

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS ADVISORY BOARD - APPROVE AMENDED BY-LAWS**

**BE IT RESOLVED,** that the Allegan County Board of Commissioners hereby approves the amended Parks Advisory Board By-laws, as attached; and

**BE IT FINALLY RESOLVED,** that these attached by-laws supersede any previously established action.



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 188-923

Date: 5/4/2020

Request Type \_\_\_\_\_ Committees \_\_\_\_\_ **Select a Request Type to reveal and complete required form.**  
Department Requesting \_\_\_\_\_ Parks \_\_\_\_\_  
Submitted By \_\_\_\_\_ Brandy Gildea, Parks Manager \_\_\_\_\_  
Contact Information \_\_\_\_\_ Ext 2542 \_\_\_\_\_

Description

Issues were brought to attention last year regarding some of the verbiage surrounding memberships, meetings, quorums and absences of members. It was brought to the Parks Advisory Board to review these issues and update.

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.

Attached in the work order is a word document with recommended track changes of the by-laws. The park minutes are also attached.

Description

## **Parks Advisory Board By-laws**

The Allegan County Parks & Recreation Advisory Board hereinafter referred to as “Parks Advisory”, is an agency of the County organized under Act 156, Public Acts of Michigan 1917 and subject to the general control of the Board of County Commissioners, hereinafter referred to as “the Board”. The Board may make such rules and regulations in respect to the Parks Advisory, as it deems advisable.

The Parks Advisory is responsible for advising the Allegan County Board of Commissioners on the development, maintenance, and management of all Allegan County Park properties. The Mission of the Parks Advisory was redefined in 1998: “To identify outdoor recreational opportunity needs desired by Allegan County residents and to provide for those needs within Allegan County for both residents and visitors.” The Mission Statement acts as a guide for the Parks Advisory in all decisions.

### ARTICLE I – AREA

Sec. 1. The area served by the Parks Advisory shall include all lands held or managed by the County of Allegan for public recreational purposes.

### ARTICLE II – MEMBERSHIP

Sec. 1. The Parks Advisory shall consist of a minimum of five (5) and up to nine (9) residents of Allegan County, appointed by the Board of which at least one, but not more than three shall be members of the Board.

Sec. 2. Membership of the Parks Advisory shall be for a period of three years, established on a rotation basis, with approximately one-third of the terms expiring each year. Each term expires at noon on the appropriate January 1<sup>st</sup>, or when the Parks Advisory member successor is appointed.

Sec. 3. Members of the Parks Advisory may receive compensation and mileage, as set by the Board. The members of the Parks Advisory shall not be full time officers. All members of the Parks Advisory shall be reimbursed for actual, reasonable and necessary expenses incurred in the discharge of their duties.

### ARTICLE III – MEETINGS

Sec. 1. The Parks Advisory shall hold at least 4 meetings each year. The time and place shall be determined by the Parks Advisory.

Sec. 2. The Chair or any group of three Parks Advisory members may call a special meeting of the entire Parks Advisory, providing each Parks Advisory member is given at least 48 hours advance notice of the meeting and the purpose of the meeting.

Sec. 3. All meetings shall be conducted in accordance with *Robert’s Rules of Order* and in compliance with the *Open Meetings Act*, Act 267 of P.A. of 1976.

#### ARTICLE IV – QUORUM

Sec. 1. A majority of the appointed and serving members shall constitute a quorum.

Sec. 2. Upon the absence of a quorum, the members present may adjourn.

#### ARTICLE V - ABSENCES OF MEMBERS

Sec. 1. Members should contact the Parks and Recreation Office if they have reason to be absent from a meeting.

#### ARTICLE VI - PUBLIC PARTICIPATION

Sec. 1. Public comments offered during the public participation portion of meetings shall limited to five (5) minutes per individual with additional time allowed at the discretion of the Chair.

#### ARTICLE VII - OFFICERS

Sec. 1. The first regular meeting of each calendar year shall be the Organizational Meeting at which a Chair, a Vice Chair, and a Secretary shall be elected.

#### ARTICLE VIII - COMMITTEES

Sec. 1. Committees may be appointed by the Chair to make recommendations to the Parks Advisory regarding establishment, review, and revision of departmental priorities both long term and short term; periodic review of Parks Advisory organization and policies pertaining to specific park areas.

#### ARTICLE IX - AMENDMENTS

Sec. 1. The By-laws may be amended by a two-thirds vote of the Parks Advisory and confirmed by the Board.

# Alleghan County Parks Advisory Board



Alleghan County Parks, Recreation &  
Tourism  
3283 122<sup>nd</sup> Ave  
Alleghan, MI 49010  
269-686-9088  
[parks@allegancounty.org](mailto:parks@allegancounty.org)  
<http://www.allegancounty.org>

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

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

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

Tuesday, May 5, 2020 @ 8:30am

Virtual Meeting – Connectivity Instructions **Attached**

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

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

### **ROLL CALL:**

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

**Members Absent:** None

**Also Present:** Brandy Gildea, Ronda Foreman

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

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

**APPROVAL OF MINUTES:** A motion was made by DeYoung, seconded by Langeance to approve the February 4, 2020 minutes as presented. The motion carried.

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

|                 |                 |
|-----------------|-----------------|
| Yes – Brandon   | Yes – Dykstra   |
| Yes – Clark III | Yes – Kapenga   |
| Yes – DeYoung   | Yes – Langeance |
| Yes – Dugan     | Yes – Metz      |

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

**PUBLIC PARTICIPATION:** None

**Jackie Metz**  
269-521-6524  
Alleghan

**ADDITIONAL AGENDA ITEMS:** Gildea requests addition under Recommendation/Action Items: 3. *Gun Lake Park Improvement Project*

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

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

|                 |                 |
|-----------------|-----------------|
| Yes – Brandon   | Yes – Dykstra   |
| Yes – Clark III | Yes – Kapenga   |
| Yes – DeYoung   | Yes – Langeance |
| Yes – Dugan     | Yes – Metz      |

**ADMINISTRATIVE REPORTS/PARK UPDATES:** Gildea reports all reservations and camping have been put on hold until May 20<sup>th</sup> and are following State guidelines; depending on further executive orders the opening date may be extended into June. The DNR has already prolonged their opening dates until June 22<sup>nd</sup>. Gildea hopes to have an answer by the end of the week.

Year-round staff has everything done and ready to open in the parks and campgrounds; all water tests have been completed and just need to put out picnic tables and unlock restrooms when given the okay to open. Seasonal maintenance staff will start on May 11<sup>th</sup> and will start on projects. So far there are no major issues to report.

The Benefit Ride at Silver Creek was rescheduled to August 15<sup>th</sup>; most reservations were transferred however there were some who cancelled. Also at Silver Creek, campsites # 41 and # 42 were relocated across from campsite # 40; previously both campsites were near the day-ride parking lot and people would drive right through those sites.

Allegan County allows hunting at the Dumont Complex and were having some issues with how permits were issued. Subsequently, Parks has been charged to update and oversee the policy/program going forward. Gildea completed the updates and were approved by the Board of Commissioners. Permits will now be determined by a lottery; applications can be submitted May 1 – June 30 for fall hunting of waterfowl and deer (season to be determined annually by the DNR). A 'Hunting' link has been added to the Parks homepage for more information.

Gildea reports special events are also being cancelled; the Allegan Tri-Athlon at Littlejohn Lake Park, and the MS Bike Ride at West Side Park. The ODC programs may be rescheduled; Gildea will make contact.

Bids were received for the vault toilet vent project and the lowest was just under \$12,000. The project team already vented a few of the toilets at Silver Creek last summer and we got a lot of good feedback; once the project is completed, all of the vault toilets that are in the parks and campgrounds will be vented. Currently, Facilities is receiving bids for pavement maintenance.

## **REVIEW ITEMS:**

### **1. Financials**

Gildea reviewed the current financial reports and 1<sup>st</sup> quarter revenue comparisons which are included in the agenda packet:

#### **a. Year to Date Financial Statements**

Gildea reviewed the current financial reports; as expected revenues are down however so are expenditures.

- i. The Gun Lake Park watercraft launch entry gate has not been installed for the year, therefore fees are not being collected. At other launches, fees are still being collected but not enforced.**

#### **b. Quarterly Revenue Comparison (2020 – 1<sup>st</sup> Quarter)**

Gildea reviewed the 1<sup>st</sup> quarter revenue comparisons; the first quarter was down over 2019.

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**RECOMMENDATION/ACTION ITEMS:**

1. Approve Amended Park By-Laws

Gildea reminded everyone that at the February meeting they approved the amended park by-laws and recommended sending to the Board of Commissioners for their approval. Prior to sending to the BOC, County Administration reviewed and made a few amendments; Gildea displayed on the screen and reviewed the revisions with the group.

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

|                 |                 |
|-----------------|-----------------|
| Yes – Brandon   | Yes – Dykstra   |
| Yes – Clark III | Yes – Kapenga   |
| Yes – DeYoung   | Yes – Langeance |
| Yes – Dugan     | Yes – Metz      |

2. Approve/Reject 2021 MNRTF Grant Project

During the February meeting, after learning the Silver Creek grant was not approved, suggestions were to be brought to this meeting about what grant project to apply for in 2021. Gildea recommends to hold off at this time and start the application process next January to reapply for 2022. Gildea believes with the current scoring criteria we would not score enough points to be awarded a grant and does not want to waste money to update a site plan no not be awarded

A motion was made by Langeance, seconded by Dugan to not apply for a MNRTF grant in 2021 and wait until 2022. The motion carried.

|                 |                 |
|-----------------|-----------------|
| Yes – Brandon   | Yes – Dykstra   |
| Yes – Clark III | Yes – Kapenga   |
| Yes – DeYoung   | Yes – Langeance |
| Yes – Dugan     | Yes – Metz      |

3. Gun Lake Park Improvement Project

Gildea went through the timeline/history of the Gun Lake Park Improvements Project; At the February meeting Gildea reported the bids came back over budget for the Gun Lake Park improvement project. The Parks Board reduced the scope of the project and sent recommendation to the Board of Commissioners who then approved moving forward with the watercraft launch replacement and pavilion replacement.

She then went through the current status;

- Pavilion: County Administrator signing agreement for Contactor to move forward with pavilion project

- Due to the lead time for ordering pavilion structures, Pavilion will be ordered and installed fall of 2020.
- Watercraft Launch: Delayed
  - Due to all the delays with COVID-19 (when construction can resume and any time delays for obtaining permits, etc.) project will not be able to be completed in the spring.
    - Gildea made contact with the DNR and have requested the required paperwork to submit a formal request for cost and consideration of a DNR installation for next spring 2021.
      - If the DNR agree to install the watercraft launch we could see cost savings of \$67,000

A motion was made by Dugan, seconded by Kapenga to move forward immediately with the Gun Lake Park pavilion replacement as scheduling permits, and proceed with the DNR project request for the watercraft launch construction even if the project goes into 2021. The motion carried.

|                 |                 |
|-----------------|-----------------|
| Yes – Brandon   | Yes – Dykstra   |
| Yes – Clark III | Yes – Kapenga   |
| Yes – DeYoung   | Yes – Langeance |
| Yes – Dugan     | Yes – Metz      |

**DISCUSSION ITEMS:**

1. West Side Park – Access to the Beach

Gildea displayed on the screen photos of West Side Park access (included in the agenda packet); the top part of the north set of stairs are okay however park staff will be rebuilding the bottom section. Gildea hope to see this completed by Memorial Day. Pictures of where the south ramp was located show a pathway where Gildea would like to further define for people to follow down to the beach, mainly to prevent them from jumping over haphazardly causing further erosion of the dune.

2. Littlejohn Lake Park – Disc Golf Course

Clark reports he has been cleaning the area throughout the spring however will need equipment to continue. Gildea displayed an overview that Clark sent Gildea of proposed 18 holes to be installed at Littlejohn Lake Park. Gildea told John that we needed to add cross-country course to the overview to show how it interacts with the disc golf course; she asked Clark to lay out the cost and effect of the land for each hole, then during our August park tour, we can walk part of the course.

**NOTICE OF PARK ADVISORY BOARD APPOINTMENTS:**

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

**FUTURE AGENDA ITEMS:** None

**ROUND TABLE:**



**Dugan** wants everyone to stay healthy.

**Dykstra** believes the disc golf course at Littlejohn Lake Park would be nice.

**Gildea** stated that park opening/closing updates are being posted on the website and social media pages.

**ADJOURNMENT:** A motion was made by Dugan, seconded by Langeance to adjourn the meeting at 9:36am. The motion carried.

|                 |                 |
|-----------------|-----------------|
| Yes – Brandon   | Yes – Dykstra   |
| Yes – Clark III | Yes – Kapenga   |
| Yes – DeYoung   | Yes – Langeance |
| Yes – Dugan     | Yes – Metz      |

**Next Meeting** –Tuesday, June 2, 2020 @ 8:30 in **Zimmerman Room (Human Service Building – 3255 122<sup>nd</sup> Ave, Allegan, MI 49010)**

DRAFT

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS ADVISORY BOARD - AMENDED BY-LAWS**

The Parks Advisory Board updated their By-laws for the Board of Commissioners approval.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to amend Article II, Section 1 to read "The Parks Advisory shall consist of a minimum of five (5) and up to nine (9) residents of Allegan County, appointed by the Board of which at least one, but not more than three shall be members of the Board." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend Article II, Section 2 to read "Membership of the Parks Advisory shall be for a period of three years, established on a rotation basis, with approximately one-third of the terms expiring each year. Each term expires at noon on the appropriate January 1<sup>st</sup>, or when the Parks Advisory member successor is appointed." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take action to approve the amended By-Laws for the Parks Advisory Board during the May 28, 2020 board session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: May 14, 2020

cc: Admin. - Finance - Human Resources - Parks