

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

Regular Meeting at 7:00PM

August 15, 2018

ARTICLE I. CALL TO ORDER

Chairperson Michelle Sall called the regular Parks & Recreation Commission meeting to order at 7:01 P.M.

MEMBERS PRESENT: Michelle Sall, Jim Johnson, Karen Simmons  
MEMBERS ABSENT: Tom Shuff, Ryan Bosscher  
STAFF PRESENT: Al Meshkin – Township Manager  
Diane Ybarra – Recording Secretary

ARTICLE II. CITIZEN COMMENTS AND COMMUNICATIONS

One email received from Ryan Bosscher regarding parks maintenance.

ARTICLE III. CONSENT AGENDA

- a. Approval of Minutes

Following discussion, **a motion was made by Sall seconded by Simmons to approve the July 18, 2018 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 July 2018 were reviewed. Maintenance: Veldhof – \$480.00, Heavener - \$627.00, Graafschap Hardware - \$121.18, RepcoLite - \$48.30, Capital One Commercial - \$396.54, Menards - \$10.68, Valleyvet.com - \$93.36, Accent Sign & Graphic - \$2,512.00, Jason Schrotenboer - \$2,396.00, Wassink Deane - \$600.00; Contracted Services: John Kunkel - \$150.00, Outdoor Discovery Center - \$1,250.00; Supplies: Robert Jerow - \$10.00; Electricity - \$51.14; Salaries: Robert Jerow - \$190.00, \$540.00; Taxes: \$55.86.

Johnson noted approximately \$2400.00 to Schrottenboer for the beach stairs; \$2500.00 for park signs for boundaries and entry ways for the beach; \$1300.00 for the invasive removal by ODC. Sall asked about the Menards account origin and Meshkin noted it was on-line purchases.

Following discussion, **a motion was made by Johnson and seconded by Simmons to approve the Treasurer’s Reports as submitted for the month of July. Sall called for a vote on the motion. UNANIMOUS DECISION – MOTION APPROVED**

ARTICLE V. ARTICLE VI. TOWNSHIP BOARD REPORTS – Sall

- a. Sall reported the Memorandum of Understanding for the Blue Star Trail was approved. Meshkin reported approval for new fire department vehicle leases.

ARTICLE VI. STAFF REPORTS – Meshkin

- a. Meshkin noted that Deane Wassink provides the dune grass for the beach and he is interested in partnering with the township to harvest dune grass and would then transplant for the township. He suggested an “Adopt-A-Park” agreement. Williams has been focusing on the bike paths. The Youth Core also helped to clear the paths. The beach grant continues to move forward along with an appraisal, environmental work and survey. Simmons asked if Meshkin ordered the “pack it in – pack it out” signs for Farview Park. Sall asked that the signs be ordered and the concept piloted at Farview Park. Meshkin said he received complaints about trash at the beach.

ARTICLE VII. HUYSER CARETAKER REPORT – No report.

ARTICLE VIII. OLD BUSINESS

A. MEAT AND GREET IN SEPTEMBER

Johnson will order and pick up the food from the caterer. Sall will pick up receptacles for keeping food warm and paper supplies. Meshkin will provide bottled water. There will be a notice of the event at the township office. The date is September 19 at the township hall pavilion prior to the monthly Parks meeting.

B. DAY OF CARING

Sall copied Meshkin on the United Way forms submitted. Meshkin questioned if a trailer will be available to haul the waste to Black River from the Shore Acres clean-up. Simmons

will have a trailer and will facilitate that project which will be scheduled for September 11. United Way has a group of 25 people that are not available on the 20<sup>th</sup> so this work will be done on the 11<sup>th</sup>. Sanctuary Woods – put down gravel on the walkways, the diamond dust material of one load to be delivered to the parking lot. Sall will advise United Way to split the group between Shore Acres and Sanctuary Woods. The Huyser Farm group will work on the afternoon of the 20<sup>th</sup>. Simmons said the Farview Trails look great after Williams has been working out there. The beach will also be a project site for the work groups to plant beach grass. Meshkin explained the process for planting the grass. Sall will pick up and deliver water for the work days.

#### C. MEMO OF UNDERSTANDING FOR LAKEVIEW PARK

Sall drafted a memo of understanding to clarify the responsibility of the township. Meshkin said the City of Holland will require that all documentation be reviewed by their attorney. Meshkin will transmit the document to the appropriate city representative. It was previously agreed that the township would provide \$2,000.00 toward the planning.

#### D. PAVEMENT MARKINGS AT LAKETOWN BEACH

Sall asked Meshkin to follow up on the pavement markings in the parking lot.

#### E. HOT SPOT FOR PARKS – CONTRIBUTION CONTAINERS

Johnson will follow up with ODC to understand how they are managing this.

#### F. STAIR REPAIR AT SANCTUARY WOODS

Johnson said the repairs were done very well by the contractor and it was very professionally done.

#### ARTICLE IX. NEW BUSINESS - None

#### ARTICLE X. CITIZEN COMMENTS

Marylynn Webster complained that she cannot hear the board members speaking during the meetings. She would like to volunteer to do more in the parks. Sall explained the Day of Caring through the Greater Ottawa County United Way. Meshkin said the beach grass planting is scheduled for September 20 at 8:30am and she is welcome to join the volunteers. The resident also thanked the board for their work.

#### ARTICLE XI. ADJOURNMENT

**Sall adjourned the meeting at 7:50 pm.**