

PROPOSED MINUTES
LAKETOWN TOWNSHIP
PARKS & RECREATION COMMISSION
AT
HUYSER FARM

July 21, 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, Michelle Sall, Chuck Strabbing, Bill Snyder

MEMBERS ABSENT: Karen Simmons

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

ARTICLE II. CITIZEN COMMENTS/COMMUNICATION RECEIVED

Linda Howell reported that she received a request from Mark De Roo asking to “sponsor” Sanctuary Woods by way of coordinating work efforts in exchange for exposure in the Township newsletter.

Al Meshkin stated that a resident stopped in the Township Office to comment in opposition of the Blueberry Jam festival saying that it was an inappropriate activity for the Township.

ARTICLE III. APPROVAL OF MINUTES

The Commission members reviewed the minutes of the June 16, 2010 meeting. The minutes were approved as written.

ARTICLE IV. TREASURER'S REPORT

Treasurer Chuck Strabbing reviewed the bills to be paid as of June 2010. Maintenance: Advantage Building Maintenance - \$110.00, Veldhof Septic - \$375.00, Heavener Property Services - \$1553.75, Chef Container - \$281.61; Contracted Services: Joyce Teusink - \$155.00, Allegan County Sheriff's - \$84.00, Julie Buursma - \$250.00; Supplies: Joyce Teusink - \$6.50, Tammy Bloomfield - \$18.27; Salaries: Nick Otting - \$690.00; Electricity: \$19.66.

Following discussion, the Treasurer's Report was approved as submitted.

Chuck Strabbing suggested keeping track of the expenses for the disc golf course and he will do so for this season.

ARTICLE V. TOWNSHIP REPORTS

- a. Staff
 - i. Huyser Memorial/Blueberry Jam Update – Nick Otting

Nick reported that the gazebo is nearly finished. Glenn Heavener will bring the stone this week to put around the gazebo. Nick also found a boulder from Glenn to attach the plaque to when it is ready. Michelle Sall suggested working with a local Cub Scout troop and a landscaping company to finish the project. Nick has ideas for top soil, cedar and the shrubbery. Chuck Strabbing supported using a scout group. Linda Howell asked if we should have some mulch around the gazebo for appearance at this week-end's event. Al Meshkin expressed concern over asking Nick to do too many more activities prior to this week-end. Michelle also suggested the gazebo landscaping could be used as a "Day of Caring" project.

Al reported that the food is now set with the vendor and the appropriate permits should be approved by the Allegan County Health Department on Thursday. Rodney De Jonge from Blue Star Meats will personally sell the food. Linda Howell asked that Al keep a list of those volunteers that need special recognition for their support. Nick has purchased soda and water to sell. Michelle stated that the Hamilton Cross Country Team will be present to sell beverages and have also purchased several options to offer. There was some lack of communication so Nick's purchase may be used for later events or if the Hamilton athletes run out of their supply. Michelle asked how the athletes will be identified to get in and out of the farm. Nick stated that he has wrist bands in different colors to identify minors and adults. The volunteers will have orange arm bands. Nick will distribute them to volunteers upon arrival. The volunteers should be here between 12:00-1:00pm. Michelle stated that the team may be here in the morning for the set-up. Nick indicated where the food will be set up. A table and tent will be set

up for the food and beverage sales. Michelle asked if the beverages Nick purchased could be used for volunteers. Nick is in agreement with that and Michelle stated that the team would keep the beverages separated for the volunteers and track accordingly. Michelle will purchase ice for the volunteer beverages. Michelle will get the beverages for the volunteers from Nick on Sunday prior to the event.

Nick has the stage and fencing under control but there is a need for stakes for the fencing. Al Meshkin stated that could be an expense of up to \$200 or more for stakes for 600 feet of fencing. Linda suggested checking with Taylor Rental. Al asked that everyone check if they might have a resource to borrow from. Linda will check the City of Holland and Al will check with the Allegan County Road Commission. He anticipates that we would need about 80 stakes. Chuck will provide a truck to pick them up and Bill Snyder will see about getting a stake driver for installation. Nick has generators but must cover the gas for them. One 5-gallon gasoline can to be provided by Bill Snyder. Nick's cell number is 616-886-8093. The generators are gasoline and not diesel.

Nick has signs for the event for the front of the farm and also to put one further down the road toward DunesView. He will try to make a banner sign. Nick has spoken to the neighbors to give them a "heads up" that there may be people parking in the road. The volunteers will attempt to have parking on 142nd Street. There will be some parking on the site that will be staffed by volunteers.

Nick stated that Cal Haverdink will have two emergency response volunteers and there will be two sheriff reserves including a squad car on site. The licenses and insurance have been obtained.

The event will open at 2:00 p.m. with the bands beginning at 2:30pm. Linda asked that Terry Hofmeyer attend and perhaps say a few words and do a ribbon cutting on the gazebo. Michelle asked if we should put up an easel to display what the actual plaque will look like. Linda spoke to Esther Van Slooten and both families will attend the event. Al will look for a picture of the Huysers and email it to Michelle for the display board. Al will bring the easel to the gazebo and the may be able to include the master plan for the park.

Nick suggested using tickets for food and beverages. He will have someone to man the ticket booth and handle the money. Al will have the start-up cash available. The tickets will be sold in dollar increments. The athletes will turn in the number of tickets they collect and get the appropriate cash exchange. Nick will provide a secure vehicle for counting and storing cash. Those handling the cash/ticket process will be specifically identified with a different name tag.

Al asked about the hand washing stations and port'o'pottys. Nick said they will be delivered on Friday. Al asked if there are TIPS trained volunteers to serve the alcohol. Nick and Al will secure enough bartenders. Water for the food stations

will be provided in gallon containers taken from the mansion and the Township Office. There must be a boiling water pot for the meat food station to serve the sandwiches. Nick will see that the water is available. Chef Container will provide a dumpster and Nick has garbage bags and trash containers available. Chuck will bring the silver trash cans over from the mansion. There will be folding chairs rented for the volunteers. Bill Snyder will get 20 folding chairs from his church and he will deliver them that morning.

Linda asked that Nick provide a list of vendors that have been involved in supporting the event. She will recognize them at the event and Nick will recognize his volunteers.

Michelle will be in charge of the sign for the gazebo.

Chuck Strabbing commented on whether or not we should contact the family members before putting up the display board. Michelle will keep the board generic and include the master plan.

Al Meshkin stated that there has been some advertising on 92.7 the Van. Brent Allen is asking if the Township would like to purchase a weekly spot on the show at approximately \$2,000.00 per year. Linda feels we could do it as a total Township update on activities.

Al will contact a reporter from the Jim Heyden from The Sentinel for press coverage of the event.

Nick stated that the gazebo concrete pad has already been vandalized and suggested applying a coated covering of some sort. Al suggested putting potted or hanging plants in the gazebo.

b. Township Board Report – Chuck Strabbing

Chuck reported that he attended the Township Board meeting and the shared use path ribbon cutting ceremony.

ARTICLE VI. NEW BUSINESS

A., EAGLE SCOUT

Linda Howell asked that Michelle Sall work with the Eagle Scouts on a professional landscaping plan for the gazebo at Huyser Farm. Another project idea is working on the trails at Farview Park including designing a small viewing platform for the trail near the waterfront. The trails are in serious need of repair. Linda Howell delegated the Eagle Scout project selection to Michelle. Laketown Beach is another project to clear the stairs and cut away some of the growth. Nick suggested continuing with the debts crew for the

beach. Michelle will focus on Farview Park for the Eagle Scout project. She will also coordinate the Day of Caring project and Nick will provide support. Linda asked how the rails at Sanctuary Woods look. Chuck Strabbing stated that Wolters Woods always needs work. Nick stated that there is usually one leader in groups that volunteer for the Day of Caring. Michelle asked Chuck if he would take the lead on the landscaping of the gazebo at Huyser Farm. Chuck will propose a budget to the Commissioners at the next meeting. The Day of Caring is scheduled for September 16th.

B. DISC GOLF COURSE

Chuck Strabbing asked if we would get reimbursed at all from the clubs or organizations that use the course. Linda and/or Al will speak with Ben Barton to see if there might be some payback from the golf leagues. Chuck mentioned that there is a blue container on the course that is labeled cans only and it is filled with garbage. Chuck would prefer not to have it there. There is a Chef Container receptacle that could be moved to the cement pad in its place. He will bring the small trash can to Huyser Farm for the event and move the Chef receptacle.

Nick Otting stated that he has a friend that has been involved in PGA tournaments and he would like to do a PDGA tournament with prizes for the baskets. Linda Howell suggested finding out more about it and discuss it with Ben Barton for a potential event next year.

ARTICLE VII. OLD BUSINESS - None

ARTICLE VIII. ADJOURNMENT

The next meeting will be held on August 18, 2010 at 7:00 P.M to be held at Wolters Woods. The meeting adjourned at 8:05 P.M.

ARTICLE X. ASSIGNMENTS

Nick –

1. Overall responsibility for coordinating the Blueberry Jam Festival.

Bill –

1. Provide a stake driver, 20 folding chairs and 5-gallon gasoline can to the event.

Chuck –

1. Provide a truck to transport fence stakes (if necessary) and trash cans for the event.
2. Take the lead on the Huyser Farm gazebo landscaping project.

Michelle –

1. Coordinate the assignment of projects for the Eagle Scouts and the Day of Caring.
2. Work with Nick on the beverage station at the event for both the sale items and volunteer provisions.
3. Create the display board to be placed in the gazebo in honor of the Huyser Family for the event.

Al –

1. Contact Jim Heyden from The Sentinel to cover the event on Sunday.
2. Contact the Allegan Road Commission for the availability of fencing stakes.
3. Bring the easel on Sunday.
4. Email the Huyser family picture and the master plan to Michelle for use on the display board.
5. Work with Nick to coordinate the bartenders for the event.

Linda –

1. Contact the City of Holland for the availability of fencing stakes.