

Glen Arbor Township

**PARK & RECREATION BOARD MEETING MINUTES - *Approved Feb 9, 2023***

**Thursday, January 12, 2023**

Glen Arbor Township Office Meeting Room

**Call to Order**

John McIlvried, president, called the meeting to order at 1:00 pm. In addition to President McIlvried, the following board members were present: Kim Volk, Secretary, Annabel Moore, Treasurer, Ron Calsbeek, and Susan Betzig.

**Approval of Agenda**

A motion was made and seconded to approve the agenda with the following additions: Conflict of Interest Disclosure Forms, Approval of Previous Meeting Minutes (Dec 8 meeting), and Welcome to new PARB member. *Motion carried unanimously.*

**Approval of Previous Meeting Minutes**

Copies of the draft minutes of the PARB December 8, 2022 special meeting were distributed; the Board reviewed the minutes and noted misspellings of some names. It was moved and seconded to approve the Dec 8, 2022 meeting minutes with the understanding the Secretary would correct the misspellings before sending the final copy to the Deputy Clerk for publication. *Motion carried.*

**Pledge of Allegiance**

Everyone in attendance stood and said the Pledge of Allegiance to the United States.

**Public Comment**

No members of the public were present so no public comments were offered.

**President's Report**

John McIlvried welcomed Susan Betzig to the Parks & Recreation Board. He also reminded the Board that if at all possible they should attend the public hearing for the 5-Year Park & Recreation Plan to be held on Tuesday, January 17 at 7pm and the Township Board meeting to be held immediately following the hearing.

Directors were also reminded of the regular meeting dates for 2023: January 12, March 9, May 11, June 8, July 13, Sept 14, and November 9. All meetings are scheduled to be held at 1pm and will be in the Township Office meeting room. During discussion, the Board agreed that it was likely they would need to schedule a special meeting if the 5-year Plan is approved by the Township Board. The purpose of this meeting would be to identify priorities and sources of funding for the goals and objectives identified in the 5-year Plan and to develop next steps to see those goals and objectives progress. The special meeting was set for February 9 at 1pm in the Township Office meeting room.

**Treasurer's Report**

Annabel Moore led the discussion to review current year budget performance and to develop a new budget for fiscal year 2023/2024. The Board would like the following reflected in the proposed budget:

Income:

000-643 - The word "tournament" should be inserted so this account is PickleBall Tournament Fees. No other changes were made to the income categories so FY 2023/24 will be the same as FY 2022/23 - \$500 budgeted income for PickleBall Tournament Fees, Park Tennis Tournament Fees, and Park Fundraiser/Contributions.

Expense:

751-703 and 751-704 should be combined and labeled Park Wages. The amount in the combined account stays at \$7000. During this discussion the PARB noted that it is unlikely we will be able to hire a park manager/caretaker based on past history, the current job market etc. However, if Ron Calsbeek and Rick Schanhals, who are retiring from the board, would be willing to assume shared responsibility for the caretaker duties, they should be paid something for their time and the funds in this account could be used in that regard. Ron Calsbeek and Rick Schanhals have voluntarily done much of the daily/weekly maintenance to keep the park looking good for years on a volunteer basis. But since they are no longer on the board, they would no longer be covered by the Township's insurance policy. This is another reason trying to establish a Friends of the Park program should be considered in the coming year.

751-729 - Park Non-Capital Equipment should be \$5,500 instead of \$6,000 for FY 2023/24.

751-928 - Park Landscaping & Lawn should be \$10,000 instead of \$9,500 for FY 2023/24.

751-934 - Park Maintenance should be \$28,000 instead of \$30,000 for FY 2023/24.

751-946 - Consulting/Engineering should be \$5,000 instead of \$9,210 for FY 2023/24.

Consulting will likely be needed for grant writing to finance goals and objectives identified in the 5-Year Plan.

During the discussion, a question was asked about the budget available for flowers/plants for the flower bed at the Township Park near the restroom on behalf of the Glen Lake Garden Club, who maintains that bed. The Board agreed to budget \$350 for this.

It was moved and seconded to recommend the budget for fiscal year 2023/24 to the Township Board. *Motion carried unanimously.*

Annabel Moore will finalize the budget with the changes noted above and submit it to Pam Laureto before January 31, 2022.

### **Clerk's Report**

Pam Laureto distributed Conflict of Interest Disclosure Forms to the PARB members that had not yet submitted an updated form for 2023/24. Directors reviewed the forms, signed them and returned them to the Clerk.

Pam updated the Board on progress made with the Leelanau School to ensure the pickleball courts are cleaned regularly and thoroughly per the terms of their contract with the Township. She also reminded PARB members about the need to not deliberate on issues outside of actual PARB meetings.

### **Five-year Parks & Recreation Plan**

Kim asked if anyone was aware of any public comments on the proposed 5-year plan which was made available on the Township's website in mid-December. Pam said she only heard positive comments from individual trustees and others.

Tyler Sprague of Johnson Hill Land Ethics Studio plans to attend the public comment session on January 17. He also said that as far as he knew, the Michigan DNR still plans to announce the first round of Sparks grant funding by the end of January. Application deadlines for the spring and summer rounds have not yet been set.

Respectfully submitted,

Kim Volk, Secretary