

PARK TOWNSHIP  
SPECIAL BOARD MEETING  
Budget Work Session  
September 12, 2011

ART 1. CALL TO ORDER

Supervisor George Jacob called to order the special meeting of the Park Township Board held on September 12, 2011 at 6:30 p.m. at the Park Township Office.

Present were Supervisor George Jacob, Clerk Skip Keeter, Treasurer Jan Steggerda, Trustees Doug Dreyer, Bob Ellis, Jerry Hunsburger and Mike Toscano, and Manager Jerry Felix.

ART 2. WORK ITEMS:

a) Bike Plan Map/Bike Route/Signs

Felix introduced the map as proposed by the ad hoc Bike Path Committee.

The manager discussed the different bike trails that may be possible around the township.

b) Bike Lane Map

The board would like an engineering firm to research the map/route proposed by the ad hoc Committee to make sure there is room on each side for bike lanes, especially 152<sup>nd</sup> south of Quincy to James.

The board would like the Manager to speak with Port Sheldon Township regarding their plans for bike lanes.

The board discussed the idea of naming trails and areas after prominent figures in the area. Most are against the idea.

The board approved of allowing signage for the Bike Lanes/Paths to be donated by area businesses.

c) Finance Director

Felix stated we need better staff capabilities for accounting purposes and specialized training. His recommendation includes a part or full time Finance Director.

The majority of the board agreed to develop a job description for the position and an analysis of how time is spent doing these things at this time. The analysis should include the benefits of part and full time.

The board discussed if the position of Treasurer needs to be part time and make room for a finance director.

The consensus is that the board would like to have a fully trained back up for the Treasurer. They agreed to investigate shared services in this area but did not feel it would be a viable option because the demands are cyclical and arrive for everyone at the same time.

The Manager will put together an analysis and job description and look at cooperative employment with other public units.

d) Drain Maintenance Funding/Cost Share Policy

The board agreed to convert private drains into county drains under the jurisdiction of the Ottawa County Drain Commissioner.

The board discussed how to go about notifying neighborhoods and homeowners associations connected to private drains of the need to become a county drain.

The board agreed they need to have some incentive to move to a county drain, not excluding having affected homeowners pay for all of the maintenance if the drain remains private. Currently the township pays for all of the maintenance to the county drains and often significant costs of the private drains.

The board agreed to limit township share of drain maintenance to a maximum of 25% and possibly more of a share for agriculture properties or large land owners. The Township will ask the developer to pay 100% of drainage costs for new developments and include impact fees if necessary.

- e) Streets Maintenance Funding/Cost Share Policy  
Felix stated we need a data base by street segment regarding width, age of asphalt, year built and other relevant information.

The board discussed how to pay for Township funded road maintenance.

- f) Health Care Contribution  
Felix touched on this and stated there would be more information for the board shortly.

- g) Road End Plan  
Felix described the possibility of road end parks and gave the board some preliminary plans. The board agreed the south side boat launch should be closed.

The board agreed to spend the funds designated in the budget (\$75,000) on James and Riley Street road ends.

- h) Maintenance Building Upgrades  
Felix stated the white barn at 73 S. 160<sup>th</sup> Ave. needs to be demolished. The board discussed if we need to modify current buildings or build something additional to accommodate storage needs. No direction was given.

- i) Other Items  
Felix touched on other items for information only for the Board such as Park West Drain Costs, water/sewer fund sustainability, cemetery perpetual care fund etc.

#### ART 3. PUBLIC COMMENT

Jacob opened the public comment period.

0 people spoke at the public comment period.

Jacob closed the public comment period.

Felix asked the board for any questions they may have regarding the Point West 1 plan prior to the work session in October. Felix stated he will do the research regarding the answers and have them prepared for the work session. Obviously, additional questions may be asked, however anything that can be researched and answered at the meeting will benefit the residents and the applicant.

Toscano left the meeting at approximately 9:25pm.

#### ART 4. ADJOURN

**MOTION MADE; MOTION SUPPORTED; MOTION CARRIED:** A motion was made by Steggerda and supported by Keeter to adjourn at 10:00pm (6-0).