

Jamestown Charter Township Park Planning Committee

Unofficial Minutes of September 19, 2019

Meeting called to order at 7:00 PM.

Board members present: Tim Schollaart, Mark Pater, Gail Altman, Lesli Kwaitkowski, and Jim Ondersma

Absent with notice: Janet Oskin.

Present from the community: Roger VandeBunt, Tom Ellenbas, Jeff Bergstrom and Greg Chanski

The minutes of the August 15, 2019 were read and approved. Motion by Altman, supported by Pater to accept as written.

9/19/19– (By: Tim Schollaart) (Edits From 9/19/19 meeting in Red)

ACTION ITEMS for meeting Period

1. Identify Harbor Churches and Park use and cost partnering. To create goals to meet during the planning process and create a commitment to go along with a purchase agreement on the property.
 - a. Township goals out of partnership
 - i. Shared Cost of Drives access, utilities cross country, retention/detention
 - ii. Shared Uses of parking lots
 - iii. Shared Uses of bathrooms open accessible for park use, all year round.
 - iv. Shared Maintenance costs
 - b. Harbor Churches goals out of partnership
 - i. Needed from Harbor
2. Review contract terms with crop farmer leasing the property
3. Discuss with AYSO field needs

LAND ALLOCATIONS

1. Park Property
2. Jamestown DPW
 - a. How large of an area?
 - b. Location: to be along 24th adjacent to the fire station (possibly behind Township Hall or fire station to keep road frontage available for a nice park entrance. Underneath Township Hall? Precast and area naturally drops off for walkout basement below.
3. Township Hall
 - a. How large of an area?
 - b. Location: to be along 24th adjacent to the fire station
4. Jamestown Baptist
 - a. Township offered 10acres maximum to Harbor Churches @ \$22k per acre based on an appraisal performed by A. Van Stensel & Son
 - b. Would like an easement for ingress/egress to 24th. To be determined
 - c. Transactional
 - d. Use Restrictions: TBD
5. Jamestown Harbor
 - a. Township offered 10acres max to Harbor Churches @ \$22k per acre based on an appraisal performed by A. Van Stensel & Son

- b. Uses Restrictions: Multifunctional building, after school care, infant to 4yr old Daycare. "WeWork" type of business. 40,000 square foot building. Worship, gym, theater-type space.

FINANCES

- 6. Initial Funding
 - a. \$200k yearly bike paths maintenance: some to be allocated to Park Planning early stages
 - b. Sale of property to churches. Realtor valued at approximately \$25k-\$30k per acre based being in the vicinity of water & sewer
- 7. Reoccurring Revenue Budget
 - a. AYSO
 - i. What are AYSO needs: 3 fields
 - ii. Frequency for use
 - iii. Projected Revenue
- 8. Reoccurring Expenses (maintenance) Budget
 - a. Budget
- 9. Capital Raising
 - a. Corporations and Small Businesses
 - i. Signage, Amenity Sponsors
 - b. Local family legacy contributions
 - c. Township Residents
 - i. Sell benches, bricks, Cement path squares of bike path
 - ii. Program called Patronicity for fundraising: <https://www.patronicity.com/>
- 10. Funds or Grants Available (Daniella Brouchard – Ottawa County Planning Department)
 - a. Parks Foundation possibly gives out grants
 - b. Aaron Bodbyl would be a good source for funding opportunities
 - c. Research Community Foundation & Hudsonville Chambers participation
 - d. Research Michigan Trust Fund grants through the DNR, upwards of 200k-300k
 - e. Research Home Depot Community grant/gift cards
 - f. Donor letter template from Daniella
 - g. Items to include that help for Grants
 - i. Educational features
 - ii. Healthy lifestyle
 - iii. Environmental preservation (native plant areas)
 - h. Grant cycles typically run through Fall & Spring, some are revolving cycles
 - i. Daniella will look into high priority amenities surveys the County may have

DESIGN - Challenges to Review

- 11. Identify Buildable area based on topography. Fill will be needed along 24th. Where to get it: Pond, outside source imported. Possible retaining wall behind municipal buildings may be needed to create tiers to minimize fill needed along 24th.
- 12. Gas Main Easement
 - a. Identify locations (NO change to grade allowed in this area)
 - b. What restrictions are in the easement for use above surface
 - c. What depth is the gas main in at
 - d. Encroachment agreement available in the easement area?

DESIGN - Picking a firm to work with on design – MCSA vs Progressive AE vs Others

- 13. What information do they need from the committee for Design Firms to provide a ballpark design proposal?
- 14. What services do they provide?

15. RFP (Request for Proposal) needed for engineers and architects to submit bids?

DESIGN - Park Amenities

16. Amenity to include (determine which are future adds and which are immediately included)

- a. Soccer Fields
- b. Bathrooms
- c. Bike & Skate Park (like grand haven skate park, Y Dr.)
- d. Community Building
- e. Baseball Fields
- f. Frisbee golf
- g. Pickleball
- h. Pond
- i. Jungle gyms (locate between fields so parents can have a visible)
- j. Handicap items
- k. Bike and walking paths connecting paths throughout
- l. WIFI?

17. Long term goal amenities

DESIGN - Park Entrances

18. Main Entrance(s) consider public

- a. 24th Ave
- b. Greenly St
- c. Gates for closing off seasonal areas of the park. Close winter season areas

19. Auxiliary vehicle entrances

- a. None proposed

20. Bike Path

- a. To run around/through the whole park
- b. Connect to adjacent neighborhoods

DESIGN – Maintenance

21. Barn

- a. Storing equipment
- b. Seasonal storage for some components of the amenities
 - i. Example: Soccer nets
 - ii. Identify all items

LEGAL - Counsel items needed

22. Park uses

- a. Daycares for profit allowed?

Next scheduled meeting will be Thursday, October 17 at 7 :00 PM

Motion to adjourn by Altman, supported by Pater.

Meeting adjourned at 8:35 PM

Submitted by Tim Schollaart and Jim Ondersma