

Ross Township  
1086 M-89  
269-731-4888

Ross Township Park & Recreation Committee Meeting  
Meeting held at Ross Township Hall

**Minutes**  
**February 6, 2020**

**CALL TO ORDER**

Donna Tellam, Committee Chair, called the regular meeting of the Ross Township Parks and Recreation Committee to order at 6:00 p.m. at the Ross Township Hall. The Pledge of Allegiance was said.

**ROLL CALL**

Present: Donna Tellam  
Peggy Sattler  
Alex Harris  
Dave Senkewitz - Ross Township Trustee (Committee Advisor)  
Diana Langshaw - Ross Township Trustee (Committee Advisor)

Absent:

**APPROVE AGENDA**

Peggy moved to approve the agenda. Seconded and **passed**.

**MINUTES FROM January 9, 2020**

With no amendments to the minutes, Peggy moved that the minutes of January 9, 2020 meeting be approved. Seconded and **passed**.

**TREASURER'S REPORT**

The auditor at the township board's January budget workshop, provided additional detail on budget details specific to the Parks Committee. The format is still not as clearly outlined as what is needed to present to potential grantors and for Committee members to track income and outgoing transactions. Dave was thanked for his efforts to obtain clarified budget records and history. Dave gave the financial update for November 2019 and January 2020. Alex is to work with Dave and Norm, and the auditor to see if we can get this resolved.

2020 Park Budget

The 2020 Budget was compared to expenditures from the 2019 budget, with discussion of the costs for salaries for the Park Manager and Park Attendants for 2020.

Estimates for Spring and Fall clean-up were consolidated, and a credit for Trash Expenses was noted.

**(Draft)** Dave to update sheet to report.

Motion by Peggy to approve Dave's Treasurer's Report. Seconded and **passed**.

## **PARK MANAGEMENT REPORT**

Rob Baker has requested that the Committee consider adding additional Park Attendant hours for better coverage and some overlap. He suggests each attendant (2 per day) work 6.5 hour shifts, with a half hour overlap. This would equal 13 hours per day that Park Attendants would be paid. We will need to determine if the wages we have budgeted (\$8,000) will meet this projection. It was also suggested that the Park Manger salary be raised \$500 (to \$3,000) if the Park opens in May and requires additional Park Manger time.

Rob also requested that Park Committee Members review new Park Manager and Park Attendant Job Descriptions, and provide suggestions for expanded staff responsibilities for cleaning and maintenance, spring/fall clean-ups.

## **GRANTS UPDATE**

Donna discussed the amounts of the grants from the Gilmore Foundation and the Gull Lake Area Rotary Club. Donna, Peggy and Rob Baker attended the reception for the 2020 Gilmore Foundation Grantees earlier in the afternoon. Funds from the Gilmore Grant must be spent by the end of 2020. The GLARC grant will include the playground project grant (\$6,000). An Eagle Scout Project, such as installation of new benches with donor plaques.

Donna has been meeting and closely coordinating with the 2020 GLARC President on planning for purchases to be ready for installations at the Park in the spring. The first check from GLARC (\$2,500) will be paid on July 1, 2020, and the second half at the end of the year. It was suggested that the Township could dedicate funds for purchases now and reimburse ourselves when the Grant pays us. We would like to install the playground in June, ready for use for the Fourth of July.

## **PUBLIC COMMENT**

There was no public comment.

## **UNFINISHED BUSINESS**

### Plumbing Estimate

The Committee reviewed the new estimate for the renovation of both bathrooms by plumber Brent Gould. The estimate was for replacement of 2 bathroom toilets and seats, but the Committee suggested that it would be efficient to replace all 3 to fix all potential problems and start fresh. This would increase the price of \$2,941 and we have budgeted \$3,685 for this project.

It was noted that the plumber's renovation does not include repair of the stall dividers in the men's bathroom, but it was determined that this be deferred to next year's projects, with further discussion of options.

Alex suggested that motion-sensor lights could be added in the bathrooms in the future, which could save the cost of electricity when the bathrooms are not being used. This will need to be investigated for installation and cost options.

### Board Representatives

The Township Board will consider allowing Board representatives to the Park Committee to be appointed and have voting rights as committee members.

## **NEW BUSINESS**

### Grants: Parking Lot Car Wheel Stops

Peggy's research on the different types of parking stops and their costs was presented. They can be made out of recycled plastic, recycled tire material or cement. Information on the durability of recycled materials was shared, and the warranties (as much as 5 years). Menards sells a recycled tire-type parking stop with a five-year warranty at a weight that would be easier to install ourselves. Alex would like us to research more concrete parking stops, which Peggy will investigate. Fewer companies seem to provide these now, and would require professional installation by law to meet 18 month warranty. Further discussion and a decision will be postponed to the March meeting.

## **MEMBER TIME**

Peggy volunteered to take over the Secretary position and will prepare the minutes for the February meeting.

## **ADJOURN**

The meeting was adjourned at 8:08 p.m.

Respectfully submitted: Peggy Sattler