

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

November 19, 2008

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, Laura Canaan, Kelly DeWitt

MEMBERS ABSENT: Ray Buursma

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

ARTICLE II. CITIZEN COMMENTS - None

ARTICLE III. APPROVAL OF MINUTES

The Commission members reviewed the minutes of the October 15, 2008 meeting. Following discussion, the minutes were approved as submitted.

ARTICLE IV. TREASURER'S REPORT - - Chuck Strabbing

Treasurer Chuck Strabbing reviewed the bills to be paid as of October 2008. Maintenance: Heavener Property Services - \$175.00, Advantage Building Maintenance - \$110.00, Veldhof Septic Service - \$150.00, Seven's Paint & Wallpaper - \$174.74, Overisel Lumber Co. - \$170.65, Virg's Refuse - \$528.00; Supplies: Accent Sign & Graphic - \$280.00, Graafschap Hardware - \$19.28, Lowe's Companies Inc. - \$11.66 Contracted Services: Gene Teusink - \$150.00; Electricity: Consumers Energy - \$15.00; Capital Outlay: Lowe's Companies Inc. - \$300.51, Heavener Property Services - \$500.00, Action Heating & Cooling, Inc. - \$2,017.75; Salaries: Laura Canaan - \$120.00, Kelly DeWitt - \$120.00, Michelle Sall - \$180.00, Ray Buursma - \$180.00, Karen

Simmons - \$180.00, Linda Howell - \$225.00, Chuck Strabbing - \$210.00. Following discussion, the Treasurer's Report was filed. Chuck Strabbing reported that the budget looks good.

ARTICLE V. COMMUNICATIONS

Linda Howell reported receiving a letter from Bob Witkop volunteering to serve on the Parks Commission if there is a need. Nick Otting also volunteered to serve on the Commission. There is question as to whether or not that appointment would be a conflict of interest because he is an employee of the Township.

ARTICLE VI. TOWNSHIP REPORTS

- a. Staff -- Al Meshkin reported having talked to the Township attorney to confirm that the Commission can be reduced to five members if so desired given the current circumstances (two vacant seats). Linda Howell asked how soon the Board would have to appoint. Al Meshkin advised there is a 45 day timeframe to make the appointment and that person would then have to run in the next election in 2010. Chuck Strabbing asked if there could be six people. Al responded that it must be either five or seven but six is not an option. Chuck asked if the Commission is reduced to five would it be possible to go back to seven at a later date. Al responded that he thought it could with Board approval.

A motion was made by Chuck Strabbing and seconded by Michelle Sall that a recommendation is made to the Township Board to reduce the Parks Commission to five members. UNANIMOUS DECISION – MOTION APPROVED

Al Meshkin asked for approval of expenditure of \$200 to \$300 to purchase a snow blower for use on the ice rink. Chuck Strabbing asked how much the rink is used. Al Meshkin stated it is difficult to know the usage year to year. Michelle Sall stated that it is relatively low cost to maintain. Linda Howell would like to see it put up again this year and bring more attention to it in the Local Observer. Laura Canaan asked if there is lighting out there. Al said it is feasible to put a light out there. Laura Canaan asked about the gas for the snow blower. Al Meshkin responded it would come out of petty cash. Chuck will purchase the snow blower. Nick Otting will coordinate the set-up with the Fire Department. Al will schedule the Debts Crew to assist with set-up. Michelle Sall also volunteered to assist.

Following discussion, **a motion was made by Chuck Strabbing and seconded by Laura Canaan to approve an expenditure of not more than**

\$400 to purchase a snow blower. UNANIMOUS DECISION – MOTION APPROVED

Nick Otting reported working at Wolter's Woods putting up signs with new posts and also worked on the current list of tasks for that park. Karen Simmons asked if the hunting signs are still up. Nick responded that they are and he regularly sees hunters. Al Meshkin stated he has received two comments of feedback, one favorable one not.

Linda Howell asked if there are dates available for Township clean-up. Al Meshkin replied that there will be no more clean-up dates.

- b. Board -- Chuck Strabbing stated there is nothing to report.

ARTICLE VII. OLD BUSINESS

A. PARK MAINTENANCE JOB DESCRIPTION

Linda Howell asked if there is any feedback on the job description. Linda's objective is to have Nick visit each park on a weekly basis. Laura Canaan asked who maintains the bathrooms in the parks. Al Meshkin responded that there is a contract person that does the cleaning. Laura stated that they have not been kept up at Farview Park. Nick Otting offered to take over the job if it would be a cost savings. Al Meshkin stated that during the peak seasons Nick may not have time. Laura questioned whether or not we are getting good service from Advantage. Nick will check the bathrooms on a regular basis and report back. Linda provided a standard checklist to be used on a weekly basis.

B. BIKE PATH

Michelle Sall asked what the status is on the Beeline Road bike path into Saugatuck. Al Meshkin responded that one year from now it should all be done and will be done on the east side of the road. Laura Canaan asked if it will still be cement since the price of gas has gone down. Al responded that it will depend on the price of raw materials at the time of bid.

ARTICLE VIII. NEW BUSINESS

A. NOMINATIONS FOR APPOINTMENT

Bill Snyder ran as an independent. He will be sworn in before the January meeting. Since the commission will be reduced to five people, there is no need to look for applicants to be nominated.

B. OLD HUYSER HOUSE – STABILIZATION vs. REHAB

Nick Otting stated the house could use more doorknobs. Karen Simmons, Kelly DeWitt and Chuck Strabbing are in favor of stabilization. Linda Howell asked Nick to take an inventory of what needs to be done to have it winterized. Nick stated that it is a really nice house and well built. Linda Howell suggested checking with the Habitat Restore store for materials.

C. GOALS FOR 2009

1. Outdoor Discovery Center Programming – Linda would like to have contact made to get programs scheduled for the spring. Chuck Strabbing questioned whether or not it is worthwhile. Michelle Sall agreed that the attendance is low. The individual from ODC is paid \$75 per event. Karen Simmons suggested re-evaluating the events. Linda Howell will send an email to Jamie at ODC and report back in January.
2. Huyser Development
 - a. Blueberries
 1. MSU Extension – Linda Howell reported having spoken to a representative from the MSU Extension who might be interested in providing assistance in the spring on how to maintain the blueberries and the chestnut trees. This would also open the door to grant opportunities and other options. Nick Otting stated that he would work on keeping the bushes cleaned out and trimmed. Al Meshkin suggested purchasing a trimmer tool. Nick stated that many trees should be removed. This must be done yearly. Nick offered to contact Paul Wiley with the MSU Extension for further information. Linda Howell would also like to get the bees out there next year. Chuck Strabbing will contact the bee expert.
 2. Irrigation

Linda Howell would like to investigate the potential for resurrecting the irrigation. Nick stated that the creek may have taken over hence there is no need for irrigation. Kelly DeWitt stated that Mr. Huyser had a structured drainage and irrigation system that he maintained.

3. Bees – Chuck will contact the individual.

b. Family Garden Plots

Al Meshkin will provide a map of the garden plots to Nick. Michelle Sall stated that she would like to see funds be used for a nice drive and parking lot.

c. Other Existing Items

1. Chestnuts – Nick to pursue with MSU Extension
2. Apples – No discussion

3. Trail Markers

Linda Howell requested that Nick work on installing trail markers on the trails at all of the parks where feasible. There is a box of markers in the basement of the Township office.

4. Linda Howell officially thanked Kelly DeWitt for 10 years of service and Laura Canaan for 6 years of service. Ray Buursma was not present to extend the same appreciation.

5. Chuck Strabbing asked if Kelly DeWitt has received a response from the contractor to clear the brush in the blueberries at Huyser Farm. There are also chemicals that must be removed professionally. Kelly will follow up and contact Chuck.

ARTICLE IX. ADJOURNMENT

The next meeting will be held on January 21, 2009 at 7:00 P.M. The meeting adjourned at 8:18 PM.

ARTICLE X. ASSIGNMENTS

Nick – Contact MSU Extension
Work on installing trail markers

Coordinate set-up of the ice rink

Al – Contact Debts Crew to support ice rink set-up

Linda – Contact Jamie at ODC

Chuck – Purchase snow blower
Contact bee expert

Kelly – Follow up with contractor for brush removal at Huyser Farm