

## Chikaming Township Park Board Meeting, Monday, August 27, 2018

Chikaming Township Park Board Approved Minutes - Regular Meeting

Monday, August 27, 2018 6:30 p.m. Chikaming Township Hall 13535 Red Arrow Hwy Harbert, MI 49115

MINUTES	INDEX to MINUTES
The meeting was called to order at 6:30 p.m.	Call to Order
Members present: Janet Schrader, Kathy Sellers, Arthur Anderson, Joseph Reed, Shelly Taylor, Deborah Hall-Kayler and Jill Underhill were present.	Roll Call
Approval of the meeting's agenda.	AGENDA APPROVED
It was requested that "revision to the bylaws with a spending cap on maintenance" be added to the agenda.	
Moved by Sellers, seconded by Taylor, to approve the meeting agenda.  CARRIED	
Motion to approve preceding July meeting minutes.	MOTION TO APPROVE MINUTES
Underhill requested that on page 2, "of and above" be added to "donations of \$10,000."	MINUTES APPROVED
Moved by Sellers, seconded by Underhill, to approve the minutes of the July regular meeting.  CARRIED	
Sellers reported that the current balance is \$82,971 for the remainder of the fiscal year with a couple bills not yet posted.	Treasurer's Report
Michael Bryne wrote to the board expressing frustration with parking.	Correspondence
Carolyn Drier wrote to the board informing them that after 3 p.m. some days the lot parking becomes very disorganized.	
Reed informed the board that Don Mackely wrote to him supporting the Cherry Beach project and stating that he thinks it needs to be made more clear that the property for which funds are being raised is not currently Cherry Beach.	
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Hall - Aye Reed - Aye Schrader - Aye Taylor - Aye

Harbert Beach – Reed reported that he placed matts at the foot of the Beach/ Park Reports stairs on Harbert Beach to collect sand. **Cherry Beach** – Schrader reported that a new gate was installed. Schrader reminded the board that one port-a-john will need to be removed after Labor Day. Berrien Beach - Underhill had nothing new to report. **Miller Beach** – Hall reported that the railing was repaired. McKinley Beach - Taylor had nothing new to report. **Townline Beach** – Anderson had nothing new to report. **Pier St. Beach** – Sellers had nothing new to report. Chikaming Park and Preserve on Warren Woods Rd. -The duckweed will be assessed at the pond by an expert the week after Labor Day. Schrader stated that she was informed the water quality at the park should also be assessed. Taylor has been looking into when the next burn should be scheduled. **Harbert Rd. Park and Preserve** – Hall hand nothing new to report. **Harbert Community Park** – Underhill reported that a post was added to the little free library and the bleachers are in the process of being stained and sealed... Hall informed the board and public that there will be a Taste of Old Business Chikaming event at the township on October 6th. Anderson informed the board that there will be an open house and walkthrough at the Community Gardens on September 9th from noon until 3 p.m. Hall informed the board that she spoke with the township insurance provider and has a better understanding of the township requirements for hiring workers. She stated that workers will be required to fill out a W9. Sellers shared the full guidelines that were written up for hiring. The new procedure included requirements such as, "new construction projects require approval and each board member has a maintenance budget of \$1,000. MOTION TO UPDATE MAINTENANCE Moved by Sellers, seconded by Underhill, that all maintenance projects, emergency and non-emergency, over \$1,000 need prior board **PROCEDURES** approval and maintenance be differentiated from new construction. If the emergency necessitates, a special meeting will be called. Roll call vote as follows: Anderson - Ave Sellers - Aye **Underhill - Aye** 

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Hall stated that she is putting together a maintenance schedule for items such as staining the steps and when to initiate a prairie burn.

Moved by Underhill, seconded by Sellers, that the bylaws be amended to reflect the requirement that board approval is needed for all new construction as well as the addition of a spending cap on all maintenance projects, emergency and non-emergency, of and above \$1,000 with that amount to be reviewed annually.

MOTION TO UPDATE BYLAWS

Roll call vote as follows:

Anderson - Aye Sellers - Aye Underhill - Aye Hall - Aye Reed - Aye Schrader - Aye Taylor - Aye

Underhill informed the board that she secured three estimates to repair damage to the driveway at Harbert Community Park. They included Versaw at \$1,700, Oldenburg Excavating at \$2,915, and Benke at \$2,615.

Moved by Underhill, seconded by Sellers, to accepted the bid by Versaw to grade and repair the Harbert Community Park access.

CARRIED

Taylor reported that the New Buffalo baseball team used the field at Harbert Community Park.

Schrader reported that less than \$225,000 need to be raised in matching funds for the Cherry Beach project. Hall announced that the board is fully behind the project and supporting it with matching grants.

Sellers reported that the trash removal has been going well and service will be doubled on Labor Day.

Hall informed the board that the two parks in Lakeside formerly cared for by the Lakeside association will now be maintained by the Park Board. The next step in the process is to prepare a memorandum of understanding to be agreed upon. Hall informed the board that the annual average maintenance cost for the park was \$2,349.

Hall then read the memorandum of understanding. Schrader stated that she felt maintenance days should be the responsibility of the Lakeside Association.

Moved by Hall, seconded by Schrader, to approve the memorandum of understanding for general maintenance at the two Lakeside Association parks, as amended, and present it to the township board

MOTION TO ACCEPT A BID FOR REPAIR WORK AT HARBERT COMMUNITY PARK

**New Business** 

MOTION TO APPROVE MEMORANDUM OF UNDERSTANDING

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at their next meeting.  CARRIED	
Hall informed the board that the fishing platform at the Chikaming Park and Preserve will need to be replaced or repaired and quotes for the work are being sought after for review at the next meeting.	
Sellers asked all the board members to consider what they would like added to the budget for the coming fiscal year. The board agreed to further discuss this in a budget work session on October 10th from 5-9 p.m.	
Fran Wersells questioned what happened to Michael Smith and the fence at Cherry Beach. Schrader responded that the fence has been restored.	Public Comment
Moved Underhill, seconded Sellers, to adjourn the meeting at 8:30 P.M. CARRIED	ADJOURNED
MONDAY, September 24, 2018 at 6:30 p.m.	NEXT MEETING
Minutes submitted by Jessica Reed	

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