

Regular Meeting of the Parks and Recreation Commission

Approved Minutes

Date: May 6, 2009

Time: 4:00 p.m.

Place: Fillmore Complex, Conference Room E

Present: Ted Bosgraaf, Bobbi Jones Sabine, Ray Statema, Roger Jonas, Joyce Kortman, Jim Miedema, David Van Ginhoven, Paul Geerlings, Phil Kuyers and David Vander Kooi.

Absent: None

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 Joseph Prescott

Subject: Approval of Minutes

PR 09-27 Motion: To approve the minutes of the Commission's April 1, 2009 regular meeting.
Moved by: Kortman Supported by: Vander Kooi Unanimous

Subject: 2010 Equipment and Personnel Requests

PR 09-28 Motion: To approve the proposed 2010 Equipment and Personnel Request as recommended by the Finance and Personnel Committee.
Moved by: Kuyers Supported by: Geerlings Unanimous

Subject: 2010 Performance Measures & Goals

PR 09-29 Motion: To approve the proposed 2010 Performance Measures & Goals as submitted.
Moved by: Geerlings Supported by: Kuyers Unanimous

Subject: Eastmanville Farm Lease Agreement

PR 09-30 Motion: To approve the Lease of Farmland Agreement with Mr. Luke Meerman at Eastmanville Farm with the reduction of the per acre grain rate to \$81 and forward to the Board of Commissioners.
Moved by: Statema Supported by: Van Ginhoven Unanimous

Subject: 2008 Annual Report

PR 09-31 Motion: To receive and approve the proposed 2008 Annual Report.
Moved by: Vander Kooi Supported by: Miedema Unanimous

Subject: Holland Harbor Fishing Access Project

PR 09-32 Motion: To receive and recommend Cornelisse Design Associates for the provision of landscape architectural and engineering services in the amount of \$40,250 plus reimbursable expenses for the Holland Harbor Fishing Access Project and forward to the Board of Commissioners.
Moved by: Kuyers Supported by: Geerlings Unanimous

Subject: Olive Shores Planning Consultant

PR 09-33 Motion: To receive and approve M.C. Smith & Associates to undertake master planning and construction drawings for Olive Shores in the amount of \$32,500 plus reimbursable expenses.
Moved by: Kuyers Supported by: Geerlings Unanimous

Subject: Eastmanville Bayou Demolition Project

PR 09-34 Motion: To receive and recommend Smalley Construction to remove two existing houses at Eastmanville Bayou at a cost of \$7,900.
Moved by: Kuyers Supported by: Vander Kooi Unanimous

Subject: Go Into Closed Session

PR 09-35 Motion: To go into Closed Session to discuss property matters.
Moved by: Bosgraaf Supported by: Miedema
Yeas: Bosgraaf, Kuyers, Geerlings, Statema, Sabine, Van Ginhoven, Kortman, Jonas, Vander Kooi and Miedema.
Nays: None Motion passed 10 to 0.

Subject: To Rise From Closed Session

PR 09-36 Motion: To rise from Closed Session.
 Moved by: Kuyers Supported by: Vander Kooi Unanimous

Other Items Discussed:

President Bosgraaf called the meeting to order and asked for any additions or deletions to the agenda.

Commission members reviewed the emails received since the previous meeting and Mazurek responded to the email regarding emergency evacuation from Mt. Pisgah. Bosgraaf asked for information regarding the report of suspicious behavior at Hemlock Crossing and Mazurek reported that he had discussed the situation with the Sheriff's Department and patrols would be increased.

Bosgraaf moved on to Public Comment and Ms. Joyce Smith expressed her concerns regarding the irrigation of a small area at the Black Lake Boardwalk extension. She asked if there are criteria in place to guide the Commission on the use of irrigation. She said it appears as though the location at Black Lake Avenue is a less public area and felt that public tax dollars should not be used.

Mr. Joseph Prescott spoke next and had three areas of concern:

- Trail use – concern was expressed with the amount of foot traffic and utility vehicle tracks he has seen on the trails since the Mt. Pisgah stairs have been built. He didn't feel that the trail would be able to support this level of use and thought the trail would need a higher level of maintenance to support the use. He reported that he had been monitoring a specific area of the trail and has recorded a loss of four inches of ground cover.
- Evacuation procedures – a suggestion was made to use the Mt. Pisgah stairs for emergency medical access instead allowing motorized vehicles on the trail.
- Deer – Mr. Prescott reported that he had completed a project while attending West Ottawa High School on this topic and reported that although all of the wildflower species are still present, the number of plants has decreased dramatically. The increasing number of deer in the area, due in part to feeding by residents, is a large factor in the decrease in wild flowers.

Kortman thanked Mr. Prescott for his information and requested a copy of the report he had completed for reference.

Commission members reviewed the report of the Parks and Recreation Commission expenditures through March 31, 2009.

Bosgraaf moved on to the Director's report and Scholtz distributed an updated copy of the fundraising feasibility study RFP for the Eastmanville Farm project. He explained he had submitted it to MSU Extension for their review before releasing it. He then reported the possibility of the use of a conservation work crew this summer using stimulus dollars through the Conservation District. If the crew is approved, a van may need to be rented for their use. Scholtz felt that the value of the crew could be as high as \$50,000. Bosgraaf commented that parks should take advantage of the free labor. There was consensus to proceed with the crew if approved. Scholtz then updated Commission members on a water issue at Hiawatha Forest. He reported that some residents were upset and felt the recent red pine removal was the cause of the flooding. Geerlings showed Commission members on a topographical map the location of the homes being affected and stated that a ditch had been considered but after review of the grade of the land, it was determined the proposed ditch would not help. TerHaar mentioned that the residents being impacted live right in the lowest elevation. Geerlings explained that this year's precipitation levels are at record highs and residents who live in these types of areas would normally not have trouble with water. He reported that the water level has gone down eight to ten inches over the past week.

Bosgraaf called for the Planning Committee report. TerHaar reviewed the irrigation at Black Lake Avenue and reported that this area was reviewed in the master planning process and the Planning Committee recommended irrigating the site. Sabine felt that turf grass with irrigation should be installed only when public use of the area warrants. TerHaar explained how the area would be set up and Ms. Joyce Smith questioned the use of the turf by the public. Scholtz stated that the area is not designed to attract park users but will be used by neighbors in the area. Kuyers supported irrigation of the area if turf is installed.

Bosgraaf asked Sabine for a report on the Public Relations Committee meeting. Sabine submitted the report as written and asked for questions. Bosgraaf reviewed upcoming dedication dates.

Bosgraaf moved on to the Finance and Personnel Committee meeting report and Kuyers reviewed personnel and equipment requests for 2010 including the replacement of the Sentence Work Abatement Program (SWAP) crew with a parks work crew. Members felt that it would be more cost effective to hire a part-time crew. Mazurek reviewed his analysis of the sign making system that had been requested for purchase. After his review he respectfully withdrew the request. Scholtz then reported that the request for the DVD player and digital camera be removed from the request list as Commission member Jonas volunteered to donate the items to the Nature Education Center. Scholtz and Commission members thanked Jonas for his generous donation. A motion was made and supported to approve the proposed 2010 Equipment and Personnel request as recommended by the Finance and Personnel Committee. Kuyers then reviewed the Performance Measures and Goals and Jonas requested the possibility of eliminating the comment cards section of the report as he felt a higher number of complaints would be made by comment card than compliments and it is therefore a misleading indicator. Scholtz will review with Fiscal Services. Commission members supported the Performance Measures and Goals by motion.

Bosgraaf called for Old Business and TerHaar gave a brief update on the construction progress of the Nature Education Center. He reported that the concrete floor would be poured later this week.

Commission members received the proposed Eastmanville Farm Lease of land for agricultural purposes. Kuyers reported that he had checked with some local area farmers and felt the grain rate in the lease was approximately five dollars too high. He recommended lowering the rate to \$81 per acre. A motion was made and supported to approve the Eastmanville Farm Lease with the adjusted rate per acre for grain.

Commission members received the 2008 Parks and Recreation Commission Annual Report. Bosgraaf complimented staff on the report and informed Commission members that the report would be presented at the next Ottawa County Board of Commissioners meeting. Scholtz added that a Power Point presentation would be used. The 2008 Parks and Recreation Commission Annual Report was approved by motion.

Commission members received the proposals for provision of landscape architectural and engineering services for the Holland Harbor Fishing Access project and recommended Cornelisse Design Associates in the amount of \$40,250. TerHaar explained the rationale for not recommending the low bidder. He indicated Cornelisse's engineers have more Lake Michigan experience, which is crucial for the project. The motion was approved to award the contract to Cornelisse Design.

Commission members received the proposals for master planning and construction documents for the Olive Shores County Park and recommended M.C. Smith at a cost of \$32,500. After a brief discussion, M.C. Smith was approved for the project.

Commission members received the bids for the Eastmanville Bayou Demolition project and recommended the low bid from Smalley Construction at a cost of \$7,900. The project was approved by motion.

Bosgraaf asked for Public Comment and Ms. Joyce Smith suggested the possibility of using a Boy Scout troop to help with the maintenance of the trails at Mt. Pisgah. She stated that many troops use a project like this to accomplish a high achievement award. Bosgraaf asked Ms. Smith to submit information she has on the topic to Mazurek.

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

Meeting adjourned at 6:10 p.m.