

**Glen Arbor Township Parks & Recreation Board Meeting**  
**Thursday, May 19, 2022 - 1:00pm**  
**Glen Arbor Townhall Gymnasium**

**MEETING MINUTES**

**Call to Order**

The May 19th meeting of the Parks & Recreation Board was called to order by President Ron Calsbeek at 1:00 pm. The following board members were present: Ron Calsbeek, Rick Shanbals, John McIlvried, and Kim Volk. Pam Lauretto, Township Clerk was also in attendance. Annabel Moore, board member, was absent.

**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.

**Approval of Agenda**

It was moved and seconded to approve the May 19th agenda with one addition: *Item 12 Pickleball Clinic. Motion carried.*

**Approval of Previous Meeting Minutes**

It was moved and seconded to approve the minutes of the March 17th regular meeting and the April 14th special meeting as presented. *Motion carried.*

**Clerk's Report**

Pam Lauretto reviewed the status of the Parks & Rec Budget to date with the board, no significant changes were noted. She also informed the board that the first amendment to the lease agreement extension with the Leelanau School is completed.

Pam worked with Aspen to develop a protocol that pickleball players can use to view the cameras at the courts. This was shared with the Board and the board was asked to share it with those pickleball players who may be interested in having access. If a large number of players are asking to access the cameras though, we may have to come up with a different protocol. Without incurring significant cost, there is not a link that the general public can use to access the court camera.

The Parks & Rec Board also thanked both the Clerk and Supervisor for their work in getting the trash cans ready for the season and noted that Glen Arbor Outdoor will be putting them in place before Memorial Day weekend.

**Five-Year Parks & Recreation Plan for Glen Arbor Township**

The Parks & Recreation Board discussed the preliminary proposal from Johnson Hill Land Ethics Studio to assist it in preparing a new five-year parks and recreation plan for Glen Arbor Township. On behalf of the Parks & Rec Board, Kim Volk shared the proposal with the Township Board at its May 17th meeting to see if there is support for spending the \$10,000 to engage Johnson Hill for this work. The Board was supportive and approved a resolution asking the

Parks & Recreation Board to formally recommend the preliminary proposal be accepted and to ask Johnson Hill to develop a contract for the township supervisor to sign.

Pam Laureto informed the board that there is approximately \$4,400 for the park in the general fund that would be available for this project should the Park Board agree to use it in that regard. The balance would come from either the Parks & Rec 2022-23 budget or from the township's general fund.

It was moved and seconded by the Parks & Recreation Board to accept the Johnson Hill proposal and to obtain the necessary contract for execution by the Township Supervisor and to use the approximately \$4,400 earmarked for the park in the general fund for this purpose.

***Motion carried.***

The scope of work outlined in the preliminary proposal includes the following:

1. Initial meeting with the Board
2. Community survey and analysis of the survey results
3. Public input meeting
4. Document census and community data
5. Document character of and potential uses for proposed property acquisitions
6. Document condition of existing park(s), proposed additions and improvements, etc.
7. Prepare an initial action plan including objectives and associated costs
8. Review with the Board
9. Public review of findings and proposed action plan
10. Draft parks & recreation master plan for internal review
11. Refinements and preparation of final plan document
12. Submittal to MDNR

The Parks & Rec Board agreed to call Mark Robinson of Johnson Hill to discuss next steps, and the overall project later in the meeting.

### **Tennis Tournament**

Rick Shanals updated the board on plans for a Tennis Tournament at The Park June 24th, 25th, and 26th (Fri, Sat, Sun). The tournament will include women's, men's, and mixed doubles divisions. Each division will have an Open option and a Just for Fun option. The registration fee is \$25 per player; deadline for entry is June 22nd.

The board discussed whether to provide a t-shirt, hat, or water bottle as part of the registration for both the June tennis tournament and the September pickleball tournament. There seemed to be support for offering caps and visors with the park logo if a volunteer was found to oversee this aspect of the tournament(s).

### **Park Manager/Groundskeeper Update**

To date, no applications for this position have been received. Consequently, Ron will develop a schedule where members of the park board rotate the daily chores among themselves and other volunteers. A couple of work days will also be scheduled as needed.

### **Spring Clean-up/Routine Maintenance**

The spring clean was completed by Drew Neddo. Mulch was being put down this week. Lautner Irrigation was not responding to Pam Laureto's calls so the Board agreed to ask Austin Novak if he was willing to manage the irrigation system for the park. LawnKing looked at the grass on

the berm and agreed it looks damaged but they did not have any recommendations other than to keep doing what was previously agreed (fertilize, water, etc). Since the high school now has a number of new tennis courts, the board agreed that it did not need to contract for a port-a-pot for the Leelanau School this year, at least until it is determined a need for one exists.

### **Calendar of Events**

The board thought it might be beneficial to develop a calendar of events for the park during the summer months, which could be posted in the park and online. The calendar would note the tennis and pickleball tournaments as well as any times reserved for league play, clinics, etc. as well as any other special events in the park, such as this summer's Sound Garden popup concerts throughout June. Kim Volk and Ron Calsbeek will work on getting the information to Michelle Aucello for posting.

### **Pickleball Clinic**

Joe Katona and Tim Sutherland would like to offer a pickleball clinic for experienced pickleball players this summer. The clinics would span four weeks and could accommodate 14 players. Each session would be 90 minutes, twice per week during July. Last year, the clinic was for beginners and was free. This year the instructors would like to charge \$20 per player per session to discourage no shows.

The Board was supportive but believes if people are being charged to use the courts for the clinic or private lessons, a portion of the charges should go to the park. In absence of a more formal policy, the board agreed that it would require \$10 per hour per court. This only applies in instances where an instructor is charging students to learn pickleball or tennis on the township park courts.

### **Johnson-Hill Call**

Mark Robinson of Johnson Hill joined the meeting by telephone and members of the Park Board questioned him about various aspects of the development of a 5-year plan, including the firm's experience with recreational master plans, whether or not those plans resulted in grants, preferences for getting survey data from the community, and the degree to which he sees park board members involved in the process. It was agreed to look at the morning of June 1 (8am) or sometime on June 2 to schedule a special meeting with the Township Board to kick off the Five-year Planning Process. Kim Volk will follow up with board members to check for availability and preferences.

**Next Meeting:            July 21, 2022    1:00 pm    Townhall**

**Respectfully Submitted by:            Kim Volk, Secretary**