

PROPOSED MINUTES
LAKETOWN TOWNSHIP
PARKS & RECREATION COMMISSION
HELD AT THE TOWNSHIP HALL

Regular Meeting at 7:00PM

January 17, 2018

ARTICLE I. CALL TO ORDER

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

MEMBERS PRESENT: Michelle Sall, Ryan Bosscher, Karen Simmons, Jim Johnson
MEMBERS ABSENT: None
STAFF PRESENT: Al Meshkin – Township Manager
Diane Ybarra – Recording Secretary

ARTICLE II. CITIZEN COMMENTS AND COMMUNICATIONS - None

ARTICLE III. CONSENT AGENDA

a. Approval of Minutes

Following discussion, **a motion was made by Bosscher and seconded by Johnson to approve the October 18, 2017 minutes as written. Sall called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE IV. APPROVAL OF TREASURER’S REPORT

The bills to be paid as of October, November, December, 2017 were reviewed. Maintenance: Veldhof – \$480.00 (Oct.), \$480.00 (Nov.), \$400.00 (Dec.), Capital One Commercial - \$356.25, Jason Schrottenboer - \$6,500.00, Graafschap Hardware - \$115.17 (Nov.), Ron Van Beek - \$225.00 (Dec.); Contracted Services: John Kunkel - \$150.00 (Oct.), \$155.00 (Nov.), \$150.00 (Dec.); Consumers Energy - \$23.42 (Oct.), \$49.74 (Nov.), \$72.74 (Dec.) ; Supplies: Robert Jerow - \$10.00 (Oct.), \$10.00 (Dec.); Electricity: Consumers Energy - \$49.47; Salaries: Robert Jerow - \$190.00 (Oct.),

\$180.00 (Nov.), \$175.00 (Dec.), Quarterly Wages - \$815.00; Taxes: \$76.88 (Oct.), \$13.77 (Nov.), 13.39 (Dec.).

Johnson reviewed the monthly bills for October, November and December. He questioned the Ver Beek invoice for trimming at Sanctuary Woods and Meshkin advised there was a large limb hanging over the bike path that was too high for Dan Williams to remove. Johnson questioned the maintenance of portable restrooms at some of the parks during the winter. After discussion, it was decided that even if usage is reduced, it is important to have them in place during the winter months.

Following discussion, **a motion was made by Bosscher and seconded by Simmons to approve the Treasurer's Reports as submitted for the months of October, November and December. Sall called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE V. TOWNSHIP BOARD REPORTS – Sall and Meshkin

- a. Sall and Meshkin reported that there was little mention of the parks during the October, November and December Township Board meetings.

ARTICLE VI. STAFF REPORTS

- a. Meshkin reported that Williams was out in the parks during the last thaw to do some tree and clean-up work and shoveling steps but during the winter months, most of his time is spent on indoor projects.

ARTICLE VII. OLD BUSINESS

A. GRANTS IN PROGRESS

Meshkin reported that the Passport Grant for the restroom at Sanctuary Woods was not approved. He suggested trying again next year for a renovation of the Wolters Woods restrooms as this grant is primarily used for restoration of existing structures and not new projects. Meshkin reported the township has been approved for the Michigan Natural Resources Trust Fund acquisition grant to expand the beach. Meshkin provided a copy of the DNR letter to the commissioners and explained that next steps are to wait for the legislative approval and governor's signature. The DNR will then issue a contract for review and approval which he anticipates to occur in March. Johnson asked if it is a matching grant and Meshkin advised that it is; the grant worth is \$640,000 with a project cost of approximately \$875,000 leaving a \$235,000 gap. Meshkin will put some money in the budget for this year but advised that he will approach landowners of the property to donate 25% of the selling price of the land toward the match. He has met with one of the three landowners and noted that a lot of negotiations will take place over the next few months. A key piece in the process will be the appraisal which is required to be done by

a state certified appraiser. If the appraisal comes in too low, it will affect the value of the grant. This situation is unique because it is five separate parcels with three owners. Another key factor is the potential for one or more of the parcels to be sold before the grant process is underway. Bosscher asked if only the landlocked parcels are critical dunes and Meshkin advised that all five parcels are critical dunes.

B. LAKEVIEW SCHOOL PARK

Bosscher reported that he spoke with Andy Kenyon who advised that he is waiting for a response from M.C. Smith & Associates regarding the potential cost of the project. The project has not advanced enough to be considered for a grant until April, 2019.

ARTICLE VIII. NEW BUSINESS

A. ELECTION OF OFFICERS

Following discussion, **a motion was made by Simmons and seconded by Bosscher to nominate the current slate of officers for reappointment: Sall, Chair; Bosscher, Vice Chair; Johnson, Treasurer. Sall called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

B. ODC PARTNERSHIP

Sall thanked Meshkin for working with ODC on the 2018 calendar of activities. There will be eight activities at five township parks beginning in February thru October. The events are free but registration with the ODC is required. Sall added that the ODC has partnered with the township throughout the year on other projects such as the invasive species spraying and Meshkin added that they also submitted letters of support on the land acquisition grant. Johnson commented that he noticed that the ODC now has a small solar array which they plan to expand to power their pre-school. Meshkin noted that the Birds of Prey exhibit held at the Felt Mansion for the Winter Fest was also well attended.

C. BUDGET

Meshkin reviewed the 2017 Amended and 2018 Proposed budgets. There was an increase in the 2017 Maintenance due to the additional work done by Schrotenboer at the beach. Capital Outlay was down due to the only project being the shelter at the Disc Golf/Shore Acres Park. There is not a large increase in the 2018 Proposed budget other than the \$20,000 under Grant Programs. Meshkin is working with Schrotenboer for a cost estimate on the beach work for this year. If the King property is acquired, that may also change the need for the amount of work by Schrotenboer. Meshkin did not put much in Capital Outlay as he is unsure of the commissioners' intentions for projects this year but recommends that the focus be on the land acquisition. There will be costs associated with the project and monies should be reserved for that. Simmons asked if the appraisal is reimbursable and Meshkin advised that all expenses can be used toward the match. Johnson suggested using the Holland Christian students again this year to help clear the beach stairs and Sall offered to connect Schrotenboer with the appropriate person to pursue that. Johnson asked if the debt crew would be an option and Meshkin advised that they are difficult to get when the weather is good because the county uses them to clear

the drains. Sall suggested installing a gazebo or shelter of sort at each of the parks. Currently, Shore Acres, Huyser Farm, Wolters Woods and the Township Recreation Park have them and it would be nice to have shelter at all parks. Following discussion, it was agreed that this is a project to be kept on the radar should funds become available. Meshkin commented that points on the grants were lost on things that cannot be changed such as per capita income and urbanization.

Bosscher suggested creating a master plan of sorts to include boundary and topographical surveys for the beach expansion if the land acquisition is completed for future planning purposes. All agreed that handicap access should be a priority in the plans and noted the layout at West Side Allegan County Park.

Following discussion, **a motion was made by Simmons and seconded by Bosscher to recommend approval of the 2017 Amended and 2018 Proposed Budgets as written. Sall called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

D. HUYSER PROPERTY

Sall asked Sherri Rubino if she has an update on the Huyser property. Rubino said she noticed that a portion of the house had been painted bright yellow and asked if that had been approved by anyone. Meshkin said a resident had reported the same, had seen a young woman painting and when asked said it was a school project. The township had no knowledge of such a project and it was never approved or completed. Rubino said it is not attractive and suggested it be painted white in the spring.

E. GRAFFITI

Johnson asked if the graffiti at the beach had been taken care of and noted that he had also seen some on the trees at Sanctuary Woods. Meshkin was unsure of the removal at the beach and was unaware of it at Sanctuary. When the weather breaks, he will ask Williams to attempt to remove it. He asked that commissioners forward pictures to him when they see it in the future.

ARTICLE IX. CITIZEN COMMENTS - None

ARTICLE X. ADJOURNMENT

Sall adjourned the meeting at 7:54 pm.