



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

September 30, 2020

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission Meeting of October 6, 2020

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Tuesday, October 6, 2020. Due to Governor Gretchen Whitmer's current Executive Orders requiring social distancing and allowing meetings of public bodies to be held electronically, this meeting will be conducted via videoconference. The City of Midland will utilize Zoom to conduct this videoconference meeting.

To join via videoconference, go to:

<https://zoom.us/join> ~**Webinar ID:** 843 4997 0003 ~**Password:** 685834

To join via telephone, dial:

1 (312) 626-6799 ~**Webinar ID:** 843 4997 0003 ~**Password:** 685834

The agenda for the meeting is as follows:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of meeting of August 5, 2020
- 4) Call to Audience
- 5) Discussion topics for FY 2020/21 Work Plan
- 6) Introduction of recreation fee schedule and review of recreation fee philosophy
- 7) Parks & Recreation Master Plan update
- 8) Project Reports
 - a. Miracle Field
 - b. Central Park Pickle Ball & Tennis Court project
 - c. Grove Park renovations – Midland Area Community Foundation grant
 - d. Keep Midland Beautiful
 - e. Picnic table installations

f. Upper Emerson road and bridge removal

9) Old Business

10) New Business

11) Adjourn



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September 30, 2020

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of October 6, 2020

Discussion topics for FY 2020/2021 Work Plan

To help plan for the upcoming year, I am suggesting that the group develop a list of proposed discussion topics for the upcoming fiscal year. Attached is the FY 2019/2020 document to serve as a reference. A list of topics should 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. With meeting cancellations in 2019/20 due to lack of official business to address as well as constraints of the COVID-19 pandemic, I would suggest many of the topics that were not covered be carried forward into the new year.

Introduction of recreation fee review calendar and review of Recreation Fee Philosophy

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

Attached is the current recreation fee philosophy used to guide the establishment of fees for the general recreation programs, facilities and equipment usage. I will go over the philosophy and ask the Commission for continued support of the philosophy as written as it has been serving our programs well to date.

Parks & Recreation Master Plan renewal

The current master plan expired the end of 2019. Initial plans were to coordinate the Parks & Recreation Master Plan public input process with the City's overall master planning process but the COVID-19 pandemic has delayed the City Master Plan update. In order to remain eligible for Michigan Department of Natural Resources (MDNR) grants and to keep in the City's practice of maintaining a

five-year planning guide for major park initiatives, the plan needs to be updated and resubmitted to MDNR. So at this time, my staff and I will move forward with an update to the Parks & Recreation Master Plan. I will share details on the process that will occur this fall to update the plan and resubmit it to MDNR. I will share the timeline for key approvals of the plan as well as the status of the current online survey.

Project Reports

I will provide updates on the Miracle Field, the Central Park Pickle Ball & Tennis Court project and the Grove Park renovations. I will also give a brief update on Keep Midland Beautiful and will share some exciting new picnic table installations underway at the Fun Zone, Gerstacker Sprayground and Revere Park. I will wrap up project reports with photos of the road and bridge removal at Upper Emerson Park.

Respectfully,

Karen Murphy



Fiscal Year 2019-2020

**Parks and Recreation Commission
Plan of Work**

9-3-19

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) Pledge of Allegiance
- 3) Roll Call
- 4) Minutes of Prior Meeting
- 5) Call to Audience
- 6) Project Reports
- 7) Division Report
- 8) Old Business
- 9) New Business
- 10) 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>
Recreation Fee Process	Park Updates – invasive species removal, ADA accessible parks and park features, Stratford Lake report, skate park report, City Forest dog and horse use
Plymouth Pool End of Season Review	Recreation - Seasonal Updates
City Forest End of Season Review	Horticulture – including Community Garden
Currie Stadium	Forestry – EAB update + Washington Road invasive species removal
4D property redevelopment plan	Update on park play equipment
Upper Emerson MNRTF project	Infrastructure improvement plan
Central Park Master Plan implementation	Safety in Parks
Grove Park Master Plan implementation	Cemetery – informational update



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October 1, 2020

TO: Parks and Recreation Commission
FROM: Karen Murphy, Director of Public Services
SUBJECT: Recreation Fee Philosophy

General Information

The recreation fee philosophy provides a general direction for staff in preparing fee recommendations that support recovery of a percentage of costs associated with various recreation and park offerings. The recreation fee philosophy is the starting point for the annual recreation fee review process. This process involves approval of the fee philosophy by the Parks and Recreation Commission followed by the presentation of staff fee recommendations. The Commission reviewed the fees, accepts public input and presents the final fee recommendation to City Council for approval.

In terms of general recreation fees, we have the following areas to consider: competitive sports, swimming and general recreation. Fees for the two enterprise recreation activities, the golf course and the civic arena, are addressed directly by City Council based on a schedule that corresponds appropriately with the business strategies that are in place for these two enterprise funds.

This report will provide information for each area and pose specific philosophical questions where pertinent.

Competitive Sports

The basic principles of the fees in the area of competitive sports have been to recover all direct costs associated with adult sports, and only program costs associated with youth sports. This means that facility preparation costs are assessed in adult sports while the only costs recovered in youth sports are for officials and supplies. These costs are offset by individual player fees.

Measures have been taken in the past to lessen the cost of the maintenance of competitive sports facilities, principally softball fields. The consolidation of facilities for adult softball at the Redcoat Complex has lessened travel time and expense associated with field preparation. Staff has also worked closely with users groups to get the fees for adult softball to a level that aligns the programs with the philosophy in terms of cost recovery.

Swimming

Historically, the fee philosophy for Plymouth Pool has been to recover 50% of operating expenses through swim fees, including pool passes and swim lessons. This philosophy is based on the premise that the pool provides key access to water recreation for youth in the community and lends an avenue for youth to learn important swimming skills. Staff monitors expenses and revenues annually to ensure adequate cost recovery is taking place, and swimming fees are adjusted periodically as a result.

General Recreation

In this category we address general use activities such as cross country ski and toboggan rentals pavilions.

The equipment rental rates have been set at a level which covers the cost of replacing the equipment. A fee for the picnic reservation program, allowing citizens to reserve picnic shelters in our community parks, was instituted in 2005. This fee was established to ensure that pavilions are indeed utilized once reserved, and the fee has been successful in accomplishing this. The picnic shelter fees have been increased slightly since 2005 as operational costs to maintain the shelters have increased.

The fee philosophy outlined above has served our parks and recreation programs well for many years. The challenge that exists is to ensure that fees continue to support expenses appropriately while keeping recreational opportunities reasonably priced for the community. I ask that the Commission review the current philosophy for relevancy and make any suggested changes as seen fit. Staff will use this as a guide to recommend future fee increases to keep revenues in line with cost recovery models laid out in the fee philosophy.

Respectfully,



Karen Murphy

MIDLAND PARKS AND RECREATION COMMISSION
 REGULAR MEETING OF AUGUST 5, 2020
 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 Nancy Carney.

Pledge of Allegiance

2) Roll Call:

- a. MEMBERS PRESENT: Billotti, Carlson, Carney, Johns, Rankin, Steidemann, Varela
- b. MEMBERS ABSENT: Rice
- c. OTHERS PRESENT: Marcie Post, Recreation Manager

3) 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 explained that the Commission could make nominations for the position of chair and vice chair, or since the previous year consisted of several canceled meetings due to the COVID-19 pandemic, it would be appropriate as well to consider reinstating the current chair and vice chair. Rankin motioned to continue the terms of the current chair, Nancy Carney, and vice chair, Gary Billotti, for another year. Varela seconded this motion and the motion passed 7-0.

4) Minutes of February 4, 2020: Steidemann motioned, Vaerla seconded to receive minutes of the meeting of February 4, 2020. Motion passed 7-0.

5) Call to Audience: None

6) Adoption of meeting calendar for 2021: The Commission reviewed the proposed meeting calendar for the upcoming year, and decided to continue meeting on the first Tuesday of the month. There are 3 potential elections in 2021 that require altering the Tuesday meeting schedule on those months to the first Wednesday. The Commission decided not to meet in January and July due to the proximity to the respective holidays. Under the ordinance, the Commission must meet six times per fiscal year. The following meeting schedule was proposed for 2021 with the understanding that meetings will be cancelled in advance if the Commission does not have official business to address:

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

Varela motioned to accept the meeting calendar with meetings the first Tuesday of each month with the exception of January and July when no meetings will be scheduled, and with meetings on potential election months to be held on Wednesday. Steidemann seconded the motion and the motion passed 7-0.

7) Gift from the Charles J. Strosacker Foundation for maintenance at Thrune Park: Murphy shared that as part of the Charles J. Strosacker Foundation's ongoing support of Thrune Park, the Foundation has offered the City a gift of \$29,500 to provide maintenance of the park amenities. The areas in need of maintenance include: painting of the restroom building, restraining the large concrete letters and the snail climb walkway, painting the crocodiles at the foot bridge and the giraffe, replacing the tot picnic table due to failure of the coating and expanding the irrigation system into the outlawn. Murphy is hopeful this work will occur this fall. Murphy asked for a recommendation from the Commission to City Council to accept this very generous donation so the maintenance projects can move forward. Rankin made a motion to recommend that City Council accept this gift. Carlson seconded the motion and the motion passed 7 - 0.

8) Impact of COVID-19 on parks and recreation offerings: Murphy explained that concerns with maintaining social distancing, providing adequate cleaning of facilities, complying with group gathering size limits and securing and training adequate summer program staff amid the COVID-19 pandemic led the Parks staff to make a recommendation to City Council at their May 18 meeting to cancel several summer programs. Murphy stated the following changes were approved by Council in response to the pandemic:

- Closure of Plymouth Pool for the 2020 season
- Closure of Stratford Woods Beach through June 1
- Cancellation of the LEAP program for 2020
- Cancellation of Tunes by the Tridge for 2020
- Cancellation of the July 4 celebration and fireworks
- Postpone use of City softball fields and volleyball courts until June 15
- Offer shortened season for adult softball and beach volleyball

Murphy shared that playgrounds and park restrooms were closed early on in the pandemic response but were opened up as CDC guidelines were issued. The dock installations were also postponed, which in hindsight was extremely helpful as the docks were not a concern during the flooding event in May.

Post talked about the Walk Midland program which was able to be held with a social distance, touch free format. In the 35th year of existence, Post saw record numbers of participants with over 1,000 people joining in on walks. New this year, Post gave away gift cards to local Midland businesses instead of t-shirts to each evening's lucky winner of the drawing. Post also shared that $\frac{3}{4}$ of the usual number of teams are participating in the condensed softball season with $\frac{1}{2}$ the usual number of teams participating in beach volleyball. Post discussed the virtual programming that she is offering this year as well, including Parks Bingo, a Modern Mystery Tour Parks scavenger hunt and a virtual 5K in September. Post said that July was Parks & Recreation month and she is considering doing a virtual program annually to recognize this.

Post also discussed the fall recreation programs which at this point include Pooches at the Pool with social distancing guidelines in place, the Grand Experience trip to Mackinac Island and a

Halloween movie at Stratford Woods. Post shared that the Appreciation of Beautification Awards will likely be a virtual recognition program this year.

- 9) Impact of May 19-20 flood event on parks: Murphy reported that with record river level of over 35', there were several areas in the parks that were impacted greatly beyond what normally occurs with annual flooding. Murphy outlined the following areas of damage:
- a. Emerson Park – the electrical at the stadium was rendered unusable, which means there will be no lights at Diamond 1 (potentially a permanent situation). The irrigation controls will need to be relocated out of the stadium and connected to an alternate electrical feed.
 - b. Gerstacker Spray Park – the filter and main pump were both damaged and needed to be replaced.
 - c. Rail Trail – a section of Rail Trail under the M-20 bridge was washed away. MDOT will replace this as it was under warranty from the M-20 bridge reconstruction project. The trail is gravel and passable for now.
 - d. Chippewassee Park – the electrical was under water and will need more repairs. Fortunately the skate park electrical had not yet been reconnected after the M-20 bridge project required an electrical feed to be relocated, so no loss there.
 - e. Service Annex Building – this building houses the horticulture and ball diamond operations. It was inundated with about 7 feet of water with lots of resulting damage. The electrical service needs replaced and the horticulture end of the building needs mold remediation completed. Staff are currently operating out of job trailers with a temporary electrical service and a large shipping container to secure their tools and equipment.
 - f. Tridge – water lapped at the underside of the center of the Tridge, damaging the light controls located under the decking. Water came up onto the wood at each entrance to the Tridge. A structural engineer reviewed the Tridge and there was no damage to the structure.
 - g. Redcoats Complex – the complex was completely under water. Electrical and automatic door locks needed replaced along with one backstop that was damaged by the flood waters.
 - h. Upper Emerson river overlook – the new site came through the flood without any damage. Murphy said water reached nearly 6 feet up on the red trellis and there was a lot of caked mud to clean up. The bottom portion of railing on the boardwalk along with the floating dock had not yet been installed due to the delay in spring park work due to the COVID-19 pandemic, so this was very fortunate as this area of project is most prone to flood damage.

Murphy shared that there was a lot of general clean up required to areas like the parking lots by the Farmers Market, that is not typically seen after a regular flood due to the amount of mud and sand deposited from the flood waters. Murphy also shared that the Parks staff helped out in many other areas of the City, including the Library, Riverside Place and the golf course which all sustained significant damage.

- 10) Miracle Field update: Murphy gave an update on the fundraising efforts, sharing that \$1.18M have been raised to date for the construction with an additional \$50K toward the endowed maintenance fund. With the funds being donated, the City's purchasing ordinance allows to forgo the bid process in selecting a contractor. Murphy has been working with a local consortium of contractors on the project and the revised budget for construction is \$2.06M which includes the design work and construction oversight. The original budget was \$1.5M and

Murphy explained there are three reasons for the increase in cost. The original bid estimate came from a Detroit construction firm, and the project designer said bid costs tend to be higher the further north the project site is in the state. Secondly construction bid prices have been coming in higher overall this year. And the biggest reason for the increase in cost is that the original bid estimate was prepared before the soil boring tests were completed. The tests came back indicating very unstable soils, which will add significant cost to site excavation and preparation costs. Murphy shared that the plan to move forward includes phasing in the project, with a project start this fall. The first phase will include building the field itself along with the accessible parking area in front of the complex and the restroom portion of the clubhouse building. The old Civic Arena parking lot will be left as is and used for parking until funds are available to complete the project. Murphy proposed that a second round of fundraising will occur in late winter/early spring with the goal to raise enough fund to complete the build out of the complex next year. This will include adding a park shelter, a new parking lot with a bus/vehicle drop off loop, a playground area and completion of the concession portion of the clubhouse building.

11) Project Reports:

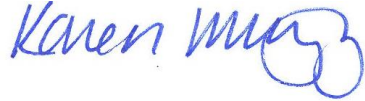
- a. **Upper Emerson Park renovation and bridge/roadway removal:** Murphy reported that the punch list has been completed and she has submitted a request to close out the Michigan Natural Resources Trust Fund grant with final reimbursement to follow. Murphy reminded the Commission that the Department of Natural Resources provided a grant for this project totaling \$295,000. Murphy added that the City's Engineering Department is removing the vehicle bridge to the east of the project site, and the remaining portions of old Emerson Park Drive are being removed as well. Staff will be able to return the old road bed to park green space along the river.
- b. **Central Park Pickle Ball & Tennis Court project:** Murphy shared pictures of the asphalt surface for the courts and the installation of fence posts. The asphalt surface needs to sit for a while for the oils to dissipate before the blue and green coating is placed. Murphy shared that COVID-19 has set all park projects behind schedule but she is happy with the progress to date. The project is on schedule to complete this fall.
- c. **Grove Park renovation:** Murphy shared pictures of the project to date, including the wide paved pathway leading into the park from the Rodd/Grove intersection, the new playground fence, the We Saw four-seat see saw and the new basketball court. Murphy reported that parks in-house crews will be installing a pavilion with two picnic tables and a custom archway entrance sign that says GROVE PARK at the Rodd/Grove entrance. The project is scheduled to be completed this fall. Carney asked if the City was planning a grand opening and Murphy shared that the Midland Noon Rotary, who donated \$160K to the project, is planning an event once we can safely be together again.

12) Old Business : None

13) New Business: None

14) Adjourn: Motioned by Steidemann, seconded by Rankin to adjourn the meeting. Motion passed
7- 0. Meeting adjourned at 8:07 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Karen Murphy". The signature is written in a cursive style with a large, stylized "M" at the end.

Karen Murphy
Director of Public Services