

# Jamestown Charter Township Park Planning Committee

## Unofficial Minutes of November 21, 2019

Meeting called to order at 7:00 PM.

Committee members present: Janet Oskin, Gail Altman, Lesli Kwaitkowski, Mark Pater, Tim Schollaart and Jim Ondersma

Members from the community in attendance: Jeff Bergstrom.

The minutes from the September 19, 2019 were read and approved, Motion by Oskin and supported by Altman to approve as written.

11/21/19– (By: Tim Schollaart) (Edits From 11/21/19 meeting in Red)

### **ACTION ITEMS for meeting Period**

1. Review contract terms with crop farmer leasing the property (outstanding from 9/19/19)
2. **Need boundary determined (legal description) for Jamestown Harbor to formalize a purchase agreement. Because of the centered location of the parcel, it should be noted in the purchase agreement to require an easement for a drive along the front of the site for park traffic to migrate from East entrance to the West portion of the park.**

### **LAND ALLOCATIONS**

1. Park Property
2. Jamestown DPW
  - a. How large of an area?
  - b. Location: to be along 24<sup>th</sup> 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 24<sup>th</sup> Avenue adjacent to the Fire Station
4. Jamestown Baptist
  - a. Township offered 10 acres max to Harbor Churches @ \$22k per acres based on an appraisal performed by A. Van Stensel & Son.
  - b. Would like an easement for ingress/egress to 24<sup>th</sup>. To be determined.
  - c. Transactional
  - d. Use Restrictions: TBD
5. Jamestown Harbor
  - a. Township offered 10 acres max to Harbor Churches @ \$22k per acres 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.
- c. 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.
- d. **Amphitheater by Jamestown Harbor**
- e. 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
- f. Harbor Churches goals out of partnership
  - i. Needed from Harbor

## FINANCES

- 6. Initial Pre-Plan 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. **Non-profit program, very giving to the community**
    - ii. **What are AYSO needs: 2 Full size fields 11v11 (2.3 acre each) – total 6.50-7 acres needed. Brett likes Helder Park fields setup.**
    - iii. **15-year lease or sell a portion of land. Lease seems to be the best option so the township can stay in control and ownership of the land and fields. Possible Use lease in exchange for funding the improvements. Parking lot maintenance agreements.**
    - iv. **Grass (20k) vs Artificial Turf (approx. 60k-80K). great maintenance savings**
    - v. **Use April through November**
    - vi. **Would like the field location in the back**
    - vii. **Would like lighting for the fields**
    - viii. **Frequency for use: 7 days a week**
    - ix. **Projected Revenue**
- 8. Reoccurring Expenses (maintenance) Budget
  - a. Budget
- 9. Vertical Improvements
  - a. Budget
- 10. 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/>
- 11. 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**

- 12. Identify Buildable area based on topography. Fill will be needed along 24<sup>th</sup>. 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 24<sup>th</sup>.
- 13. 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**

- 14. What information do they need from the committee for Design Firms to provide a ballpark design proposal?
- 15. What services do they provide?
- 16. RFP (Request for Proposal) needed for engineers and architects to submit bids?
- 17. **M.C. Smith Associates and Architectural Group, Inc.**
  - a. Tiffany is wonderful and successful at completing, submitting, and receiving grants
  - b. 10 employees total, (2 are architects, 1 landscape designer)
  - c. Many known local West Michigan designs
  - d. Very well qualified staffing
  - e. Melinda gave a fantastic presentation, very knowledgeable, thought out designs, full service through the whole project.

### **DESIGN - Park Amenities**

- 18. Amenity to include (determine which are future adds and which are immediately included)
  - a. Soccer Fields (Helder Park, Zeeland Example)
  - b. Bathrooms
  - c. Bike & Skate Park (like grand haven skate park, Y Dr.)
  - d. **Splash Pad**
  - e. Community Building
  - f. Baseball Fields
  - g. Frisbee golf
  - h. Pickleball

- i. Pond
  - j. Jungle gyms (locate between fields so parents can have a visible)
  - k. Handicap
  - l. Bike and walking paths connecting paths throughout
  - m. Wifi?
19. Long term goal amenities

**DESIGN - Park Entrances**

20. Main Entrance(s) (consider public)
- a. 24<sup>th</sup> Ave
  - b. Greenly St
  - c. Gates for closing off seasonal areas of the park. Close winter season areas
21. Auxiliary vehicle entrances
- a. None proposed
22. Bike Path
- a. To run around/through the whole park
  - b. Connect to adjacent neighborhoods

**DESIGN – Maintenance**

23. 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**

24. Park uses
- a. Daycares for profit allowed?

Motion to adjourn by Oskin and supported by Altman.

Meeting adjourned at 9:30 PM.

Next scheduled meeting is Thursday, December 19 at 7:00 PM

Submitted by  
Tim Schollaart and Jim Ondersma