

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Thursday, February 1, 2024, 3:30 pm CT

1. Call to Order

Ellen Hundt, Town of Beverly Shores Clerk-Treasurer, called the first meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 3:30pm CT.

Roll Call:

Committee members present: Tom Abrahamson, Stephen Coughlin, Andre Daugavietis, Susan Loeb, and Paula Tillman.

Also present: Candice Peterson-Smith, Town Council liaison; Ellen Hundt, Beverly Shores Clerk-Treasurer.

The committee unanimously adopted the same electronic meeting policy as the rest of the Town committees.

2. Title VI Community Involvement Survey

Committee member Loeb announced that the Title VI public involvement survey is available via the Town's website.

3. Committee members introduced themselves and expressed their goals for the Committee.

4. Election of Officers

Andre Daugavietis motioned to nominate Susan Loeb as Chair of the Parks and Recreation Advisory Committee; seconded by Tom Abrahamson.
Approved 5-0.

Tom Abrahamson motioned to nominate Paula Tillman as Vice-Chair of the Parks and Recreation Advisory Committee; seconded by Andre Daugavietis.
Approved 5-0.

Andre Daugavietis motioned to nominate Stephen Coughlin as Secretary of the Parks and Recreation Advisory Committee; seconded by Paula Tillman.
Approved 5-0

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5. Setting a recurring meeting date and time.

Susan Loeb motioned to establish the second Thursday of the month as the regular meeting date of the Parks and Recreation Advisory Committee; seconded by Andre Daugavietis.

After discussion, Tom Abrahamson motioned to amend and establish a meeting time of 7:00pm CT; seconded by Andre Daugavietis.

Approved 5-0.

6. Review Budget

Susan Loeb advised that she posted on the P&R shared drive the money appropriated to the Park Board (now the P & R Committee) in the current budget and listed the following:

Funds dedicated to park activities	
Park Donation Fund	\$ 35,000
Supplies	\$ 100
Repair & Maintenance	\$ 25,000
Labor	\$ 3,000
Landscaping	\$ 10,000
Attorneys' Fees	\$ 1,000

The committee asked the Clerk Treasurer for guidelines on spending money from the Park Donation Fund.

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7. Discussion of Mandated Duties and Goals

Duties:

Committee members discussed New Section 34.06 of the Town Code which established the duties and responsibilities of the Parks and Recreation Advisory Committee, as follows:

§ 34.06 Parks and Recreation Advisory Committee

A. There is hereby created and continued in the Town of Beverly Shores, a Parks and Recreation Advisory Committee, consisting of 5 members. The Parks and Recreation Advisory Committee ("Parks Committee") will assist and advise, at the direction of the Town Council, on the oversight, maintenance, and improvement of Lituania Park, Town-owned beaches, which includes Reborá Plaza, and other Town-owned land dedicated and open to recreational use by the public. Issues related to social trails between Lake Front Drive and Lake Michigan, Town-owned unimproved roads, and maintenance of Four Corners remain under the direct authority of the Town Council. The duties and responsibilities of the Parks Committee include the following:

- (1) Establishing a standard list of maintenance tasks, including a schedule for maintaining existing and future structures, landscaping, and grounds at Lituania Park and Town beaches. The Parks Committee will submit this list annually to the Town Council for approval. The list shall be submitted during the Town's annual budget preparation.
- (2) Assist in maintenance tasks as the Town Council may direct.
- (3) Develop and make recommendations for rules and regulations for use of Lituania Park and Town-owned beaches, as necessary or appropriate, for consideration and approval by the Town Council.
- (4) Handle requests by Town residents or Town organizations for specific use of Lituania Park or Town-owned beaches in accordance with the procedures approved by the Town Council.
- (5) Approve expenditures for those standard maintenance activities at Lituania Park and Town-owned beaches, without prior Town Council approval, consistent with the Town's budgeted appropriations. All other expenditures, and requests for improvements, repairs, or other capital projects should be brought to the Town Council for approval.

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- (6) Make other recommendations to assist the Town Council in developing and preserving aesthetic, maintenance, recreational, and cultural values that serve Town residents. The Parks Committee may also perform such other related duties as may be assigned by the Town Council, which may include, but is not limited to:
- a. Compile data to assist the Town Council in optimizing recreational use of these areas.
 - b. Collaborate with other Town government committees and other Town groups to devise a stewardship plan for the Town's greenspace and recreational areas, including collaborating to make efficient use of Town resources.
 - c. Develop and make recommendations for capital improvements and operations at Lituania Park and Town-owned beaches and Reborá Plaza
 - d. Encourage fundraising efforts and donations for recreational improvements to Lituania Park or Town-owned beaches with approval from the Town Council.

Goals:

For next Committee meeting:

Topics briefly raised for future discussion included the results of the pickleball survey.

Susan Loeb volunteered to meet with Marshal Clapp, Street Superintendent, to clarify mowing and other duties.

Stephen Coughlin and Candice Peterson-Smith to review and report on existing Lituania Pond improvement bids.

Andre Daugavietis volunteered to follow-up and report on the status of the purchased, but installed beach mats.

Tom Abrahamson to review and report on possible pickle ball court options at Lituania Park.

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8. Public Comment

Candice Peterson-Smith mentioned that ERG (Environmental Restoration Group) anticipates requesting permission from the committee to remove invasives from Lituania Pond at ERG's expense.

9. Adjournment:

At 5:19pm CT, Tom Abrahamson motioned to adjourn; seconded by Stephen Coughlin.
Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee