



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

August 30, 2016

TO: Parks and Recreation Commission
FROM: Karen Murphy, Public Services Director
SUBJECT: Parks and Recreation Commission Meeting of September 6, 2016

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Tuesday, September 6, 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) Minutes of meeting of August 3, 2016
- 4) Call to Audience
- 5) Adoption of FY 2016/2017 Work Plan
- 6) Proposal for seasonal closure of Chippewassee Park parking areas
- 7) Introduction of recreation fee review calendar
- 8) Revised grant request for upper Emerson Park riverfront improvements
- 9) Project Reports
 - a. Central Park human sundial
 - b. Currie pedestrian bridge project
 - c. Recreation programs – Pooches at Plymouth, the Grand Experience, Zombie Run
- 10) Old Business
- 11) New Business
- 12) Adjourn



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August 30, 2016

TO: Parks and Recreation Commission
FROM: Karen Murphy, Director of Public Services
SUBJECT: Notes for Meeting of September 6, 2016

Adoption of the FY 2015/2016 Work Plan

At the August meeting, the Commission suggested a list of topics to be included in the 2015/16 Work Plan. Attached is a draft of the work plan with the proposed monthly topics included. After reviewing the topics, I will ask the Commission to consider the plan for adoption.

Introduction of recreation fee review calendar

The proposed schedule to review the recreation fees allows staff to have any changes to the fee structure in place prior to submitting the proposed budget for the following fiscal year. This schedule has worked well in recent years and I suggest we follow the same process for this year. The proposed outline for the recreation fee process is as follows:

- October Commission meeting – Commission to review the recreation fee philosophy
- November Commission meeting – Staff to propose revised fees for the Commission to consider
- December Commission meeting – Hold a public hearing to receive input on proposed fees
- Mid-December Joint Meeting – Invite City Council to meet with Commission to discuss the proposed fees

Project Reports

I will give updates on the following: the human sundial that is under construction in Central Park courtesy of a generous donation from a community member, and the Currie Parkway pedestrian bridge renovation. I will also share details for the upcoming fall Recreation programs.

Respectfully,

Karen Murphy



Fiscal Year 2016-2017

**Parks and Recreation Commission
Plan of Work**

9-1-16

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 and Chippewassee Park project wrap up
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
4D property redevelopment plan	Update on park play equipment
Upper Emerson grant proposal (as applicable)	Infrastructure improvement plan

MIDLAND PARKS AND RECREATION COMMISSION
REGULAR MEETING OF AGUSUT 3, 2016
MIDLAND CITY COUNCIL CHAMBERS
7:00 P.M.

PROPOSED MINUTES

- 1) Call to Order: Meeting called to order at 7:02 p.m. by Chairperson John Metevia
- 2) Pledge of Allegiance
- 3) Roll Call:
 - a. MEMBERS PRESENT: Carlson, Carney, Metevia, Rankin, Rice, Steidemann, Varela
 - b. MEMBERS ABSENT: Billotti
 - c. OTHERS PRESENT: Grant Murshel, Community Development Planner; Eric Wrozek, resident
- 4) Election of Chair and Vice Chair: It has been the Commission's practice to elect a new chair and vice chair annually at the first meeting of the fiscal year. In keeping with the practice, Murphy asked for nominations for the position of chair and an oral vote was taken.

Carney nominated Metevia to serve as chair and Varela seconded the nomination. Motion passed 7-0, with Metevia abstaining from the process.

Steidemann then nominated Rankin to serve as vice chair and Carlson seconded the nomination. Motion passed 7-0, with Rankin abstaining from the process

- 5) Minutes of June 7, 2016: Varela motioned, Steidemann seconded to receive minutes of the meeting of June 7, 2016. Motion passed 8-0.
- 6) Call to Audience: None
- 7) Blake Park renovation proposal from resident Eric Wrozek: Murphy introduced Eric Wrozek, who has met with staff to review a proposed project he would like approval to move forward with at Blake Park. Murphy shared that Blake Park, also known as the Ashman fields, is no longer programmed for City events. In the past, these were two softball fields used for adult recreational softball. When Redcoats Complex was built, these fields were no longer used for the softball program. One field was removed in 2014, with the backstop left for the field closest to the overpass for drop in use.

Wrozek shared a presentation on his proposal to repurpose the drop-in softball field at Blake Park into an adult community baseball field. The field would be used by a men's baseball team with 20-25 games played per season and the field available for community use by anyone. Wrozek shared a map of the park and showed where the field would be located, with the fence cutting slightly into the current gravel parking area to allow for a high school sized field. The team would consist of Midland players playing in the Gratiot County Baseball League. Wrozek's plan includes raising the money for construction in April 2017. The City would provide mowing of the field and if the league wanted additional lining of the field, the City

would do so for a fee. Wrozek is estimating the cost to be \$40,000 for the project and is hoping for donations and fundraising events to raise the money.

Steidemann asked what the age of the players would be, and Wrozek stated 18 years and up. Metevia asked if this is an existing team, and Wrozek shared that he would be forming the team from existing players who currently travel to Saginaw to play. Metevia asked if the Gratiot County league is supportive of the project and Wrozek said Gratiot County is always looking for more locations to play. Carney asked if there were any liability issues and what happens if other teams come and want to use the field. Murphy stated that we would require a certificate of insurance from the Gratiot County league and we would look into a field usage agreement for the team plus a field rental for other groups interested in reserving field space.

Murphy asked the Commission for a recommendation on whether the project proposal is an acceptable use of the existing park space, and whether Wrozek has approval to move forward with fundraising for the project. Rice motioned and Carney seconded to recommend the project for approval and to authorize Wrozek to proceed with his fundraising efforts. Motion passed 8 - 0.

- 8) Wayfinding signage for non-motorized trail system: Grant Murschel, Community Development Planner for the City, presented a proposal for a non-motorized wayfinding signage package. Murschel shared that \$100,000 was allocated by the Entranceways Initiative Task Force (EITF) for this project with the City's planning department directed to undertake project development. A work group of community members was assembled to assist with this phase of the project. The group compiled an inventory of existing signs, suggested what wayfinding signage is needed, determined the content of the signs and solicited assistance from a wayfinding and design professional. Good Design and Gene Ullery-Smith Graphic Design were chosen to propose a design concept. Murschel shared the 3 design concepts that were presented to the work group and talked about which designs were voted on by the group to move forward. There are 30 proposed signs and Murschel reviewed the project extent from the Duck Hunters Memorial south to the Chippewa Nature Center and Overlook Park. The project has been reviewed and approved by the EITF, with suggestions to add distances to the signs. Murschel shared the next step is review by the Parks & Recreation Commission with a recommendation for approval by City Council. Murschel shared the hope is to install the signs by winter, depending on the fabrication time frame.

Murphy asked the Commission for a recommendation to City Council to support the proposed wayfinding signage proposal as presented by Murschel. Varela motioned and Rankin seconded to recommend that City Council accept the wayfinding signage proposal. Motion passed 8-0.

- 9) Central Park pavilion donation: Murphy presented a donation to the City of a mid-century modern design pavilion to be constructed at Central Park in conjunction with the recent improvements to the play area. The pavilion project is being led by Craig McDonald of the Alden B. Dow Home and Studio, with funding coming from the Alden and Vada Dow Family Foundation, the Rollin M. Gerstacker Foundation and the Charles J. Strosacker Foundation. Murphy shared conceptual drawings of the pavilion and reported that City Council formally accepted the donation at their July 28 meeting in the interest of moving the project forward. Construction is scheduled for this fall with completion by mid-October.

10) Adoption of meeting calendar for 2017: The Commission reviewed the proposed meeting calendar for the upcoming year, and decided to continue meeting on the first Tuesday of the month with the exception of election dates when meetings will be moved to Wednesday. The Commission decided not to meet in January and July due to the proximity to the holiday, and not to meet in April due to Midland Public Schools' spring break. Under the ordinance, the Commission must meet six times per fiscal year. The following meeting schedule was proposed for 2017 with the understanding that meetings will be cancelled in advance if the Commission does not have official business to address:

Tuesday, February 7, 2017	Tuesday, September 5, 2017
Tuesday, March 7, 2017	Tuesday, October 3, 2017
Tuesday, May 2, 2017	Wednesday, November 8, 2017
Tuesday, June 6, 2017	Tuesday, December 5, 2017
Tuesday, August 1, 2017	

Steidemann motioned to approve the calendar with no scheduled meetings in January, April or July, and Varela seconded the motion. The motion passed 8-0.

11) Discussion Topics for FY 2016/2017 Work Plan: Murphy reviewed last fiscal year's work plan for the Commission to consider. The work plan defines the role of the Parks and Recreation Commission as an advisory committee to City Council, and explains the director's role as staff liaison to the Commission. The plan also contains a recommended list of topics for the Commission to discuss over the course of the year.

Murphy asked for suggestions on discussion topics for the upcoming fiscal year. A list of proposed topics was discussed as well as a suggestion to roll forward topics that did not get covered in 2015/16, and Murphy will compile a tentative schedule for review and approval at the next Commission meeting.

12) Project Report:

- a. Central Park human sundial: Murphy shared a conceptual drawing of a human sundial that will be installed at Central Park through a generous donation from a community partner. Construction is underway with completion in early fall.
- b. America in Bloom tour: Murphy reported that the America in Bloom (AIB) judges' tour was a success. Murphy shared a snapshot of the itinerary of the tour along with photos of the event. Results will be presented to the City at the AIB awards ceremony in October.

13) Old Business : None

14) New Business: None

15) Adjourn: Motioned by Rice, seconded by Rankin to adjourn the meeting. Motion passed 8- 0. Meeting adjourned at 8:09 p.m.

Respectfully submitted,

Karen Murphy, Director of Public Services