

# MEETING MINUTES

Woodhull Township Park and Recreation Commission

December 8, 2025 6:30 pm

Township Hall, 7315 Beard Rd, Perry MI 48872

\*\* Meeting recorded exclusively for board secretary's use\*\*

## **Call to order:**

Open with Pledge of Allegiance

## **Roll Call:**

Mr. Keith Young, Chairman – Present  
Mrs. Chelsea Moore, Treasurer – Present  
Mrs. Alyson Bawks, Secretary — Absent  
Mr. Adam Witzel, Trustee — Present  
Mrs. Katie Drury, Trustee — Present

## **Agenda Items:**

### **Approval of Agenda:**

Chairman Young made a motion to approve the agenda. Treasurer Moore seconded the motion. Motion passed with 4 votes in favor.

### **Approval of November 10, 2025 minutes:**

Treasurer Moore made a motion to approve the November 10<sup>th</sup> 2023 minutes. Trustee Witzel seconded the motion. Motion with 4 votes in favor.

### **Public Comment (please limit comments to 3 min per person):**

None.

### **Park Facilities Manager Report:**

Parks Facilities Manager, Jerry Bawks, gave his report to the board. He took the zero turn to Alderman's for repair. Got gas cans filled. He put the spring toys away, one of the toys couldn't be removed because one of the anchor bolts wouldn't come out. Jerry winterized the wells. Overhead Door came out and replaced the locks on the two pavilion overhead doors. He picked up the zero turn so he could finish mulching leaves. It will have to go back to repair the lap bar since they did not have the parts in stock to finish it. Gathered the freezables to take to the

township, mulched the leaves for the last time. Spartan fence came and repaired the east fence and are working on the new fence along the south side. Same's club for gas was \$62.48. His goal for next meeting is to pick up zero turn with all repairs completed and to put away for winter. Still pending invoices from Overhead Door and Spartan Fence.

### **Park Facilities Manager Transition:**

Katie made indeed posting. Will need to update it with responsibilities checklist as well as an updated salary range. Katie asked Jerry when will it be ideal to start training he stated April for a couple of weeks. Board agreed to do salary for summer hours to be \$200-250 per week for 32 weeks (depending on experience) plus \$150 per mowing (26 mowings total for the year). The hours expected are 10 hour per week and then 6 hours per mow session. Then do the remaining 20 weeks as \$50 per week since there is less work to be done. Katie will have the indeed job posting reflect everything that was discussed. Then go through the candidates and select top candidates for the board and Jerry to review. Then we will have interviews at the park for top candidates.

### **New Park Sign Update:**

Chelsea will send over new sign for us to approve. The total cost for a new sign will be \$650. Once we select the sign it can go ahead on this year's budget.

### **Approval of budget/financials:**

There was not an updated budget for this month's meeting. Therefore nothing to approve. Board will discuss how to spend the remaining budget at next meeting. Also to come up with a budget for next year.

### **New Business:**

**Trustee Drury:** Nothing

**Trustee Witzel:** Received books for certification to be able to have pesticide license.

**Treasurer Moore:** Board to go over sign proof.

**Secretary Bawks:** N/A

**Chairman Young:** Stepping down as chairman officially and becoming a trustee. Chairman Young made a motion to have Trustee Drury take his place. Trustee Witzel seconded the motion. Motion passed with 3 votes, since Secretary Bawks was not present and Trustee Drury abstained from voting.

### **Public comment (please limit comments to 3 min per person)**

None.

**Next meeting:** January 12<sup>th</sup>, 2026, at 6:30pm.

**Adjournment:** Chairman Young made a motion to adjourn meeting at 8:35pm. Trustee Drury seconded the motion. Motion passed with 4 votes in favor.