

CHARTER TOWNSHIP OF FORT GRATIOT PARKS & RECREATION COMMISSION REGULAR BOARD MEETING
MINUTES 3/19/2018 7:02 O'CLOCK P.M. PAGE - 1 -

MEMBERS PRESENT: CLIFTON, KESTNER, and ZAUNER

MEMBERS ABSENT: JEX late arrival 7:15pm, VANOVER

ALSO PRESENT: William Shanahan, Ted Barss

Motion by ZAUNER, seconded by CLIFTON, to approve the agenda as printed, posted or with additions.
Vote 3/0. MOTION PASSED

Motion by _____, seconded by _____, to approve the Minutes of the February 19, 2018 Regular Meeting (as printed and posted/with corrections). Vote, ___ / ___. KESTNER asked that minutes be amended to show that part-time Parks and Recreation position can be paid with a "stipend" if position filled with a Parks and Recreation Commissioner. CLIFTON asked for minutes to be approved next meeting because of all the revisions to minutes.

CITIZENS WISHING TO ADDRESS THE BOARD:

Mr. Shanahan wanted to bring to board's attention that the Fort Gratiot Township website is missing many Parks and Rec agendas and minutes, specifically from last year. Mr. Shanahan was specifically looking for minutes involving new pavilions being built in the dog park and the Parks and Rec's agreement to pay for half or one of the pavilions. After discussion, Mr. Shanahan and Mr. Barss will get a few bids for pavilions so we can move forward and request the funds from the Board of Commissioners.

Mr. Shanahan also asked if the board had heard about a "GoFundMe" page specifically designated for the dog park by the family of someone who had recently passed. No one had but KESTNER would follow up.

TREASURERS REPORT:

none

CORRESPONDENCE:

KESTNER to email Laurie Dennis to build relationship in regard to gardening and birding.

UNFINISHED BUSINESS:

Event Coordinators – KESTNER asked for volunteers to lead events on a bi-monthly basis. CLIFTON volunteered for 5k.

Par Course / Parkour – KESTNER presented FitTrail literature and suggested 20 station trail. KESTNER to meet with Jorja Baldwin to discuss total budget for installation of FitTrail for grant consideration. Grant donor signs discussed.

NEW BUSINESS

Grant Opportunities / Grant Class Report – KESTNER and JEX just finished grant writing course. KESTNER to attend Grant Management class in May. Upcoming grants to be considered include DTE grant for trees and Fit-Trail grant (under "playground" grants). Possible grants in future include habitat programs grants.

5K Event – After discussion of dates and “charity”, it was decided that the 5k would be instead a dog parade on a Saturday in August 2018. Will look at calendar at meeting next month for specific date.

Parks and Rec Director Proposal – KESTNER presented job description for Parks and Rec part time position (see attached). CLIFTON asked that typing of meeting minutes be considered a part of the job description.

Motion by JEX, seconded by ZAUNER, to submit the position of Parks and Recreation Coordinator to the Township Board of Trustees for the funds to be added to our budget. **Vote, 4/0. MOTION PASSED.**

Motion by JEX, seconded by ZAUNER, to submit to the Township Board of Trustees that the position of Parks and Recreation Coordinator be filled by Kim Kestner, Parks and Recreation Commissioner. **Vote, 3/0. MOTION PASSED.** (KESTNER abstained from vote)

BOARD DISCUSSION:

- Little League is in negotiations with Township to lease 37 acres. This lease would include a field house and water.
- KESTNER to follow up on phase two of dog park parking lot and if there are plans to increase parking with gravel.

Motion by ZAUNER, seconded by JEX, to adjourn. Time, 8:25 o'clock p.m. **Vote, 4/0. MOTION PASSED.**
MEETING ADJOURNED.

Parks and Rec Coordinator

Responsibilities:

- Oversee event planning and execution
 - Coordinate volunteer groups for projects
 - Organize any special projects approved by Board
 - Visit parks weekly (2x each) - keep journal
 - Follow up on any park findings
 - Weekly contact with Jorja and DPW
 - Research and find grants, write grant proposals
 - Meetings with community contacts
- Hours spent monthly - 80-90 hours
 - Monthly stipend - \$1,200
 - April - September = \$7,200
 - Revisit at September meeting to discuss plan for winter months

Vote: On the position itself - approval would mean it would then be presented to the Township Board for the funds to be added to our budget

2nd vote: Position, as presented, would be filled by Kim Kestner, Chairman of the Parks and Rec Commission.