

The Oceana County Parks & Recreation Commission meeting was called to order by Chairperson McKeen on Thursday, November 2, 2023, at 3:00 pm.

Present: Chairperson McKeen, Mr. Spitler, Mr. Hiddema, Mr. Wyns, Mr. Chandler, Mr. Erickson, Mr. Warner, Mr. LundBorg, Mr. Wilson and Mr. Mikkelsen. Absent: None

Also present: Mr. Stephen Carlson, West Michigan Shoreline Regional District Consortium (WMSRDC), and Ms. Brittany Bostrom, Accounts Payable Clerk.

### **Approval of the November 2, 2023 Agenda**

*Moved by Mr. Wilson and supported by Mr. Chandler to approve the November 2, 2023, meeting agenda as amended. Voice vote - all ayes. Motion carried.*

### **Approval of the October 5, 2023, Minutes of the Regular Meeting**

*Moved by Mr. Mikkelsen and supported by Mr. Hiddema to approve the October 5, 2023, minutes as presented. Voice vote - all ayes. Motion Carried.*

### **Public Comment**

There were no public comments at this time.

### **Financial Report**

- **Fund 408 Revenues & Expenditures** – as of September 30, 2023, Revenues were \$8.27; Expenditures were \$381.68; with a Fund Balance of \$27,476.98.
- **Fund 288 Revenues & Expenditures** – as of September 30, 2023, Revenues were \$118.36; Expenditures were \$0.00; with a Fund Balance of \$26,616.87.
- **Fund 208 Revenues & Expenditures** – as of September 30, 2023, Revenues were \$14.24; Expenditures were \$4,177.44; with a Fund Balance of \$42,802.96.

*Motion made by Mr. Wilson and supported by Mr. Spitler, to accept the Financial Report Revenues & Expenditures as presented. Voice vote - all ayes. Motion carried.*

### **Claims for Payment**

#### **Fund 208 – Parks & Recreation Commission for September 2023**

Prepaid Claims - \$8,379.55  
To Be Paid Claims - \$0.00

*Moved by Mr. Wilson and supported by Mr. Hiddema to approve the Fund 208 Claims for Payment in the amount of \$8,379.55.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – yes; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

#### **Fund 408 – Parks & Recreation Capital Projects Fund for September 2023**

Prepaid Claims - \$5,930.28  
To Be Paid Claims - \$0.00

*Moved by Mr. Erickson and supported by Mr. Mikkelsen to approve the Fund 408 Claims for Payment in the amount of \$5,930.28.*

*Roll call vote: Mr. Warner – yes; Mr. Spittler – yes; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Hiddema – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

### **Correspondence**

No correspondence was presented.

### **Chairperson's Report**

- Attended two Oceana County Road Commission meetings and thanked the Board for their continued support for County Parks.
- Attended two County Board meetings and spoke regarding the need for increased budget support.
- Gale's Pond east walkway was completed by the Blackmer Construction Co.
- Continued working with the Pentwater River Watershed group on their watershed survey. 850 riparian property owners will receive a survey form.
- Attended the quarterly WMRSDC watershed meeting.
- Crystal Valley Park SPARK grant was denied.
- I had the honor of bestowing the Greater Good Award to Mr. Pete LundBorg at the recent Oceana Community Foundation meeting.

### **Stephen Carlson of WMRSDC with Oceana County Parks & Rec Master Plan update**

Stephen Carlson, West Michigan Shoreline Regional District Consortium (WMSRDC), facilitated discussion regarding the Oceana County Parks & Recreation Master Plan update. After reviewing the Goals & Objectives, Mr. Carlson added, "Oceana County Parks & Recreation Commission will continually seek engagement and feedback from all segments of the community's population." After a brief discussion the Commission agreed that it was a good addition. Mr. Carlson discussed the timeline for completion of the Master Plan with the commission.

### **Parks Reports**

- Black Lake – The well will be winterized on 11/3, garbage service will end, and the port-a-Jon will be picked up on 11/3/2023. In January 2024, a serious conversation needs to be had about the future of Black Lake Campground.
- Cedar Point Park – The cement work has been finished. Trash service and a Port-a-Jon should be at the park through the end of October due to heavy fall traffic at the park. Talked with Dave Fox about grading in the picnic area to make it accessible. Mr. LundBorg is in the process of putting together costs for the picnic area and working on finding funding for the project. Discussion was had regarding a playground and Mr. LundBorg has concerns about the limited amount of square feet available at the park to put an ADA accessible playground in.
- Crystal Valley Park – Howard's Lawn Care has been doing a wonderful job helping keep Crystal Valley mowed and cleaned up. The pavilion lights are working properly. The meeting with J.E. Tiffany and Sons to do the assessment at Crystal Valley Dam was postponed due to the excessive amount of rain that was received over the last week.

*Motion made by Mr. Chandler and supported by Mr. Mikkelsen, to increase Howard's Lawn Care Service for garbage pickup at Crystal Valley Park from \$20.00 to \$25.00 per month.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – yes; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Doolittle – The roof of the pavilion and was cleaned off. The conservation district is done with the Knee-High Naturalist program due to hunting season fast approaching and should start back up in February 2024.
- Gales Pond – The East walkway has been completed and Carrie Wilson, Conservation District, would like to hold three-night time walks out there this year. The dates and times will be December 21<sup>st</sup>, 2024, 4:30pm. to 5:30pm., January 11<sup>th</sup> 2024, 5:30 pm. to 6:30 pm., and February 8<sup>th</sup> 2024, 6pm. to 7pm. these events will be free to the public.

*Motion made by Mr. Mikkelsen and supported by Mr. Erickson, to request an invoice from the Oceana Conservation District for educational programming at Gales Pond in collaboration with Oceana County Parks in the amount of \$250.00.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – yes; Mr. Chandler – abstain; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – abstain. Motion carried.*

- Mill Pond – Mr. Hiddema, would like to do some painting inside, remove the pitcher pump, and remove a stump. **Tabled until Spring 2024.** Milton Kreigh, M & M's Property Services, LLC, is interested in returning next year to continue mowing at Mill Pond.
- Marshville Dam – A cultural resources team went out and completed a field survey. Historical debris was found but none of the artifacts found will impact the project.
- Stony Lake – None presented.

### Old Business

- Larry Porter inquired about when the sign would be placed at Stony Lake for Vinnie Porter. Discussion was had and Mr. Mikkelsen and Mr. LundBorg will get the sign and have it put up, after received clarification of the wording of the old sign from Mr. Erickson.
- Purchase one pack of two life ring throw ropes for \$25.79 from Amazon.

*Motion made by Mr. Hiddema and supported by Mr. Warner, to purchase two life ring throw ropes, in the amount of \$25.79, to be installed on the life rings at various parks.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – yes; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion regarding Jon's To Go contract for 2024-2025. **Tabled until next meeting.**
- Discussion regarding Oceana County Road Commission invoice for mowing the county parks for the 2023 year in the amount of \$2,094.02.

*Motion made by Mr. Hiddema and supported by Mr. Mikkelsen, to approve \$2,094.02 to the Oceana County Road Commission for mowing the County Parks for 2023 year.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – yes; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion regarding PM Blough invoice for Crystal Valley Plan. The County Board approved payment of 50% of the invoice leaving Parks & Recreation Commission to pay the remaining portion.

*Motion made by Mr. Mikkelsen and supported by Mr. Wilson, to approve \$2,175.00 to PM Blough for professional services related to Master Plan of Crystal Valley Park.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – yes; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Additional funding was added to the Parks budget for 2024. Originally, Parks & Recreation was notified they would be receiving \$45,000, which was the amount received the prior year. An additional \$10,000 has been added to the Parks & Recreation budget for the 2024 year.

### **New Business**

- Discussion regarding the removal of a White Pine at Black Lake Campground. The tree is leaning toward the park power line and transformer. A quote from Custom Tree Service in the amount of \$1,200 was received and includes removal and clean up.

*Motion made by Mr. Erickson and supported by Mr. Spitler, to accept the bid from Custom Tree Service in the amount of \$1,200.00, for removal of the White Pine at Black Lake Campground.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – absent; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion regarding the quote from Roskam Snow Plowing in the amount of \$40 per push with 3 inches of snow or greater at Gale's Pond. Not to exceed \$250.

*Motion made by Mr. Hiddema and supported by Mr. Chandler, to accept the bid from Roskam Snow Plowing in the amount of \$40.00 per push not to exceed \$250, for snow plowing at Gale's Pond.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – absent; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion regarding the quote from Roskam Snow Plowing for \$45 per push with 5 inches of snow or greater at Doolittle Park. Not to exceed \$250. Plow service would not take effect until February of 2024.

*Motion made by Mr. Mikkelsen and supported by Mr. Wyns, to accept the bid from Roskam Snow Plowing in the amount of \$45 per push, 5 inches or greater to start February 1st, 2024, for snow plowing at Doolittle Park. Not to exceed \$250.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – absent; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion regarding the purchase of a battery powered Stihl blower for use at Cedar Point Park to clean sand and debris off the steps to prevent slip and falls.

*Motion made by Mr. Erickson and supported by Mr. Mikkelsen, to purchase a battery powered Stihl blower from Larson & Sons, for use at Cedar Point Park.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – absent; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion to move \$10,000 from Fund 208 to Fund 288. Fund 288 is the matching funds account for grants awarded to Oceana County Parks & Recreation. This is done prior to the end of the year.

*Motion made by Mr. Mikkelsen and supported by Mr. Chandler, to move \$10,000 from Fund 208 to Fund 288, for the purpose of matching grants.*

*Roll call vote: Mr. Hiddema – yes; Mr. Warner – absent; Mr. Chandler – yes; Mr. Erickson – yes; Mr. Wyns – yes; Mr. Mikkelsen – yes; Mr. LundBorg – yes; Mr. Spitler – yes; Mr. Wilson – yes; and Chairman McKeen – yes. Motion carried.*

- Discussion was had regarding putting together a brochure or some sort of publication informing the public about upgrades to the parks, identifying all the public parks open, and to make the public aware of what is available to them. Mr. Erickson discussed having a page sponsored in the Oceana Echo featuring a different Oceana Park every week to help bring awareness. Discussion was had about Mr. Chandler being interested in writing a few small articles to be featured in the Oceana Echo.

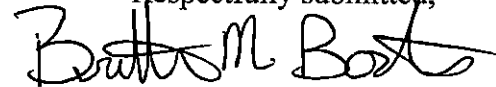
### **Public Comment**

There were no public comments at this time.

There being no further business, Chairperson McKeen adjourned the meeting of the Parks & Recreation Commission at 4:30 pm.

The next meeting will be held on December 7, 2023, at 3:00 pm.

Respectfully submitted,



Brittany Bostrom

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