

# Allegan County Parks Advisory Board



Allegan County Parks, Recreation &  
Tourism  
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<http://www.allegancounty.org>

**Chairperson: Bruce Brandon**  
**Vice Chairperson: John Clark III**

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## **PARKS ADVISORY BOARD MEETING – MINUTES**

Tuesday, February 4, 2020 @ 8:30am

Zimmerman Room - Human Service Building -3255 122<sup>nd</sup> Ave, Allegan, MI 49010

**Bruce  
Brandon**  
269-214-8825  
South Haven

**CALL TO ORDER:** Meeting was called to order by Chairman Brandon at 8:33am

**John Clark III**  
269-274-2736  
Allegan

### **ROLL CALL:**

**Members Present:** Bruce Brandon, John Clark III, Gale Dugan, Samuel Dykstra, Dean Kapenga, Maryln Langeance, Jackie Metz

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

**Members Absent:** Mark DeYoung

**Also Present:** Brandy Gildea, Ronda Foreman, Steve Walma, Vicki Walma

**Gale Dugan**  
269-694-5276  
Otsego

### **ELECTION OF OFFICERS:**

- **Chairman:** A nomination was made by Langeance, seconded by Clark to name Bruce Brandon as the Chairman of the Parks Advisory Board.

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

With no further nominations, a motion was made by Kapenga, seconded by Dugan to elect Bruce Brandon as the Parks Advisory Board Chairman for 2020. The motion carried.

**Dean Kapenga**  
616-218-2599  
Hamilton

- **Vice-Chairman:** A nomination was made by Dugan, seconded by Langeance to name John Clark III as the Vice-Chairman of the Parks Advisory Board.

**Jackie Metz**  
269-521-6524  
Allegan

With no further nominations, a motion was made by Dugan, seconded by Langeance to elect John Clark III as the Parks Advisory Board Vice-Chairman for 2020. The motion carried.

**Maryln  
Langeance**  
269-694-9326  
Otsego

- **Secretary:** A nomination was made by Kapenga, seconded by Dugan to name Langeance as the Secretary of the Parks Advisory Board.

With no further nominations, a motion was made by Dugan, seconded by Brandon to elect Langeance as the Parks Advisory Board Secretary for 2020. The motion carried.

**APPROVAL OF MINUTES:** Clark brought to attention that under item 8. Park Updates, West Side Park was not identified in the first sentence; should read 'Unfortunately the entire south access structure *at West Side Park* has been removed....'

A motion was made by Clark, seconded by Kapenga to amend the December 3, 2019 minutes by adding West Side Park to the first sentence under item 8. The motion carried.

A motion was made by Dugan, seconded by Kapenga to approve the December 3, 2019 minutes as amended. The motion carried.

**PUBLIC PARTICIPATION:** No comment at this time

**ADDITIONAL AGENDA ITEMS:** None

**APPROVAL OF AGENDA:** A motion was made by Kapenga, seconded by Dugan to approve the agenda as presented. The motion carried.

**PARK ADMINISTRATION UPDATES:** Gildea has started a Park Administrative Update report that summarizes happenings within the department since the last meeting, and will be continually updated in preparation for the next meeting; the report is included in the agenda packet and was also displayed on the white board. Information on the report includes updates for each park and campground, approved special events, upcoming park programs, status of capital improvement projects, park usage and revenue comparisons.

**REVIEW ITEMS:**

1. Financial Statements

Gildea reviewed the closing financial reports for 2019 and the beginning reports for 2020, which are included in the agenda packet and displayed on the white board. She reports we are off to a slow start this year; with the ability to make year-round reservations, people are making their reservations in the previous year.

a. Quarterly Revenue Comparison (2019 - 4<sup>th</sup> Quarter)

Gildea reviewed the quarterly revenue comparison reports included in the agenda packet.

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**RECOMMENDATION/ACTION ITEMS:**

2. Parks Advisory Board By-Laws – Update

Included in the agenda packet are the suggested updated by-laws with tracked changes; Gildea stated there were issues that were brought to attention last year regarding some of the verbiage surrounding memberships, meetings, quorums and absences of members. After reviewing the changes and some discussion, Gildea stated the by-laws need to be sent to the Board of Commissioners for their approval.

A motion was made by Clark, seconded by Brandon recommending the amended by-laws as presented be sent to the Board of Commissioners for their approval. The motion carried.

3. Gun Lake Park Improvement Project

Gildea reports the bid for the Gun Lake Park project came back over budget; \$265,000 was appropriated for the projects and the lowest bid came in at \$483,950. The bids went to the Board of Commissioners in December, and they sent it back to the Parks Advisory Board for the parks board to make a recommendation on how they would like to see the project move

forward; displayed on the white board, Gildea reviewed the project and costs lists, and also the casino revenue share funds and how they are appropriated.

Gildea presented how the BOC and the Project Team prioritize projects that need to be completed. When prioritizing capital projects, the first item to consider is safety and security, then repair and maintenance, then replacement and lastly new requests. With all this in mind, Gildea went over all the parts of the project and explained where each scope fit in term of using the prioritization set by the BOC. Based on the available funding and using the prioritization order she would recommend that the parks board look at replacing the pavilion (which would include a new concrete foundation/floor) due to the wood supports are rotting. She also recommends replacing the boat launch (under water) that is failing. She has had a lot of complaints of boats and trailers getting damaged. Gildea was asked why the cost is so high for the boat launch; she stated contractors want to de-water the area to do the job. The DNR construction crew does not de-water and could complete the work for around \$30,000 however, they do not have a time-line of when it could be done or even a confirmation that they could do it for us; they are currently short staffed. Kapenga stated if we can get the DNR to do the boat launch replacement and save \$100,000, we could then revisit the remaining improvements that had been planned.

A motion was made by Langeance, seconded by Clark to recommend the Board of Commissioners move forward with the Gun Lake Park pavilion and boat launch ramp improvements and obtain updated bids for these two areas. If the DNR is able to complete the boat launch ramp replacement at a lower cost, it is recommended that the remaining funds go towards making improvements to the Access Land and Maneuver Areas. The motion carried.

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## **DISCUSSION ITEMS:**

### **1. Future/Next MNRTF Grant Project**

Gildea stated we did not get the Silver Creek grant that was applied for last year; it did not score as high as others did with little room to increase the points, It did not offer enough recreational opportunities. Gildea is asking the Parks Board to decide by the next meeting what grant project to apply for next; we would then need to make a recommendation to the Board of Commissioners for their approval so work can begin on the site plan and application to be submitted in April of 2021.

Gildea stated we are better off waiting on West Side Park due to the beach and continuing erosion, otherwise the park itself is in good shape along with Dumont Lake Park. Littlejohn Lake has some projects including a new modern campground and the disc golf course, and New Richmond Bridge Park could use an additional day use parking lot, kayak launch and educational area. Kapenga asked about Ely Lake Campground since it makes the most revenue; Gildea stated a grant would not get us far due to costs. Brandon suggested matching the grant requirements with the park projects to determine which project has the best chance of obtaining the grant; with everyone in agreement Gildea stated she will work on putting together some options for the next meeting.

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**NOTICE OF PARK ADVISORY BOARD APPOINTMENTS:**

- **Vacancy: term expires 12/22**

**FUTURE AGENDA ITEMS:** Clark requests Littlejohn Lake Park disc golf course be added to the next agenda.

**ROUND TABLE:**

**Clark** is now part of the PDGA (Professional Disc Golf Association) Committee.

**Dykstra** enjoyed the meeting; if needed will assist Gildea with the bidding paperwork.

**Dugan** stated Kapenga testified for emergency funds on the lakeshore.

**Kapenga** asked if Gildea has thought about reaching out to the boy scouts or other volunteers who may be able to help with improvements at the parks; Gildea stated there are a lot of opportunities for marketing and getting groups involved with projects within the parks, and plans to concentrate more on those prospects this year.

**ADJOURNMENT:** A motion was made by Dugan, seconded by Langeance to adjourn the meeting at 9:58am. The motion carried.

**Next Meeting –Tuesday, April 7, 2020 @ 8:30 in Zimmerman Room (Human Service Building – 3255 122<sup>nd</sup> Ave, Allegan, MI 49010)**