



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

July 27, 2016

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission Meeting of August 3, 2016

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Wednesday, August 3, 2016. 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) Roll Call
- 3) Welcome new Commissioner Robert Johns
- 4) Election of Chair and Vice Chair
- 5) Minutes of meeting of June 7, 2016
- 6) Call to Audience
- 7) Blake Park renovation proposal from resident Eric Wrozek
- 8) Wayfinding signage for non-motorized trail system
- 9) Central Park pavilion donation
- 10) Adoption of meeting calendar for 2017
- 11) Discussion Topics for FY 2016/2017 Work Plan
- 12) Project Reports
 - a. Central Park human sundial
 - b. America in Bloom tour
- 13) Old Business
- 14) New Business
- 15) Adjourn



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July 27, 2016

TO: Parks and Recreation Commission
FROM: Karen Murphy, Director of Public Services
SUBJECT: Notes for Meeting of August 3, 2016

Election of Chair and Vice Chair

Since it is the first meeting of the Commission after July 1, officers must be elected for the coming fiscal year. Commissioners will be asked for nominations first for the chair and a verbal vote will be taken to choose the chair. Then the same process will be followed for electing a vice chair.

Blake Park renovation proposal from resident Eric Wrozek

Resident Eric Wrozek would like to share with the Commission a proposed project at Blake Park to convert the existing drop in softball field into a men's baseball field. Wrozek would raise funds for this purpose and put together a team of Midland baseball players to participate in the Gratiot County baseball league, with Blake Park serving as the Midland team's home field. The renovated field would be donated to the City for public baseball use when not scheduled for the Gratiot County Midland team.

Wayfinding signage for non-motorized trail system

Grant Murschel, Community Development Planner for the City, will present a proposed non-motorized wayfinding signage package to the Commission, with the goal of having the Parks Commission make a recommendation to City Council to approve the design and authorize staff to move forward with the project. Parks staff have been actively involved with the focus group that has been helping with the planning and design of the proposal, and are in full support of the project.

Central Park pavilion donation

At their July 25 meeting, City Council accepted a donation of a mid-century modern architectural style pavilion to be constructed in Central Park. I will share details on the donation, including the funding sources and the time line for completion. I will also share renderings of the pavilion.

Adoption of Meeting Calendar for 2017

The Commission typically meets the first Tuesday of the month. With City Hall Council Chambers being used as a polling site, this creates a potential conflict on the first Tuesday in November for 2017. Below is a proposed list of dates with meetings moved to the first Wednesday for those months with election conflicts:

Tuesday, January 3	Tuesday, May 2	Tuesday, September 6
Tuesday, February 7	Tuesday, June 6	Tuesday, October 3
Tuesday, March 7	Tuesday, July 4	Wednesday, November 8
Tuesday, April 4	Tuesday, August 1	Tuesday, December 5

Under the ordinance, the Commission is required to meet a minimum of six times per fiscal year (July 1 – June 30). The Commission could decide now to not hold certain meetings, or regular monthly meetings can be scheduled with the intent that meetings will be cancelled if no official business is pending.

Discussion Topics for FY 2016/2017 Work Plan

To help plan for the upcoming year, I am suggesting that the group review the mission and parameters that define the commission, and develop a list of proposed discussion topics for the upcoming fiscal year. Attached is the FY 2015/2016 document to serve as a reference. I would suggest that a list of topics be decided upon for project and division updates to provide some direction for staff and commissioners, with the understanding that subjects will come up over the course of the year that may take precedent.

Project Reports

I will give an update on a human sundial that is under construction in Central Park courtesy of a generous donation from a community member. I will also share details of the recent America In Bloom judges’ visit that occurred July 21 – 22.

Respectfully,

Karen Murphy



Fiscal Year 2015-2016

**Parks and Recreation Commission
Plan of Work**

9-1-15

Presented by:
Karen Murphy, Director of Public Services

Mission Statement

City of Midland

That the inhabitants of the City of Midland may live well through the effective maintenance of public safety, health, and welfare via efficient provision of public services, activities, and enterprises which reflect intelligent opinion as to the needs of the community.

The Midland City Council endeavors to fulfill this mission, established by the City Charter, by ensuring economic sustainability of the community, providing effective stewardship of community resources, and by providing an outstanding quality of life through excellent service delivery.

Parks and Recreation Commission

The Parks and Recreation Commission is advisory to the City Council and consists of between five and nine members who by experience have evidenced interest in development of park and recreation services for public use.

Duties of the Parks and Recreation Commission, established by the City of Midland Code of Ordinances, are to consider and study the reasonable needs of recreational facilities and activities in which the city might properly participate, to formulate and to report to the city council estimates of public requirements for recreational facilities and for the costs thereof, and the amounts which might properly be appropriated by the city council to provide and maintain the recreational facilities.

Parks and Recreation Director

In accordance with the Code of Ordinances the Director of Public Services has been designated by the City Manager the director of parks and recreation. As such the director is the executive officer in charge of the use and maintenance of parks, properties and buildings owned by the city, and assigned to the department of parks and recreation, and he shall be responsible for the recreation programs in buildings or on properties of other public or private institutions that may be used by the city through rental, lease or by gift. The director also serves as secretary of the Parks and Recreation Commission.

Committee Structure

Beautification Advisory Committee - Appointed by and reporting to the Parks and Recreation Commission, this committee leads to main programs annually:

- Appreciation of Beautification Awards - This awards program recognizes both business and residential properties for landscaping and structural site improvements, which are readily visible to the public.
- Make Midland Beautiful Art Celebration - This program takes place each spring and encourages creativity among children in the 2nd and 6th grade, by creating a poster on "what makes Midland beautiful." This is a cooperative program involving more than 1,000 Midland elementary school children.

Annual Plan of Work

Intent

Being required to conduct a minimum of six (6) meetings during the fiscal year, the Parks and Recreation Commission seeks to perform its duties effectively and efficiently. To that end the Commission relies on an annual work plan to anticipate and organize those matters to be addressed. The Commission may periodically review and modify its work plan as needed to address evolving community needs.

Commission Meetings

The Parks and Recreation Commission conducts regular meetings, which are open to public participation, at 7:00 PM in the City Council Chambers of City Hall on the first Tuesday of the noted months as follow. Agendas for such meetings will include, at a minimum, the following matters:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Prior Meeting
- 4) Call to Audience
- 5) Project Reports
- 6) Division Report
- 7) Old Business
- 8) New Business
- 9) Adjourn

The Parks and Recreation Commission, along with department staff, have compiled the following list of potential topics to be discussed throughout the year with the understanding that other topics may come up during the course of the year that take precedent.

<i>Project Reports</i>	<i>Division Report</i>
Parks Master Plan attainment of goals	Parks Update – with specific updates on Dog Park, Disc Golf course
Recreation Fee Process	Recreation Seasonal Updates
Plymouth Pool End of Season Review	Horticulture
City Forest End of Season Review	Cemetery
Currie Stadium	Forestry – EAB update
Infrastructure improvement plan	Operational report on parks summer maintenance
Pere-Marquette Rail Trail – City Parks role	
Upper Emerson grant proposal (as applicable)	

MIDLAND PARKS AND RECREATION COMMISSION
REGULAR MEETING OF JUNE 7, 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, Metevia, Rankin, Rice, Steidemann
 - b. MEMBERS ABSENT: Carlson, Carney, Varela
 - c. OTHERS PRESENT: Stephanie Richardson, City horticulturist; Andrea Foster, Little Forks Conservancy; Rob Maxwell, Wild Ones; Richard Kopple, Mapleton United Methodist Church; Kali Cochran, United Way
- 4) Minutes of May 3, 2016: Steidemann motioned, Bovid seconded to receive minutes of the meeting of May 3, 2016. Motion passed 6-0.
- 5) Call to Audience: None
- 6) Arrance Family Cemetery final report: Dick Kopple from Mapleton First United Methodist Church shared a final update on the renovations at the Arrance Family Cemetery located on Waldo Court. The church partnered with Midland's Home Depot to clear out trees and brush, restore and reset the old gravestones, and construct a fence around the cemetery. A dedication ceremony was held on Memorial Day with over 70 people in attendance. Mr. Kopple thanked City staff, the City attorney, Home Depot and the Midland County Historical Society for their help with the project.
- 7) United Way Little Free Library request for Plymouth Park: Kali Cochran from United Way requested approval to install a Little Free Library (LFL) at Plymouth Park near the Born Learning Trail. Cochran provided background on the Born Learning Trail, installed at Plymouth Park in 2014. Cochran talked about the concept of the LFL and the desire to install one near the trail. United Way Young Leaders have pledged to maintain the LFL and the Exchange Club is sponsoring it as well. Murphy asked for a motion to approve the donation of a Little Free Library with the agreement by United Way for ongoing upkeep. Rice motioned and Steidemann seconded the motion. Motion passed 6-0.
- 8) Little Forks Conservancy – weed ordinance recommendations and pollinator garden project: Andrea Foster from Little Forks Conservancy and Rob Maxwell from Wild Ones made a presentation on proposed updates to the City's list of noxious weeds included in the City's weed abatement ordinance. Foster also shared pictures of a new pollinator garden recently installed in Emerson Park near the Rail Trail. Little Forks received \$1000 from the United Way and The Dow Chemical Company in partnership with Keep America Beautiful. There were 22 volunteers who helped plant the garden. The volunteers also removed some invasive plants from the Rail Trail. The City is creating a sign to post at the garden as well. Murphy asked the Parks &

Recreation Commission for a formal motion to recommend said changes to the City Council for consideration in the form of an ordinance amendment. Rankin motioned, Billotti seconded the motion. Motion passed 6 - 0.

- 9) America In Bloom update: Murphy reported that the America In Bloom (AIB) committee received a grant from the Charles J. Strosacker Foundation for \$7,500 in support of the program. A group of committee members marched in the Memorial Day parade, handing out seed packets to spread awareness of the program. Murphy shared that the AIB committee has developed the tour plan for the judge's visit July 21 and 22 to highlight some of the best Midland has to offer. In addition, a press release went out the end of May on the Secret Garden contest that will run in conjunction with the regular Beautification Awards. Yard signs have also been purchased for residents and businesses who do yard improvements in support of America In Bloom. The AIB committee will decide on how to distribute the yard signs. Murphy shared that the AIB award ceremony is in October in California. Assistant Director Jan Yuergens and Mayor Maureen Donker will attend to represent the City, with a report provided back to the Parks & Recreation Commission in November.

- 10) Division Report – Horticulture: Stephanie Richardson, city horticulturist, shared an update on projects and initiatives of the horticulture division. Downtown projects include the organic turf program at the Farmer's Market, the Ellsworth Streetscape, and the DDA Streetscape committee for a new Main Street design. Richardson shared photos of this year's hanging baskets, portable pots and Main Street planting beds. Highlights this year are tropical plants. For Midland Blooms, Richardson shared that crews had to remove a large amount of soil from the planting beds to get the proper grade as the new road was put in at a higher grade than the former roadway. She is also continuing the soil bioremediation program in the Blooms beds. Marigolds were chosen this year because of their hardiness with the disruption of the soil from the road construction. Richardson shared some entranceway projects. M20/Currie Parkway has experienced 2 years of hard winters with heavy snow and animal damage. Damaged plants were replaced with 30 crabapple trees and 70 shrubs. At Eastman Road overpass, Richardson removed diseased hawthorns and overgrown junipers, and replaced these with crabapple trees and new junipers. She also shared the removal of planting beds along the top edge of the bridge because of safety concerns with sending maintenance crews up to weed the areas. Richardson talked about priorities in the parks, including updating landscape areas around park signs and transplanting cat mint from the Eastman Road Boulevard to the Center City traffic islands. Richardson is currently working with the Center City Authority on a landscaping plan for around their new wayfinding signs, and also is working with MDOT to take over maintenance at the roundabout. She is also working with engineering to preserve the plants at the Saginaw/Wheeler traffic island during road reconstruction this summer, and putting new plantings in at the Golfside boat launch. Richardson shared that the Community Garden is up and running at full capacity with a wait list for the third year in a row. She has a new garden manager and a new Facebook page to keep gardeners informed. The MSU Extension is partnering with the Community Garden to offer 3 educational sessions at the garden this year.

- 11) Project Reports:
 - a. **River overlooks**: The railing for the overlooks has been installed with the exception of one piece at the middle overlook on Golfside Drive. Murphy stated staff is working with the contractor on final punch list items, including lack of germination of the grass seed along the entire project into Chippewassee Park.

- b. **City Forest trail signage vandalism:** Murphy shared that about 10 of the new signs at City Forest have been vandalized. The sign designer is working with the fabrication shop on samples of replacement material that will hold up better to this sort of behavior. The signs will be replaced once a new material is tested and selected by staff. The cost of the replacement signs will be covered by the City's insurance fund.
 - c. **Consumers Energy Saginaw Road tree planting:** Murphy shared pictures of the May 14 Consumers Energy/Michigan ReLeaf volunteer tree planting that occurred along Saginaw Road. Forty flowering trees were planted under utility lines to replace ash trees removed from emerald ash borer. The trees were selected because they are low-growing and will have minimal interference with the overhead lines. Staff is talking with Consumers about partnering next year on a similar project.
- 12) Old Business: Billotti asked the status of the BMX track. Murphy shared that the City will be maintaining it going forward.
- 13) New Business: Metevia thanked Kristen Bovid for her 6 years of service on the Commission as she has opted to move on to other opportunities.

There will not be a Commission meeting in July – the next scheduled meeting is in August.

Murphy shared that Park Supervisor Chris Hockaday will retire from the City on June 30. Hockaday's parting will certainly be felt as he takes with him years of experience and expertise that have helped to enhance and improve the parks system for the past five years. Staff will be interviewing candidates to fill this role later this month.

- 14) Adjourn: Motioned by Rankin, seconded by Steidemann to adjourn the meeting. Motion passed 6 – 0. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Karen Murphy
Director of Public Services