

Allegan County Parks Advisory Board



Allegan County Parks, Recreation &
Tourism
3283 122nd Ave
Allegan, MI 49010
269-686-9088
parks@allegancounty.org
<http://www.allegancounty.org>

Chairperson: Pam Brown
Vice Chairperson: John Clark III

PARKS ADVISORY BOARD MEETING – Minutes

Tuesday, October 5, 2021 @ 8:30am

Zimmerman Room – Human Services Building – 3255 122nd Ave, Allegan MI 49010

Pam Brown
616-490-1627
Allegan

John Clark III
269-274-2736
Allegan

**Mark
DeYoung**
616-318-9612
Dorr

Gale Dugan
269-694-5276
Otsego

**Samuel
Dykstra**
269-792-2945
Wayland

**Kevin
Formsma**
616-886-7030
Hamilton

Dean Kapenga
616-218-2599
Hamilton

Jackie Metz
269-521-6524
Allegan

**Maryl
Langeance**
269-694-9326
Otsego

CALL TO ORDER: Brown called to order at 8:34am

ROLL CALL:

Present: Brown, Clark, DeYoung, Kapenga, Langeance

Absent: Dugan, Dykstra, Formsma, Metz

Also Present: Brandy Gildea; Heather Bausick

APPROVAL OF MINUTES: Motion made by Langeance, seconded by Kapenga to approve the June 6, 2021 minutes as presented. The motion carried.

PUBLIC PARTICIPATION: None

ADDITIONAL AGENDA ITEMS: None

APPROVAL OF AGENDA: Motion made by Kapenga, seconded by DeYoung to approve the agenda as presented. The motion carried

PARK ADMINISTRATION UPDATES: Gildea went through the written administrative update that she sent out to them parks board.

- Last day for seasonal staff is 10/21/21
- Additional safety railings added at New Richmond
- Fence at Littlejohn not taken down. Hope to have removed by fall
- Floor resurfacing done at Gun Lake, West Side, Dumont, and Littlejohn
- Park Expenditures are on track
- Park revenue on track – Future concerns are dumpster costs
- 2020 revenue was \$111,397.61. So far in 2021 revenue is \$123,136.79 and we still have rest of fall.
- Capital Improvement projects in progress:
 - Gun Lake Park – watercraft launch replacement to begin May 2022
 - Pavement Maintenance – complete by fall 2021
 - Refinish restroom floors – complete by late September 2021
 - Playground equipment for West Side
 - Vehicle Replacement for parks staff – complete
 - Utility Box for F-350 truck - complete

REVIEW ITEMS:

1. **Financial Statements** – Gildea went over the expenditure and revenue statements located in agenda packet. Gildea then went over the quarterly revenues comparisons
 - Q1 – Similar to past first quarters
 - Q2 – Best second quarter ever
 - Q3 – great numbers compared to 2020 and previous years
 - i. Decrease in Dumont launch fees – could be because of less lake usage, higher gas prices, people are paying
 - ii. Slight decrease in pavilion rentals – not many early reservations made in spring because people not sure about Covid restrictions
 - iii. Equestrian trail fees down – very hot and buggy. Hopefully numbers increase as fall brings cooler weather
 - iv. Increase in Gun Lake and New Richmond launch fees.

RECOMMENDATION/ACTION ITEMS:

1. Letter of Support for Blue Star Trail – Review and recommended to BOC/County Administrator a request for a Letter of Support from Friends of Blue Star Trail (FOBST). They are currently assisting to apply for a grant for a section in the Saugatuck area.
 - a. This trail will connect South Haven to Holland
 - b. This section of trail will not need any financial/maintenance support from Parks or the county

A motion was made by Kapenga, seconded by Clark to recommend the BOC/County Administrator authorize the Parks Manager send a Letter of Support to the Friends of Blue Star Trail(FOBST) for current and future grant applications that aid in the development and construction of Blue Star Trail project with the purpose to provide a non-motorized trail to connect people and communities from Holland to South Haven while improving their safety, wellness, economic health, and environment. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Clark: Yes

DeYoung: Yes

Dugan: Absent

Langeance: Yes

Dykstra: Absent

Formsma: Absent

Kapenga: Yes

Metz: Absent

2. Bicycle/XC ski trail through State Game Area – Review and recommend to BOC/County Administrator a request for a Letter of Support from Rob

Allen/5A's for creating a bicycle/XC ski trail system through the Allegan County State Game Area.

- Rob Allen's group is working with DNR to create a trail system on the outskirts of the game area by Hamilton and Allegan.
- Current equestrian trails, hunting areas would not be disturbed
- Looking to use old XC trails/walking trails that have not been used or maintained in years.
- Clark questioned if trail would run by Littlejohn park and Gildea answered there were no plans at this time

A motion was made by Kapenga, seconded by Langeance to recommend BOC/County Administrator authorize the Parks Manager send a Letter of Support to Rob Allen/5A's for creating a bicycle/XC ski trail system through the Allegan County State Game Area. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

3. Disc Golf Course @ Littlejohn Lake County Park – Clark discussed the addition of a course to be constructed at Littlejohn Park. Clark discussed using county equipment to make sure areas stay safe and clear for operation.
 - BOC approval needed before a grant can be written to request funding. Clark states most startup costs would be through donations and volunteer work but grants would be needed for toilets, additional signage, and potential bridge construction over the stream.
 - Kapenga advised the motion should be structured to include an overall financial obligation including costs to build, maintenance cost, usage costs, etc.
 - Gildea suggested to Clark to develop estimates for costs for all aspects of the course; including baskets, tees, tee pads, signage, maintenance, tree removal/stump grinding. Also to form a volunteer group/Friends group that would help budget costs and start a fundraiser to generate money for startup. 501(c)3 as an option for group also discussed.
 - Gildea will be preparing a spreadsheet for items needed from Clark that need to be put in place before a motion can be considered by the Parks board.

Once John gets all requested information it will be brought back to the the Parks Advisory Board for review and recommendation to the BOC.

4. West Side Park – Gildea reviewed three choices for new playground equipment for West Side Park, which is budgeted for in the Capital Improvement Plan.
 - In 2016 as a result of a property dispute over a section of the park it was determined that the neighboring land owner would pay the county \$12,500 for this section of property and as part of that agreement that money would be used to purchase playground equipment.
 - Gildea worked with Game Time, who is approved through MIDeal to determine option that would fall near the approved \$20,000 budget. Gildea also reached out to the public for feedback on what they would like to see placed at the park. General consensus was to replace merry go round or add something that is not located in any of our other parks.
 - After review the three options the Vista Treetop 2 structure, which is a climbing, and spinning structure that can be used by more than one child at a time was the preferred option. The Vista Treetop 2 structure is \$24,988.50, which is \$4988.50 over budget.

A motion was made by Brown, seconded by Langeance to recommend that the BOC allow for an additional \$5000 in funds from the parks capital funding for the purchase of the Vista Treetop 2 structure. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

5. 2020-2024 Recreation Plan Review
 - a. Step 1: Discussed Parks Advisory Board recommendation from National Community Citizen Survey, Board and Elected Official Combined Board Survey and input from Parks Advisory Board Members
 - b. Step 2: Discussed any updates to current Goals/Objectives
 - c. Step 3: Discussed any updated info/action plans for County owned/operated Parks listed in Recreation Plan
 - d. Step 4: Recommended changes and/or additions to Recreation Plan(current Park system)
 - e. Step 5: Recommended Additions to the Park System
 - f. Step 6: Recommend to the BOC
 - i. BOC approve changes in current plan and be included in 2025-2029 recreation Plan
 - ii. Additional projects and or funding requests

Gildea went over all the steps and information that has been presented and reviewed at part meeting. She then stated that The Parks Advisory Board needed

to determine; 1.) Are there any changes or missed actions for parks in our current park system, 2.) Is there anything that needs to be added to our current park System 3.) What would be the top priority projects for the parks to recommend to the BOC.

Clark stated he thought the site plan at Littlejohn need to be changed as the current site plan shows campground plans for the back area of the park. Gildea stated that the most current approved BOC site plans are what are shown in the Recreation Plan but it is listed in the action section for the change to update site plan and no longer have campground at back of park. Discussion took place about adding the Trowbridge Dam property located on 26th Street to our county park system.

A motion was made by Brown, seconded by Langeance that after review of the recreation plan and additional information that they had no changes to the current recreation plan/parks and would recommend the BOC work with the Trowbridge Township for assistance (funding) and negotiate with the DNR to lease the Trowbridge Dam property located on 26th Street and add it to the County Parks system. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

The Parks Board discussed priority projects & operations and currently identified four items currently that would be top priorities; West Side Park Beach Access, Playground Equipment for Ely Lake Campground, Modern Campground at Littlejohn and better compensation for and to keep parks staff (rangers/maintenance). Further discussion on this is needed.

A motion was made by Clark, seconded by Brown for Parks Advisory Board to review all park projects and operations at their December 7, 2021 meeting so they can then make a recommendation to the BOC for funding/priority of park projects/operations.. The motion carried by roll call vote. Yes -5, No -0, Absent -4

Brown: Yes

Dykstra: Absent

Clark: Yes

Formsma: Absent

DeYoung: Yes

Kapenga: Yes

Dugan: Absent

Metz: Absent

Langeance: Yes

DISCUSSION ITEMS:

1. Gun Lake Park Improvements – Gildea reviewed site plan for the 2022 MNRTF grant in advance of the public input session.
 - Key items in site plan include moving handicap parking to accessible site near paved walkways, extending beach, sidewalk along front of park, new swings
 - A public meeting is scheduled for 10/12/21 from 5:00 pm -6:00 pm at the Gun Lake Park to get feedback from the community.

NOTICE OF PARK ADVISORY BOARD APPOINTMENTS: No openings at this time.

FUTURE AGENDA ITEMS:

1. Issues at Silver Creek Campground with non-equestrian campers using sites which are larger and should be available to accommodate large horse trailers

ROUND TABLE:

Gildea: Gildea went over staff's schedules, and was worried due to those schedules that the park board member may have heard that services might be being missed. Board members stated they have not heard of any missed services or issues and will let us know if they do.

ADJOURNMENT: Next Meeting –Tuesday, December 7, 2021 @ 8:30 am in Zimmerman Room - Human Service Building -3255 122nd Ave, Allegan, MI 49010

A motion was made by Kapenga, seconded by Brown to adjourn the meeting at 11:09am. The motion carried.