$750.00(December); Electricity: \$8.00. Following discussion, the Treasurer’s Report was filed.

Treasurer Chuck Strabbing reported that currently, we are below budget however there are pending invoices to be paid.

ARTICLE IV. COMMUNICATIONS

Ray reported that he received a question about snow removal from the ice rink. Al Meshkin stated that it is done by volunteers and community service hours. It is not feasible to plow the rink. Al will check with Heavener for a quote.

A motion was made by Ray Buursma and seconded by Chuck Strabbing to approve up to \$200.00 for seasonal snow removal from the ice rink. Motion approved 6 to 1.

Michelle Sall shared the G.R. Press article regarding the partnership between Huyser Farm and the Outdoor Discover Center.

ARTICLE V. CITIZEN'S COMMENTS

ARTICLE VI. TOWNSHIP STAFF REPORT

A. Al Meshkin

See below for Al's report on the Huyser Farm clearing.

B. Patty Meyer

Pat reviewed the new parks brochure and asked what the next step should be. Al Meshkin stated that the Township office staff would prepare for a March/April mailing. Pat stated that she is working with Diane Haworth on a volunteer partnership with the Haworth Company. Chuck Strabbing asked if Haworth would be willing to contribute any matching funds for installation of the new park signs. Pat will further pursue potential opportunities by posting a "wish list" of activities by month that would be communicated to employees.

ARTICLE VII. ONGOING BUSINESS

A. TOWNSHIP BOARD REPORT

Michelle Sall stated that she attended the December meeting and provided an update to the Board. Linda Howell will attend the February 13 meeting.

B. HUYSER FARM TREE REMOVAL

Al Meshkin stated that the removal is almost complete and greatly improves the visibility of the park.

C. PARK SIGNAGE

Pat distributed an estimate for new park signage and also presented a prototype for review. Linda Howell questioned what the lead-time would be and whether or not all signs would be available by spring. It was decided that the park hours would not be on the sign. Fire Chief Haverdink requested that the park address be included on the sign. Michelle Sall expressed concern over the ability to remove the signs by vandals. Pat reviewed the method of how the signs are mounted on the poles and anchored in the ground. It was the consensus of the Commissioners to further pursue production. Pat will provide paper mock-up samples for each park sign. Heavener will install the signs when they are received.

ARTICLE VIII. NEW BUSINESS

A. 2008 OFFICERS

Michelle Sall asked for volunteers for the 2008 fiscal year. Chuck Strabbing offered to continue as Treasurer. Linda Howell volunteered to serve as Chairperson.

A motion was made by Michelle Sall and seconded by Karen Simmons to appoint Linda Howell as Chairperson and reappoint Chuck Strabbing as Treasurer. UNANIMOUS DECISION – MOTION APPROVED

For those Commissioners whose terms are expiring, they must submit their names by May for future election if they so desire. Ray Buursma, Laura Canaan and Kelly DeWitt stated that they would not be running for re-election to the Board. Al Meshkin suggested the Commission consider recommending to the Township Board that the Parks Commission be reduced to a five member Board as it is sometimes difficult to fill all seven seats.

Chuck Strabbing expressed concern over a reduced number of Commissioners being able to accomplish tasks at hand without the support of the position that Pat Meyer held. He also noted that it might be beneficial to solicit interest through the Township Newsletter. Chuck feels that a seven member Board should be maintained.

C. 2008 BUDGET

Al Meshkin reviewed the proposed budget for the FY 2008-09 Parks and Recreation Budget. The Contracted Services amount has been reduced as Pat Meyer will not be renewing her contract. She will continue to work on the Felt Mansion Restoration Project. Linda Howell asked what the timeline is for the bike path and Al responded that it would be late summer of 2008 for the Beeline Road section. Linda asked where the newsletter, website and other responsibilities would fall. Al responded that some of those

items were already in the General Fund Budget and would remain there. Al will coordinate some of the partnership activities that Pat Meyer has developed and maintain current projects underway. Al asked the Commissioners to review the proposed budget and asks for approval at the February meeting.

Linda Howell noted that Park Township passed their one half millage renewal for the next ten years. She suggested that we communicate with Stu Visscher to see what kind of marketing materials they used to accomplish this favorable vote. One half mil in Laketown Township would generate approximately \$160,000 annually.

ARTICLE IX. CITIZEN'S COMMENTS

Michelle Sall suggested discussing summer tailgate meeting in the parks at the February meeting.

ARTICLE X. ADJOURNMENT

The meeting was adjourned at 8:05PM.

ARTICLE XI. ASSIGNMENTS

Pat – Pursue park signage for final approvals

Al – Contact Heavener for snow removal on the ice rink

Linda – Contact Stu Visser for marketing materials