

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
April 3, 2023**

Present: Debbie Floor, Jan Gordon, Marcia Pedzinski, Erika Pickles

Absent: Don Cross

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the March 2023 regular meeting were presented, Floormade a motion to accept the minutes, Pickles seconds, motion passed.

Treasurer's report: Current invoices included electric, trash, and Watson's tree removal at Pepper Martin, Motion made by Pedzinski to accept the report as presented, seconded by Floor, motion passed. Most recent expenditure report was distributed to all members.

Correspondence: None

Old Business:

- Plumbing in bathroom of concession stand at Pepper Martin: Supplies have been purchased and are waiting for install; bathrooms will be ready for opening day
- 2023-2024 budget for the parks has been submitted; township has yet to give final approval
- Assistant Park Supervisor position has been filled; introduction of Scott Keegan
- Light poles at Pepper Martin: request submitted to rent boom lift to finish taking poles down, need 1-2 more quotes before making decision on this
- Park improvements/playground equipment: met with consultant 3/20, see attached letter for recommendations; waiting for quotes
- Contract has been received for 2023 season from Bangarangatana, waiting for contracts from HTBL and Jones Park Disc Golf League
- Trees at Pepper Martin and Sholtey being taken care of by Watson's

New Business:

- Vandalism at Jones Park: teenage perpetrators were caught and police report filed; nozzle of tank is now locked up to prevent further occurrences
- Recommended to paint rental pavilions at Pepper Martin as well as 3 benches by the Brazo pavilion at the horseshoe pit
- Fence damage at Kiddie Korral and Sholtey due to fallen trees; Gordon will get photos for insurance claim
- Park supervisor will check broken spring rocking horse at Kiddie Korral to see if it is able to be repaired or if it needs to be removed
- Pickles has called Garrett labs to test water before ball season opening, will coordinate with park supervisor to get this done

Park Supervisor's report:

- Requested to be able to purchase second leaf blower, will get 2-3 quotes and present at next meeting
- Parks are officially open and are working on clean-up at each; port-a-johns are set up; picnic tables are ready in pavilions; will get swings out and turn on water this week

Township Park reports:

Hatcherville/Cross: absent; no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: nothing new to report

Pepper Martin/Floor: nothing new to report

Sholtey/Pickles: Northside end of year event will be June 4th or 5th

A motion to adjourn was made by Floor, seconded by Pickles

The next scheduled meeting is Monday, May 1, 2023 @6p

Respectfully submitted

Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
May 1, 2023**

Present: Debbie Floor, Jan Gordon, Marcia Pedzinski

Absent: Don Cross, Erika Pickles

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the April 2023 regular meeting were presented, Floor made a motion to accept the minutes, Gordon seconds, motion passed.

Treasurer's report: Gordon presented current invoices including electric at all parks, trash, fuel, new leaf blower, and misc supplies. Motion made by Pedzinski to accept the report as presented, seconded by Floor, motion passed. End of fiscal year expenditure report was distributed to members.

Correspondence: None

Old Business:

- Plumbing in bathroom of concession stand at Pepper Martin: still being worked on, hopefully will be completed this week
- Light poles at Pepper Martin: two quotes have been submitted for equipment to take care of this: \$1146 from CAT and \$689 from Michiana Rental
- Park improvements/playground equipment: consultant still working on quotes, they will include installation; also preparing diagrams of recommendations for each area
- Contracts received for 2023 season from HTBL and Jones Park Disc Golf League
- Painting of rental pavilions at Pepper Martin as well as 3 benches by the Brazo pavilion at the horseshoe pit – tabled until next meeting
- Fence repair at Sholtey and Kiddie Korral – pics have been taken for insurance claim, Gordon is in contact with Custom Fence Repair for quotes for repair/replacement, as needed
- Water testing completed; all results were negative
- Second leaf blower has been purchased

New Business:

- Grant applications for SPARK (MI DNR) and LQCC (Realtor Assoc) – Floor looking into these
- Following some discussion, Gordon makes a motion to initiate an updated 5 year Master Plan for Howard Township Parks, seconded by Pedzinski. The previous Plan from 2009-2014 was shared and will review for upcoming meetings. Consulting with Nelson Slavik for grant research and applications

Park Supervisor's report:

- Was able to fix spring horse at Kiddie Korral and has a top fence rail that might fit the broken fence there; leaf removal has been completed

Township Park reports:

Hatcherville/Cross: absent; no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: getting a lot of use with the warmer weather

Pepper Martin/Floor: opening day was well attended, last 3 games got cancelled due to weather

Sholtey/Pickles: absent; no report

A motion to adjourn was made by Floor, seconded by Gordon

The next scheduled meeting is Monday, June 5, 2023 @6p

Respectfully submitted

Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
June 5, 2023**

Present: Debbie Floor, Jan Gordon, Marcia Pedzinski, Erika Pickles

Absent: Don Cross

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the May 2023 regular meeting were presented, Floor made a motion to accept the minutes, Pickles seconds, motion passed.

Treasurer's report: Current invoices included electric, trash, fuel, Joy Johns, bathroom repair at Pepper Martin, Custom Fence for repairs at Sholtey and Kiddie Korral, mower blades and other misc supplies. Motion made by Pedzinski to accept the report as presented, seconded by Floor, motion passed. Revenue/expenditure report for May was distributed to members.

Correspondence: None

Old Business:

- Plumbing and repairs in bathroom of concession stand at Pepper Martin has been completed and the bathrooms have been thoroughly cleaned
- Light poles at Pepper Martin: ongoing project
- Park improvements/playground equipment: after review and discussion of recommendations from the Snider Recreation consultant, Floor makes a motion to accept quotes and move forward with all recommendations for Jones and Sholtey Parks as well as accepting recommendations for the Merry-go-round, 4-way spring rider, 2-way spring rider, and addition of mulch at Pepper Martin; the motion was seconded by Pickles, roll call vote with all present in favor
- Painting of rental pavilions and benches at Pepper Martin has been completed
- Fence repair at Sholtey and Kiddie Korral – completed by Custom Fence
- SPARK and LQCC grants: Floor working on application for LQCC; consulting with Nelson Slavik for the SPARK grant
- 5 year Master Plan – ongoing project

New Business:

- Park supervisor assistant is out for the remainder of the season due to health issues; Charlie has agreed to come back part time 2-3 days/week for the rest of the season

Park Supervisor's report:

- New mower is still in shop for repairs, discussion of different issues with equipment and options moving forward

Township Park reports:

Hatcherville/Cross: absent; no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: call over weekend regarding issue with water at the town hall that had been rented, this was handled Park Supervisor and Township; the park is busy daily

Pepper Martin/Floor: nothing new to report

Sholtey/Pickles: Northside holding their end of the year event at park tonight

A motion to adjourn was made by Floor, seconded by Pedzinski

The next scheduled meeting is Thursday, July 6, 2023 @6p

Respectfully submitted

Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
July 6, 2023**

Present: Debbie Floor, Jan Gordon, Marcia Pedzinski, Erika Pickles

Absent:

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the June 2023 regular meeting were presented, Floor made a motion to accept the minutes, Pickles seconds, motion passed.

Treasurer's report: Current invoices included electric, trash, fuel, Joy Johns, CG services, and other misc supplies from Lowe's and TSC. Motion made by Floor to accept the report as presented, seconded by Gordon, motion passed. Revenue/expenditure report for June was distributed to members; a total of \$51,226.14 is left in the current budget

Old Business:

- Park improvements/playground equipment: Project scheduled for October, with equipment arriving first week of month and to be completed by the end of the month
- SPARK and LQCC grants: Floor submitted application for LQCC, requested \$5000; Gordon will follow up with SPARK grant
- 5 year Master Plan – ongoing project
- Light poles at Pepper Martin: ongoing project

New Business:

- Trash found scattered at Hatcherville included fireworks and beer bottles; extra trash barrels will be placed out and Pickles will make post on FB reminding people to clean up after themselves as well as that fireworks and alcohol are not allowed in any of the parks
- More tree limbs are down at Pepper Martin, including one close to concession stand which is a safety concern with upcoming tournament; quotes have been obtained from Simmoms Tree & Lawn and C'n'M Tree, LLC for removal. As this is an urgent need for removal, Pedzinski makes a motion to attempt to get a third quote but if one cannot be obtained by Monday 7/10 that the bid from C'n'M Tree, LLC be accepted; if a third quote is obtained, notification and voting will take place via email so that the job can be completed before the tournament; Pickles seconds, roll call vote with all in favor, motion passed. Pickles will follow-up to get third quote if possible and report to Gordon.
- The open Park Board position has been posted by the Township, no applications have been received; applications will be reviewed by the Trustees, who will appoint someone to fill the unfulfilled term

Park Supervisor's report:

- The mower is back from the shop and in operation, business as usual

Township Park reports:

Hatcherville/ no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: Gordon reports a swingset was vandalized; the park supervisor states that it cannot safely be repaired and will need to be replaced

Pepper Martin/Floor: nothing new to report

Sholtey/Pickles: nothing new to report

A motion to adjourn was made by Pickles, seconded by Pedzinski

The next scheduled meeting is Monday, August 7, 2023 @6p

Respectfully submitted

Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
August 7, 2023**

Present: Debbie Floor, Jan Gordon, Marcia Pedzinski

Absent: Erika Pickles

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the July 2023 regular meeting were presented, Floor made a motion to accept the minutes, Gordon seconds, motion passed.

Treasurer's report: Presented by Gordon in absence of treasurer: Current invoices included electric, trash, fuel, Joy Johns, C'n'M LLC for tree removal, and misc supplies from Lowe's and TSC. Motion made by Pedzinski to accept the report as presented, seconded by Floor, motion passed. Revenue/expenditure report for July was distributed to members

Old Business:

- Park improvements/playground equipment: Project scheduled for October, with equipment arriving first week of month and to be completed by the end of the month
- SPARK and LQCC grants: nothing new at this time
- 5 year Master Plan – ongoing project; copies of 2009-2014 plan distributed for review
- Light poles at Pepper Martin: lights have been removed from the poles; power boxes have yet to be removed before poles can be taken down; discussion of how this can be done included use of a tree service
- Hatcherville concerns: nothing new since last post; looking for person in neighborhood to consider keeping an eye out and being a liaison
- No interest has been expressed in the open Park Board position

New Business:

- Another tree reported down at Pepper Martin – across driveway going down to lower field; it also took out the fence; Gordon will make contacts regarding fence as well as getting quotes for taking down remainder of tree towering over drive and play area
- Discussion of HTBL renting extra dumpster on future tournament weekends
- Toilets at Pepper Martin pavilion are closed until further notice due to drainage issues; may possibly need new septic tank; township trustees are dealing with this
- Discussed possibility of contracting tree service annually rather than per incident; will research pros/cons for further consideration and discussion
- Reviewed Capital Improvement fund report and possible uses for the portion allotted to the parks

Park Supervisor's report:

- Painting was done last month; still working to repair 2-way teeter totter at Kiddie Korral

Township Park reports:

Hatcherville/ no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: nothing new to report

Pepper Martin/Floor: nothing new to report

Sholtey/Pickles: nothing new to report

A motion to adjourn was made by Floor, seconded by Pedzinski

The next scheduled meeting is Monday, September 11, 2023 @6p

Respectfully submitted

Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
October 2, 2023**

Present: Debbie Floor, Jan Gordon, Marcia Pedzinski, Erika Pickles

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the September 2023 regular meeting were presented, Floor made a motion to accept the minutes, Pickles seconds, motion passed.

Treasurer's report: Current invoices included electric, trash, and misc supplies from Lowes. Motion made by Pedzinski to accept the report as presented, seconded by Floor, motion passed.

Old Business:

- Park improvements/playground equipment: Project scheduled to begin soon and be completed by the end of October
- SPARK grant: tabled
- 5 year Master Plan – ongoing project
- Light poles at Pepper Martin: Gordon working on this with a contact at AEP
- Fence repair not yet completed, Gordon will check with Custom Fence for schedule
- Trustees are addressing the toilets at Pepper Martin pavilion
- Continuing to gather information regarding the possibility of contracting a tree service annually rather than per incident
- Budget amendment of \$10,000 was approved by Trustees for contract services in order to cover added cost of tree removal this year
- New assistant park supervisor Mark Lundy will work a couple days a week through the end of October, training and helping to close the parks

New Business:

- Need to replace the memorial sign at the fire station

Park Supervisor's report:

- beginning winterizing at Pepper Martin this week; a barrel stolen from Hatcherville will be replaced; supervisor will call Simmons for a quote for leaf pick-up; Joy Johns scheduled to be picked up next week, leaving one at Jones and one at Pepper Martin

Township Park reports:

Hatcherville/ no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: nothing new to report

Pepper Martin/Floor: nothing new to report

Sholtey/Pickles: nothing new to report

A motion to adjourn was made by Pickles, seconded by Floor

The next scheduled meeting is Monday, November 6, 2023 @6p

Respectfully submitted

Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
December 4, 2023**

Present: Jan Gordon, Marcia Pedzinski, Erika Pickles

Absent: Debbie Floor

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the November 2023 regular meeting were presented, Pickles made a motion to accept the minutes, Gordon seconds, motion passed.

Treasurer's report: Current invoices included electric and port-a-johns. Motion made by Pedzinski to accept the report as presented, seconded by Gordon, motion passed. Current expenditure reports distributed for review.

Old Business:

- Fence repair at Pepper Martin has been completed
- Replacement of the memorial sign at the fire station; tabled, Floor working with Park Supervisor to get specs and will contact Pam's Signs for information
- Leaf pick-up quotes were received from Simmons and MAAC and discussed via email; was decided to go with Simmons and the job has been completed. After discussion of work done and bid, Gordon makes motion to pay 3G above original quote as vendor provided extra clean-up, motion seconded by Pedzinski, roll call vote with all present in favor
- Further discussion of replacing broken swing set at Kiddie Korral; quotes received and considering whether to replace with 4 or 6 swings (mix of regular & tot), as well as what type of frame to use; will discuss further at next meeting and order to replace by spring
- Park supervisor is working on getting quotes for port-a-john service for 2024, for possible change of vendors
- 5 year Master Plan – ongoing project
- Light poles at Pepper Martin: Gordon working on this with a contact at AEP
- Trustees are addressing the toilets at Pepper Martin pavilion
- Gordon is gathering information regarding the possibility of contracting a tree service annually rather than per incident and will have info for 2024 budget review

New Business:

- Disc golf: Joe Rutkowski from Couples Disc Golf League presented plan for hosting league play at Jones Park on Mondays April 29-June 24, 2024. Discussion followed and information was shared; an agreement will be drawn up and will be discussed further at next meeting
- Liaison Mike Gordon reports that interviews were completed for the open Park Board position and potential member was selected; needs final vote from Trustees for approval

Park Supervisor's report:

- Supervisor is requesting replacement deck for the John Deere tractor, Board requests cost quotes for consideration

Township Park reports:

Hatcherville/ no report

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: nothing new to report

Pepper Martin/Floor: absent, no report

Sholtey/Pickles: nothing new to report

A motion to adjourn was made by Pedzinski, seconded by Pickles
The next scheduled meeting is Monday, January 8, 2024 @6p

Respectfully submitted
Marcia Pedzinski, secretary

**HOWARD TOWNSHIP PARK BOARD MEETING
PROPOSED MINUTES
March 4, 2024**

Present: Debbie Floor, Jan Gordon, Teri Hable, Marcia Pedzinski, Erika Pickles

Absent:

Gordon called the meeting to order at 6 p.m. and led the pledge of allegiance. Roll call attendance was taken and the proposed minutes of the February 2024 regular meeting were presented, Pickles made a motion to accept the minutes, Floor seconds, motion passed.

Treasurer's report: Invoices included trash for Jones, electric all parks, and a battery purchased at TSC; Motion made by Pedzinski to accept the report as presented, seconded by Floor, motion passed. Updated expenditure report was distributed and discussed.

Correspondence: Gordon shared Regional Assignment list of Recreational Grant Coordinators

Old Business:

- 2024-2025 budget: amount of \$98,000 was approved and will go into effect April 1, 2024
- Replacement of swings at Kiddie Korral and Pepper Martin is tentatively scheduled to begin March 11, weather permitting
- Replacement of the memorial sign at the fire station: material and size was discussed along with various estimates, best pricing and signage currently Chris Cole with JC Advertising
- Remaining with current service vendors for port-a-johns and trash; still considering quotes to secure one vendor for tree removal for the year
- HTBL contract is in the hands of league representative, liability insurance has been received
- Disc golf league agreements: Pickles is in contact with representatives
- Bathrooms at Pepper Martin pavilion: currently in process as pipe is being replaced
- 5 year Master Plan – ongoing project
- Light poles at Pepper Martin: Gordon continues to work on this

New Business:

- Septic tanks at Pepper Martin need cleaned/pumped, liaison Mike Gordon is coordinating this with septic work at Jones for the Township
- Water testing to be done soon at Pepper Martin, weather permitting

Park Supervisor's report: Had to do some trash clean-up around the fence at Jones; took care of one tree that was down at Jones; trying to stabilize merry-go-round at Kiddie Korral

Township Park reports:

Hatcherville/Hable: basketball nets need to be replaced, supervisor will order these

Jones/Gordon: nothing new to report

Kiddie Korral/Pedzinski: nothing new to report

Pepper Martin/Floor: nothing new to report

Sholtey/Pickles: absent; no report

A motion to adjourn was made by Pedzinski, seconded by Pickles
The next scheduled meeting is Monday, April 1, 2024 @6p

Respectfully submitted
Marcia Pedzinski, secretary