

**PARKS COMMISSION MEETING**  
Lincoln Charter Township  
2055 West John Beers Road  
Stevensville, Michigan 49127

**Tuesday, July 5, 2005**

The meeting was called to order by Chairman Gardner at 7:12 p.m.

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

**ALSO PRESENT:** Carol Petros and Lincoln Township Treasurer Terrie Smith.

**Secretary's Report:** Lucker, seconded by Risk, made a MOTION to approve minutes from June 7th meeting with no corrections. MOTION CARRIED. Risk informed the board of the August 1<sup>st</sup> deadline for the township newsletter and recommended what to include in the parks section. Risk will be responsible for submitting information.

**Treasurer's Report:** No report. Gardner, seconded by Lucker, made a MOTION to approve payment of bills totaling \$5,381.17, with two exceptions: \$468.75 billed by Dagostino for crushed concrete and \$1372.50 billed by Dagostino for beach cleanup. MOTION CARRIED.

**Report of Officers:** Gardner shared research on electric and water bills. For example, the tennis courts at the community park have a separate water meter. ~~Last year's highest quarterly bill for this meter was \$1800, of which \$900 is a community surcharge.~~ Last year's highest quarterly bill for this meter was \$1500, of which \$502 is a community surcharge. Another bill of \$1,196 had a surcharge of \$400. (Please see attachments.) Every water bill paid by the parks department includes a surcharge that is returned to Lincoln Township as profit, but not returned to the parks budget. Gardner is reviewing billing for electric and water and checking into reducing the number of meters. Discussion was held concerning replacement sprinkler heads and the high cost of watering the soccer and baseball fields.

**Insurance Issues** – As part of the Michigan Township Association group plan, it seems the parks liability policy amount of \$5,982 is reasonable for all the properties that are covered. Gardner reported the insurance company is in the process of re-evaluating the Parks House and lowering the appraised value. ACTION TABLED.

**Scout Service Projects** - Risk reported that she had not followed up with scout troops and service project ideas due to concern about lack of funds for project supplies and materials. The group added some more project ideas: fix baseball dugout roofs, fix community shelter roof and perform general cleanup, and possibly assist in dismantling of Glenlord Beach decking (see Glenlord Beach Repair under New Business). Chairman requested troops be contacted to find out what projects would be feasible and what supplies would be needed. ACTION TABLED.

**Ordinance Rewrite** – Board was presented with an ordinance to amend section 6 of Part 100 of the Compilation of Ordinances to change majority of park infractions from misdemeanors to civil infractions. (See attachment). Chairman Gardner will meet with the township lawyer to approve wording before taking it to the township board for final approval. Ordinance amendment was signed by Gardner, Lucker, Risk and Hoskins.

### Report of Special Committees/Projects:

**Baseball Hitting Facility Update** – Lucker reported the footings are in, the walls have been poured, and plumbing work has begun. The next step is getting bids for the water and sewer lines. Block will be laid in three weeks. The facility is due to be completed by Oct. 1<sup>st</sup>.

**Soccer Fields Concession Stand/Bathrooms Plan** – Risk shared that soccer representative Karen Reinhardt contacted both the Whirlpool Foundation and the Upton Foundation for grant applications. Whirlpool denied her request as they do not support athletic organizations. Reinhardt questioned whether the soccer groups should pursue these grants or if the applications should come from the parks commission. The applications require financial records and a non-profit number. Township Treasurer Smith stated that grants should be submitted by the parks commission since the structure would become parks property and financial records could be provided by the township office.

**Board members Gardner, Lucker, and Risk will meet with the soccer group on Monday, August 1, 6:00 p.m. at the library to strategize for the concession stand project.**

### Old Business:

**Shelter Fees, Reservations & Usage Rules** – A fee structure proposal will be presented at the August 2<sup>nd</sup> meeting. Chairman Gardner recommended the new fees take effect this fall starting September 1<sup>st</sup>, October 1<sup>st</sup>, or November 1<sup>st</sup>. ACTION TABLED.

**Parks Permits/Collection Machines** – Gardner has done preliminary research on ticket-dispensing machines, but does not have price quotes yet. The board is considering installing a machine at Lincoln Township Beach, which has the most out-of-area users, and also possibly North Lake Park. St. Joseph parks system has collection machines at Tiscornia Beach and the City Boat Launch. Also under consideration is a small fee included in baseball/softball and soccer registration. Participating families would receive a pass to park at the Rocky Weed complex. For tournaments, participants would be charged for parking unless they have a local pass displayed. Many tournaments charge \$1.00 to \$2.00 per car to get in. ACTION TABLED.

Chairman Gardner pointed out Lincoln Township is the only parks system in Southwest Michigan that does not charge fees for beach parking or shelter usage and thus has no revenue income to support our parks. Audience members encouraged the board to keep fees low the first year and consider the condition and amenities of our beach and shelters when setting the fees with the understanding upgrades are needed and communication with the public is crucial.

### New Business:

**Glenlord Beach Repair/CPM Estimate** – Lucker presented proposal by local company CPM Construction. (See itemized attachment). To repair the current structure is an estimated \$31,417.00. Most of this work would entail remove and replacing deteriorated wood and upgrading certain parts to meet new building codes. After such a repair, the structure would need to be better maintained than it has previously which would add ongoing expenses.

CPM provided a replacement option, a 32' hexagon metal shelter, such as one they built for another area park. This maintenance-free shelter, along with demolition of the wooden structure, pouring new foundation and concrete slab and walkways, and erection of the new structure is an estimated \$42,907.00.

The board considers this a look-out and picnicking park only. Due to severe erosion, the beach is not able to be saved in the foreseeable future. The view is the most important feature to preserve. Any new structure should enhance the view and prevent users from accessing the bluff at all due to safety, trash-dumping, and erosion concerns. Offering memorials or honor plaques and benches could help raise funds for a new structure.

Gardner, seconded by Lucker, made a MOTION to demolish the existing wooden structure and replace it with a maintenance-free structure not to exceed \$42,000 and to pursue grants and other funding sources to match the township investment for improvements throughout the park. MOTION CARRIED.

**Linear Trail Update** – Parks should be receiving a \$7,000 bill from Grove and Associates for completed survey work and a finished brochure titled "Lincoln Township Trailway". The brochure, with a detailed trail plan to develop in phases, is necessary support material for future grant applications. The \$7,000 expense is in the 2005 parks budget. With the new brochure, the parks board can go after grants through MDOT and other organizations that specifically fund linear parks.

Township Supervisor Dick Stauffer is working on securing written agreements from land owners, including AEP and the Lakeshore School District, for access to the proposed trail route. Discussion was held concerning earlier trail planning opposition from landowners and prior surveys and vision sessions showing strong community support for trails. The linear trail plan is a long range plan to be developed in phases. The first couple of proposed phases are:

Phase 1 – paved bikeway trail connecting John Beers Rd. and the high school with Rocky Weed and the sports complex.

Phase 2 – trailway connecting the old train depot to downtown Stevensville via John Beers Rd.

**Garbage Collection** – Tucker contacted the Garbage Company to bid for parks trash collection. The Garbage Company, which handles Baroda and Lake Township, declined to bid due to the inclusion of dumpsters at parks properties. Current trash charges are almost \$700 per month.

Gardner checked the dumpsters today and found them filled with residential trash. Gardner proposed eliminating dumpsters and contracting a service provider to provide cans and empty them twice a week. There are dumpsters at Glenlord Beach, the Community Park, the baseball field and the Parks House. Lincoln Township beach does not have cans accessible on the beach; littering is a problem there.

Discussion was held on how to lower garbage collection expenses. Gardner will contact The Garbage Company again for a bid to service all the parks with their containers. Another possibility is to keep one large dumpster under lock and key and have Hugh collect trash bags at each park and bring them to the central dumpster.

**Lincoln Township Beach** – There is still confusion over the Dagostino beach cleanup performed on April 11, 2005. Knight found out the April bill was for taking sand from the park and bringing it to the Community Park volleyball pits. The sand bar that created a stagnant water pond is gone, but sand is still covering the parking area. The manager of the Chalet on the Lake inquired about hiring Dagostino's to do a beach cleanup before the 4<sup>th</sup> of July weekend and offered to pay the bill. Chairman Gardner will contact the manager of the chalets and Dagostinos to clear up what work has been performed.

**Liaisons/Commission Duties** – Gardner proposed setting up a weekly meeting with the parks employee and township maintenance supervisor to go over duties and responsibilities. The board is concerned with non-approved expenditures taking place and sees the need to give more hands on direction. Gardner, seconded by Risk, made a MOTION to begin a weekly Monday morning staff meeting with Kevin Gephart and Hugh Gillespie. MOTION CARRIED.

Discussed the need to have an annual strategic planning session for the board to set priorities and have a written plan for projects. Chairman Gardner also proposed having more formal relations in place with organizations that use and support the parks. Each board member would act as a liaison to one or two of the groups to improve communication and work more

cooperatively together. Risk will create a list of organizations and representatives will be determined at next month's meeting.

**Parks Maintenance:**

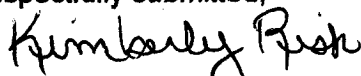
**North Lake Park/Rotary Request for \$1500 – ACTION TABLED.**

**Soccer Fields/Security Lighting – ACTION TABLED.**

**Announcements:** Carol Petros, former Parks Commission member, offered to lead a parks tour and share some history and boundary information. **The tour is set for Tuesday, July 26, at 6:00 departing from the township office parking lot. All parks board members are expected to attend.** Other township officials and the general public are also encouraged to attend.

**Adjournment:** Meeting was adjourned by Chairman at 9:40 p.m.

Respectfully submitted,



Kimberly Risk, Secretary  
Parks Commission