

The Oceana County Parks & Recreation Commission meeting was called to order by Chairperson McKeen on Thursday, February 2, 2023, at 3:01 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. Stacey Becker, Financial/HR Coordinator and Mr. Hyslop, Crystal Township Supervisor

Approval of the February 2, 2023 Agenda

Moved by Mr. Wilson and supported by Mr. Hiddema to approve the February 2, 2023 meeting agenda, with the deletion of "to discuss possible 10 acre land gift" written in 10F, and the addition of 13E "Appoint Mr. John Wilson as spokesperson with the DNR for grant purposes." Voice Vote. All ayes. Motion Carried.

Public Comment

No public comment at this time.

Approval of the January 5, 2023 Minutes of the Regular Meeting

Moved by Mr. Wilson and supported by Mr. Chandler to approve the January 5, 2023 minutes with the amendment of adding Mr. John Warner as present at the meeting. Voice Vote. All ayes. Motion Carried.

Financial Report

- **Fund 408 Revenues & Expenditures** – as of December 31, 2022, has a Year to Date Balance of \$20,741.21.
- **Fund 288 Revenues & Expenditures** – as of November 30, 2022, has a Year to Date Fund Balance of \$25,632.23.
- **Fund 208 Revenues & Expenditures** – as of November 30, 2022, has a Year to Date Fund Balance of \$20,067.53.

Claims for Payment

Fund 208 – Parks and Recreation Commission for January 2023

Prepaid Claims - \$215.54

To Be Paid Claims - \$0.00

Motion made by Mr. Hiddema to approve the Fund 208 claims for payment amounting to \$215.54, 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 - \$267.10

To Be Paid Claims - \$0.00

Motion made by Mr. Mikkelsen to approve the Fund 408 claims for payment amounting to \$267.10, supported by Mr. LundBorg.

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

- Chairman McKeen received a phone call from a Gene inquiring about a county adult exercise program for seniors. He explained that the Parks and Recreation Commission does not have a program of that nature. Chairman directed Gene to many other options for exercise for seniors in the County.
- A phone call from Ms. Diane Peterson was received in regards to reserving the Cedar Point Park deck for her son's wedding in August. Chairman McKeen informed Ms. Peterson that reservations are not taken and that the deck is available to the public.
- There was a brief discussion with Ms. Elizabeth Whitcomb about the possible donation of 10 acres in Pentwater Village for a future park addition.

Chairperson's Report

- Chairman McKeen reported on the completion of the Doolittle Park shelter.
- Mr. Mikkelsen and Chairman McKeen met at Gales Pond to remove invasive Black Locust trees. To date Mr. Mikkelsen has removed 25 trees.
- A meeting was held with Ms. Erin Kuhn, Mr. Fallon Chabala, and Ms. Suzie Knoll to discuss future projects for NOAA Partnership funding for 2023.
- Chairman McKeen conducted a six minute interview with radio station WLAK regarding the five-year Master Plan survey.
- WMSRDC provides a quarterly watershed meeting, which Chairman McKeen attended online.
- Chairman McKeen attended the Oceana County Board Meeting on January 26, 2023.
- Two Stony Creek restoration engineering meetings were attend by Chairman McKeen.
- Mr. Ed VanderVries, Equalization Director, was helpful in gathering additional information for the Pentwater Watershed suvery. The watersheds will be put on the county maps for GIS.

Parks Reports

- Black Lake – nothing to report by Mr. Spitler
- Cedar Point Park – Mr. LundBorg provided an update on the decking, walkway, and box posts, as well as the burning of excess brush.

- Crystal Valley Park – Mr. Erickson provided information about the Crystal Valley Dam, including the perspective of another engineer in regards to options for repairing the dam. Mr. Tiffany’s resume was circulated to commissioners. Mr. Erickson spoke about Mr. Tiffany working on a proposal in regards to saving the impoundment.
- Doolittle – Mr. Chandler discussed educational programming and the observation of the pooling of water that looks like a pond on the southeastern corner. He inquired about the ability to create a small footpath to the pond. Commission members agreed to the path idea. Mr. Mikkelsen commented on cutting of trees for fence posts and the noticeable damage from illegal logging of trees.
- Gale’s Pond – nothing to report by Chairman McKeen
- Mill Pond – nothing to report by Mr Hiddema
- Marshville Dam – nothing to report by Mr. Wyns
- Stony Lake – nothing to report by Mr. Mikkelsen

Old Business

- The county wide recreation program has lost interest as not all parties are interested in participating.
- The Parks and Recreation five-year Master Plan is moving along with 97 surveys returned to date.
- Mr. Wyns discussed the Stony Creek Restoration project. The bridge is the focus and a permit has been filed with EGLE. There is a construction outline with the Oceana County Road Commission conducting a lot of the work providing approximately \$80,000 in savings. A start date of August 1, 2023, with a 10 week time frame has been discussed.
- Discussion ensued regarding the Crystal Creek Dam. Mr. Lee Hyslop provided historical background about the deed of the property. It has been determined that approximately 40 percent is county owned and 60 percent is owned by adjoining property owners. It was the consensus of Chairman McKeen that any decision regarding the Crystal Creek Dam is out of the Parks and Recreation Commission control and at the discretion of the Oceana County Board of Commissioners.
- Mr. Wilson provided an update on the ADA parks reports. He requested from Brad to come up with one document that covers the basis for each park.
- Discussion ensued regarding the RFP for the Black Lake Master Plan. The subcommittee that reviewed proposals provided a summary report of expenses and answered questions about the RFP process. It was the recommendation of the subcommittee to contract with PM Blough for the Master Plan.

Moved by Mr. Wyns and supported by Mr. Mikkelsen to enter into a contract with PM Blough for the service of creating a Master Plan for Black Lake Park.

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.

Discussion ensued regarding how to fund the contract and where the costs should be reflected in the Fund 208 Parks and Recreation 2023 budget.

Moved by Mr. Wyns to fund the contract using Fund 208's fund balance and increasing the budget of line item 208-000-801.000 Consultants by \$12,500, supported by Mr. Chandler.

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.

- Mr. Wilson covered the SPARK Grant process and awarding of such grants.
- Chairman McKeen stated that there have been no applications received for the position of campground host at Black Lake Campground. Discussion ensued on some ideas to bring awareness to the need of a host for the 2023 season.
- Chairman McKeen thanked Mr. Warner for the assistance in filing the EGLE permit for the Gale's Pond east walkway. Mr. Warner provided responses to questions that were raised by EGLE.

New Business

- Mr. Chandler led a discussion regarding the vandalism at Crystal Valley Park. Suggestions for changes included fixing the broken light box, increasing outside lighting, and removing the shed. Mr. Hyslop provided some suggestions for LED strip lighting. He also stated that there is concern of the public there during the night with no lighting. Adding lighting may deter the nighttime vandalism. Chairman McKeen suggested a spring cleanup to get the park looking better.
- Mr. Mikkelsen brought up the need to repair several sections of the Gale's Pond main walkway. A discussion regarding the use of Trex product to increase the lifespan of the walkway was deliberated. When asked about cost Mr. Mikkelsen stated a replace of approximately 40 feet of walkway with Trex material would cost about \$1,000. Chairman McKeen suggested replacing 80 feet of walkway this summer.

Moved by Chairman McKeen and supported by Mr. Wyns to authorize Mr. Mikkelsen to spend up to \$2,000 to replace roughly 80 feet of Gale's Pond Boardwalk with Trex board.

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.

- The Conservation District is offering a county wide banquet on March 20, 2023. This banquet will be informational and celebrate the 50th Anniversary. Conservation District is selling tickets.
- Chairman McKeen requested from commission members to provide him a list of accomplishments for each of the parks for 2022 in preparation of the Annual Report to the Board of Commissioners. Mr. Mikkelsen stated he is already working on the request.

- Request to commission members from Chairman McKeen to appoint Mr. Wilson as point of contact to the DNR for grant purposes. This was previously held by Ms. Lisa Dutcher and a point of contact has not been updated since her vacancy on the commission years ago.

Moved by Mr. Mikkelsen to appoint Mr. John Wilson as contact person to the DNR for grant purposes, supported by Mr. Warner. Voice vote. All Ayes. Motion carried.

Public Comment

Mr. Lee Hyslop addressed the Commission providing updates for Crystal Township including: personnel changes, road work updates, increasing communication with local farmers, and the ongoing installation of TruStream. He also asked the Commission if they would have a need for lumber to build benches, as he knows of someone who may have extra for donation. Mr. Hyslop provided his background information to the Commission.

There being no further business, Chairperson McKeen requested a motion to adjourn.

Moved by Mr. Wilson and seconded by Mr. Mikkelsen to adjourn the meeting of the Parks and Recreation Commission at 4:44pm. Voice Vote. All Ayes. Motion Carried

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

Respectfully submitted,



Stacey Becker

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