

The Oceana County Parks & Recreation Commission meeting was called to order by Chairperson McKeen on Thursday, January 5, 2023, at 3:00 p.m.

Present: Chairperson McKeen, Mr. Spitler, Mr. Wyns, Mr. Mikkelsen, Mr. LundBorg, Mr. Erickson, Mr. Wilson, Mr. Hiddema, Mr. Chandler, and Mr. Warner

Also present: Ms. Jessica Long, Accounts Payable Clerk

Public Comment

No public comment at this time.

Approval of the January 5, 2023 Agenda

Moved by Mr. Hiddema and supported by Mr. Warner to approve the January 5, 2023 meeting agenda, as presented. Voice Vote. All ayes. Motion Carried.

Approval of the December 1, 2022 Minutes of the Regular Meeting

Moved by Mr. Mikkelsen and supported by Mr. Lundborg to approve the December 1, 2022 meeting minutes, as presented. Voice Vote. All ayes. Motion Carried.

Introduction of New Board Members

- Chairman McKeen introduced Mr. Adam Chandler as an official member of the board. Mr. Chandler shared with the board that he has been a resident of Crystal Valley in Oceana County for six years. He currently works at the Conservation District.
- Chairman McKeen introduced Mr. David Spitler as an official member of the Board. Mr. McKeen shared that he was previously the Township Supervisor for Pentwater Township and is an active participant on the Road Commission Board. Mr. Spitler shared that he grew up in Hart, is currently retired, and is dedicated to be an advocate for the Parks and Recreation Commission on the Road Commission Board.
- Chairman McKeen had each commissioner introduce themselves to the new members.

Financial Report

- **Fund 408 Revenues & Expenditures** – as of November 30, 2022, has a Year to Date Balance of \$21,761.72.
- **Fund 288 Revenues & Expenditures** – as of November 30, 2022, has a Year to Date Fund Balance of \$25,540.32.
- **Fund 208 Revenues & Expenditures** – as of November 30, 2022, has a Year to Date Fund Balance of \$23,888.81.

Claims for Payment

Fund 208 – Parks and Recreation Commission for December 2022

Prepaid Claims - \$90.61

To Be Paid Claims - \$0.00

Motion made by Mr. Hiddema to approve the Fund 208 claims for payment amounting to \$90.61, supported by Mr. Warner.

Roll call vote: Mr. Wyns, Yes; Mr. Spitler, Yes; Mr. Wilson, Yes, Mr. Hiddema, Yes; Mr. Warner, Yes; Mr. Chandler, Yes; Mr. Mikkelsen, Yes; Mr. Erickson, Yes; Mr. Lundborg, Yes; Chairman McKeen, Yes. Motion carried.

Fund 408 – Parks and Recreation Capital Projects Fund for September 2022

Prepaid Claims - \$31.46
To Be Paid Claims - \$27.07

Motion made by Mr. Wyns to approve the Fund 408 claims for payment amounting to \$58.53, supported by Mr. Mikkelsen.

Roll call vote: Mr. Wyns, Yes; Mr. Spitler, Yes; Mr. Wilson, Yes, Mr. Hiddema, Yes; Mr. Warner, Yes; Mr. Chandler, Yes; Mr. Mikkelsen, Yes; Mr. Erickson, Yes; Mr. Lundborg, Yes; Chairman McKeen, Yes. Motion carried.

Correspondence

No correspondence at this time.

Chairperson's Report

No report at this time.

Parks Reports

- Black Lake – Chairman McKeen reported that the Campground Host position has been posted on the County website.
- Cedar Point Park – Mr. LundBorg stated that he and Mr. Mikkelsen cut down trees at the park. They have been working on different walkways as well. The framework for the observation overlook has been worked on.
- Crystal Valley Park – Chairman McKeen stated Mr. Chandler will oversee this park moving forward. Mr. Chandler stated that he plans to meet with Mr. Connelly Bowling to get more information on the park.
- Doolittle Park – Mr. Chandler stated that there was an individual who was cutting down trees in the park and taking the wood. Mr. Chandler stated that the individual's vehicle dug deep tire tracks in the trail. The commissioners discussed possibly roping off the access drive.
- Gales Pond – Chairman McKeen stated Mr. Mikkelsen cut down some black locust trees.
- Mill Pond – Mr. Hiddema stated that there are new neighbors.
- Stony Lake – Mr. Mikkelsen stated that there is nothing to report.
- Marshville – Mr. Wyns reported that the estimated amount for the dam removal and stream restoration is \$1.98M, and they have confirmed funding of \$2.4M in grants. The project is projected to start August 1st.

Old Business

- Mr. Wilson and Mr. Hiddema spoke about the ADA reports that they received. Mr. Wilson stated that, at the meeting with the Disability Network, they created a priorities list for the parks. Mr. Hiddema stated that, for Black Lake, they discussed adding crushed stone to the parking lot, replacing the playground, and shelter locations. Mr. Wilson recommended replacing the current picnic tables at all of the parks with the ADA accessible tables that they have.
- Chairman McKeen spoke with Brian Majka from GEI and asked if they would be willing to look over the Black Lake project and provide an opinion on where the pavilion should be placed. GEI responded that they would be willing to do a site visit for \$1,800-\$2,000, and then the design concept development would range from \$2,000 to \$15,000.
 - Mr. Erickson spoke with a gentleman out of Cadillac, and they are still actively working in the area. Mr. Erickson suggested reaching out to them to ask for possible assistance on the Black Lake project.
 - Mr. Wilson spoke with Fleis and Vandenbrink regarding the Black Lake project, and asked if they would consider developing a plan at no cost, and then receive compensation with Spark Grant funds.
 - Mr. Mikkelsen spoke with different vendors to get quotes for concrete and plumbing to create barrier free, unisex restrooms. The estimate for septic came in at \$3,000-\$4,000, the concrete estimate came in at \$5,000-\$6,000, the plumbing estimate came in at \$12,000, and the building itself estimate came in at \$10,000-\$12,000. The building would be 6ft by 10ft for the mechanical portion, and 8ft by 10ft for the restroom portion.
 - Mr. Mikkelsen stated that Dave Hallack quoted a 6ftx5inx2000ft recycled asphalt walkway at \$8,000 for materials and \$3,500 for machinery and labor.
 - Mr. Warner suggested creating an RFP to present to the board and request that the public bidding policy for work be waived.
 - Mr. Mikkelsen broke down what the ARPA funds are being used for, and what the SPARK Grant funds would be used for at Black Lake.
 - ARPA Funds: Electrical upgrades, a picnic shelter, a parking area, and some pathways/walkways
 - SPARK Grant Funds: Restrooms with a shower, ADA accessible driveway and walkways, additional trails, new playground equipment, and barrier free campsites.

Motion made by Mr. Wilson to move forward with developing a RFP that includes the features discussed, supported by Mr. Warner.

Roll call vote: Mr. Wyns, Yes; Mr. Spitler, Yes; Mr. Wilson, Yes, Mr. Hiddema, Yes; Mr. Warner, Yes; Mr. Chandler, Yes; Mr. Mikkelsen, Yes; Mr. Erickson, Yes; Mr. Lundborg, Yes; Chairman McKeen, Yes. Motion carried.

New Business

- The 2023 budget was approved by the Board of Commissioners with a \$10,000 increase. The total budget for 2023 is \$63,985.00.

Public Comment

No public comment at this time.

There being no further business, Chairperson McKeen requested a motion to adjourn at 4:50pm.

Moved by Mr. Hiddema and seconded by Mr. Wilson to adjourn the meeting of the Parks and Recreation Commission at 4:50pm.

The next meeting will be held February 2, 2023 at 3:00pm.

Respectfully submitted,



Stacey Becker
On behalf of Pete LundBorg, Secretary
Oceana County Parks & Recreation Commission