

Regular Meeting of the Parks and Recreation Commission

Approved Minutes

- Date:** March 5, 2008
- Time:** 4:00 p.m.
- Place:** Fillmore Complex, Conference Room D
- Present:** Paul Geerlings, Phil Kuyers, Ted Bosgraaf, Crystal Unema, Ray Statema, Bobbie Jones Sabine, Roger Jonas and Jim Miedema
- Absent:** Joyce Kortman and Russ Brown
- Staff:** John Scholtz, Director; Curt TerHaar, Coordinator of Park Planning and Development; Sherry Costello, Administrative Clerk; and Dave Mazurek, Park Operations Superintendent
- Guests:** Joyce Smith and Fred Vaas

Subject: Approval of Minutes

- PR 08-16 Motion: To approve the minutes of the Commission's February 6, 2008 regular meeting.
- Moved by: Unema Supported by: Geerlings Unanimous

Subject: Park 12 Parking Improvements

- PR 08-17 Motion: To receive bids for Park 12 Parking Improvements and recommend Al's Excavating at a cost of \$14,130.19.
- Moved by: Geerlings Supported by: Sabine Unanimous

Subject: Bur Oak Landing Building Demolition

- PR 08-18 Motion: To receive bids for the Bur Oak Landing Building Demolition Project and recommend Smalley Construction at a cost of \$4,280.00.
- Moved by: Kuyers Supported by: Geerlings Unanimous

Subject: Upper Macatawa Natural Area Tree Planting

PR 08-19 Motion: To receive bids for Upper Macatawa Natural Area Tree Planting and recommend Landscape Design Services at a cost of \$7,445.00.
 Moved by: Geerlings Supported by: Statema Unanimous

Subject: Eastmanville Farm Lease Agreement

PR 08-20 Motion: To receive and approve the Lease of Farmland Agreement at Eastmanville Farm with Mr. Luke Meerman and forward to the Board of Commissioners.
 Moved by: Unema Supported by: Geerlings Unanimous

Subject: Go Into Closed Session

PR 08-21 Motion: To go into Closed Session to discuss property matters.
 Moved by: Unema Supported by: Kuyers
 Yeas: Kuyers, Geerlings, Bosgraaf, Unema, Sabine, Jonas, Statema and Miedema.
 Nays: None Motion passed 8 to 0.

Subject: To Rise From Closed Session

PR 08-22 Motion: To rise from Closed Session.
 Moved by: Geerlings Supported by: Miedema Unanimous

Other Items Discussed:

Commission members reviewed comment cards and email comments received since the previous meeting. Statema commented on the nice responses that parks staff produce. Bosgraaf asked if there were any extra ski boots available to use while other ski boots could be drying. Mazurek responded that most popular sizes had been replaced and there just was not any additional storage for extra boots. Kuyers asked if it would be beneficial not to rent boots until they were dried. Mazurek stated that it is very hard to do that when customers are right there waiting for equipment as it comes in.

Bosgraaf called on Ms. Joyce Smith, a Park 12 resident to speak. Ms. Smith distributed pictures and discussed the Mulberry tree at the parking area in Park 5. Ms. Smith explained that the tree benefits the year round residents and requested the Commission reconsider their position and not schedule the tree for removal. Kuyers asked how many parking spots would be lost if the tree remained. TerHaar stated that if a portion of the tree was removed no spaces would be lost. Scholtz commented that staff met with a variety of neighbors plus Advisory Council members in the area and the majority were in

favor of removing the tree. Geerlings questioned the age and status of the tree's condition and suggested retaining an arborist for a consultation in regards to the condition of the tree. Scholtz verified that a qualified forester has inspected the tree and also noted the Department of Environmental Quality had no objections to the removal of the tree.

Commission members reviewed the report of the Parks and Recreation Commission expenditures through January 31, 2007. Scholtz commented that he will try and get an updated ten year budget projection ready for the next meeting.

President Bosgraaf asked if there were any questions or comments on the Director's report and Unema requested that the August meeting be held on July 30th as requested by Scholtz. Commission members agreed and the August 6th, 2008 Commission meeting will be held on July 30th, 2008. He continued with the Park Operations Superintendent's Report, Park Manager's Report and Park's Naturalist's Report. Bosgraaf asked about the status of the Nature Center fundraising and Jonas explained the first phase has been completed and they are currently having a consultant interview potential funders to gain a feel for interest in the project. Assuming the result is positive, the next step would be to form a campaign committee and Jonas invited all interested parties to join the fundraising effort. Bosgraaf thanked Jonas for serving on the committee.

Bosgraaf moved on to the Planning Committee report and TerHaar reported that a discussion had occurred regarding the strategy for applying for grants. He continued to say that staff would be presenting documents next month for a Coastal Zone Management Grant for planning the Olive Shores property.

Bosgraaf called on Sabine to summarize the Public Relations Committee meeting that was held just before the Parks Commission meeting. Sabine reviewed topics that were discussed such as park dedications, the fall parks tour, ongoing press coverage, written public relations plan and park promotions aimed at school children. The fall parks tour was discussed and the preferred tour date is October 14th, 2008. Scholtz will confer with the County Administrator to see if the date is agreeable. Sabine expressed her support for the tour as it allows positive interaction between the County Commissioners and the Parks Commission.

Bosgraaf then called for Old Business and TerHaar highlighted the boundary markings at various parks that will be underway soon. He then discussed the Mount Pisgah project and the legal lease arrangements with the State. Scholtz explained the lease with the State of Michigan would allow Parks to construct and maintain an entrance gazebo, bike parking area, asphalt path and boardwalks/steps at the base of Mt. Pisgah within Holland State Park. He stated that it has been signed by Ottawa County and will now go to the State Parks for signature and then to the DNR Grants.

Bosgraaf called for New Business and TerHaar started with the Park 12 Parking Improvements Project. He explained the three parking areas which were bid (Auburn Lot, Park 5 and the overflow along Auburn) and then explained that the fourth parking area is still in dispute and would not be bid out in this project. Scholtz added that a fifth area, in Park 1, does not require major work. TerHaar recommended accepting Al's Excavating as the apparent low bidder with a cost of \$14,130.19. Commission members

received the bids for the Park 12 parking Improvements and approved Al's Excavating by motion.

TerHaar moved on to the Bur Oak Landing Demolition Project and recommended Smalley Construction for the project at a cost of \$4,280.00. Commission members received the bids for the Bur Oak Landing Demolition Project and approved Smalley Construction by motion.

Commission members received and approved by motion the bids for the Upper Macatawa Natural Area Tree Planting. TerHaar recommended Landscape Design Services for the project at a cost of \$1,536.00.

Scholtz then distributed and discussed the Personnel and Equipment needs for 2009. He reviewed the preliminary requests which included increased personnel for the Parks Operations Center, new Nature Education Center and increased Park Attendant hours for Pigeon Creek Park. Scholtz reviewed the equipment needs for the department and explained that he is trying to be conservative in his requests but with the growth of the department the needs are great. Unema and Kuyers expressed their support for the proposal. Jonas asked about the size of the truck fleet and Mazurek stated that we currently have fifteen trucks. Jonas then asked if the computers were part of the Nature Education Center fundraising campaign and Scholtz responded that they are but we still need to go through the request process. Kuyers asked if the bidding process on the trucks included local dealers. Mazurek stated that he goes through Fiscal Services for pricing and then asks local dealers to match price, but in many cases they can not. Scholtz asked the Commission to review and give feedback. There will be a final review of items in the Finance and Personnel Committee meeting at the end of the month.

Scholtz continued with the next item on the agenda involving the proposed Farm Lease with Luke Meerman. Scholtz explained that there is currently no lease in place for Mr. Meerman to farm the property at Eastmanville Farm and Mr. Meerman has certification as an organic farm. Approval was made by motion to enter into a Lease of Farmland with Mr. Luke Meerman and the matter will be forwarded to the Board of Commissioners.

Bosgraaf asked for any public comment and Ms. Joyce Smith expressed her concern with the Al's Excavating contractor and reiterated her concern to protect the natural features in and around the parking areas.

Bosgraaf asked for any comments from Commission members and Kuyers expressed his satisfaction with the logging operation that is currently underway at Pigeon Creek Forest. Sabine commented on her visit to Pigeon Creek Park recently to go cross-country skiing and she stated she can see why the Parks department received so many positive comments.

The Parks Commission went into Closed Session to discuss property matters.

Meeting adjourned at 5:55 p.m.