

Parks and Rec Regular Meeting Minutes

Date: Monday, May 8, 2023

Call to Order at 6:00 pm by Chairperson Sutton

Roll Call by Vicki Scott:

Present: Dickinson, Klaas, Muoio, Sutton, Fulton, McMahon, (Fisher arrived at 6:04 p.m.)

Absent: None

Others Present K. DeCoster, D. Roehl

APPROVAL OF AGENDA:

MOTION by Klaas, seconded by Fulton, to approve the agenda as amended adding #5 Grills under Unfinished Business.

All Ayes

Motion Carried

APPROVAL OF MINUTES:

MOTION by Muoio, seconded by Fulton, to approve the April 18, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT – None

UNFINISHED BUSINESS:

1. **Culvert for Lester St. Park**– Sutton explained Chris Heiden & I were able to reach out and get 3 prices for the culvert. Grant Burgess price was \$12,600, Jensen Bridge & Supply price was \$13,832.00, and Sanilac Drain & Tile price was \$16,856.00. Klaas explained the DPW recommended putting a culvert in. The Army Corps will be dredging the harbor and they need a place to put the sand. They are willing to dump it there at no charge so they don't have to haul it away. This is a perfect time to put a culvert in. Klaas explained in the budget we have \$15,000.00 between capital outlay and maintenance. Discussion followed.

MOTION by Klaas, seconded by Fulton, to forgo the bid process for the project.

All Ayes

Motion carried

MOTION by Klaas, seconded by Fulton, to accept the bid from Burgess for \$12,600.00 and send to Council for approval, funds coming from capital outlay and maintenance.

Roll Call:

Ayes: Klaas, Fulton, Dickinson, Muoio, McMahon, Sutton

Nays: None

Motion carried

2. **Spark Grant Draft** – McMahon asked about lighting for the pickleball courts. Discussion followed. Klaas explained we are already over budget for the 2nd round of the spark grant. We will still need to pay a project manager to help with this project and secure options for additional funding. Klaas explained little league has been helping maintain the ball field and is willing to help in the future.

Dickinson reached out and received different options for playground equipment for the board to review. Klaas noted we could look into other grants as well as the Spark Grant now that our 5-year plan has been accepted. Discussion followed. Sutton explained we will need to make sure we are ADA accessible. Dickinson noted this will help when going after grants as well. Klaas explained if we just recoat the basketball court, this will save money.

3. **Spark Grant 2nd Round - McKenna** – Klaas explained the 2nd round is open until June 31st, 2023. Sutton explained since McKenna did our 5-year plan I reached out to see how much it would cost for them to help with writing and submitting this grant. The approximate cost would be \$1,000.00. Discussion followed.

MOTION by Klaas, seconded by Fisher, to allow McKenna to review the grant and help write it not to exceed \$1,000.00.

Discussion:

AMENDED MOTION by Klaas, seconded by Fisher, to allow McKenna to review the grant and help write it not to exceed \$2,500.00. and to send to Council.

Discussion:

Roll Call

Ayes – Klaas, Fisher, McMahon, Muoio, Dickinson, Fulton, Sutton

Nays – None

Motion carried

Lengthy discussion followed on having a phase 1 and phase 2 of the grant process. Board discussed what pieces of the Lester Park upgrades can go in phase 1 and what can wait until phase 2. Sutton will contact McKenna and let them know we do not have formal approval from Council yet but ask if this is something they can help facilitate.

4. **Budget** – Sutton explained Dickinson worked with Shelly on the budget process. Dickinson handed out a chart showing the fixed costs on the budget. She explained we need to fill in line-item amounts for supplies, advertising, contracted services, maintenance, and capital outlay. Discussion followed. Board members agreed to request the following amounts for the 2024 budget; supplies \$15,000.00, advertising \$120.00, contracted services \$30,000.00, maintenance \$15,000.00, and capital outlay \$5,000.00.

MOTION by Fisher, seconded by McMahon, to send the proposed budget to Council with the above adjustments.

Roll Call

Ayes – Fisher, McMahon, Dickinson, Muoio, Fulton, Klaas, Sutton

Nays – None

Motion carried

5. **Grills** – Fisher explained he received an estimate for 3 grills. The 3 existing grills need to be replaced as soon as possible. I propose we purchase 4 grills as there is room for another one. The estimate came in at \$249.00 per grill. To replace the wide grill would be \$169.99. The total for 5 grills would be \$1,329.00. Sutton explained they will be pulling out the grills during the harbor redevelopment. Sutton explained we do not have money in the budget at this time. Discussion followed.

MOTION by Sutton, seconded by Fisher, to approve getting a donation from Fisher in the amount of \$750.00 for 3 grills at Tierney Park.

All Ayes

Motion carried

NEW BUSINESS:

1. **DPW Projects & Special Events - Muoio-** Muoio explained after reaching out to Chris Heiden, it would be a benefit to the Village and this group if we could have a sit-down meeting with the DPW. We could discuss their routine projects, how they go about that, and their timelines. They can then understand what our expectations are and we can understand what their capability is. Board members agree.

MOTION by Muoio, seconded by Fisher, to invite representation from the DPW to discuss their project costs and scheduling.

All Ayes

Motion carried

2. **Harbor Redevelopment Committee Member** – Sutton explained we need to pick one committee member and one alternate to serve on the harbor redevelopment committee. Board members discussed who on this board would be interested and has the time commitment. Klaas noted he has time to commit to it. Fulton noted he would be interested as the alternate.

MOTION by Sutton, seconded by Muoio, to nominate Denny Klaas as the committee member and Mike Fulton as the alternate.

All Ayes

Motion carried

CORRESPONDENCE- None

PUBLIC COMMENT-

- K. DeCoster (5203 Main) – thanked Mr. Fisher on addressing the grills at Tierney Park and possible wood chips at Lester St. Park.
- D. Roehl (5410 William Dr.) – commented on the fill coming from the Harbor.

ADJOURNMENT:

MOTION by Klaas, seconded by Fulton to adjourn the meeting at 7:51 pm.

All Ayes

Respectfully submitted,

Vicki Scott

May 8, 2023