

MINUTES  
LAKETOWN TOWNSHIP  
PARKS & RECREATION COMMISSION  
AT  
TOWNSHIP HALL

April 20, 2011

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, Bill Snyder, Karen Simmons, Chuck Strabbing

MEMBERS ABSENT: None

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

ARTICLE II. CITIZEN COMMENTS AND COMMUNICATIONS

Linda Howell reported receiving communications from the Park Church Cadet Leader regarding installing wood duck boxes at Farview Park.

Ben Barton advised Linda that the disc golf course leagues have begun and there is information on Facebook. There is also an upcoming tournament with the Grand Rapids League and information on dates and times for that event can also be found on Facebook.

Al Meshkin advised that the grant for purchase of the property adjacent to Wolters Woods has been approved. There are few more steps involved prior to making an offer to the owner. There is an environmental assessment needed and there are grants available through Allegan County Brownfield Redevelopment Authority to pay for that if it is approved by the EPA. Two state certified appraisals must also be submitted before making an offer. As previously discussed, the Township plans to offer up to \$100,000 for this purchase of the property.

Al also received a letter confirming the receipt of the grant application for the Township recreation complex.

### ARTICLE III. CONSENT AGENDA

- a. Approval of Minutes

Following discussion the minutes were approved as submitted.

- b. Township Board Report – Chuck Strabbing

Chuck stated that he did not attend the Township Board meeting this month.

### ARTICLE IV. TREASURER'S REPORT

Chuck Strabbing reviewed the bills to be paid as of March 2011. Maintenance: Advantage Building Maintenance - \$140.00, Veldhof Septic - \$375.00; Contracted Services: Robert Jerow - \$140.00; Supplies: Menards Holland - \$78.00, Graafschap Hardware - \$39.99; Salaries: Nick Otting - \$865.00; Electricity: Consumers Energy - \$19.84 (Feb), Consumers Energy - \$19.84.

Chuck reported that this is the last statement for the fiscal year and we are at 102% of budget. The new budget has been approved.

### ARTICLE V. TOWNSHIP REPORTS

- a. Township Manager – Al Meshkin
  - i. Work order process – Al reported that this process has just begun. He has given Nick 10 work orders of which 5 have been completed. Nick appreciates the structure the process provides.
- b. Township Maintenance – Nick Otting
  - i. Get quotes on sprayers to be used by MSU at Huyser Farm - Completed
  - ii. Install path markers at all parks before season starts
  - iii. Install dog waste signs at parks - Completed
  - iv. Remove large logs across path at Sanctuary Woods - Completed
  - v. Purchase and install grating and plexi-glass at Wolters Woods restrooms – Will be completed by end of this week.
  - vi. Get quotes on ground covering materials for playground equipment at Wolters Woods - Completed
  - vii. Bolt benches down at Huyser Farm - Completed
  - viii. Provide proposal for Blueberry Jam Festival – Nick would like to schedule it for the last Sunday in July. He has an interested party to

sponsor the event. They are an organic growers business. Al advised that Nick should approach them to be an underwriter for the event. He really needs someone to support the alcohol facet. Linda has asked that Nick provide a proposal draft for the next meeting.

- ix. Laketown Beach stairs – Nick has scheduled the debts crew for later this month or early May depending on availability. He is working with Deputy Cooper at Allegan County Jail. Linda Howell commented on how much sand is covering the stairs right now. Linda suggested using snow fences but Al responded that this has been done many times in the past. The stairs are not old enough to get a grant approved to replace them. Linda contacted the G.R. District Supervisor for Land and Water and questioned the feasibility of a culvert style covering to protect the stairs from the sand. If access is available on the private property to install such a covering, it may be feasible.

## ARTICLE VI. NEW BUSINESS

### A. 5-Year Plan Review

Linda Howell asked that Al Meshkin provide the census information detailing the age and income levels of the township residents. Al stated that a new copy of the plan must be approved one year from this month. Linda asked that everyone review and note changes/suggestions to review at the next meeting. Linda would like the commissioners to come back with what they would like to do with each of the parks for the next five years. This document is the basis for all grant applications. Linda also spoke of partnerships that are currently underway and those we wish to collaborate with in the future. Bill Snyder suggested the Boy Scouts that we work with be included. Al noted that all partnerships can be included; private, public, and non-profit entities.

Al suggested using a google tool that shares a given document amongst a number of participants. Linda will check with an IT expert and report back. Linda will check back with everyone in two weeks. Michelle Sall offered to take all suggested changes if we continue with the hard copy method.

### B. Environmental Approval

Michelle Sall asked if an environmental assessment could be done on other parks in the township. Al Meshkin responded that it involves interviews, historical research and is more than simply testing soil samples. There are grant monies available to apply for the assessments. Linda Howell stated that generally the environmental assessments have to be six months old or less. Al stated that this grant is good for 4 years and could possibly be done in phases. Linda asked what happens if something is found in the parks. Al responded that there are other grants available to apply for clean up costs. Al stated that agricultural contamination is different to deal with than standard industrial chemical

contamination. There may be some asbestos in the house at Huyser Farm that would have to be removed. Brownfield task grants may not be as accessible as they have been in the past; however there may be DEQ grants available for the clean-up projects. Linda asked if Brownfield redevelopment grants might be available. Would there be grants available for general demolition or rehabilitation grants. Al responded that there may be monies available for cleanup but not rehabilitation.

## ARTICLE VII. OLD BUSINESS

### A. Source for Replacement Posts at Wolters Woods – Karen Simmons

Karen Simmons reported that she has someone (Mark) that will route the posts. He will need the materials and the pattern for the desired design. Al Meshkin stated that the power poles being taken down in the area were promised to be delivered to Huyser Farm. Michelle Sall stated that they could also be used at Farview Park for hitching posts if extras are available. Al will follow up with Consumers Energy on the exact location of the poles. Linda Howell stated that it would also be nice to use them for the drive though problem at Huyser Farm. Al stated that there are three bollards at Wolters Woods that can be used as an example for the new ones being cut. He suggested going to Overisel Lumber to get the necessary materials and charge it to the Township noting that it is to be used for Wolters Woods.

### B. Beekeeper Update – Linda Howell

Linda Howell was asked by the beekeeper what blueberry varieties are on the Huyser Farm. Nick Otting will check with the MSU team. Linda stated that the beekeeper needs this information in order to determine when to bring the bees out based on the blooming schedule. Al Meshkin said there is also information about the farm in the township hall storage room. Linda asked that the information be emailed to her. Chuck Strabbing stated that he also has some information on what varieties and their locations.

## ARTICLE VIII. ADJOURNMENT

The meeting adjourned at 7:36 P.M.

Assignments:

Nick –

1. Research information of the blueberry varieties and locations at the Huyser Farm for the beekeeper.
2. Provide a draft proposal of the Blueberry Jam details at the next meeting.