



Minutes

**Village of Spring Lake
Parks & Recreation Board Meeting
Monday, February 3, 2020
7:00 p.m.
102 West Savidge Street (EOC Room)**

I. Call to Order

Roll Call: Claire Groenevelt (Vice Chair), George Barfield, Darcy Dye, Lee Schuitema and Susan Petrus (Village Council Liaison).

Absent: Curt Brower (Chair) and Erik Poel

Also Present: Chris Burns (Village Manager) and Maryann Fonkert (Deputy Clerk)

II. Approval of the Agenda: Motion by **Dye**, second from **Barfield**, to approve the agenda as presented. All in favor, motion carried.

Yes: 4 No: 0

III. Approval of the Minutes: Motion by **Schuitema**, second from **Dye**, to approve the January 6, 2019 regular meeting minutes. All in favor, motion carried.

Yes: 4 No: 0

IV. Finance Report: **Burns** reported that they were just about 60% of the way through the fiscal year with most of the line items looking good but they were a little over budget in Workers Comp and part-time wages. **Dye** asked why Workers Comp was over budget. **Burns** explained that it was partially based on the year-end audit that Workers Comp did that determined what the rates would be going forward, and on a dividend received from them but it was not always known how much the dividend was going to be so they could budget accordingly. **Burns** said the dividend for this year was higher than it had been so the budget for 2020/2021 would reflect that. **Barfield** said that he thought they had decided to just hear the Financial Report and not to vote to approve or accept it. **Burns** said she thought they had decided to accept it but would not approve it. **Barfield** said they did but felt there was a fine line between accepting and approving and technically if they accept it, then they approved it and he didn't understand it 100% or have time to study the report so he was not comfortable accepting or approving. **Burns** said that ultimately, Council was responsible for finances, so it was up to this Board how they wished to handle it.

Barfield made a motion that the Parks & Rec Committee no longer accept or approve the Financial Report. The motion failed due to a lack of a second.

Motion by **Dye**, second from **Schuitema**, to accept the Finance Report. Motion carried.

Yes: 3 No: 1 (Barfield)

V. Parks & Recreation Master Plan Update – Burns explained that the Master Plan Update documents had been uploaded in time to meet the deadline, so they were all set to apply for the DNRTF grant.

- VI. Tanglefoot Park Focus Group Update – Burns** shared that about a week and a half ago the Focus group had met in the morning with the consultants to brainstorm ideas. They ended at lunch time so the consultants could spend the afternoon incorporating what they heard into drawings. **Burns** said the Focus Group came back at 5:00 p.m. and spent about an hour and a half going over the drawings and chose two of the four presented, but one was significantly more expensive than the other. **Burns** said the Focus Group asked the consultants to find out the cost differential between the two, but at the end of the day, it would come down to deciding *needs* versus *wants*. **Burns** shared that the more expensive design was not conducive to a Farmers Market which was one of the reasons the group was leaning towards the lesser expensive design. Once the estimators put something together, they would start refining the design and plan another community engagement. **Groenevelt** asked about Tanglefoot Park being added to the DDA. **Burns** explained that amending the DDA boundaries to include Tanglefoot Park would allow the DDA to help pay for park renovations and maintenance. The **Board** discussed losing the RV rental income. **Burns** said that, in theory, one park should not be subsidizing all the other parks; there should be funding allocated through the general fund for every park to be maintained. **Burns** said that parks, cemeteries and airports were usually a losing proposition with no offset revenue. Generally speaking, the general fund covered the cost of maintenance and upkeep. **Barfield** asked if the money from the general fund that was used on Tanglefoot Park could be used on other parks now. **Burns** said that the general fund did not support Tanglefoot Park, Tanglefoot Park netted \$30,000 to \$40,000 each year and that net was put in the general fund and then Council determined what needed funding. **Burns** suggested that the Library debt millage would end this year. An equal amount could continue to be captured and used for park maintenance if Council decided as much. **Petrus** said that the challenge would be Council's concern over water/sewer infrastructure and how could they use that capture for a nonessential item such as Parks, when there were more pressing needs. **Burns** shared with the Board how the DDA was formed, how they received their money and how they were allowed to use their money.
- VII. MDNRTF Grant Application – Burns** reported that Stanford-Butler and the new intern, DeMario Johnson, had started compiling documents for the application that was due on April 1st. **Burns** said there were two components to the DNR Trust Fund and the one for development had a maximum award of \$300,000 with a 30% match. The second component was for property acquisition. **Burns** asked the Board their thoughts on applying for a property acquisition grant to buy the Penney and Martinis property which were having flooding issues from the Grand River. The **Board** agreed that it was worth asking the property owners if they would consider selling.
- VIII. RFPs for Asset Management Plan – Burns** reported that she had received 4 RFP's with MC Smith being the low bid. **Burns** said MC Smith had done a lot of work in the Village prior to her arrival and she had worked with them in other communities. Since this had not been budgeted for, the **Board** discussed budgeting and agreed that they would like **Burns** to ask MC Smith if they would assess Central Park right away for this fiscal year's budget and assess the remaining parks for the next fiscal year budget. **Burns** said she would ask MC Smith and talk to Council.
- IX. Miscellaneous Parks Updates –**
- **Whistle Stop Park Porta Potty - Burns** shared prices and pictures of wraps and painting ideas for porta potties. **Schuitema** suggested the white fencing from Tanglefoot be reused at Whistle Stop. **Petrus** said she really liked the paintable ones that would go with the Art-In-the-Park. **Dye** asked if Stanford-Butler could reach out to Joel to see if he would be interested in painting one. **Burns** said that Stanford-Butler did reach out to Joel, but she had not heard if he had responded

yet. **Dye** asked Burns to find out how much Joel would charge to paint the port-a-potty, because she knew someone who might consider paying for the artwork. **Burns** reported that she had met the new owner of the distributor for Little Tykes where the play equipment had been purchased.

- **Central Park – Barfield** asked why the sign over East Village entrance at Rotary Drive had been removed. **Burns** said that about a year and a half ago, the middle medallion portion fell down. The rest of the sign had come loose and was hanging by a thread, so she had the rest of it removed to prevent injury or damage. **Burns** said there would be a new sign created with a new name once the park was ready.
- **Dye** thanked **Burns** for getting the wall fixed at the Clock Tower.
- **Dog Park – Dye** reported that people were taking the plastic off the water fountain for their dogs. **Barfield** asked if the water was still turned off? **Burns** said that it was. **Burns** reported that the bus stop enclosure by the old Height building would be moved over to the dog park for another shelter.

Tree Board Meeting

X. **Downtown Trees – Burns** reported that Delamater would work with Lee Mueller, the arborist, to determine what trees could be trimmed and what trees needed to be removed.

XI. **Miscellaneous –**

- **Burns** shared that the original agreement with Mike Armour, 206 N Buchanan, was that the Village hired tree service would trim and/or remove the trees on the bike path that hung over his tennis court and that Mr. Armour would pay for that service, however, Mr. Armour found Hecksel Tree Service, a reputable company, that was \$500 dollars less than the tree company the Village had hired. **Burns** asked the Board to consider allowing Mr. Armour to hire Hecksel Tree Service to trim and remove the trees per the arborist’s recommendation.

Motion by **Schuitema**, second from **Barfield**, to approve Hecksel Tree Service to trim and remove the trees on Lakeside Trail that overhang Michael Armour’s tennis court at 206 N Buchanan Street, per the Arborist’s recommendation. All in favor, motion carried.

Yes: 4 No: 0

- **Burns** shared a promotional video that Stanford-Butler and Johnson had put together regarding Tree City USA and what that meant to the Village. **Burns** said they were going to try to do a new promotional video each month highlighting various Village initiatives.

Adjournment

Motion by **Barfield**, second from **Schuitema**, the meeting adjourned at 8:29 p.m. All in favor, motion carried.

Yes: 4 No: 0

Claire Groenevelt, Vice Chair

Maryann Fonkert, Deputy Clerk