

DRAFT MINUTES

Tuscarora Township Parks Commission

Regular Meeting Minutes and Executive Summary

February 3, 2026 | 6:00 p.m.

Location: Tuscarora Township Hall

Executive Summary (For Public Posting)

Meeting Called to Order: 6:00 p.m.

Attendance: Present: Allen Maves; Patrick McGinnis; Stacey Cole; Doug Schofield. Absent: Brian Henry.

Key Approvals: Agenda (with added millage discussion), prior minutes, and payment of bills approved by voice vote.

Highlights:

- Co-op Park well/pump repairs discussed; Commission noted repeated pump failures over five years and the need to monitor and plan for future system upgrades (pump sizing/irrigation).
- Indian River Little League discussion: seasonal fee (\$4,000); scheduling priority structure with high school; responsibilities for cleaning/supplies; shed ownership/repairs; scoreboard controller accountability and end-of-season turn-in; potential lease/agreement draft for clarity and continuity.
- Trailhead and Lower Marina Park overflow parking: concern raised about trailers/long-term parking and anticipated summer demand. Chair will report concerns to the Township Board and suggest consideration of signage and enforcement options.
- Tractor update: lease-to-own tractor acquired; remainder to be budgeted and paid in next budget year under the equipment line item.
- Staffing update: prior candidates did not finalize; Vinnie returned to work. Upcoming staff medical recovery period discussed; doctor's note requested for return-to-work restrictions.

- DeVoe Beach and other capital needs reviewed (e.g., wall, bathrooms, aging equipment, Co-op playground, Green Dock boardwalk). Funding constraints discussed.
- Millage discussion: Commission voted to have Commissioner McGinnis research steps/timeline to pursue a parks millage proposal for the November 2026 ballot and coordinate preliminary needs/cost review with staff.

Action Items:

- Chair to report trailhead/overflow parking concerns to the Township Board (including possible signage and enforcement options).
- Staff to confirm remaining tractor balance with Chris and support budgeting under equipment line item.
- Staff to provide doctor's note specifying return-to-work date and restrictions following upcoming surgery/recovery.
- Commissioner McGinnis to research ballot requirements/timeline for a parks millage proposal for November 2026 and confer with staff on needs and costs.

Formal Minutes

1. Call to Order

Chair called the meeting to order at 6:00 p.m.

2. Roll Call

Present: Allen Maves; Patrick McGinnis; Stacey Cole; Doug Schofield.

Absent: Brian Henry.

Staff Present: Doug Schofield.

Guests: Hailey Peterman (Little League President); Kenny Fulgenauer (Little League Vice President); Cody Pokalski (public commenter).

3. Public Comments on Agenda Items

None.

4. Board Comments / Agenda Additions

Commissioner McGinnis requested adding “Millage Discussion” as an agenda item.

5. Approval of Agenda

- Motion: Approve the agenda (with added millage discussion).
- Moved by: Allen Maves.
- Seconded by: Patrick McGinnis.
- Vote: Motion carried by voice vote (no nays noted).

6. Approval of Previous Meeting Minutes

- Motion: Approve the minutes from the prior month.
- Moved by: Allen Maves.
- Seconded by: Patrick McGinnis.
- Vote: Motion carried by voice vote (no nays noted).

7. Approval of Bills / Payables

Discussion: Commission reviewed bills including Ramsey/Ramsey invoices related to Co-op Park well and pump repairs.

- Well went out (sand/rust-related); well pulled/blown; used pump installed.
- Follow-up visit required due to pressure switch clogged; pressure switch replaced.

- Freeze issue occurred when heater in doghouse behind Field 5 became unplugged; system later thawed and operating.
- Commission noted multiple pump failures over approximately five years and discussed evaluating pump size and future upgrades to irrigation and related infrastructure.
- Motion: Pay the bills as presented.
- Moved by: Patrick McGinnis.
- Seconded by: Allen Maves.
- Vote: Motion carried by voice vote (no nays noted).

8. Little League

Guests: Hailey Peterman (President) and Kenny Fulgenauer (Vice President) addressed questions and concerns.

- Fee: Little League pays \$4,000 per season; high school pays \$7,000 per year and has first scheduling priority.
- Bathrooms/cleaning: Parks will address mechanical issues; Little League provides daily cleaning during use. Parks supplies paper products; Little League should request restock as needed.
- Trash: Garbage bags are stored in the on-site locker; Little League may swap bags when full and leave for pickup. Cardboard from restocking should be broken down and placed in the dumpster.
- Sheds: Small sheds (including T-ball shed) are Little League's responsibility; condition and safety concerns noted, including animal access and structural deterioration.
- Scoreboards/controllers: Parks replaced two scoreboards; staff requested all controllers be turned in at end of season for accountability and service, and redistributed at start of season. High school controller coordination discussed.
- Agreement: No current lease/agreement identified; Little League offered to draft an agreement for review for clarity and continuity.
- Attendance: Estimated 40–60 spectators per field per game; multiple games per evening; parking often heavily utilized.

9. Trailhead and Overflow Parking (Lower Marina Park)

Commission discussed concerns about trailers/long-term parking at the trailhead lot and overflow parking at Lower Marina Park, especially with anticipated summer demand.

- Reports noted of long trailers occupying multiple spaces and trailers left for multiple days; some observed without plates.

- Concern raised that the \$9 daily overflow parking fee may be interpreted as allowing extended parking, impacting capacity during peak season.
- Commission discussed signage (e.g., no trailers at trailhead; no overnight parking) and noted enforcement may require an ordinance.
- Direction: Chair will include the concern in her report to the Township Board and request they consider signage and possible enforcement options (including towing where legally supported).

10. Tractor Update

- Staff reported the Township acquired a tractor via lease-to-own.
- Plan is to purchase outright at the end of the year and budget the remaining balance in the next budget year under the equipment line item.
- Staff will confirm remaining balance with Chris Green.

11. New Employee Update / Staffing

- Interviewed candidates did not finalize; Leonard did not follow up; Chris did not respond.
- Vinnie returned to work, meeting current staffing needs; expectations regarding morning start times discussed.
- Medical recovery: Doug Schofield anticipates approximately two weeks off, followed by about six weeks with restrictions; Tom to be in charge while staff member is out. Chair requested a doctor's note specifying return-to-work date and restrictions.

12. DeVoe Beach Needs / Capital Priorities

- DeVoe Beach wall needs repair discussed; prior estimate referenced at approximately \$80,000.
- Bathroom improvements discussed; rough estimate referenced at approximately \$50,000 for two bathrooms.
- Additional needs identified: aging equipment and limited fleet (one township truck), older tractor/loader, aging leaf vacuum, Co-op Park playground (built 2002), Green Dock boardwalk repairs, potential Co-op Park basketball courts, and possible pavilion/music series support at Marina Park.
- Funding constraints noted; staff expressed concern that grants alone will not address the full scope of needs.

13. Millage Discussion

- Commission discussed pursuing stable, dedicated funding for parks operations and capital needs, including ability to plan for reserves and capital improvements (CIP).

- Commission discussed millage versus bond approaches; bond restrictions and specificity requirements noted.
- Motion: Authorize Commissioner McGinnis to research the steps and timeline to pursue placing a parks millage proposal on the November 2026 ballot and to coordinate preliminary needs/cost review with staff.
- Moved by: Stacey Cole.
- Seconded by: Allen Maves.
- Vote: Motion carried by voice vote (no nays noted).

14. Public Comment

Cody Pokalski provided public comment suggesting fundraising as an alternative to a millage and encouraged community engagement and outreach to potential donors.

Commission/staff noted that prior fundraising efforts have not reliably produced sufficient operating funds, while acknowledging that some large donations have supported specific projects.

Chair encouraged community participation and noted an open seat on the Commission.

15. Board Comments

Board comments were generally covered during earlier agenda items; staffing and funding constraints were reiterated.

16. Adjournment

- Motion: Adjourn.
- Moved by: Stacey Cole.
- Seconded by: Allen Maves.
- Vote: Motion carried by voice vote (no nays noted).
- Adjourned: 7:07 p.m.