

## Regular Meeting of the Parks and Recreation Commission

*Approved Minutes*

**Date:** July 30, 2008

**Time:** 4:00 p.m.

**Place:** Fillmore Complex, Conference Room D

**Present:** Ted Bosgraaf, Bobbie Jones Sabine, Paul Geerlings, Crystal Unema, Joyce Kortman, Roger Jonas, Ray Statema, Russell Brown and Phil Kuyers

**Absent:** James Miedema

**Staff:** John Scholtz, Director; Curt TerHaar, Coordinator of Park Planning and Development; Sherry Costello, Administrative Clerk; Dave Mazurek, Park Operations Superintendent; and Chip Francke, Park Naturalist and Information Specialist

**Guests:** Fred Vaas and Joyce Smith

### **Subject: Approval of Minutes**

PR 08-059 Motion: To approve the minutes of the Commission's July 2, 2008 regular meeting.

Moved by: Statema Supported by: Geerlings Unanimous

### **Subject: Quartel Encroachment**

PR 08-060 Motion: To approve the recommendation of the Park 12 Advisory Council regarding the Quartel request which allows them to keep the utility building for the same period of time as the neighboring garages (i.e. Kishkorn and Prins/Zietse) or until they move from their house, which ever comes first, provided they move the building to the new proposed location at the rear of their lot.

Moved by: Statema Supported by: Geerlings Unanimous

### **Subject: Memorial Bench**

PR 08-061 Motion: To place a memorial bench in memory of Gordon Ellens, previous Zeeland Township Supervisor, at the Upper Macatawa Natural Area.

Moved by: Sabine Supported by: Kortman Unanimous

**Subject: Parking Lease at Park 12**

PR 08-062 Motion: To approve and forward to the Board of Commissioners the lease agreement with the West Michigan Park Association for parking areas at Park 12.  
Moved by: Geerlings Supported by: Kortman Unanimous

**Subject: Feasibility Study for Eastmanville Farm**

PR 08-063 Motion: To proceed with a fund-raising feasibility study for the Eastmanville Farm proposed Farm Education Center.  
Moved by: Jonas Supported by: Kortman Unanimous

**Subject: Go Into Closed Session**

PR 08-064 Motion: To go into Closed Session to discuss property matters.  
Moved by: Kuyers Supported by: Brown  
Yeas: Bosgraaf, Sabine, Geerlings, Unema, Kortman, Jonas, Statema and Kuyers.  
Nays: None Motion passed 8 to 0.

**Subject: To Rise From Closed Session**

PR 08-065 Motion: To rise from Closed Session.  
Moved by: Kuyers Supported by: Geerlings Unanimous

**Other Items Discussed:**

Commission members received the July 11, 2008 letter and donation from the Walking Horse Association of Michigan for Eastmanville Farm equestrian facilities. Commission members expressed their appreciation of the donation and Scholtz added that he sent a letter of thanks to the group.

Commission members then reviewed letters of support for the proposed Farm Education Center at Eastmanville Farm.

- July 4 letter from Frank Fear, Senior Associate Dean in the College of Agriculture and Natural resources at Michigan State University.
- July 11 letter from Jody Pollok-Newsom, Executive Director of the Michigan Corn Growers Association.
- July 17 letter from Ken Nobis, President of the Michigan Milk Producers Association.

- July 21 letter from David VanDyke, President of the Ottawa County Farm Bureau including a \$5,000 check toward the fundraising feasibility study.
- July 22 letter from Dave Smith, Executive Director of the Michigan Vegetable Council.
- July 22 letter from Luke Meermen, Jesse Meerman and Jay Meerman, organic dairy farmers in Ottawa County.

Commission members discussed the project and several commented on the strong support and commitment from the agricultural community. Agreement was made by motion to proceed with a fund-raising feasibility study.

Commission members reviewed comment cards and email comments received since the previous meeting. Kortman questioned staff regarding the email comment request for mountain biking trails and TerHaar replied that staff is currently evaluating potential sites for this type of activity.

Commission members received the revised 2009 Parks and Recreation proposed budget summary and Scholtz reported that the Parks Department budget is currently in good shape. Scholtz next distributed copies of updated 2009 budget documents following review by County Administration. Scholtz updated Commission members on various adjustments and reported its \$8,000 request to replace small equipment that had been denied in the 2009 budget process. He attributed this to a desire for more specificity in that line item. Scholtz will also email Commission members if any more information arises.

President Bosgraaf asked if there were any questions or comments on the Director's report. Scholtz updated Commission members on the Olive Shores acquisition. Kuyers questioned who would be taking care of the private dune permit violation adjacent to Mt. Pisgah. Scholtz stated that Mr. Wood was notified by the Parks of the violation, and the Department of Environmental Quality would be taking care of any required remediation.

Bosgraaf called on Mazurek to present the Park Operations Report. Mazurek reported on a fatal accident that had occurred on the Musketawa trail. Kuyers asked for an update regarding dog violations. Mazurek stated that efforts are continuing and additional work will be needed to increase enforcement. Kortman asked if staff had plans to give citations and Mazurek said yes.

Bosgraaf received the Planning Committee meeting minutes and questioned a change in the North Ottawa Dune stairs contract. TerHaar stated that a change order to reduce the contract is in place and it would be advantageous to rebid the remainder of work that needs to be completed. Kuyers questioned the status of financing for the Nature Education Center and Bosgraaf commented that funds should be raised before moving forward with construction.

Bosgraaf received the Park 12 Advisory Council meeting minutes and asked Scholtz for an update. Scholtz reported on the tour to the Saugatuck/Douglas museum, Park 12 parking lease, Mt. Pisgah project and Black Lake Avenue. He then continued with a request from Jake Quartel, a Park 12 resident, who would like the ability to keep his utility building but move it to the rear of his house where a portion of it would remain on park property. Scholtz reported that the Park 12 Advisory Committee recommended the building should be moved from its current location to the proposed location and allow him to keep it there for the remainder of time allowed by the encroachment policy for garages which would be 9 years. Approval was made by motion to accept the recommendation of the Park 12 Advisory Council.

Bosgraaf called on Sabine to report on the Public Relations committee meeting and Sabine began with the issue of requests for movie filming in the Parks. Sabine reported that the committee has a favorable attitude toward these requests but they should be evaluated on a case by case basis. She continued with the request to name a trail at the Upper Macatawa Natural Area after Mr. Gordon Ellens. She reported that the request does not fit with the current naming policy and recommended that Commission members consider placing a memorial bench there in his honor. Motion was made and approved to place a memorial bench in Mr. Ellen's honor. Sabine then reported that an informal open house event will be held at Riley Trails early this fall and the North Ottawa Dunes and Mt. Pisgah events will take place early next year. Sabine then gave a brief report on other topics discussed such as methods of recruiting volunteers and how to approach dog offenders.

Bosgraaf then called for discussion of Old Business and TerHaar reported on a project to develop two parking area and trail head kiosks at Bur Oak Landing. Scholtz reported that there does not appear to be a need for a contract due to the small size of the project and lack of complexity. There was a consensus by Commission members to proceed with the project as a purchase order. Francke then updated members on the Hemlock Crossing wetland project that is currently underway.

Bosgraaf called for New Business and received the proposed lease agreement with the West Michigan Park Association for parking areas at Park 12. The Commission approved and forwarded the document to the Board of Commissioners by motion. Scholtz then moved on to the Educational Farm at Eastmanville Farm and requested permission to proceed with a fund-raising feasibility study in order to make a determination as to whether to proceed with an Educational Farm. Motion was made by Commission members to proceed with study.

Bosgraaf then called for Public Comment and Ms. Joyce Smith, a Park 12 resident, requested that any changes that would be made to any maps regarding the Park 12 property be run through the West Michigan Park Association Historic Committee first. She specifically expressed concern regarding the removal of historic right-of-ways. She then stated there are several people who do not support the proposed parking area between the marina and state park and asked what the time-line would be for discussion for modifications to the master plan. Scholtz responded that the parking is in the approved Master Plan and will proceed unless significant reasons are presented and a

process initiated to revise the master plan. Ms. Smith concluded with a request for the Advisory Group to be involved with the discussions concerning the future of the marina. Scholtz next reported that painting bids that will be going out shortly for the Eastmanville Farm barn. Mazurek reported he is requiring specific criteria be met in order to bid the project. After a brief discussion, consensus was reached by Commission members to proceed with the project. If there are further questions or concerns following receipt of bids Mazurek or Scholtz will notify Commission members by email.

Bosgraaf called for comments from Commission members and Brown indicated he still supports adding playground equipment at Riverside Park. TerHaar stated that staff is currently reviewing potential options to add equipment.

Meeting adjourned at 5:57 p.m.