

**FOREST HOME TOWNSHIP
PARKS AND RECREATION COMMISSION
MEETING
MINUTES
APRIL 18, 2018 @ 5:15 PM**

Members present: Carrie Hebden, Paul Trumble, Dean Crandall, Sheryl Guy and Stephanie Reid
Absent: None
Also present: Corey Arsnoe

The meeting was called to order by the Chairperson at 5:15 p.m.

PUBLIC COMMENT:

The Chairperson requested Public Comment. There was none.

CORRESPONDENCE:

There was none.

MINUTES:

It was moved by Trumble, seconded by Reid to approve the minutes of March 1, 2018. Motion carried – all voting yes.

AGENDA:

It was moved by Guy, seconded by Trumble to approve the agenda as written. Motion carried – all present voting yes.

NEW BUSINESS:

Maintenance Contract: Irrigation System at the FHT Cottage Drive Family Park.

Otherside Irrigation Services: Quote

Five (5) year contract at a cost of \$2,150.00 agreement to include spring startups May, fall winterizations October and monthly checkups: June, July, August and September. Addition cost as follows: Service calls \$70 per hour certified technician/\$35 per hour technician assistant with a minimum of 1 hour billed and that all parts needed for services will be billed accordingly.

Corey Arsnoe - Torch Lake Cottage Services: Offered his services to maintain and service the irrigation system at the FHT Cottage Drive Family Park with the rate to be included in the Annual Contract with Torch Lakes Cottage Services. His services could begin after the initial startup of the system by Otherside Irrigation per there original contract. He will routinely observe the system while at the park during the regular scheduled mowing and maintenance. When issues arise and maintenance is required the cost will be itemized and included in monthly billing.

Discussion followed.

It was moved by Hebden, seconded by Trumble that Torch Lake Cottage Services be awarded the irrigation system maintenance contract at the Forest Home Cottage Drive Park with the service to begin after the irrigation system spring startup has been completed by Otherside Irrigation Services as stated in the original contract. The service includes monthly testing, maintenance and repair as needed and that all cost related to the system will be included and itemized in the monthly billing. Motion carried – all present voting yes.

The Township Clerk will be asked to send a letter to notify Otherside Irrigation that their quote was not accepted, and that Torch Lake Cottage Services was awarded the maintenance and service of the irrigation system. That Torch Lake Cottage Services is currently under contract with Forest Home Township to maintain and service all parks and road ending with Corey Arsnoe at site on a weekly basis to perform contracted duties.

Corey Arsnoe – Torch Lake Cottage Services

2013 - General Maintenance Agreement contract seasonal rate in the amount of \$7,107.00 per year and that there have been no request to increase the seasonal rate. That the addition of park sites and improvements to encourage the use of open spaces such as widening mowed areas, dock installation and working around tables and grills which has increased the amount of time it takes to complete the duties.

Corey Arsnoe asked the commission to consider increasing the contract for services and maintenance in the amount of \$1,000.00 per season for a total of \$8,107.00 per contract year beginning in 2018.

It was moved by Hebden, seconded by Trumble that the General Maintenance Agreement between Forest Home Township and Torch Lake Cottage Services be increased by the amount of \$1,000.00 for a 2018 seasonal per year be \$8,107.00. Motion carried – all present voting yes.

Application for Swim Buoy at FHT Cottage Drive Park

- Corey Arsnoe will complete application for permit.
- Once the permit has been issued will purchase and install the buoys.
(Bill the township for purchase)

Evaluation of Road Endings and Parks

Discussion:

It was agreed that the commission will meet at the township hall and travel to sites May 9th, 2018 at 5:00 p.m.

OLD BUSINESS:

Trumble would order one (1) picnic table for installation.

OTHER:

Next regular meeting May 16th, 2018 at 5:15 p.m.

The meeting adjourned at 5:58 p.m.

Carrie Hebden, Chairman

Sheryl Guy, Secretary