



PARK TOWNSHIP

REGULAR BOARD MEETING

January 14, 2021

ART 1. CALL TO ORDER

Supervisor Gerard called to order the regular meeting of the Park Township Board held on January 14, 2021 at 6:30 p.m. via ZOOM meeting <https://us02web.zoom.us/j/87063923610?pwd=bEcrYjVsNXdoSG5vOVJRc25kWWIVdz09>.

Present were Supervisor Jim Gerard, Clerk Skip Keeter, Treasurer Jan Steggerda and Trustees Terry DeHaan, Jeff Hoekstra, Loran Serne and Steve Spoelhof and Manager Howard Fink. Also attending was Township Attorney Dan Martin.

ART 2. INVOCATION - Spoelhof

ART 3. PLEDGE OF ALLEGIANCE

ART 4. APPROVAL OF AGENDA (Additions to or Deletions from Agenda)

Gerard requested adding item 9f. Board meeting work sessions

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Keeter and supported by Spoelhof to approve the agenda as amended. (7-0)

ART 5. APPROVAL OF CONSENT AGENDA

- a Approval of Minutes: December 10, 2020 Regular Board Meeting
- b Payment of Bills

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Steggerda and supported by Keeter to approve the consent agenda with an amendment to the December 10, 2020 minutes Article 8j- Board of Review Appointments, Serne voted yes. (7-0)

ART. 6 PUBLIC COMMENT

Gerard opened the public comment period:

2 people spoke at the public comment period.
Gerard closed the public comment period.

ART 7. DEPARTMENT REPORTS (included in packet)

- a Fire Department – no questions from the Board
- b Sheriff's Office- no questions from the Board
- c Ottawa County Fair – no questions from the Board
- d Finance – no questions from the Board
- e Building and Zoning – no questions from the Board
- f Recreation – no questions from the Board

ART 8. PRESENTATIONS

a. Wendt Park Update

Tiffany Kline from Progressive AE gave a brief overview of the project and highlighted the details.

Board members commented on budgetary items. Kline stated the estimates may be a bit high relating to the concrete costs. She felt she was being conservative due to the economic situation and ultimately the bids we receive will reflect the true market costs.

ART 9. ACTION ITEMS

a. 2021 Summer Tax Collection Agreements

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Spoelhof and supported by Keeter to approve the contracts/agreements with the school districts for 2021 Summer Tax Collection. (7-0)

b. Proposed Public Lands and Open Space District

Fink stated the idea of creating the Public Lands and Open Space District is an effort to protect our park properties from development or changes without mandatory input from our residents. Our park properties were the main focus but evolved to include Ottawa County properties as well. Once a property is zoned open space, if the Planning Commission or Board of Trustees want to change designation of the district through the Master Plan process or zoning of the property, the residents have the option to reverse any change by circulating petitions and placing the item on a ballot for referendum.

DeHaan, Planning Commission liaison, echoed Fink's comments as this was the charge from the Board of Trustees to the Planning Commission.

Gerard gave a brief history regarding the process of protecting the open space land to this point.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by DeHaan and supported by Keeter to distribute the changes in the Master Plan to the surrounding communities. (7-0)

c. Outdoor Discovery Center-Habitat Management Agreement addendum

Jamie Krupka, ODC Director- stated the need to treat the invasive species will protect the tree canopy. He stated this is not a permanent fix and many species may need annual eradication. A complete invasive species study was not done but over time cost will go down due to treatment.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Keeter and supported by DeHaan to accept option 2 of the proposal. (6-1 Hoekstra).

d. Outdoor Discovery Center – Site Planning Coordination

Gerard stated this makes Fink the liaison between ODC and the Township during this cooperative effort and explained Fink’s role. Any decision making would be done at the Board level.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Keeter and supported by DeHaan to allow Manager Fink to participate in a collaborative effort with Outdoor Discovery Center as they move forward in developing the property with Fink’s roll being to the benefit of the Township. (6-1 Hoekstra)

Travis Williams – ODC gave an update of the facility and the role they expect the coordinator to play.

e. Benjamin’s Hope PUD Amendment-Public Hearing

Gerard opened the public hearing
For: Jeff Groenhof – 15600 Riley St.
Against:
Gerard closed the public hearing

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by DeHaan and supported by Steggerda to accept the Benjamin’s Hope PUD Amendment as presented. (7-0)

f. Board Meeting Work Sessions

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Keeter and supported by Steggerda to modify the Meeting schedule to eliminate the December, 30 2021 work session. (7-0)

ART. 10 DISCUSSION ITEMS

a. Airport Property Public Participation

Fink stated he met with Visioning Process regarding their work with Holland City and thought they might be a good fit to consult with the process of how to proceed in getting public participation on what to do with the former airport property.

3 options:

1. Limited Staff Support-outsource to firm or group of firms which may cost approximately \$75,000 or more
2. In House – Fink leads the process and calls on others to help when needed.
3. Hybrid – Staff, Fink and Consultant work together with the Board to identify how public participation will be achieved.

The Board and Fink agreed on a combination of community meetings, stakeholder groups, and charrettes should be pursued regarding public participation. Fink stated an engineering study may be necessary prior to the onset of the discussion so the Township knows what is possible on the property. He does not recommend establishing a committee of the Board, it should be open to the entire Board so all 7 Trustees have the same information.

Some stakeholder groups may include aviation enthusiasts, surrounding homeowners, Civil Air Patrol, South side residents and schools.

Fink recommended building feedback loops into the process. Feedback loops are the ability to change things in real time during the process. He believes this needs to be included so any plan can evolve during the process.

The Board discussed opening up the scope to the entire Park Central area or focus on just the former airport property. At a minimum, the Board agreed it should include Cooper-VanWieren Park.

Gerard reminded the board the budget will be a large factor in the process.

The Board agreed on the hybrid format using a mix of a Board approved consultant and in house staff. The Board requested from Fink at the February meeting, an outline of the process and more than one consultant or vendor be presented for Board approval pertaining to any work on the project outside of the in house staff including planning, communication and survey work. Fink would need to have some budgetary framework for a consultant. The Board agreed it may be beneficial for Planner Greg Ransford to be involved in the process.

b. Top 3 Board Member Priorities for 2021

Gerard asked the Board for their top 3 priorities for 2021

Steggerda

1. Airport plan public communications

2. Board training with PC and ZBA. Understand roles
3. Increase in public communication

Keeter

1. Start the process to develop a plan for the former airport property
2. Continue to make Park Township safer for pedestrians and bicyclists
3. Continue to explore mixed housing opportunities

DeHaan

1. Park Twp Master Plan for Planning Commission
2. Short Term Rentals-Owner/Renter rights
3. Affordable and Accessible Housing
4. Access to the waterfront

Hoekstra

1. Agricultural preservation
2. Transparency
3. Accountability and Accuracy

Spoelhof

1. Master Plan update encouraging the development of accessible and affordable housing solutions. This includes the idea of benchmarking City of Holland and HomeCor's collaboration in assisting homeowners to improve their homes
2. Engage community in the planning process of a Park Central/Commons plan as well as implementing small improvements this year
3. Cooperating with county officials to expand internet access, addressing remote learning and work challenges.

Serne

1. Transparency
2. Airport property planning
3. Reviewing current operating procedures and current resources to determine future needs for maintenance, parks and the Fire Department

Gerard

1. Master Plan
2. Airport property
3. Asset management

Fink

1. Fire Department and fire services
2. Creation of new website
3. Completion of Cooper-VanWieren trail system
4. Asset Management

Fink reported on the items he and staff focused on through the month of December.

ART. 12 PUBLIC COMMENT

Gerard opened the public comment period:
1 spoke at the public comment period.
Gerard Hunsburger closed the public comment period

ART. 13 BOARD COMMENTS AND COMMITTEE/AGENCY REPORTS

The Board made comments regarding their thoughts and any committee meetings each attended through the month of December.

ART. 14 REMINDER DATES

- a. February 11 – Budget Meeting 1:00-4:00p.m.
- b. February 11 – Regular Board Meeting 6:30p.m.

ART. 15 ADJOURN

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Steggerda and supported by Keeter to adjourn at 8:55pm. (7-0)

Respectfully Submitted by Clerk Skip Keeter
Daniele Dykens
Recording Secretary