

**Parks and Recreation Committee**  
Clearwater Township, Kalkaska County, Michigan  
Regular Meeting of December 3, 2024 at 6:00 PM  
Clearwater Township Community Center, 5407 River St, Rapid City, Michigan  
*DRAFT MEETING MINUTES*

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**Mission Statement:** *We work to provide clean and safe recreational areas for our residents to enjoy the outdoors and provide diverse recreational opportunities for the social, cultural, and physical well-being of our residents for present and future generations. We strive to protect the natural habitat and special outdoor places that enrich our lives and community.*

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- A. Call to Order at 6:06 PM
- B. Roll Call and Recognition of Visitors
  - a. Mike Spann, Kelli Melenyk, Kristi Spencer-Nemec, Josh Kiel, JoAnne Childs, Dave Halachukas, Margret Spann
- C. Public Comment (3 minutes) - none
- D. Additions/Approval of Agenda
  - a. MOTION to approve the agenda by Spann, seconded by Kiel, motion carried.
- E. Corrections/Approval of Minutes from last meeting
  - a. MOTION to approve the previous meeting minutes by Spann, seconded by Melenyk, motion carried.
- F. Committee Reports
  - a. Chairperson: Michael Spann - no report
  - b. Vice Chair: Kelli Melenyk
    - i. GameTime play structure delivery on hold until they receive a ball bearing. Due to this being their slow season. Sinclair Recreation offered to receive, inspect, prep and install the equipment at no additional cost. MOTION to move forward with approved location and free services by Spann, seconded by Kiel, vote: Spann-Yes, Kiel-Yes, Spencer-Nemec-Yes, Melenyk-Yes, Childs-No, motion carried.
    - ii. No updates on Great Lakes Sports Commission grant
    - iii. Spicer Group - approved by board to work with for Heritage Park concept design. MOTION to move forward with Chairperson Spann as the point of contact by Spencer-Nemec, seconded by Spann, motion carried.
    - iv. Melenyk is reviewing her role and current capacity. She will see the playground equipment through, but may need to step down or limit the work load she is able to take on.
  - c. Secretary: Kristi Spencer-Nemec
    - i. A recent statement from the Clerk has not yet been sent, so unclear of our balance. It's believed to be around \$8,775.93.
    - ii. Per Clerk - As for the budget, we will need you to plan on attending the next budget meeting when we schedule it and also in your budget we need the expected beginning balance, income, and proposed expenses that will be paid from that for the year. I see in what you submitted you show a few different lists of expected and proposed expenses. The expenditures need to be less than the budgeted income. Anything else should be under a separate category perhaps under something like possible grants. Every expected expenditure has to be listed in the budget.
  - d. Patriot Park Veteran's Memorial: Josh Kiel
    - i. We would like to request board approval to order portal disc golf baskets from MVP Disc Sports for Patriot Park Veterans Memorial. While the cost is high at \$8,100, they are giving us \$5,000 in-kind savings off the retail price, and a 20 year warranty. If we order through them, they will sponsor prize money for disc golf

tournaments, and help with the disc golf course opening ceremony and tournaments, including providing 60 discs with other promotional items and another \$1,000 of in-kind savings for the opening tournament. These tournaments will be a way of generating revenue for the park. Due to so many routine expenses being paid for out of our account over this last year and the large expense of the new playground equipment, at this time we do not have funds to cover it so are hoping the board can approve funds from elsewhere.

- ii. The VFW was very supportive and has offered use of their building for any of our veteran-related events. Record Eagle, 7&4, 9&10, KLT, and many other businesses contributed to a successful event. Wind destroyed the tent.
  - iii. Moomers would like to donate to Patriot Park, but we need an account to track designated donations. We would also like to request the board create a subaccount for donations to Patriot Park Veterans Memorial to be kept separate from other spending and tracked as its own line item.
  - iv. We would like to request the board create an email for Patriot Park Veterans Memorial that Josh can access due to the number of emails and inquiries for this park.
  - v. MOTION to approve \$240 for purchase of 10 pack of angled fence extension brackets for baseball netting by Spencer-Nemec, seconded by Spann, vote: Spann-Yes, Kiel-Yes, Spencer-Nemec-Yes, Melenyk-Yes, Childs-No, motion carried.
  - vi. Kiel will get a quote for baseball netting.
  - vii. MOTION to approve \$250 in fuel reimbursement for Charles Johnston for work at Patriot Park Veterans Memorial by Spencer-Nemec, seconded by Kiel, motion carried.
  - viii. Proposed disc golf course marked. There will be preliminary 18 baskets with 2 tee-pads each, equating to 36 holes total.
  - ix. Rebel Metal Works will be sending a quote on the cost of benches and the memorial firepit.
  - x. Avery Excavating helped to level the parking lot.
  - xi. Kiel recommends not plowing the parking lot this year due to the ground being soft and unsettled from construction.
  - xii. MOTION to approve working with the Michigan Mountain Bike Association and an MSU instructor with his class of MBA students to assist in a comprehensive design of Mountain Bike trails through Patriot Park Veterans Memorial as well as looking at possible Greenways Trail development through our township. The class project will begin January 15 and they will present their comprehensive design suggestions at our meeting April 2. Motion by Kiel, seconded by Spencer-Nemec, motion carried.
- e. Garden Group: JoAnne Childs
- i. Still working on 501(c)3 status for Friends of Clearwater Township
  - ii. Kids Christmas was a success, though several less children turned out due to weather.
  - iii. Pancakes with Santa happening Dec. 14

#### G. Other Reports

- a. Maintenance Report: Craig Van Loon
- b. Heritage Festival Committee ([www.rapidcityheritagefestival.org](http://www.rapidcityheritagefestival.org))

#### H. Old Business

- a. Budget Meeting and adjusted proposal

**b. Heritage Park**

*c. Future meetings:*

- i. Protocols with New Board*
- ii. Heritage Park -*
  - 1. Red clay needed for ballfields*
  - 2. Water quality needs to be tested and potable water signs posted at Freedom and Heritage Parks*
  - 3. Well - Need to ask about a new pump cost and if that would work to increase water for Heritage Park as we are seeking to install a multi use water station.*
  - 4. Electrician for Scoreboard repairs.*
  - 5. Picture Perfect estimate for multipurpose trail*
- iii. Freedom Park*
  - 1. Playground Equipment*
  - 2. West dugout to be removed and the existing fence moved to the property line.*
  - 3. Rocks to replace parking fences*
- iv. Webpage updates needed: donations for projects, lists of what can be sponsored, individual park pages (use gtrlc.org as an example website)*
- v. Memorial Benches, Bricks, and Plaques*
  - 1. Switch to memorial plaques that can be installed on benches.*
  - 2. Need to find metal frames similar to existing benches.*

**I. New Business**

- a. Dave Halachukas wants to join our committee in a Community Outreach role. Discussion on committee expectations and treating one another respectfully. MOTION to approve him joining the committee by Spann, seconded by Kiel, motion carried.

**J. Public Comment (3 minutes)**

- a. Margret Spann suggested letting baseball teams use the fields in the spring and consider changing the type of grass to allow for earlier use.

**K. REVIEW ACTION ITEMS**

**L. Adjournment - MOTION to adjourn at 8:23 PM by Spann.**

Next Regular Meeting: Wednesday, January 8, 2025 at 6:00 PM