

Glen Arbor Township Parks & Recreation Board Meeting

Thursday, March 17, 2022 - Glen Arbor Town Hall

Approved, PARB, May 19, 2022

Call to Order

The meeting of the Glen Arbor Township Parks & Recreation Board was called to order by President Ron Calsbeek at 1:00 pm on Thursday, March 17, 2022 in the Township Hall gymnasium

Members Present

Ron Calsbeek, Rick Schanhals, John McIlivried, Kim Volk, Secretary, Pam Laureto, Clerk, and Annabel Moore. Annabel Moore was appointed to the Board at the Township Board's March meeting. Annabel Moore introduced herself and was welcomed to the group.

Pledge

The Board said the Pledge of Allegiance to the American Flag.

Approval of Agenda

A motion was made and seconded to approve the agenda for the meeting as presented.

Motion Carried.

Conflicts of Interest Disclosures

Directors were asked to disclose any real or potential conflicts of interest they may have with the items on the approved agenda. No conflicts were disclosed.

Public Comment:

No members of the public attended the meeting so no public comments were made.

Approval of Previous Meeting Minutes

The minutes of the meeting held on January 20, 2022 were approved as presented.

Motion carried.

Budget Review

Pam Laureto informed the Parks and Rec Board that the budget it submitted to the Township was approved by the Township Board as presented. She also asked that the Parks & Rec Board curtail spending for the 2021-22 fiscal year by end of day, today, March 17, 2022.

Report of President

- a) Annual Report: John McIlivried agreed to draft this report on behalf of the Board; he will circulate a first draft in early April with the final version to the Township by April 30.

- b) Use of Committees: The Parks & Rec Board's Bylaws allow the use of Ad Hoc and Citizens Committees by the Board to help discharge its duties and engage the community in Parks & Rec matters. Consequently, Ron Caslbeek suggested the following committees be established:
 - i) Tournament Committees for Tennis & Pickleball - Rick Shanhals, chair and Annabel Moore
 - ii) Park Maintenance - Ron Calsbeek, chair and Rick Shanhals
 - iii) 5-Year Plan - Kim Volk, chair and Annabel Moore

- iv) Recreation Committee - Kim Volk, chair and Annabel Moore
 - v) Community Relations - John McIlvired, chair and Ron Calsbeek
- This committee is responsible for maintaining relationships with other community groups, the Leelanau School, Use of the Township Gym, and periodically surveying the community on Parks and Rec matters.

Purchasing Decisions

Ron Caslbeek informed the Board of the following purchases: backpack blower, replacement wind screens, snow shovels, rake, set of screwdrivers, measuring tape, hammer, pliers, open-end wrench and a tool box and other small tools, oil, etc. One 6-ft ladder and a wheelbarrow were also purchased. The Board discussed whether or not to purchase a second bike rack and a second 6-foot ladder but agreed to hold off on doing so and monitor the need over the coming season.

Maintenance Decisions

The Board agreed to accept the bid to refresh the engineered hardwood from Superior Groundcover at a cost of \$3,262.50 which includes 75 yards of mulch, delivery, and installation.

Pam Laureto will contact Austin Novak regarding his availability and interest in cleaning up the vines and foliage along the street at courts 3 & 4 as well as the usual spring clean up, adding mulch, etc.

Rick Shanhals will follow-up on getting costs etc. to fix the tennis posts so they can hold new score cards and ball trays. He will also obtain another bid to re-stain the pavilion. Two bids have been received already, one on an hourly basis at \$50/hour not to exceed \$3,500 and another for a flat fee of \$2,150.

Operational Decisions

A Tennis Tournament will be held the weekend before the fourth of July (Saturday/Sunday, June 24-26) A Pickleball Tournament will be held the weekend after Labor Day, (September 9-11).

The Board reviewed the job description for the Park Manager and suggested edits as needed. Additionally, the Board agreed the position should be hired for six months from May through October; with daily obligations to be completed between 7:00am - 8:30 am. The board considered whether to hire one or two people but ultimately decided to focus its hiring on a manager/supervisor with the understanding that person may decide additional help would be needed a couple of days a week. The 2022-23 parks and rec budget includes \$7,000 for park employee wages (\$6000 for a park manager and \$1,000 a park groundskeeper).. Kim Volk will finalize the job description and draft an advertisement for the Board's approval at its next meeting.

Township Clerk Report

The Board discussed the use of the township gym at non-scheduled times and noted the issues that have arisen as a result of these requests. No action was taken other than to ask the Clerk to provide a schedule of when the gym is used and for what. The Board's new Community Relations Committee will consider the matter further and develop a recommendation for the Board.

Pam Laureto reported that she has tried several times to resolve the contract with the Leelanau School but so far the school has not been responsive.

Township Supervisor Report

Tom Laureto joined the meeting to review the number of grant opportunities available to Michigan townships to acquire land and to make other improvements for parks and recreation. Tom also suggested there might be some opportunities for collaboration between the Parks & Rec Board and The Gateways Council and the Park Board encouraged Tom to investigate those opportunities further. The Board will consider these opportunities as it develops a new 5-year plan. A special meeting has been called for this purpose.

Date of Next Meetings: Thursday, April 14, 1pm Special Meeting
Thursday, May 19, 1pm Regular Meeting

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

Respectfully Submitted by:

Kim Volk, Secretary