

**Draft**  
**Parks and Recreation Board minutes**  
**7 August, 2023**

Village of Three Oaks, Parks and Recreation Meeting, 7 August 2023  
The meeting was held at the Village Hall, 21 N.Elm Street,  
Three Oaks, Michigan

**Call to Order**

Parks and Recreation Chair Lindsey Clements called the meeting to order at 7:01 pm, and called the roll:

**Present: Lindsey Clemnts, Joan Brown, Marlene Kramer,  
Ira Johnson, Tyler Ream, Larry Shawver and Ed White.**

**Absent: None**

Village President Richard Smith, was present as a member of the public, Village Manager Dan Faulkner served in support of the meeting and Village Intern Aidan Sullivan was also present.

Ream asked that a discussion of the Parks and Recreation budget be added to the agenda, which was approved. The revised agenda was then approved.

**A motion to approve the minutes of the June 5th meeting was made by Shawver, supported by Brown and approved.** (The July meeting was canceled)

**1) Parks and Recreation 2023-24 Budget**

Ream, Village Council member on P & R Board, presented a draft 2023-24 Parks and Recreation Board budget, also discussing the budgeting process followed by the Village Council, and how the P & R Board could adopt our budgeting process to the Council's.

**2) P & R Board Rules and Procedures**

Ream presented a revised draft of the proposed Parks and Recreation Board Rules, which were previously reviewed by the Board. After discussion of the revisions, a **motion to approve the Village of Three Oaks Parks and Recreation Rules and Procedures was made by Shawver, supported by Kramer and approved.**

(Village Manager will post Board Rules to the Village website)

**3) Commemorative Tree and Branch Program.**

Chairman Clement's has been working with Village Manager Faulkner to draft a Commemorative Tree and Bench Request form, which she shared with the Board. After discussion on how much donor information needed to be included in the information posted on the benches and trees, and with the suggestion to reduce the number of lines in the "bench message", Clements agreed to continue refinement of the Request Form.

**4) Dedication Plaque.**

Board members Brown and Kramer have been working to finalize details on the mounting and installation of the plaque commemorating the Apple Cider Century, and the significant role Bryan Volsdorf had in its founding and success. Brown reported that everything has arrived and the plaque is now ready to be installed.

Location in Dewey Cannon Park for the recognition plaque has not yet been finalized. The Board asked that a committee of three, Brown, Kramer and Clements, select a site for the plaque and communicate their decision to Faulkner by 8/8/23.

Subsequent to this request, before the meeting adjourned, Brown recommended the plaque be placed somewhere in the south west quadrant of the park, with the exact location determined by Village staff. The Board agreed with Brown's suggestion.

**5) Grants.**

Adin Sullivan reported that we are still waiting for updated information on the grants that have been submitted. He also shared concept drawings for a bathroom facility projected to be built on the north west corner of Dewey Cannon Park, which were discussed with general positive reaction from the Board.

6) **Watkins Park.**

Lions Club Buildings updates:

Clements reported we are now at the point where an inventory of the items in the buildings had to be prepared for the purpose of advertising the contents for sale, and asked for volunteers. She intends to conduct an inventory as soon as possible.

Timber Town:

Ream reported he had visited the playground and feels it is in fairly good shape, but with the need of a complete staining of the entire wooden playground structure. After discussion it was agreed that we needed to seek bids for the work and Faulkner would proceed to secure bids for the project. That might be covered by the 2022-23 Parks budget.

7) **Three Oaks Stroll.**

Clements reported a request for consideration of support from the Park Board for an enhanced presentation of the "Three Oaks Autumn Stroll", in cooperation with the DDA. Projected ideas to include consideration of an event at the Gazebo in Dewey Cannon Park which might include treats and/or activities for children. After discussion the Board agreed to respond positively to the request, while asking for more details.

8) **Dewey Cannon Park:**

Status of the repair and painting of the Gazebo was discussed, with renewed focus on securing bids for the project. If this can be done soon we might be able to cover the costs within the 2022-23 budget. Manager Falukner will seek bids. Shawver also agreed to seek possible bids from sources he knows.

9) **Manager Report:**

Village Manager Faulkner report the recent hire of Tracy Jones as an assistant in the Village Office. He also reported initial discussion of combined Police and Fire protection with Chikaming Township.

10) There being no further comments from the Board or Public, Chair Clements asked for a motion to adjourn. **Motion to adjourn was made by Kramer, supported by Johnson and approved at 9:01 pm.**

