



*Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ www.cityofmidlandmi.gov*

March 2, 2016

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission – Special Meeting of March 10, 2016

A special meeting of the Midland Parks and Recreation Commission has been scheduled for Thursday, March 10, 2016 to address business items from the regular March meeting when the required quorum was not met. The meeting will be held in Council Chambers of Midland City Hall at 333 W. Ellsworth and will begin at 7:00 p.m.

The agenda for the meeting is as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Minutes of meeting of February 2, 2016 and March 1, 2016
- 5) Call to Audience
- 6) Grant application to Michigan Natural Resources Trust Fund for Emerson Park project
- 7) Division Reports:
  - a. Pere-Marquette Rail Trail – Role of City Parks Department
  - b. Chippewa Banks Disc Golf Course
- 8) Old Business
- 9) New Business
- 10) Adjourn



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March 2, 2016

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of March 10, 2016

Due to weather conditions, several commissioners notified me late in the afternoon that they would not be able to attend the regular March meeting held on March 1. Without adequate time to cancel the meeting, the meeting was held as scheduled with only two commissioners present. A quorum of 50% is required to conduct official business, so the two items requiring a formal vote were pulled from the agenda and the balance of the meeting was held as scheduled. I also pulled the Division Reports from the agenda as I felt the information was valuable for all the commissioners to hear at a later date.

A special meeting is being called on March 10 as the agenda item pertaining to approval of the Michigan Natural Resources Trust Fund grant application for Emerson Park needs to be voted on by the Commission prior to going before City Council at their upcoming meeting. The grant application is due April 1, hence the need to schedule an additional Commission meeting in such close proximity to the original March date.

Below are the items that will be discussed at the March 10 meeting:

Grant application to Michigan Natural Resources Trust Fund for Emerson Park project:  
As previously reported, the City was not successful in obtaining a 2015 Michigan Natural Resources Trust Fund grant for the Emerson Park riverfront renovation project. Staff feels very strongly that the project has good merit and fits within the guidelines of the MNRTF program, so I am moving forward to resubmit the grant request for 2016. The grant request to MNRTF will again be for \$300,000 and requires support from both the Parks and Recreation Commission as well as an approved resolution of support from the City Council. I will be asking for a motion of support and a recommendation from the Parks Commission that City Council pass a resolution in support of the grant application.

Division Report: Park Supervisor Bart Heil will join us to give presentations on the Pere-Marquette Rail Trail and the City's role in maintenance. Bart will also review the Chippewa Banks Disc Golf Course. Both of these are topics of interest that are included in this year's Commission Work Plan.

New Business: I will remind the Commission that there is no scheduled Parks Commission meeting in April due to the proximity of the schools' spring break. Also, three Commissioners' terms will come to an end in June. I will share who has expressed interest in staying on the Commission and who will be stepping down from their seat.

MIDLAND PARKS AND RECREATION COMMISSION  
REGULAR MEETING OF FEBRUARY 2, 2016  
MIDLAND CITY COUNCIL CHAMBERS  
7:00 P.M.

PROPOSED MINUTES

- 1) Call to Order: Meeting called to order at 7:00 p.m. by Chairperson John Metevia
- 2) Pledge of Allegiance
- 3) Roll Call:
  - a. MEMBERS PRESENT: Billotti, Bovid, Carlson, Carney, Metevia, Rankin, Rice, Steidemann, Varela
  - b. MEMBERS ABSENT: \*Rankin arrived after role call was taken
  - c. OTHERS PRESENT:
- 4) Minutes of December 1, 2015: Bovid motioned, Carlson seconded to receive minutes of the meeting of December 1, 2015. Motion passed 8-0.
- 5) Call to Audience: None
- 6) America In Bloom Update: Murphy met with the America In Bloom (AIB) steering committee in January. The steering committee consists of 5 members of the Beautification Advisory Committee along with staff from Parks and Recreation. The committee continues to work on the 25-page community narrative that needs to be submitted to AIB prior to the judges' visiting. The narrative highlights Midland's accomplishments in the 6 judging criteria: Overall Impression, Environmental Efforts, Heritage Preservation, Urban Forestry, Floral Displays and Landscaped Areas. Murphy explained that since the last Parks and Recreation Commission meeting, staff has learned that AIB does not require formal subcommittees as originally thought, so the Commission does not need to take action on appointing members to the subcommittees. The steering committee has opted to form two subcommittees to handle marketing/logistics and planning the tour component of the program. Murphy shared that the steering committee plans to highlight the return of Midland Blooms as well as the Make Midland "Bloom" poster contest by creating YouTube videos and promotional information on both programs. The steering committee is waiting to find out the exact dates for the judges' visit, and Murphy said she will provide updates on the AIB effort at each upcoming Commission meeting.
- 7) Division Report: Winter Recreation Update: Murphy shared that both holiday recreation programs were a success again this year. Santa Calling placed 207 calls and Santa was able to speak with 340 children. Night at the North Pole was held at the City Forest Chalet over two nights with 42 children participating in crafts, cookie decorating and games.

In addition, the Midland Public School's annual snow sculpture contest was moved this year from the Farmers Market location out to the City Forest Chalet.

Murphy shared that this was a mutual decision between the City and MPS. By moving to the Chalet, the Parks crew is able to make snow for the event when natural snow is not available. Also, the students are able to warm up in the Chalet. MPS planned an evening event for the students to come back and enjoy the sculptures with a disc jockey and special lights, but the event was called off this year due to rain.

Murphy provided information on spring programs that are kicking off, with registration currently underway for the Midland Girls' Softball League for girls ages 4-13. The City's adult softball registration will kick off the end of February with packets being mailed out to all team managers. Murphy also reminded the Commission that park shelter reservations are now year round, with users able to make their reservation 364 days prior to their event each year. Other spring updates include registration for the Circle Area Community Garden, which begins February 22, and the Make Midland "Bloom" poster contest which is underway in the local elementary schools.

Murphy shared that recreation manager Marcie Post has set Midland Parks up on Instagram as another social media platform. Park users can find us on Instagram at #midlandparks.

8) Project Report:

- a. **River overlooks:** Murphy reported that work continues on the river overlooks. The three overlooks on the Golfside Drive corridor have the stone walls in place and the approach walkways complete, but are awaiting a final pour of concrete on the half circle riverfront platforms. The contractor has started work on the two overlooks on the Rail Trail side of the river, with construction of the stone walls. Murphy is hopeful the concrete work will be complete within the next six weeks, weather dependent. The final component of the project includes installation of railings along the edge of each overlook platform, as well as final grading and site restoration, which will need to wait until conditions warm up in the spring. Once the contractor finishes up with the overlooks, work will start on stone retaining walls along either side of the Golfside Drive boat launch.
- b. **City Forest trail signage:** Murphy shared that an online Survey Monkey survey was sent out to user groups and the general public via the Parks Facebook page. Over 80 responses were received, with the majority very positive in nature. The final sign design has been approved and sent to the fabrication shop for production. Murphy said the signs will be installed as soon as final copies start arriving from the production shop.
- c. **MNRTF grant application for Emerson Park:** Murphy reported that unfortunately the City's proposal for renovations to upper Emerson Park riverfront did not receive funding again this year from the Michigan Natural Resources Trust Fund grant program. Murphy is going to apply again for the grant in 2016 as staff feels the project will be very impactful to the area and the overall riverfront development for the community. The initial application is due April 1.

9) Old Business: Murphy provided a response on Commissioner Billotti's request to consider a recreation fee scholarship program for low income residents to participate in City recreation programs. Murphy shared the idea with the City Manager for input. The City's current recreation fee philosophy already takes into account a large subsidy from the General Fund for youth activities, with fees set to recover only the programming aspect of any youth program. Programming costs generally account for less than half the total cost to the City for a given program. This makes youth recreation more affordable for all participants as opposed to a scholarship based subsidy which would only benefit a portion of participants. Murphy therefore stated that requesting additional City funds to support a scholarship program is not an approach that she would recommend.

10) New Business: None

11) Adjourn: Motioned by Billotti, seconded by Steidemann to adjourn the meeting. Motion passed 9- 0. Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Karen Murphy  
Director of Public Services

MIDLAND PARKS AND RECREATION COMMISSION  
REGULAR MEETING OF MARCH 1, 2016  
MIDLAND CITY COUNCIL CHAMBERS  
7:00 P.M.

PROPOSED MINUTES

- 1) Call to Order: Meeting called to order at 7:03 p.m. by Chairperson John Metevia
- 2) Pledge of Allegiance
- 3) Roll Call:
  - a. MEMBERS PRESENT: Carney, Metevia
  - b. MEMBERS ABSENT: Billotti, Bovid, Carlson, , Rankin, Rice, Steidemann, Varela
  - c. OTHERS PRESENT: Park Supervisor Bart Heil

\*\*MURPHY SHARED THAT WITHOUT A QUORUM OF MEMBERS PRESENT, ALL ITEMS REQUIRING A VOTE MUST BE TABLED UNTIL A FUTURE MEETING. MURPHY ALSO OPTED TO TABLE THE DIVISION REPORTS UNTIL A MAJORITY OF COMMISSIONERS ARE PRESENT.

- 4) Minutes of February 2, 2016: Item tabled until future meeting.
- 5) Call to Audience: None
- 6) Grant application to Michigan Natural Resources Trust Fund for Emerson Park project: Item tabled until future meeting.
- 7) America in Bloom update: Murphy updated the Commission on the steering committee's progress on the AIB program. Bolger and Battle Marketing Communications (B+B) has made a generous in-kind donation of their talents to put together a marketing plan and will be assisting with the final edits of the required community narrative document. B+B is also working on a logo with the tag line "Get Your Bloom On". Staff will be ordering seed packets with the logo to hand out to participants of the Make Midland Beautiful poster contest to promote AIB, as well as ordering banners & flyers to be used throughout town to spread the word about the program. Murphy shared that a new program will be run in conjunction with the annual Beautification Awards to highlight "secret gardens" in neighborhood backyards, and the committee is working on a YouTube video to highlight the community as part of the AIB submission requirements as well. Murphy shared that the City of Holland reached out to staff to lend support as Holland is a Circle of Champions AIB participant with 5 years

- of experience. Steering committee members will start visiting community groups in the next few months to spread the word about the program.
- 8) Division Report: Item tabled until future meeting.
- 9) Project Report:
- a. **River overlooks** – Murphy reported that not much progress has been made on the remaining river overlooks since last meeting. The contractor is waiting for the weather to break to pour concrete and has done some preliminary work on laying out the walls for the boat launch.
  - b. **City Forest trail signage** – Murphy reported that the signs are currently being produced with an expected delivery in the next two weeks. Once the signs arrive, the trail consultant is ready to start mounting them on the sign posts and on trees along the single track trails. We still anticipate a spring completion of the project.
- 10) Old Business: Murphy shared that the recommended changes to the recreation fees have been approved by City Council. An increase of \$1 per player will be added to all the adult and youth softball fees that the City charges to the two softball organizations. These changes will go into effect for this season.
- 11) New Business: Murphy reminded the Commission that there is no regularly scheduled meeting in April due to the proximity of the Midland Public Schools' spring break. Murphy stated that due to a lack of quorum for the March meeting, she will be scheduling a special meeting prior to March 14 for the Commission to vote on approval for the Michigan Natural Resources Trust Fund grant application for the upper Emerson project. Murphy also shared that three Commissioners' terms will expire in June and she will share information at an upcoming meeting on which Commissioners have requested an additional term and who has opted to step down from their role.
- 12) Adjourn: Motioned by Metevia, seconded by Carney to adjourn the meeting. Without a quorum, no vote was recorded. Meeting adjourned at 7:13 p.m.

Respectfully submitted,

Karen Murphy  
Director of Public Services