



Munson Township  
Park & Recreation Board Meeting  
Joint Meeting with Township Trustees

Wednesday, January 20, 2010

The meeting was called to order at 5:30 p.m. by Chairman Rosboril.

Present: Kristen Bluemmel, John Kaczynski, Tim Kearns, Barbara Parkinson, Michael Roche, Joe Rosboril, Jonathan Schroeter, Mark Stukbauer. Others in attendance: Andy Bushman, Irene McMullen, Todd Ray, Pat Bayer, Jim Teichman, Judy Toth, Frank Gliha, Jessica O'Hara, Ben and Doug Roessler, Ann Wishart.

Minutes

Rosboril moved, seconded by Schroeter, to approve the January 6, 2010 minutes. Passed 7-0-1 (Parkinson).

Community Picnic

Parkinson reported that we have had three responses from the early letters requesting donations for the raffle. The consensus of the Park Board was to keep the menu the same as last year.

Scenic River Retreat

Kearns reported that he met with the electrician to discuss electrical service wanted at the park. It was noted that a pole with a transformer is across the driveway; if we can use it, we will save money; that will be explored. Wanted electrical service includes light for the flagpole and sign (with or without a timer), lighting the parking lot, small light system at the small pavilion, wiring for future restroom, light and electric outlets at the large pavilion. A shelf is wanted along the wall where outlets will be similar to that at the Munson Township Park pavilions.

Other

A copy of the budget that will be submitted to the Trustees was passed out.

Stukbauer moved, seconded by Kaczynski, that we recommend to the Munson Township Trustees to buy a fertilizer spreader not to exceed \$400. Passed unanimously.

Joint Meeting with the Munson Township Trustees

Three questions and three requests were presented to the Trustees. Comments are summarized.

Question 1 included maintenance of existing facilities, identifying and developing projects and programs, promoting the parks within the township, enhancing park development and usage, prioritizing project recommendations to the Trustees for funding. Other comments included the role of stewardship, partnering with the Trustees and other entities in the community, better coordination and defining the Park Board's role.

Question 2 included that some projects are presented better than others in terms of detail and discussion, need background information including why a request is important to the Park Board, include how the project/program fits into the big picture, helpful to have a member of the Park Board present at Trustee meetings to answer questions. It was suggested that if funding for a project is refused, to tell why it is refused. Some projects may need more approval steps, e.g., permission to research a project prior to presenting a proposal for funding a project.

Question 3 included the suggestion that the Park Board Chair be on the sign-off prior to the final O.K. for payment, and then notification to the Park Board that the sign-off has been completed. A paper trail was suggested to include a description of the project, the date presented to the Trustees, the award of the contract, when the project is completed, and designate who has the authority to sign off the completed project.

Request 1 was basically approved.

Request 2 was expanded that all groups requesting money coming out of the Park Board budget go through the Park Board for discussion and recommendation prior to being presented to the Trustees.

Request 3 requires research of early Park Board minutes to determine what originally was written; then to examine to see if modifications are needed.

#### Additional Discussion

Ray suggested that the budget be examined for stewardship, prioritize improvements, and prioritize the “dream list”.

Sign placement was discussed. The Park Board is responsible for sign placement. At the Nero Nature Preserve, the sign will be placed on the existing sign post.

It was announced that Frank Gliha is interested in joining the Park Board. The Park Board consensus is that the opening should be advertised and Frank would apply along with any other interested Munson Township residents.

A question was asked if the Park Board planned to extend the trail between Scenic River Retreat and the Auburn Road parking lot; answer was that it would be desirable.

#### Adjournment

Rosboril moved, seconded by Kaczynski to adjourn the meeting at 7:13. Passed unanimously.

The next meeting will be Wednesday, February 17, 2010 at 5:30 p.m. at the Munson Township Hall.

Attached to the permanent minutes: Budget to be presented to the Trustees; the questions and requests to the Munson Township Trustees.

\_\_\_\_\_ Chairman; \_\_\_\_\_ Secretary

cc: Park Board Members  
Township Trustees and Fiscal Officer  
Road Superintendent

# **MUNSON TOWNSHIP PARK & RECREATION BOARD MEETING WITH TOWNSHIP TRUSTEES**

Wednesday, January 20, 2010

6:00 p.m.

## **Introduction**

We know that you, the Trustees, are responsible for approving projects, expenditures, OKing work to be done. We, the Park Board, know our responsibilities are only to recommend. Our questions and concerns are where we meet or overlap or clash carrying out approved recommended projects.

## **Questions**

1. To each Trustee in turn (Irene McMullan, Andy Bushman, Todd Ray):  
What do you believe is the mission/purpose/job of the Park Board?
2. To the Trustee Chair first, then the other Trustees for additional comments:  
As a Park Board, we have become, we believe, more organized re our meeting agenda, minutes, budget requests and projects. We now feel stymied on project implementation. After we have identified specific projects with timelines, we would like to know how you handle the specific requests to you, the Trustees. How do you decide which of our recommendations you will approve?
3. To any Trustee, others for comments:  
We have had problems in the past that projects have been signed off for payment prior to completion. The Park Board passed a resolution in 2009 requesting that in addition to a staff's/Trustee's signature that a Park Board member's signature also be required OKing the completed work. This has not been done in the past. How do we assure payments to contractors/vendors are made only after the completion of the contracted work?

## **Requests**

1. We have discussed the option of a work order that would allow unexpected problems to be corrected or fixed. We request that the Trustee Chair be contacted in such a situation for immediate approval and repair.
2. Over the years, the Township has supported Munson Baseball and High School Baseball through the Park Board's resolutions and budget. We request that anything with baseball requiring money from the Park Board's budget be presented to the Park Board for discussion and recommendation prior to the Trustees' approval.
3. We would like to have a written mission statement and job description so that both the Park Board and the Trustees are on the same page.

## Munson Township Park and Recreation Board -2010 budget projections

### Maintenance

Mowing Bass L.	\$12,000	1000-610-329-0000
Mowing Scenic River	\$5,000	1000-610-329-0000
Garbage totes 16 all parks	\$1,800	1000-610-322-0000
Portable Restrooms 3	\$1,350	1000-610-329-0000
Baseball field prep work	\$4,000	1000-610-329-0000
Fertilize and Aeration	\$4,000	1000-610-490-0000
Poison Ivy control Nero	\$200	1000-610-490-0000
Playground repair all parks	\$2,000	1000-610-323-0000
Grass seed, straw, soil all parks	\$1,000	1000-610-420-0000
Gravel all parks	\$6,000	1000-610-420-0000
Mulch all parks	\$1,000	1000-610-329-0000
Bathroom cleaning Bass L.	\$600	1000-610-329-0000
Retaining wall at pavilion Bass L.	\$500	1000-610-323-0000
Picnic table replacement	\$2,500	1000-610-730-0610
Electric	\$400	1000-610-51-0000
Insurance	\$600	1000-610-381-0000
Events	\$15,000	1000-610-599-0000
Dues & Fees	\$300	1000-610-519-0000
<b><u>Total maintenance</u></b>	<b><u>\$58,250</u></b>	

### Improvements

Trees removed and trimmed Nero	\$7,500
Trails & mapping Nero, Scenic River	\$10,000
Playground	\$10,000
Driveway pull-off Nero	\$2,500
Gate Nero	\$1,500
Lighting for flag poles	\$1,500
Speed bumps Bass L.	\$1,200
Trail markers Scenic, Nero	\$1,000
Chain link fence around basketball court	\$7,000
Driveway paved Bass L.	\$30,000
Parking lot paved Bass L.	\$50,000
Bathroom Scenic River	\$50,000
Electric Scenic River	\$10,000
Fence Bass L.	\$5,000
<b><u>Total Improvements</u></b>	<b><u>\$187,200</u></b>

### Miscellaneous

Tracks & Harley Rake for Skid Steer	\$8,000
Spreader	\$300
<b><u>Total Misc.</u></b>	<b><u>\$8,300</u></b>

### Futures

Pavillion Nero	\$48,000
Fishing platforms Scenic River	\$8,000
Observation deck Nero	\$10,000
Zambory field access rd	\$18,000
Property	
<b><u>Total Futures</u></b>	<b><u>\$84,000</u></b>