

Glen Arbor Township Parks and Recreation Board Meeting
Thursday, January 20, 2022 - Glen Arbor Townhall
Approved, Parks & Recreation Board Meeting, March 17, 2022

Members Present:

Rick Schanhals, President; Ron Calsbeek, Secretary; Kim Volk; Pam Laureto

Members Absent:

John McIlvried

Call to Order:

The meeting was called to order by Rick Schanhals at 1:00 pm. A quorum was established and the Pledge of Allegiance was said.

Approval of Agenda:

The agenda was approved with two additions to New Business: Annual Swearing In of Board members and Conflict of Interest Disclosures. *Motion made, seconded, and carried unanimously.*

Approval of Previous Meeting Minutes:

The minutes of the Parks & Recreation Board's January 5, 2022 meeting were approved as presented. *Motion made, seconded, and carried unanimously.*

Public Comment:

There were no public comments at this meeting.

Election of Officers:

MOTION: It was moved and seconded to elect Ron Calsbeek to a one-year term as President of the Parks & Recreation Board. *Motion carried unanimously.*

MOTION: It was moved and seconded to elect Kim Volk to a one-year term as Secretary of the Parks & Recreation Board. *Motion carried unanimously.*

MOTION: It was moved and seconded to elect Rick Schanhals to a one-year term as Treasurer of the Parks & Recreation Board. *Motion carried unanimously.*

Upon approval of these motions, Ron Calsbeek took over as chair for this meeting.

Budget Review & Planning for 2022-23

The Board reviewed the 2021-22 Budget and made adjustments as it deemed necessary for the 2022-23 Budget to be submitted to the Glen Arbor Township Board for approval.

These adjustments include the following changes to Income: \$500 each for the following accounts: 000-643 - Pickleball Fees/Tournament; 000-644 - Park Tennis Tournament Fees; and 000-674 Park Fundraiser/Contributions. Total income budgeted for 2022-23 is \$1,500.

Adjustments to expenses for 2022-23 include the following: \$1,000 to Park Employee Wages account 751-703; \$6,000 to Park Manager Wages account 751-704; \$1,500 Park Advertising

account 751-765; and \$30,000 for Park Maintenance account 751-934. *It was moved, seconded and carried unanimously to recommend these changes to the Parks & Recreation budget for 2022-23 understanding that the Treasurer and Clerk will finalize the Budget by January 31st for presentation to the GA Township Board for approval at its February meeting.*

Meeting with Leelanau School

Ron Calsbeek summarized the January meeting between the Parks & Recreation Board and representatives from the Leelanau School. Pam reported that the township's certificates of insurance requested by the Leelanau School were delivered to the school but the school has not yet been able to meet with her to review the contract. Pam will follow-up on this. Ron noted that the school is doing a nice job with cleaning in advance of pickleball play.

Meeting with Glen Arbor Arts Center (GAAC)

Kim Volk summarized the January meeting with the Glen Arbor Arts Center's Campus Planning Committee and noted the GAAC's appreciation for the time members of the Parks & Recreation Board spent to meet and the suggestions they offered. Ron Calsbeek noted that there are likely avenues for collaboration between the Park and the Arts Center to explore in the future.

Old Business

Kim Volk will review the job descriptions for the park manager and employee and draft an advertisement to find potential candidates for each position. She will also contact John McIlvried to see if he is willing to follow up with the Michigan colleges/universities who have parks and recreation majors to see what might be involved in finding a student to intern with the park each summer.

Ron and Pam will provide a recommendation to the township Board to approve the purchase of a new backpack blower for approval at the February meeting.

Rick will follow-up with Dave Jacklin to get a price to stain the old pavilion and once the costs are known request a budget adjustment if necessary.

Other maintenance items were discussed and are included in the Parks & Recreation Board work plan and 2022-23 proposed budget: refresh engineered wood fiber, replace one windscreen damaged by windstorm, clean up vines and other foliage along street at courts 3 & 4; fix tennis posts to hold new score cards and ball trays; add another bike rack at the main parking lot entrance; recoat basketball surface; and, recoat the pickleball courts.

Two items were put on hold pending development of a new five-year plan: Replacement of Tennis Courts 3 & 4 and the possible addition of two new pickleball courts.

New Business

The board deferred discussing the five year recreation plan until the March meeting. Copies of the plan that was developed a few years ago but not approved by the Township Board will be reproduced for Kim and John and will be used as a starting point for the Board's March discussion.

Ron will purchase the tools needed for park maintenance and which have been included in the current year's budget.

Township Board Representative Report

Pam reported that she has received interest from two new people in joining the park board. One has already submitted an application and she expects the other to do so once he returns from a trip. It is possible they could be nominated by the Township Board as soon as its February meeting.

Next Meeting: Thursday, March 17, 2022, 1pm, Township Hall

Adjournment: The meeting was adjourned at 2:45 pm.