

Parks and Recreation Advisory Board
Regular Meeting Minutes
September 23, 2013

Meeting called to order by Mr. Scott Gerlach, Chairman at 7:01 p.m.

Roll Call: Scott Gerlach, Chairman
 Paul Peters, Vice Chairman
 Jennie Urtel, Secretary
 John Bell
 Jason Bibby
 Dean Whitcomb – unexcused absence
 Steve Fletcher
 Carl Towne – unexcused absence
 Nancy Kessler
 Chris Doozan, McKenna representative

Approval of August 26, 2013 meeting minutes with the following corrections:

Date correction “July 29” not “August 26”

Remove repeated line under “Lyon Township items from Rose Case” “Steve noted that there were problems

Voice vote: Ayes Unanimous

Nays None

Announcements and Communications:

- Very nice Thank You note from Hometown Bicycle in regard to their September 14 Mountain Bike Marathon race. Will post on Township bulletin board
- Very good turnout for the race; over 100 participants with some racing for over 6 hours
- Hometown Bicycle would like to come in and present for next race event. The Board will put them on the schedule for November
- Jennie Urtel will help with coordination

Call to Public:

- None

Reports:

SLARA update:

- Amy not in attendance

Community Center:

- Kick off meeting was held with Neumann Smith (Concept Architect)
- Discuss what the Community is looking for in the building. Architect will put together some ideas for review
- Community Forum to be held in early 2014
- Preliminary budget set at \$15 million
- Discussing millage requirement and vote dates

Lyon Township items from Rose Case:

- Check received from photographer for \$800.00
- Check received from photographer for \$2,600.00
- Movies in the Park
 - Paul and Rose were helpful with movie process
 - Approx. cost for showing a movie is \$600.00 (Licenses, equip, etc.)
 - Township does own some equipment. Inventory of equipment should be completed and it is known that 1 speaker is broken
 - Will need to find a sponsor to provide movies in the future. Perhaps John Dolan (has expressed interest in the past)
 - Due to cost of movie license a series of movies would be the most efficient and economical.
 - Add "Movies in the Park" as future agenda item to discuss planning and budgeting

PAB Subcommittee's report

- Sports Committee
 - Panthers are using the fields with signed contract on file and fees paid
 - Junior League is confirmed that contract is signed and fees are paid
 - Lacrosse – have not had a recent conversation since they sent back contract with changes that were not approved.
 - Add \$1,000.00 lawn cutting bond to each contract to make sure lawn gets cut per agreed upon schedule
- Field/Pavilion Fee Structure Committee
 - No new updates
 - Spread sheet to be created with example fees and compare to general fund to help determine costs. Will also look around at neighboring Communities to see what their fees are to help create an appropriate fee schedule
- Park Rules Ordinances / Sign Committee
 - Township has a current Sign Ordinance. Packet passed out to members for review for discussion at October meeting.
 - Committee recommends 4 signs at each drive in and bike in location. Going to create sign language and get rough estimates to present to Committee at October meeting.

Approval of Agenda:

Voice vote: Ayes Unanimous
Nays None

New Business:

Item 9a – Eagle Scout project ideas

- Adam Smith was going to take benches from other areas of the park and relocate to playscape area
- Steps to new playscape area
- Is there a timeframe for work to be started / completed – nothing set
- Eagle Scout must provide full project plan including: plan project, solicit help, do the work
- Look at Action Items 3 & 11 as opportunities for Eagle Scout project
- Ecological beautification – could get some money from outside groups to help purchase plantings. Comment was made that contact should be made with Christina Pearce who is the landfill Manager. Township leases landfill property so approvals may be needed
- Signage could be added to Huron Valley Bike Path that states what roads you are crossing
- Bike path at Northwest corner of park is very dangerous. Cleanup of the area will help to widen the path.
- General cutting of growth around park to maintain open and clear pathways
- Itemize / inventory Township equipment: create list, organize and repack items to maintain efficiency
- Improvement near the newly refurbished baseball fields
- General signage at pavilions and fields
- Oakland County has offered to consult with and help the PAB

Item 9b – Walkability review audit summary

- Walkability observed where sidewalks stops and starts, unevenness, etc.
- Information to be used for Downtown Streetscape Development
- Report to be created to present to Township, Chris D will share with PAB
- No direct impact to PAB action items

Item 9c – Budget

- Steve handed out budget packet
- Still need to get rest of expenditures from Township so we can have all data to be able to create 2014 proposed budget
- Steve will have revenue titles created to more clearly define budget categories
- 2014 proposed projects should coincide with Master Plan items
- PAB members to review budget to discuss at October meeting which will then be presented to the Township Board for approval
- There is a “Welcome to the Township” gathering on September 27th to meet community businesses, PAB members are welcome to attend

Old Business:

Item 10a – Park Master Plan

- Township is required to post DNR grant signs. Chris D handed out flyer showing the 2 signs required.

Motion to have Chris Doozan approach Township Supervisor to purchase and install signs which will be paid for by PAB budget.

A voice vote was called: Ayes Unanimous
 Nays None

- Chris D needs people to add to the invitation list for the Focus Group meeting
- Review Master Plan drafted as required by DNR

Motion to adjourn meeting at 8:55 p.m.

A voice vote was called: Ayes Unanimous
 Nays None

Respectfully submitted

Jennifer Urtel
PAB Secretary