

# Parks Commission

## Regular Meeting Minutes

Tuesday, April 12, 2016  
6:00 p.m., Council Chambers



City of South Haven

### 1. Call to Order by Reinert at 6:00 p.m.

### 2. Roll Call

Present: Jeff Arnold, Dorothy Cobbs, Chuck Moore, Warren Toneman, Marilyn White, Patti Reinert

Absent: Bob McAlear

### 3. Approval of Agenda

Motion by Arnold, second by Moore to approve the April 12, 2016 Regular Meeting Agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes for the Record – March 8, 2016

Motion by Arnold, second by Toneman to approve the March 8, 2016 Regular Meeting Minutes as written.

All in favor. Motion carried.

### 5. Public Comments and Inquiries Concerning Items not on the Agenda.

None at this time.

## REPORTS

### 6. Project Updates

Halberstadt updated the board regarding current and upcoming projects.

Beach Flag/Warning System: Halberstadt noted that he meant to bring one of the signs with him but assured that Spencer Manufacturing did a good job and the signs look nice.

Black River Park, Accessible Kayak Launch: The launch is in and operable.

**BMX Pump Track:** Noted that the funding award has been promised and the city plans to use clay from pending area roadway projects to construct the track.

**Dyckman Beach Sign:** New signage will be placed at Dyckman, Packard and Oak Street Beaches. Discussion ensued regarding placing smaller signage at Newcome Beach.

**Monroe Boulevard Property Acquisition:** This property acquisition has been completed so will not appear on future updates.

## NEW BUSINESS

### **7. Commission will be requested to review a proposal for professional services related to Lake View Cemetery improvements.**

Halberstadt explained the city has a proposal from Abonmarche Engineering to prepare bid documents so this project can get underway. The first phase will include yard hydrant repairs and replacements; retaining wall, stairs and pavement repairs; pavement crack sealing and maintenance; repair and replacement of roadway; bringing the restrooms into ADA (Americans with Disabilities Act) compliance; and entrance and way finding signage.

Moore asked for an explanation of the services to be rendered by Abonmarche which Halberstadt explained includes design, bid solicitation, construction, inspection and contract administration.

In response to questions by Moore, Halberstadt noted that the restroom is open to the public when the cemetery sexton is in the cemetery or office. After comments about the necessity of providing public restrooms in the cemetery, Halberstadt noted that it is part of the master plan that was already adopted, so his assumption was that we can move forward on this, but that doesn't mean it can't be revisited. Part of the plan was to provide the public access to the restrooms even when the sexton may not be present.

Motion by Moore, second by Arnold to recommend to City Council the selection of Abonmarche to provide professional services for the Lake View Cemetery improvement Project.

### **8. City Engineer Comments**

Halberstadt just became aware of an email sent today with a question about the plaque sizes on benches. In response to questions by Moore, Halberstadt explained that he is not sure why the plaque size has changed; his recommendation would be to just let this person have a 2" x 6" plaque if that is what they want. The most recent plaques have been 2" x 4" Moore went out and checked several, and saw two that were 2" x 4" and the rest were 2" x 6".

Reinert said she thinks we should go ahead and allow him the size he wants. Moore said if they let him use the 2" x 6" then the next person will want 2" x 6".

Toneman asked why it came to us if the decision is made by council. Halberstadt said this is such a small decision he cannot see bothering council with it. Reinert explained that we do

need to make it clear that although there is a plaque in memory or honor of someone it is not a memorial, such as in a cemetery, where you would put flowers and other items.

Moore asked what size is in the gift policy to which Halberstadt responded there is nothing in the policy that specifies the size of the plaque. Moore noted some of the plaques are small and didn't say much, just "in honor of and in memory of" someone. Moore wondered if people may have ordered a plaque with just a few words and the sign maker used whatever size worked. Arnold commented, "We probably need to specify what size or number of characters on the plaque, and add that it specifies in the gift policy that it is not a memorial, it is a gift to the city in honor or memory of someone; it's a park bench." Reinert suggested we check the policy for what it says and maybe tighten it up a little. Toneman added, "I understand this is a simple request for one person, but we don't want to spend every meeting deciding this sort of thing."

Halberstadt also pointed out some size limitation is present due to the size of the wooden slats that make up the back portion of the benches. Placing a larger plaque across two slats might lead to some warping or movement that could break a plaque mounted in that manner.

Halberstadt noted he was not copied on that email so "let me take a look at it and bring back a recommendation." Reinert added that there should be a recommendation in writing that can be referred to.

Motion by Toneman, second by Moore that the city comes up with a standard policy by the next meeting.

## **9. Commissioner Comments**

Toneman: Spoke about the need to get a consistent policy in place for bench plaques.

White: Requested that city crews, when mowing Elkenburg Park, move the bleachers and mow under them.

Reinert: Spoke about signs of spring including the red garbage containers with the city logo being delivered along the park.

Moore: Asked what is happening at the end of Van Buren Street where the overlook and memorial garden is to which Halberstadt responded that he has been in discussion with the donor of the garden; the garden is staying but the city is replacing the sidewalk in that area.

In response to a question by Reinert regarding seasonal employees, Halberstadt noted that he thinks things are pretty much on track; some of the seasonal employees have been hired.

## **10. Adjourn**

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Motion by Cobb, second by Toneman to adjourn at 6:30 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary