

**PARKS COMMISSION MEETING**  
Lincoln Township Community Center Pavilion  
5575 South Roosevelt Road  
Stevensville, Michigan 49127

**Tuesday, May 2, 2006**

The meeting was called to order by Chairman Gardner at 7:09 p.m.

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

**ALSO PRESENT:** Lincoln Township Treasurer Terrie Smith, Michael Smith, Karen Reinhardt and Scott Smith representing SWM soccer, Chuck Rose, Margaret Rose representing Hollywood Elementary, and Mike Matti representing Lakeshore Rocket Football.

**Opening – Audience Comments/Additions:** Margaret Rose, a teacher at Hollywood Elementary, proposed a Monarch Butterfly Habitat Project at Lincoln Township Beach. She has a group of 15 students working to expand migration way stations, particularly along the Lake Michigan shoreline. The students collect seeds from milkweed plants and would like to plant these seeds in October in the dune grass on the north side of the beach. Rose requested permission from Parks and will provide a letter explaining the project if needed. Commission liked the idea and Gardner offered to contact DNR to see if any permit is required.

Mike Matti of Lakeshore Rocket Football presented aerial maps of the Rockey Weed Sports complex showing proposed location of new football and soccer stadium field and northward expansion of current soccer parking lot (Attachments A and B). Wightman & Associates provided engineering assessment to determine high ground for drainage and position close to current well and transformer. The location fits closely with the Master Parks Plan for a football and soccer stadium and allows for extra space to the west for more practice fields. A local contractor has offered to provide dirt and level new parking lot. The stadium field will be 120 yards x 80 yards. For this fall, Rocket Football wants the stadium field sodded, additional port-o-potties, and their bleachers and portable concession stand moved to the site. The group is getting estimates to sod the field.

Ideally, Rocket Football would like the complex to have a bigger pump for the well, cement pads for the bleachers, lights at the parking lot and field, and a concession stand/bathroom facility to share with soccer. Matti estimates 250 kids will participate in fall football and cheerleading, bringing in around \$2500 in parks registration fees. Gardner requested Rocket Football divide the project into stages, prioritize stages, and assign costs to help pursue grant funding. Also need to determine drainage requirements and where to trench for electricity and irrigation.

Tucker noted in kind donations given prior to applying for grants cannot be used towards matching funds, but do add credibility to applications. He stated the commission is looking to get grants for the \$100,000+ concession stand and bathroom facility at Rockey Weed. Scott Smith raised concern that Parks Commission has not been aggressive enough pursuing grant funding for this project. He agreed to be on a committee to work on improvements at the Rockey Weed Complex. Discussed donations and direct costs associated with grant application process.

**Secretary's Report:** Noted change in meeting date from first Tuesday in July, which fell on 4<sup>th</sup> of July holiday, to second Tuesday, July 11. Website will be updated and notice posted.

Gardner requested correction to minutes from Special Meeting on March 29 regarding Earthscapes bid to reflect acceptance of monthly billing of \$2,634 and not entire bid of \$31,608. Risk, seconded by Tucker, made a **MOTION to approve** minutes from March 29 with said correction, and minutes from April 11 and Parks Tour April 15 as presented. **MOTION CARRIED.**

Discussed need for parks pavilion leases with inclusion of new rental fees to be reviewed by an attorney. Gardner, seconded by Knight, made a **MOTION to accept** as presented pavilion leases for North Lake Park and Community Park, to enact leases and collect fees pending legal opinion, and to approve expenditure of not more than \$350 for attorney to review. **MOTION CARRIED.**

**Treasurer's Report:** Knight reported Parks ended the 2004-2005 year with a \$5,546.15 fund balance in the Operations budget. There was also a \$20,627.99 fund balance in the Capital budget for the same calendar year. Parks now has a Capital fund balance of \$41,472.23, consisting of this year's \$20,627.99 fund balance plus prior year's fund balance of \$20,844.24.

Parks currently has a fund balance of \$7,118.90 in the Operations budget, which is this year's \$5,546.15 plus prior year's \$1,572.73. There is also a fund balance in the property purchase fund of \$908.94.

Moondust bill did not get paid out of prior fiscal year budget. Knight gave grounds maintenance bids to Secretary and noted Rudnick Park was not included in Earthscape's contract. Tucker, seconded by Gardner, made a **MOTION to approve** bills from the month of April as presented in the amount of \$3,868.36. **MOTION CARRIED.**

**Report of Officers:** Hoskins reported on trash inspection at the parks and recommended Community Park have a dumpster returned for the summer season. He has completed other small maintenance projects and will be able to work more hours soon. Since Parks contract employee quit in mid-April, Hoskins and Tucker have been taking maintenance calls.

Knapp offered to identify security lighting needs at parks and meet with AEP for placement. AEP does not charge for installation of light poles. Discussed adding automatic shut-off faucets in bathrooms at North Lake Park, Community Park, and baseball complex. Tucker will get estimates for 8 faucets.

Gardner informed commissioners of newly formed group, Friends of Roosevelt Road Park, led by Megan Green. They are looking into play equipment safety, facility utilization, and other potential uses for the Community Park. Gardner appointed Risk to act as Parks representative.

Risk, seconded by Gardner, made a **MOTION to approve** use of up to \$1,000 from Operating Budget Playground Equipment account to purchase replacements swings for North Lake Park. **MOTION CARRIED.**

Tucker reported complaints about unclean port-a-potties at soccer complex. Discussed increasing number of port-a-potties and whether to add another cleaning per week. Tucker, seconded by Knight, made a **MOTION to approve** having 4 additional port-a-potties placed at the soccer fields through June 4 and to order 2 more for Soccer Fest weekend June 3-4, 2006. **MOTION CARRIED.** Hoskins will contact Best Way to place order and ask if hand cleaning stations are available.

Discussed purchasing a Parks laptop computer to be assigned to the secretary to improve note-taking, making motions, and passing resolutions at the meetings. The computer at the Parks House is outdated. A printer could be donated. Tucker, seconded by Knapp, made a **MOTION to purchase** a laptop computer, Microsoft Office Professional and USB memory stick with final decision on exact configuration to be decided by Commissioners Rick Knight, Bill Tucker and Todd Gardner at a price not to exceed \$1200. **MOTION CARRIED.**

Tucker reviewed quote to produce a 4-color postcard and send to township residents and businesses. Discussed mailing methods and benefit of direct mail versus newspaper inserts or MailMax ads. The postcard, designed by Tucker, is to let the community know about the Parks website and how to receive information about the parks. Tucker and Risk are continuing to add content and images to the website. Discussed re-designing the postcard to incorporate as a "leave behind" card with information beneficial for new residents and out-of-township recreation participants. Gardner, seconded by Knapp, made a **MOTION to appropriate \$2,400 to create layout, print and distribute Parks promotional piece and to form a Marketing committee. MOTION CARRIED.**

Tucker reported on contact with grant writer and Lincoln Township Parks Master Plan consultant Pam Blough and recommended working with her on grant opportunities. Discussed resubmitting North Lake Park grant from 2004 and finding grants applicable to the Master Plan development for the Rocky Weed/Cleveland Sports Complex. Tucker, seconded by Risk, made a **MOTION to approve** hiring grant consultant Pam Blough of P.M. Blough, Inc., Grand Haven, at the rate of \$75.00 per hour to meet with committee to review previous grant applications and to find out what may be available for the sports complex and other parks projects. Ms Blough will be paid each month for the hours worked during that period. Total payment to Ms Blough not to exceed \$2500 (33 hours) without commission approval. **MOTION CARRIED.** Gardner appointed Risk to chair Parks Grant Committee; Risk and Tucker will make an appointment to meet with Blough in Grand Haven.

#### **Committees/Projects:**

**Ridge Road/Glenlord Beach** – Gardner met with Ridge Road Association this week. Most pressing concern is whether or not volunteers can perform demolition of outlook at Glenlord Beach. Knight will find out what insurance coverage is needed. Terrie Smith recommended Parks check with township attorney regarding liability. Commissioners agreed to help provide volunteer labor for demolition. Gardner will work on setting up the demolition.

Ridge Road Association members are also concerned that bluff erosion problems are addressed.

**Lincoln Township Beach** – Risk reported progress by the Lakeshore High School Assets Advisory Committee on their Lincoln Township Beach Cleanup taking place Sunday, May 21, 1:00 to 5:30 p.m. Commissioners Risk, Gardner, Knight, Tucker, and Hoskins offered to help work with and direct the student volunteers at the cleanup. Risk, Gardner and Hoskins will meet with AAC advisor Dave Brockway on Thursday, May 11, at 8:30 a.m. to go over supplies and equipment needs.

Discussed hiring teens to help out in parks over the summer and having some type of beach patrol at Lincoln Township Beach.

**Soccer/Rockey Weed** – Parks has not received copies of insurance coverage by the soccer groups. Risk will contact groups.

**Hitting Facility** – Gardner will be meeting with Township Supervisor Dick Stauffer and attorney Scott Dienes to discuss lease and property liability concerns. Tabled report.

Parks Commission Vice-Chairman Bill Tucker reported his resignation from the LYBSA Board.

**Dugouts** – Tucker will get more estimates. Dugouts need to be aesthetically pleasing and easy to maintain. Action tabled.

**Operations Update:**

**Daily Park Management** – See Report of Officers.

**Website Update** – Public may go online to [tparks.org](http://tparks.org) and check availability of pavilions at North Lake Park and Community Park. More calendar information, including dates for recreation programs, will be added. Tucker and Risk are continuing to add content to the website before advertising it to the public.

**Leases: Pavilions and Parks** – See Secretary's Report.

**Parks Maintenance:** Gardner will talk to township maintenance supervisor regarding mowing at Rudnick Park. Risk reported finding trash, including bags of leaves, and new trees planted at open space park at the back of Hickory Creek Cemetery. Trash looked as if it was pushed off the hill down towards Hickory Creek. Gardner will check with the township regarding the trash.

**Lincoln Township Community Park** – No report.

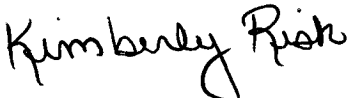
**Baseball Fields** – No report.

**Soccer Fields** – No report.

**Announcements:** Terrie Smith requested time for public comments and asked about recent committee meeting with Plante Moran. Gardner stated meeting with Plante Moran was for information only regarding setting up an accounting system for the Parks Commission. Discussion held on accounting procedures and relationship between Parks and the township.

**Adjournment:** Meeting was adjourned by Vice-Chairman at 10:05 p.m.

Respectfully submitted,



Kimberly Risk  
Parks Commission Secretary