

PARKS COMMISSION MEETING

Lincoln Charter Township
2055 West John Beers Road
Stevensville, Michigan 49127

Tuesday, August 2, 2005

The meeting was called to order by Chairman Gardner at 7:03 p.m.

BOARD MEMBERS PRESENT: Todd Gardner, Kim Risk, Bill Tucker, Rich Knapp, Rick Knight and John Hoskins.

ABSENT: Mike Lucker

ALSO PRESENT: Fran Elliott and Bob Herman representing the Ridge Road Association, and Township Treasurer Terrie Smith.

Opening – Audience Comments: The newly formed Ridge Road Association has over 30 property owners. At their last meeting, they discussed Glenlord Beach and their desire to work closely with the parks commission on improvements to the neighboring park.

Secretary's Report: Tucker, seconded by Gardner, made a **MOTION to approve** minutes from July 5th meeting, pending review of the statement "Last year's highest quarterly bill for this meter was \$1800, of which \$900 is a community surcharge." Risk will view the water bill referred to and make correction, if needed. **MOTION CARRIED.**

Treasurer's Report: Through June 30, we have spent \$39,569 of our \$147,785 overall budget. An overcharge led to a \$135 credit from Reliable. A sales tax billing error led to an \$1124.23 credit from AEP. Hourly wages for part-timers performing mowing and other parks duties have gone over allocation. There is extra money in the Elected Salary account for commission meetings and in Part-Time Parks Manager account. Knight recommended shifting money to balance these accounts after the summer season. **ACTION TABLED.**

Received request by Lincoln Township Police Department to apply dusting to township beach road. Parks budget has \$1200 allocated for dusting applications. **ACTION TABLED.**

Over \$13,000 is budgeted for Repairs and Maintenance, of which approximately \$1300 has been spent. Suggested having a meeting to review what maintenance work should take priority and be completed by end of the year. Hugh is working on a list of needed repairs.

Discussed changing insurance coverage on the Parks House. Knight will have more information to review at the next meeting. Also discussed option of having the township fire department burn it down for training purposes to eliminate need for coverage. **ACTION TABLED.**

Gardner, seconded by Knapp, made a **MOTION to approve** payment of bills as presented, including prior bills from Dagostino. **MOTION CARRIED.**

Report of Officers: Risk reported 18 surveys were sent out to area Boy Scout leaders to assess feasibility of various parks projects and interest of scout troops. So far, none of the surveys have been returned. **ACTION TABLED.**

Gardner reported on cost of single-sided, wall-mounted sign to display rules and ordinance at picnic shelters. A 20x26 impact-resistant sign made of PVC in a stainless steel box costs \$218. The park rules and new ordinance still have to be approved by the commission. **ACTION TABLED.**

Report of Special Committees/Projects:

Baseball Hitting Facility Update – Good progress is being made and facility is on target to be completed and in use later this fall. Over \$70,000 in materials and labor have been donated by local contractors. The owner of Deals on Wheels has generously contributed \$25,000. The Lakeshore Youth Baseball/Softball Association has non-profit status and is documenting all donations.

Soccer Fields Concession Stand/Bathrooms Planning Update – A committee has been formed with representatives from LYSL, SWM, Lakeshore Soccer Boosters, and the Lutheran Schools. Gardner and Risk met with group to discuss ideas for facilities and fundraising.

Gardner shared research on pre-engineered, waterless or plumbed, evaporative waste disposal facilities in use at state and national parks. These are stand-alone bathroom facilities on a concrete slab that come in different configurations. A basic double unit costs \$15,000. The units can be constructed from wood, concrete block, or stainless steel with a variety of roofing options. A website search on "pre-engineered restrooms" will bring up many vendors. Gardner contacted Biological Mediation Systems and Romtec. They did not recommend bathrooms and a concession stand built into one facility.

Discussed a plan based on \$80,000 grant money and \$20,000 fundraised by the committee that would provide 4 double bathroom units and a concession stand. Recommended concession stand placed closer to Cleveland Road to make future water lines more readily accessible. Committee also interested in adding an entrance and parking lot off Cleveland. Included will be preferred locations for security lighting. Soccer committee will present new site plan at the September 6th meeting.

(At this point, Bill Tucker was excused from the Commission and left the meeting.)

North Lake Park – Lakeshore Rotary plans to present a proposal to the township board of trustees to extend city water lines into the park. The group supports having city water for the pavilion, bathrooms, and drinking fountains. Currently, the park has well water.

Roosevelt Non-Motorized Path – Gardner attended meeting of the Southwest Michigan Planning Commission and MDOT. The proposed Roosevelt non-motorized path would connect neighborhoods and Roosevelt school with the township community park.

Lakeshore Excellence Foundation – Gardner met with LEF leaders to discuss how our parks commission can work together with the Lakeshore Schools to accomplish goals to benefit the community and the schools. Initial talk may result in a joint project in the future.

Parks Permits/Collection Machines – Discussed recreational leagues giving annual donations to the parks commission versus applying a parks fee at sign up time. Baseball and soccer groups have stopped giving donations due to the high expense their organizations bear for taking care of the fields, providing the equipment, and paying for necessary repairs. If a parks fee is instituted, Commission favored having non-township residents pay a slightly higher fee and allowing participating families to also receive a parking sticker valid for Lincoln Township Beach. Gardner has not located any written contracts between the recreational leagues and the parks commission. A policy is needed so all groups will be treated fairly. Soccer committee will present their recommendations at the September 6th meeting.

Shelter Fees, Reservations & Usage Rules – Gardner completed spreadsheet showing fees charged at area pavilions and picnic shelters in Southwest Michigan. Agreed our township community park shelter needs fixed up before any fees are imposed. Gardner and

Hoskins will meet with Hugh and make a list of needed repairs. Decided to wait for more improvements to North Lake Park shelter before setting rental fee. Gardner, seconded by Knight, made a **MOTION to approve** getting bids to repair the community park shelter's roof. **MOTION CARRIED.** Hoskins will obtain bids.

Glenlord Beach – Original site plan and deed is from 1924. The Ridge Road Association is interested in working together with the Parks Commission to improve the park and shared concerns about lack of access to beach and bluff erosion. New state ruling allowing beach walkers access to shoreline's high water mark favors making Glenlord Beach accessible so walkers could enjoy over a mile of shoreline.

1. **Plan** – Shared information on basic plan to tear down current wooden structure and replace it with a maintenance-free pavilion and walkways at a rough cost of \$43,000. Parks Commission goals are to provide a safer structure, reduce maintenance costs, and involve the community to make sure the park meets their needs and expectations. Current structure will remain until new plan is ready. Gardner is researching what grant money may be available to improve the park.
2. **Forté Investments Offer** – Developer Rob Cummings, also a member of the Ridge Road Association, has offered \$2,000 for every lot sold in his housing development (possibly up to 20 lots) to use towards building stairs from the Glenlord Beach overlook to the beach below. Discussed option of having fold-down, removable stairs which could be stored in winter months.
3. **Site Plan** – Need an architectural drawing to present to the township board of trustees. Plan to have a community focus group meet and work through details before finalizing plan. Commission first needs a legal definition of the property and an engineer's assessment of best use of the property taking into consideration erosion and maintenance concerns.

Parks Maintenance:

North Lake Park/Rotary Request for \$1500 – In May, Lakeshore Rotary requested \$1500 as matching funds for North Lake Park improvements. There is \$1700 budgeted for Parks Manager Computer and Software Supplies which will not be used. Knight, seconded by Knapp, made a **MOTION to transfer** \$1500 from Computer and Software Supplies Account 729.000 to fund North Lake Park improvements as requested by Lakeshore Rotary. **MOTION UNANIMOUSLY CARRIED.**

Glenlord Beach – No report.

Lincoln Township Beach – There are now city water lines no more than 25 feet from the park's pit toilet bathrooms at a house on the other side of the fence. If township is willing to extend these lines, the bathrooms could be upgraded and showers and rinse-off sprinklers could be added. Parks Commission will make an extension request.

Community Center – See Shelter Fees, Reservations & Usage Rules.

Rudnick Park – No report.

Baseball/Softball Fields – Fencing was not completed by the end of June as expected. Work is starting again to finish the project. Tucker will be checking to make sure fencing is completed in a timely manner. Brought up wish list of future improvements: shade trees, upgraded sprinkler system and dugouts, playground area, paved parking, and concession stand improvements. Tucker requested a list of local sprinkler vendors to get bids. Current vendor is located in Dowagiac.

Soccer Fields/Security Lighting – ACTION PENDING based on review of new soccer site plan next month.

Announcements: Gardner, Hoskins, Knapp, and Knight will take a maintenance review tour Thursday, August 4, 6:00 p.m. Commission will hold a special meeting to discuss bylaws, charter and mission statement on Saturday, September 10, 8:30-10:30 a.m. All parks commission members are expected to attend.

Adjournment: Meeting was adjourned by Chairman at 9:17 p.m.

Respectfully submitted,

Kimberly Risk
Kimberly Risk, Secretary
Parks Commission