

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
Monday, January 14, 2013**

Call to Order by Chairman Mouser at 7:10 p.m.

Roll Call of Advisory Committee Members

Committee Members Present: Leach, Melton, Mouser

Committee Members Absent: Hubbell, Knapp

Others Present: Recording Secretary, MacLean and Scott McLain, Surveyor

Set/Adjust Meeting Agenda None

Declaration of Conflict of Interest None

Public Comment None

Approval of Minutes (12/10/2012) Motion by Melton to approve, seconded by Leach. All in favor. Motion Approved.

Correspondence None

Reports/Presentations/Announcements/Comments

Grant Application workshop information from Supervisor Popp.

Unfinished Business

1. Final review of the Recreation Plan: Updated version, had been retyped by Hockin, includes the 2010 Census. Review the verbiage for February meeting.
2. Review and comment on Recreation Plan Capital Improvements list: Have gone through, checking off the completed ones and added some with approximate amounts. Needs to be prioritized. Any changes? Four items are part of the 2% Grant request. Should know if approved in a few weeks. Discussion on Ranger Station and Storage Building ideas. Estimated costs are just educated guesses. Service dock for better boat flow. Melton: Possibly add safety equipment, since the police use the boat launch (opens other possible grant opportunities, also). Look at the list and come back with ideas at the next meeting to incorporate with the Rec. Plan. Finalize at February meeting.
3. Review and discuss Lossie Road survey with Eagle Land Surveying representative, Scott McLain. Mouser: Need some trail markers to keep people off the private land that abuts the property. Was told it would be additional \$5400 more than the initial amount. McLain: Had let Carol Hockin know that it could be more pricey than initially anticipated. \$2100 into the job already. Additional would be \$5400 to survey the whole trail in early spring. Mouser: Do we really need the whole thing surveyed? Can we just survey areas where there are issues? McLain: It would be difficult to do just certain areas. Would have to get the center done. Leach: Wouldn't find it at 33' in some places. Mark it then right in the center. Mouser: Need to define the trail. The Township Board would like to see what it would be if only the west end was completed. McLain: Could take \$2000 off if only the middle was marked with the west being side marked also. \$3400 additional would get line in the center and approximately 600' of the west end, making the total \$5500. McLain: The first \$2100 was for the GPS, tying in old drawings, etc. The way the weather has been the conditions are perfect right now if the board can approve soon, next regular meeting is scheduled for the 22nd of January.

Committee Recommendation to the Township Board by Leach to put the center markings in plus the west 600 feet with side markings which will add an additional \$3400, seconded by Melton, all in favor. Motion Carried.

4. Review and comment on Park Director/Manager Job description: Policy and Procedure Manual has some descriptions. Employment statement. Mouser will go through information recently received from Hockin and come back with the information. Supervisor Popp has talked to previous personnel and they have all indicated they would like to continue but none are interested in the Manager position (or not qualified for the position). Melton: Is there a difference between a manager and a director? Is there a budget available to the manager? Mouser: There is a budget established by the Township Board, example: janitorial supplies, a Manager can order supplies as needed. Need to address this as soon as possible since general reservations start April 1. Seasonal reservations must be made and paid prior to April 1, according to the Township website. Hockin's fees as administrator discussed. The Supervisor is the person in charge of personnel.

Motion by Melton to schedule additional work meeting January 28, at 7 p.m. to discuss Park Manager Job Description, seconded by Leach. All in favor. Motion Carried. Mouser will e-mail the county description and any other information from the information just received from Hockin.

5. Petobego Parking Area Fence: Pricing on split rail and pricing on treated material with a pipe gate and gate installation. Put forth a recommendation to the Board for materials not to exceed \$1400 for the parking area fence, parks and rec will do the labor. Keys and lock discussion, emergency vehicles would just cut the chain if necessary.

Motion by Melton to recommend to the Board to purchase materials not to exceed \$1400 for the parking area fence, seconded by Leach. All in favor. Motion Carried.

New Business

1. Review and comment on park seasonal site policy and early registration. The Board has approved 25% of the 55 sites can be used as seasonals (13.75 available round up?). 2012 Seasonal list indicates all of them plan to come back except 2. Seasonal represents June 28, through September 2. Melton recommends using electronic registration. Leach: Check other campground rates. Mouser: Defer recommendation. Discussion the 28th.
2. Review and comment on park fees. Defer recommendation. Discussion on the 28th.
3. Review and report on 2% grant applications submitted for improvements. These were chosen with input of Supervisor Popp based on ease and matching funds availability.
4. Having a second alternate appointment has been approved by Township Board. Supervisor Popp has a letter of interest from Mike Jacobson on file. If you know anyone you would be interested. Motion by Leach to have the Supervisor contact Mr. Jacobson to see if he is still interested in being the second alternate, seconded by Melton. All in favor. Motion carried.

Public Comment

None.

Adjournment at 9:20