

The Oceana County Parks & Recreation Commission meeting was called to order by Chairperson McKeen on Thursday, December 7, 2023, at 3:00 pm.

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

Also present: Ms. Brittany Bostrom, Accounts Payable Clerk.

Approval of the December 7, 2023 Agenda

Moved by Mr. Erickson and supported by Mr. Mikkelsen to approve the December 7, 2023, meeting agenda as amended. Voice vote - all ayes. Motion carried. Absent: Mr. Wilson, Mr. Wyns and Mr. Chandler.

Approval of the November 2, 2023, Minutes of the Regular Meeting

Moved by Mr. Spitler and supported by Mr. Hiddema to approve the November 2, 2023, minutes as presented. Voice vote - all ayes. Motion Carried. Absent: Mr. Wilson, Mr. Wyns and Mr. Chandler.

Public Comment

There were no public comments at this time.

Financial Report

- **Fund 408 Revenues & Expenditures** – as of October 31, 2023, Revenues were \$11, 992.48; Expenditures were \$3, 069.72; with a Fund Balance of \$18,554.22.
- **Fund 288 Revenues & Expenditures** – as of October 31, 2023, Revenues were \$123.27; Expenditures were \$0.00; with a Fund Balance of \$26,740.14.
- **Fund 208 Revenues & Expenditures** – as of October 31, 2023, Revenues were \$12.26; Expenditures were \$11, 703.87; with a Fund Balance of \$31, 111.35.

Motion made by Mr. Hiddema and supported by Mr. Erickson to accept the Financial Report Revenues & Expenditures as presented. Voice vote - all ayes. Motion carried. Absent: Mr. Wilson, Mr. Wyns and Mr. Chandler.

Claims for Payment

Fund 208 – Parks & Recreation Commission for November 2023

Prepaid Claims - \$5,916.73.62
To Be Paid Claims - \$1,092.50

Moved by Mr. Warner and supported by Mr. Mikkelsen to approve the Fund 208 Claims for Payment in the amount of \$7,009.23.

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

Fund 408 – Parks & Recreation Capital Projects Fund for November 2023

Prepaid Claims - \$206.44
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 \$206.44.

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

Correspondence

None

Chairperson's Report

- Attended the Oceana County Road Commission bid opening for the Marshville Road bridge replacement. JE Kloote, was the sole bidder at \$562,180.00.
- Attended the November ORC monthly meeting.
- Attended the November Oceana County Board meeting.
- Spoke with Jenny Hosko regarding the Campground Host position at Black Lake for 2024.
- Met with Stephen Carlson regarding Parks Five Year Master Plan.

Parks Reports

- Black Lake – White Pine Tree was removed as well as debris. Garbage dumpster and well house secured.
- Cedar Point Park –Mr. LundBorg reported that he is trying to get things buttoned up before snow arrives. The walkaway is almost done. Next Spring, they will start on the observation deck. Mr. LundBorg is hopeful the project will be completed by the end of next Spring. Mr. McKeen and Mr. LundBorg discussed getting quotes to have some trees and debris cleaned up.
- Crystal Valley Park –Park has remained clean and no vandalism has been reported.
- Doolittle – None presented.
- Gales Pond – Mr. Mikkelsen reported there is a tree down but he didn't have a chainsaw with him to clean it up. The boardwalk is complete and is very nice.
- Mill Pond – None presented.
- Marshville Dam – A continual archaeological dig is still continuing with all findings to be turned over to SHPO (State Historic Preservation Office) and should be completed sometime in January 2024.
- Stony Lake –Mr. Mikkelsen was out leaf blowing but stated that it would need more clean up come Spring time.

Old Business

- Four life ring throw ropes are now available in the airport storage unit.
- WMRSDC/NOAA have now executed the contracts for the Stony Creek restoration project with Catskill Construction out of Portage, MI. Work is slated to begin April 15, 2024.
- The Porter sign at Stony Lake is still in the process of getting the sign made.
- Funding for Parks & Recreation for 2024 is set at \$55,000.00.
- Oceana County Board of Commissioners approved the moving of funds from Fund 208 to Fund 288.
- Updates:
 - County Wide Recreation Program
 - Parks & Recreation Commission's Five-Year Plan – Mr. McKeen stated that the plan is coming along nicely and will be discussed in more detail under New Business.

- Stony Creek Restoration
- Crystal Creek Dam –Mr. Tiffani and Mr. Erickson went out to the dam and drilled into the top of the dam spill way. Three holes were drilled about 14 inches deep, then funnels and sandbags were placed and food dye was poured in through the holes to check for movement of water. No food dye was seen. Mr. Tiffani will be writing a proposal to present to the Board of Commissioners. Continued discussion ensued regarding the Dam.
- ADA Parks Report
- Various Grants

New Business

- Oceana County Recreational Facility Inventory courtesy of WMRSDC 2014, the list will need to be updated and will be added to the Parks and Recreation Five-year Master Plan. Discussion ensued regarding making the list up to date.
- Jon's to go contact for the 2024-2025 increased a significant amount. Mr. McKeen would like to reevaluate the amount of Port-a-Jon's needed at each park and receive a requote for the 2024-2025 season. Discussion ensued.
- The National Honor Society requires their high school members to do community service. A parent brought it to the attention of Parks and Recreation to develop a youth community service program in Oceana County. The conservation district could also be included in the community service program. The problem that Parks & Recreation Commissioners foresee is not having a recreational employee to over see the children doing the community service. Discussion ensued.
- Mr. Wilson and Mr. Carlson from WMRSDC put together an initial list of the Goals and Objectives for Oceana County Parks Five-Year Master Plan. Discussion ensued on what all will be included in the final draft of the Master Plan.
- Recommendation to the Oceana County Board to reappoint Mr. Mikkelsen, Mr. Wilson and Mr. Wyns.

Moved by Mr. Spitler and supported by Mr. Hiddema to make and adopt the resolution to bring to the Oceana County Board to reappoint John Wilson, John Wyns and Joel Mikkelsen for reappointment for another three-year term on the Oceana County Parks & Recreation Board.

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

- Compile a list of projects for 2024.
 - Gale's Pond, continue replacement of main wood structure top boards.
 - Gale's Pond, build a new stairway off of the elevated walkway for access to Doolittle Park.
 - Paint the inside of the Mill Pond picnic shelter.
 - Resurface the path around Gale's Pond.
 - Build a pathway at Cedar Point.
 - Remove stump at Mill Pond.
 - Install kayak racks at Mill Pond.
 - Cleaning out the wood at Cedar Point.
 - Put a sign, "Slippery when wet" at Mill Pond, Cedar Point, and Gale's Pond.

Moved by Mr. Warner and supported by Mr. Hiddema to purchase six signs not to exceed \$300.00 from F & J Signs that state, "Slippery when wet."

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

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 5:02 pm.

The next meeting will be held on January 4, 2024, at 3:00 pm.

Respectfully submitted,



Brittany Bostrom

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