

PARKS COMMISSION MEETING
 Lincoln Charter Township Library
 2099 West John Beers Road
 Stevensville, Michigan 49127

Tuesday, March 7, 2006

The meeting was called to order by Vice-Chairman Tucker at 7:05 p.m.
 (Unable to find key to the Municipal Building. Meeting was moved to the library with a note posted on the outside door of the Municipal Building.)

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

Opening – Audience Comments: None.

Treasurer's Report: Knight reported \$14,480 will be left in Elected Salary account at the end of this budget year. He has put in a request for the township board to approve moving it into Parks Capital so it can be used in 2006-07. The Township Board will vote on this at their next meeting on March 14. Knight estimates \$2,849 remaining in operational funds. Discussed using these funds for moon dust, power washer, and/or paint sprayer by March 31.

Tucker, seconded by Hoskins, made a **MOTION to resolve** that two members of the Executive Committee, consisting of Chair, Vice-Chair, Secretary and Treasurer, may sign to approve payment of a bill less than \$1,000.00. Such bills will be brought before Commission for review at next regular meeting. Other bills require full commission approval (prior to payment) except for insurance, workman's comp, telephone, utilities, and contractor services. **MOTION CARRIED.**

Tucker presented more detailed invoice from Extranet web developer specifying maintenance hours, software upgrade, system update with calendar and image enhancement, and software license renewal totaling \$590.00. Prior invoice was approved.

Tucker and Risk will meet at the township office in the morning to sign and approve payment of invoices in parks folder left in the Municipal Building. Vote approving these invoices will be taken at next meeting.

Secretary's Report: Tucker, seconded by Knapp, made a **MOTION to approve** minutes from February 7, 2006. **MOTION CARRIED.** Tucker, seconded by Hoskins made a **MOTION to approve** Special Meeting minutes from February 28, 2006. **MOTION CARRIED.** Tucker, seconded by Knapp, made a **MOTION to accept** Operations Workshop minutes from March 2, 2006. Tucker noted Parks Commission did not have a quorum present at the meeting, but Secretary Risk did take notes. **MOTION CARRIED.**

Risk said Michigan DNR grants have April 1st and August 1st deadlines. Discussed need to prepare grant applications far in advance. Risk will continue researching grants.

Chairman Report: Absent.

Commissioners' Reports: Hoskins reported on bids for mowing services received from Kaiser Landscaping of Stevensville and Caretakers of Bridgman. Discussed mowing, weed killing, and fertilizing requirements for the parks and contract proposals. Tucker has talked to Earthscapes in Lincoln Township and they plan to submit a bid.

Risk gave an update on the Assets Advisory Committee Beach Clean-Up Project. The student committee, which is part of the Lakeshore Excellence Foundation, received a \$2,000 grant from LEF for the project. The group will begin looking for sponsors later this month. They

have close to 80 high school volunteers signed up to help, including Key Club and National Honor Society members. Discussed how parks could support the clean-up effort scheduled for Sunday, May 7, from 1:00 to 5:00 p.m. Rain date is Saturday, May 13.

Status of Parks' Employee – Commission originally cut employee's hours to 24 per week, however Hoskins and Gardner agreed to 32 hours per week after speaking with employee. Tucker, seconded by Knapp, made a **MOTION to amend parks' contracted employee to work 32 hours per week until further notice. MOTION CARRIED.**

Status of Dog Park Proposal – Risk reported the Berrien County Kennel Club has put their dog park proposal on hold due to the cancellation of their main fundraising event.

Old Business:

Picnic/Pavilion Rental Lease – Risk presented draft of lease agreement for pavilion rental at Lincoln Township Community Park (Attachment A) and noted North Lake Park would have a separate lease showing fee price difference. The format is the same as the current reservation agreement. As of the end of February, 23 no-fee reservations had been made for the two pavilions.

Risk said the township office has received some negative feedback regarding the upcoming pavilion fees. In response, she did more research on pavilion/shelter fees in nearby communities (Attachment B). Discussed reasonableness of fee and amenities (scenic view, playground equipment, bathrooms) at North Lake Park and made suggestions for a leasing policy in addition to the signed lease agreement. Risk will prepare final Picnic/Pavilion Rental Lease for approval and draft of supporting policy before the next meeting.

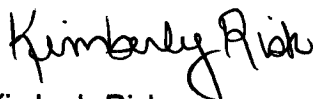
Registration Fees for Organized Sports – Risk spoke with LYBSA president Rose Narregan about registration fee collection. Commission discussed how groups could opt to set charges differently, but what they actually owe is based on fee requirements set forth in Resolution # 2006-02-07-1 for all organized sports and recreation programs using township parks' facilities.

New Business: Hoskins reported a bid for painting the Community Park pavilion exterior.

Announcements: None.

Adjournment: Meeting was adjourned by Vice-Chairman at 8:45 p.m.

Respectfully submitted,



Kimberly Risk
Parks Commission Secretary