

PROPOSED MINUTES  
LAKETOWN TOWNSHIP  
PARKS & RECREATION COMMISSION  
AT  
TOWNSHIP HALL

February 19, 2014

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, Karen Simmons, Bill Snyder  
MEMBERS ABSENT: Chuck Strabbing  
STAFF PRESENT: Al Meshkin ó Township Manager  
Diane Ybarra ó Recording Secretary

ARTICLE II. CITIZEN COMMENTS AND COMMUNICATIONS - None

ARTICLE III. CONSENT AGENDA

- a. Approval of Minutes

Following discussion, the January 15, 2014 minutes were approved as written.

- b. Approval of Treasurer's Report

Linda Howell reviewed the bills to be paid as of January 2014. Maintenance: Veldhof Septic - \$480.00, Advantage Building - \$110.00; Salaries: Robert Jerow - \$155.00, Linda Howell - \$150.00, Chuck Strabbing - \$120.00, Michelle Sall - \$120.00, Karen Simmons - \$120.00, Parks - \$510.00; Township Hall Park: King & MacGregor - \$115.00, MC Smith Associates - \$1,112.87. Following discussion, the Treasurer's Report was approved as submitted.

ARTICLE IV. TOWNSHIP BOARD REPORT ó None

## ARTICLE V. STAFF REPORTS

Township Manager ó Al Meshkin reported that the large picture window at the Huyser house broke during the sub-zero temperatures. Dan Williams promptly boarded the window. Linda Howell asked Al to research the most cost effective replacement.

## ARTICLE VI. OLD BUSINESS ó

### a. Review of Bids for Recreation Complex & Recommendation to Township Board

Al Meshkin reviewed the bid packages explaining they are in two sections; one for the general site work, storm sewer and ball/soccer fields and the other for the construction of the shelter. Four companies responded to the request for bid with Dan Hoe Excavating coming in at the lowest bid for both projects (\$129,761.50 and \$65,489). Al recommends approval of the Dan Hoe Excavating bid for both projects. The plan would be to recommend approval to the Township Board for the March meeting and work could begin in April.

Karen Simmons asked why this bid is considerably lower than the other three bids. Al responded that Dan Hoe has done a lot of other work in the township over the years including the bike paths. Linda Howell asked about the permits and Al responded he would work with M.C. Smith on obtaining the necessary permits. Linda asked about the bonds and Al said they were noted in the beginning of the packet. Linda commented on the state statute for a õpayment and performanceö bond and she will provide additional information to Al although he feels M.C. Smith will handle that as well. Linda asked about the matching funds. Al advised that he discussed it with the Board during the workshop meeting and the necessary \$100,000 will be borrowed on 5-year loan which he plans to seek bids from various local financial institutions to obtain the best rate. Linda asked about the baseball grant and she agreed to help write the grant application which may be due by April 1.

**Following discussion, a motion was made by Michelle Sall and seconded by Bill Snyder to recommend to the Township Board, approval of the Dan Hoe Excavating bids in that amounts of \$129,761.50 and \$65,489.00 for the Township Hall Recreation Project. UNANIMOUS DECISION – MOTION APPROVED**

### b. Beach Maintenance Proposal

Al Meshkin reviewed the proposal from Jason Schrottenboer for \$9,500.00 to maintain the Laketown Beach stairs for the 2014 season.

**Following discussion, a motion was made by Bill Snyder and seconded by Karen Simmons to approve the proposal from Jason Schrottenboer for \$9,500.00 to maintain the Laketown Beach stairs for the 2014 season. UNANIMOUS DECISION – MOTION APPROVED**

c. Huyser Farm Hunt

Karen Simmons reported that one deer was taken during the hunting season this year. Feedback from hunters has been very positive.

ARTICLE VII. NEW BUSINESS

a. FY 2014-15 Budget

Al provided a copy of the proposed budget noting that not much has changed except the back yard project. Linda Howell asked how Dan Williams is paid. Al responded that he has created a new category in the General Fund for building and grounds maintenance. Linda asked if the \$200,000 for the back yard project takes into consideration the \$100,000 loan and Al responded that it does. Bill Snyder commented that M.C. Smith has the biggest expense on the project so far and asked if they will oversee the project as it is being done. Al said their fees are highest during the planning portion of the project and most of that has already been paid but they will also oversee the construction. Following discussion, **a motion was made by Michelle Sall and seconded by Bill Snyder to recommend approval of the FY 2014-15 Budget to the Township Board. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE VIII. ADJOURNMENT

The meeting adjourned at 7:20 P.M.