

Friends of the Muskegon County Parks Advisory Committee
Mats Administration Building
2624 Sixth Street
Muskegon Heights, MI 49444

Minutes
February 27, 2014

CALL TO ORDER:

The meeting was called to order at 2:08 p.m. by Chairwoman Vicki Broge. She asked everyone if they had the minutes and agenda had been e-mailed to them.

Chairwoman Broge welcomed Lupe Alviar Jr. to the Friends of the Muskegon County Parks Advisory Committee.

ROLL:

Present: Lupe Alviar Jr., Vicki Broge, Susan Cloutier-Myers, Ken Hulka, Kathy Evans (for Erin Kuhn), Amber Mae Petersen, Jerry Sanders, Kimberly Sims, Rachel Star and Veronica West

Absent: Pamela Lynk

Excused: Erin Kuhn

Staff and

Others: Sara Damm, Bob Lukens, Mary Mack and Jim Wood

PAC-14-009 **Approval of Minutes**

Motioned by Ken Hulka, supported by Amber Mae Petersen to approve the minutes of January 23, 2014.

Motion carried

PAC – 14-010 **Voting on a Parliamentarian**

Chairwoman Broge asked if anyone would like to be the Parliamentarian. The by-laws call for one for the first six months.

Lupe Alviar Jr. said he would serve as Parliamentarian if no one else wanted the position.

Motioned by Susan Cloutier-Myers, supported by Ken Hulka that Lupe Alviar Jr. becomes the Parliamentarian.

Organizational Planning

Chairwoman Broge asked the group which direction they wanted to get started at, we know we want the parks to be safe, better and accessible.

The County put \$10,000.00 into the Community Foundation, which is to be used as a matching grant.

We also need to get some donations. Get some donation envelopes – do we want to do that or have staff to do it. If we have staff to do it, we can view the envelopes via email.

There was conversation relative to email,

If we could use google, yahoo or something else.

We could open up a drop-box and provide links so that all of the comments come together.

They believe that the Foundation has envelopes.

Do we need to make a motion to direct staff to implement development of the envelopes? Lupe Alviar Jr. Parliamentarian said no we have a consensus.

Consensus from the group to direct staff to move forward with printing materials, brochures, envelopes and ideas relative to fundraising.

Bob Lukens mentioned starting some sort of preliminary Park web site to be linked with the Community Foundation, where there would be a spot to donate.

Agenda addition

Lupe Alviar Jr. wanted to add an item C & D to the agenda.

Item C – Veterans Memorial Park should be accepted as part of the county parks. It is not a revenue generating park. However, they do have a million-dollar project that has been approved by the state. He gave a brief presentation informing everyone what the project involves.

Item D - We need to deal with some environmental issues and we should make Kathy Evans, who was present at the meeting (substitute for Erin Kuhn) to be an Advisor to the Advisory committee but not as a voting member.

Kathy Evans added to the discussion stating that there is money available for restoration projects from the EPA – a shovel-ready project. Basically, restore the entire area back to its original design including trees and shrubbery.

In regards to the Advisory position, she would have to wait to hear from Erin Kuhn who had just been appointed as Executive Director at her current position.

Would the County incur more expense with this park being added?

There was discussion regarding the 40 plus year maintenance agreement with the County and cities involved.

Does the Advisory Committee have the authority to add this park as a County Park since we are just an advisory?

Lupe Alviar Jr. stated “we are an advisory committee and we can advise the county board.”

Chairwoman Broge would like for staff to defer this to management. We need to stay out of this.

STATUS AND UPDATES

Chairwoman Vicki Broge discussed the Parks Grants/Status & Update from the memo distributed by Judy Kell prior to the meeting.

Kathy Evans discussed the Lake Water Trail connecting waters to Lake Michigan – which she has sent to Judy Kell.

Electronic Reservations System/Status & Update –

Jim Wood informed the board that they are in the process of installing the reservation software and will be in training beginning on Monday. Jim is hopeful that the system will be up and running by the middle of April.

Questions:

Was it easy to navigate? He does not know but will ask and see on Monday.

Can we add donation accepted to the reservation page? Not sure.

Could the system link with the state parks? No, Jim explained the process of what happens if our parks or the state parks become filled to capacity.

If the county would implement an advertisement bill board for the reservations? If so, could we get an electronic board? Could we add telephone numbers? no

Bob Lukens answered that it was a possibility; he will ask the company that he is currently talking with and report back at the next meeting. He gave brief discussion on the cost of the billboard.

Recreation Plan update discussion

Bob Lukens was thanked for the Press Release.

Do we need to visit places to get a feel for the parks? Yes, we should visit the parks there is a lot of territory to cover. We could possibly take a couple of days probably too much to tour in one day.

Jim stated that it definitely is a 2 day tour for all of the parks.

We should set dates as the weather permits. We should wait until the 1st week in May seeing that it is still kind of messy in April. Should look at 3 alternate dates.

We should meet in April before we take the trip and go through the Recreation Plan and make this the only agenda item. Possibly meet in May and June and as needed and take the summer off.

Public Comments:

There were no public comments

Meeting Date

The next meeting will be scheduled for Thursday, April 10, 2014 at 2:00 p.m. at the Visitors Conference Center. We should plan on looking at the Recreational plan prior to coming to the meeting.

Adjournment

The meeting was adjourned at 3:41 p.m.