

PROPOSED MINUTES
LAKETOWN TOWNSHIP
PARKS & RECREATION COMMISSION
AT
TOWNSHIP HALL

May 18, 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: Nick Otting – Parks Maintenance
Diane Ybarra – Recording Secretary

ARTICLE II. CITIZEN COMMENTS AND COMMUNICATIONS - None

ARTICLE III. CONSENT AGENDA

a. Approval of Minutes

Following discussion the minutes were approved with noted corrections.

b. Approval of Treasurer's Report

Chuck Strabbing reviewed the bills to be paid as of April 2011. Maintenance: Veldhof Septic - \$375.00, Heavener Property Services - \$4,244.00; Contracted Services: Robert Jerow - \$155.00, Outdoor Discovery Center - \$1,100.00; Nick Otting - \$600.00, Michelle Sal - \$180.00, Karen Simmons - \$180.00, Chuck Strabbing - \$140.00, Linda Howell - \$225.00, Bill Snyder - \$180.00; Electricity: Consumers Energy - \$19.84.

ARTICLE IV. TOWNSHIP BOARD REPORT – Chuck Strabbing

Chuck stated that it was mentioned that the Gibson Church had been moved. The foundation has been painted. It should be lowered on the foundation later this week. Little more will be done this year due to funding.

ARTICLE V. STAFF REPORTS

Township Maintenance – Nick Otting

- i. Laketown Beach stairs status – Nick reported that the stairs have been shoveled twice and there is one more date scheduled for the first Sunday in June with the debts crew. A good section has been done but there is so much more to do. Linda Howell asked if the crew is available between now and Memorial Day week-end. Nick will check with the debts crew coordinator. Linda advised the commissioners to communicate to those who inquire that work is being done on a regular basis to clear the stairs. Nick stated that the dune has really shifted over this year. Linda Howell suggested focusing on the stairs going up versus the top level platform.
- ii. Proposal for Blueberry Jam Festival – Nick distributed and reviewed the Blueberry Jam Festival proposal. The same food and beverage vendors are interested in participating again this year. He is asking for an increase in the budget for the musicians. Michelle Sall commented that many attendees she spoke to had appreciated the jazz performers. Linda Howell agreed that the jazz band had a wider audience. Nick may have someone to cover the cost of the audio in exchange for advertising. The set-up will be the same. Nick would like to increase the toilet and sink rental units. The stage will be the same with the same vendors. Nick would like to get additional fence posts to increase the space covered. He is looking for additional generators if anyone has knowledge of units that might be used. The main grass area must be mowed on a regular basis prior to the event to improve the conditions. Michelle asked about the fencing and posts from last year. Nick responded that he did purchase what was used last year but would like more metal posts this year. Michelle asked about the insurance fee of \$900. The volunteer team will be coordinated the same as last year. He would like to have t-shirts made this year for volunteers if possible. He could get them done for about \$8-\$10 per shirt with a festival insignia and “staff” noted on the back. Linda asked if the township would have a need for “staff” t-shirts. If a larger lot is purchased, it may be more beneficial. Linda asked that Nick check with Al Meshkin on this. Chuck Strabbing advised not to put a date on the t-shirt. There were many left over from the music festival

held at the Felt Mansion. Michelle asked about the number of volunteers, is it 16 or 18? She also asked how non-alcohol beverages handled this year and whether or not Nick would need help with that tent. Last year the school team earned about \$150.00. Linda asked for clarification of the volunteer numbers and schedule. Michelle asked what the 50/50 raffle was for. Nick responded that it was a cash raffle. Michelle asked if a license was needed for that. Nick responded that he had not obtained a license last year. Nick would like to purchase more advertising space this year. He would also like to use 92.7 The Van for radio coverage. Linda also suggested using the ODC newsletter. The July 31 date is the same week-end as the Saugatuck Venetian Festival. Michelle asked what happens if Nick cannot find someone to sponsor the liquor license. Nick will talk to Al Meshkin about the Friends of the Felt. Linda suggested talking to Mark Kappel and/or West Michigan Mountain Bike Association. Nick also mentioned the coordinator of the Berry Festival in Douglas and whether or not he may be of help. Michelle Sall asked why Nick would not be willing to donate the audio that is now budgeted at \$300.00. He explained that there are costs involved including hiring staff to operate the equipment. Michelle asked about the rain cancellation policy. Nick responded it would be the same as last year. Michelle asked what the profits were from last year. Linda responded that it was basically a break even outcome. Linda noted that the \$900.00 insurance cost was not listed on the proposal. Michelle noted that it appears that the costs are approximately \$1,000.00 higher than last year. Nick stated that the additional costs are mostly for advertising. Michelle expressed concern about losses if there was a rain cancellation. There was some discussion over the number and cost of the toilet and sink units. Linda reviewed the cost estimates totally approximately \$3,425.00 which does not include t-shirts, newspaper advertising, ticket printing, emergency response support, alcohol permit and Chef Container. Karen Simmons asked that Nick get back to the board when he has a sponsor. Bill Snyder asked how much tickets cost last year. Nick responded last year's price was \$5.00. There were some band members that sold tickets prior to the date. There were some pre-sale tickets at other locations and then at the door the day of the event. Nick would like to sell tickets through the Saugatuck Visitors' Bureau. Linda asked that Nick pursue the 501(c)(3) within the next two weeks and potentially have a special meeting to make a decision before the June Parks meeting. Michelle asked that Nick review the expenses and pare them down a bit. Nick commented on the Rock the Felt event and whether or not that was profitable. Linda asked that Nick provide the missing expense numbers as noted above. A gate to alcohol ratio must be confirmed to determine if it is feasible. The date for a special meeting is Thursday, June 2 at 7:00 p.m. to review the final budget in order to make a

decision. Karen encouraged Nick to get in touch with the commissioners if necessary. Linda also asked that Nick confirm the date with Fire Chief Cal Haverdink. Michelle asked if last year's design could be used. Nick responded that he would like to improve on what was done last year and changes would be necessary.

Chuck Strabbing asked that no other events be compared to the events at the Felt Mansion as many of those events result in additional referrals and bookings.

Karen asked if Nick had a chance to put the posts and windows in at Wolters Woods. He said he had completed the work but the posts need to be painted.

ARTICLE VI. NEW BUSINESS

A. 5-Year Plan Review

Linda Howell provided a copy of a portion of the 5-Year Plan for review.

Accomplishments from the 2007 Plan

- The bike paths were extended
- Disc golf course at Shore Acres Park
- Huyser Farm clean-up including renovation of the small farm house
- The water tower was removed from Sanctuary Woods by the Eagle Scouts
- The 80-man building at Shore Acres Park was demolished and materials were recycled and used in other parks
- The Eagle Scouts installed a boat ramp at Goshorn Lake
- The land had been cleared and fill brought in for the recreation area at the Township Hall
- A grant was awarded to purchase additional land adjacent to Wolters Woods
- An ice rink was installed at Shore Acres Park
- A dedication took place at Farview Park
- A gazebo was dedicated at Huyser Farm
- The Gibson Church was moved to Shore Acres Park
- Organized hunting was coordinated at the Huyser Farm
- Trail markers were put in place at Huyser Farm
- A new Laketown Township Parks Brochure was created and distributed

Long-term Goals

- New stairway structure at Laketown Beach
- Huyser House renovation
- Recreation area at the Township Hall
- Purchase additional property near Laketown Beach for potential tunnel access through the dune
- Plaque for Huyser Farm

Linda asked that the commissioners review the action plans and bring the mark-ups to the next meeting. Linda suggested Michelle use “track changes” under the review menu on Word.

Chuck asked if a cost was obtained on the playground ground covering at Wolters Woods. Nick responded that the old chips would have to be removed before the rubber chips could be put down. It may not be cost effective to remove and replace with the rubber chips.

ARTICLE VII. OLD BUSINESS - None

ARTICLE VIII. ADJOURNMENT

The meeting adjourned at 8:14 P.M.

Assignments:

Nick – Provide updated proposal for Blueberry Jam Festival at special June 2 meeting.