

PROPOSED MINUTES
LAKETOWN TOWNSHIP
PARKS & RECREATION COMMISSION
HELD AT
THE FELT MANSION

May 19, 2010

ARTICLE I. CALL TO ORDER

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

MEMBERS PRESENT: Linda Howell, Bill Snyder, Michelle Sall, Chuck Strabbing,

MEMBERS ABSENT: Karen Simmons

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

ARTICLE II. CITIZEN COMMENTS/COMMUNICATION RECEIVED

Al Meshkin reported receiving a call from Ben Barton expressing his gratitude to the Township for the support of the disc golf course which has turned out to be a huge success.

Al reported receiving correspondence from Joyce Teusink in regards to a list of tasks to be completed at Wolters Woods which he forwarded to Nick Otting for follow-up.

A thank you card was received from Tommy Finn for support of his Eagle Scout Project at Huyser Farm.

Linda Howell received solicitation from Zero Waste promoting green solutions to pet waste which she forwarded to Nick Otting.

ARTICLE III. APPROVAL OF MINUTES

The Commission members reviewed the minutes of the April 21, 2010 meeting. **A motion was made by Bill Snyder and seconded by Chuck Strabbing to approve the minutes as written. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE IV. TREASURER'S REPORT

Treasurer Chuck Strabbing reviewed the bills to be paid as of April 2010. Maintenance: Chef Container - \$225.00, Heavener Property Services - \$4,414.00; Contracted Services: Joyce Teusink - \$155.00; Salaries: Nick Otting - \$885.00, Chuck Strabbing - \$70.00, Michelle Sall - \$120.00, Karen Simmons - \$60.00, Linda Howell - \$150.00, Bill Snyder - \$120.00; Supplies: Menard's Holland - \$69.94; Electricity: Consumer's Energy - \$19.66.

Chuck Strabbing reported it is a new budget for the year. Linda Howell asked what the Menards Holland expense was for. Nick Otting responded that it was for a motor for the sump pump at the rental house. The Heavener invoice is for the first half of the fiscal year.

Following discussion, the Treasurer's Report was approved.

ARTICLE V. TOWNSHIP REPORTS

- a. Staff
 - i. Trash Barrels and Port'o'Potty at Goshorn Lake – Al stated they have been put in place and the fishermen are grateful. There was discussion as to whether or not the Commission would approve the expenditure for this since this is not technically a Township park. Al stated that it is a recreational lot that the Township does not have control over or responsibility for it. The request came from the fishermen to alleviate litter. The cost per month is \$65 for the port'o'potty and \$11 for the trash barrel.

Following discussion **a motion was made by Chuck Strabbing and seconded by Bill Snyder to approve the cost of \$76 per month for these receptacles. UNANIMOUS DECISION – MOTION APPROVED**

Chuck asked if legally the Township could put these items in place. Linda asked if it would come out of the Parks Budget or General Fund? Michelle Sall stated that we have several locations such as this so at what point would we limit doing this? Al feels that the Board would support this and possibly at other locations. Gilligan and Kelly Lakes do not have trash or port o potty facilities. Al responded that there have been receptacles at these locations in the past. Chuck asked about the parking at these two locations and who prohibits it. Bill Snyder asked if there is a port o potty at Sanctuary Woods. Nick and Al will work on getting one in place.

- ii. Scout Project Update - Nick reported that the project with Tommy Finn's group is complete at Huyser Farm and it went very well. There is just a small amount of scrap wood left to remove. A lot of the brush has been removed from the blueberry fields and burned. The old farm equipment was put into the enclosed red barn. The scouts worked steady all day from 9am-4pm.

- iii. Potential Event at Huyser Farm – Nick provided a document of his plan for an event at Huyser Farm with a proposed date of Sunday, July 25, 2010. He would like to put together a rock show of three bands for a family event. The I.H.S. Beverage Distributor is willing to provide their truck at the event. He would like to have some simple food and a small pavilion. He is anticipating approximately 100 attendees. Nick has access to the necessary technical equipment needed for the musicians. Nick suggested calling the event the “Huyser Farm Blueberry Jam”. Linda Howell suggested doing an unveiling of the monument in conjunction with the event. If we could have the memorial completed by then it might be feasible. Nick provided examples of gazebos and benches to go along with the plaque that has been discussed. The gazebo prices range from \$900-\$2500 and the benches are about \$700 each. Linda suggested starting with the gazebo and upgrade benches next year. Nick would suggest putting the gazebo in the center of the turnaround. He envisions having the musical event in the northern field. He would like to recreate some of the events at the Beery Field held in Douglas. Michelle asked where the band, people and parking would be. Nick anticipates the band in the northwest area of the field. Chuck stated that at one time we had considered contacting the Huyser Family in regards to donations for the memorial. Al stated that part of the land donation agreement was that the Township would have a memorial put in place within 2 years which was 8 years ago. Should the gazebo be constructed of aluminum or metal for ease of maintenance to deter vandalism? Michelle doesn't feel that the metal version would fit the rustic style of the farm. Al stated that he is working on getting concrete put in the drive and the circle. Chuck expressed concern over whether or not the date is feasible for the monument. Nick stated he could get the gazebo up but may need more time for the plaque. It may be possible to have the benches in place at that time.

Linda asked the Commission if they agree that this plan is feasible. Michelle Sall stated she feels that after much research that has been done this seems to be the best plan and most suitable for the site. Linda stated that the gazebo would have to be ADA accessible. Michelle suggested contacting a garden club to landscape it. Linda asked for feedback on the gazebo material. Bill Snyder suggested cedar. Linda asked if there are gazebos made out of the recycled

plastic. Al stated that it would not be suitable with the family values. Bill suggested cedar wood. Linda confirmed wood with a roof. What type of benches does everyone want? Bill Snyder suggested stone so they do not get stolen or moved. Al Meshkin suggested the wrought iron benches such as those at the Felt Mansion. They are heavy one piece structures. Linda suggested they should still be anchored down. The prices range from \$1200 to \$1800 for six and eight foot benches. It was estimated that the total cost of the project would be \$10,000 (Plaque - \$2,000; Gazebo - \$5,000; Benches - \$3,000). Al will attempt to get the concrete donated.

Following discussion, **a motion was made by Micelle Sall and seconded by Chuck Strabbing to approve a \$10,000 budget for the Huyser Farm memorial project. UNANIMOUS DECISION – MOTION APPROVED**

Chuck asked if this date would interfere with any of the Felt Mansion events. Al responded that plans have changed and it will no longer interfere with the mansion events. Al stated that the largest event at the mansion this season will be the week-end of September 10, 11 and 12. Michelle asked if there would be an issue with the alcohol since the park is an alcohol free park. Al explained there are options that could be proposed to the Township Board that would include the involvement of the Friends of the Felt Estate using their non-profit status. There would be an upfront cost of at least \$900 for the liability insurance, 6% of sales to the State for taxes and the cost of the alcohol. Linda Howell stated that it may be possible to raise enough revenue to support the Shore Acres upcoming events in September. Michelle suggested working with local schools on providing the food as a fundraiser for their benefit. Linda will contact representatives from Hamilton and Holland Schools, Nick will contact Black River and Saugatuck. Nick stated that he would have plenty of friends and family to volunteer support for the day of the event. He does feel the bands should be compensated for their performance at least \$100-\$150 per hour for their one hour time slots.

Al suggested having the bands participate in the ticket sales and promotion in exchange for payment. Bill asked where the entrance fees would go. Nick responded that it would go right back into the parks. The tickets would be \$5 for adults and children 12 and under would be free. Linda asked if \$100 per band for three bands would be agreeable.

Following discussion, **a motion was made by Bill Snyder and seconded by Chuck Strabbing to approve \$100 per band for three bands and one half of that amount if the event is rained out. Each**

band will get 100 tickets to sell and keep 50% of what they sell. Unsold tickets would have to be returned. Tickets are \$5 per person and children under 12 are free. UNANIMOUS DECISION – MOTION APPROVED

Nick asked about advertising and stated that he may be able to get free advertising from 92.7 the VAN. He would also need funding for advertising materials. Al suggested card stock to easily leave in many locations. He also suggested promoting it through the VAN's morning talk show. Al suggested using brownpapertickets.com to sell the tickets on line and they will also provide paper tickets. It would be advisable to sell tickets through the Holland and Saugatuck Visitors' Bureau. Al suggested doing a website or links to the Township and Felt websites.

Linda stated that Mike Plite from the W. Michigan Bikers Association may be able to provide volunteer support. She will contact him.

Nick estimated the cost to be at least \$500 for the advertising materials and tickets. The printed cards are really the best form of advertisement.

Following discussion, a motion was made by Chuck Strabbing and seconded by Michelle Sall to approve a budget of up to \$500 on printing, advertising and ticket material costs. UNANIMOUS DECISION – MOTION APPROVED

Linda expressed concern over the parking capacity. Additional port o potty units will also be needed. Al estimates a total of 2 additional units which would be \$200. One handicap unit will be included.

Following discussion, a motion was made by Bill Snyder and seconded by Chuck Strabbing to approve \$200 for the port o potty units. UNANIMOUS DECISION – MOTION APPROVED

Al suggested Nick contact John Meyer to ask for a free dumpster from Chef Container. The Felt Mansion does have orange fencing and posts to fence off the area where alcohol will be sold and consumed. Nick asked if police officers would be necessary. Al responded that he didn't believe it would be necessary. Chuck also suggested borrowing trash cans from the mansion grounds.

Nick asked about a banner for event in front of the farm. Al can have it made at the Township office.

- iv. Disc Golf Update – Al Meshkin reported receiving a call from Ben Barton expressing his gratitude to the Township for supporting the disc golf course.
- v. Intern – Al reported that he has a new intern on staff to work on grants. He will be working at the township for 12 weeks and can be reached at ben@laketowntwp.org.
- vi. Port'o'Potty at disc Golf course – Al reported that Ben Barton has asked that the unit near hole 18 be moved.

vii. Township Board Report – Chuck Strabbing

Chuck reported that he attended the meeting. One item mentioned by the Township Deputy is to add trees or posts in the parking area at Wolters Woods to alleviate visitors driving over the grass area. Joyce mentioned that there are some loose posts in the driveway area. She also noted that the grills have been taken out and some of the residents have asked about them. Linda responded that it was discussed last year and was determined that they would not be replaced. Chuck stated that he does not feel the grills were used frequently enough and he expressed concern over the fire risk near the woods. Joyce suggested putting something in the newsletter to explain why the grills are not there. Joyce also suggested replacing the toilet paper holders with something with less risk for damage. Chuck will take out the old ones and Nick will look for a new option. Joyce also mentioned that there is graffiti on the men's room door of some sort of gang affiliation. Nick will paint the door. Joyce suggested changing the park to allow dogs in the Wolters Woods. Al responded that the Township Board would have to adopt a resolution to make the change. There was an effort to make a balance within the township and this park has a tot lot which is not conducive to having dogs allowed. Michelle stated that the parks that do allow dogs are challenged with a constant battle of dog waste left behind by visitors. Linda stated she is inclined to leave it the way it is. Residents should seek the other parks where dogs are allowed.

ARTICLE VI. NEW BUSINESS

A. WOLTERS WOODS

Nick stated that he does have the list of task items from Joyce Teusink's review. One issue is the sign that alerts there is a park entrance. Joyce suggested clear cutting a visual clearance in the area for safety reasons on the path. Al stated that the sign can be made and installed. Chuck suggested clear cutting the path area and he will see that it gets done.

B. HUYSER FARM PRAXIS

Chuck Strabbing noted that we had Praxis treat the blueberry fields at Huyser Farm and inquired if that would be done again this year. Al responded that this would be done in the fall. Star Excavation also brush hogged the fields in the past but they may not be an option this year. Chuck will contact Roger at Star Excavation to see if we might pay for the work to be done. Al noted that Heavener may also be an option.

ARTICLE VII. OLD BUSINESS

A. BEE KEEPER – HUYSER FARM

Chuck Strabbing stated that the bee keeper has only two hives this year and neither is available for Huyser Farm. Next year Huyser Farm will be on the top of the list.

ARTICLE VIII. ADJOURNMENT

The next meeting will be held on June 16, 2010 at 7:00 P.M to be held at Huyser Farm. The meeting adjourned at 8:40 P.M.

ARTICLE X. ASSIGNMENTS

Al –

1. Contact concrete provider for Huyser Farm project.
2. Work with Nick to get port o potty installed at Sanctuary Woods.

Nick –

1. Work with Al to get port o potty installed at Sanctuary Woods.
2. Take the lead on coordinating the Huyser Farm Blueberry Jam event.
3. Paint the door on the men's room at Wolters Woods.
4. Coordinate the installation of the gazebo at Huyser Farm. Take the lead on obtaining quotes for the benches and memorial plaque to be ordered and in place for the July 25 event if possible.
5. Contact Doug Finn (Saugatuck Schools) and Black River School for food fundraising options at the Huyser event.
6. Address the task list submitted by Joyce Teusink for Wolters Woods.

Chuck –

1. Contact Roger from Star Excavation relative to brush hogging the blueberry fields at Huyser Farm.
2. Clear cut the drive area for visual safety at Wolters Woods.
3. Remove the broken toilet paper holders in the restrooms at Wolters Woods.

Linda –

1. Contact representatives from Holland and Hamilton Schools in regards to food fundraising options at the Huyser event.
2. Contact Mike Plite to solicit for volunteers at the Huyser event.

Michelle –

1. Draft verbiage for the Huyser Farm memorial plaque.