

**Glen Arbor Township
Parks & Recreation Board Special Meeting Minutes: April 14, 2022**

Call to Order

The special meeting of the Parks & Recreation Board was called to order by President Ron Calsbeek at 1:01pm. The following board members were present: Ron Calsbeek; Rick Shanahals; John McIlvied; Annabell Moore; Kim Volk; and Pam Laureto.

Pledge

The board members stood and said the Pledge of Allegiance.

Public Comment

No members of the public were present for this meeting so no public comments were made.

Park Employee(s)

The Board discussed the need to hire a person or persons to serve as park supervisor/manager or caretaker/groundskeeper for the season. This is a part-time position that runs from May-October working 10-20 hours per week. The board reviewed drafts of a job description and help wanted ad and approved both, with some additional edits.

The Board agreed to interview for one position and to use the title Park Manager & Groundskeeper. Interested persons should contact the township supervisor and he will initially vet candidates before referring them to Ron Calsbeek to interview. Since the Parks & Rec Board is not scheduled to meet again until May 19, *it was moved and seconded to authorize Ron Calsbeek to interview and hire this employee. Motion carried unanimously.* Ron said he will let the rest of the board know when interviews are scheduled and any who are able to participate in the process would be welcome.

Kim Volk will update the documents with the edits made at this meeting and send final copies to both the Board and the township's assistant clerk for posting.

Five-year Parks & Rec Plan

As chair of the 5-Year Planning Committee, Kim led a discussion on this effort, specifically relative its purpose, history, process, and getting community input. *After discussion, it was moved and seconded to update the 2020 Community Park, Recreation, Open Space & Greenway Plan while simultaneously gathering community input as to future parks and recreation programs. Motion carried unanimously.*

The Board agreed that it and the 5-year planning committee could do some of this work but ultimately it would need to engage an outside expert, particularly with respect to interactions with and gathering input from the community. Kim Volk and Rick Shanahals agreed to contact a landscape architect and/or project manager to ascertain what it might cost for this engagement. They will share those cost estimates with the Board as soon as they have them. Pam Laureto will apprise the Township Board of these activities. The Board agreed to review the survey that John McIlvied drafted to capture community input and share any feedback with John and each other. John noted the survey was quite long and expects that it will need to be shortened and several of the questions rewritten prior to its use with the public.

Respectfully submitted by: Kim Volk April 14, 2022