



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

February 25, 2021

TO: Parks and Recreation Commission  
FROM: Karen Murphy, Public Services Director  
SUBJECT: Parks and Recreation Commission Meeting of March 2, 2021

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Tuesday, March 2, 2021. 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 December 1, 2020
- 4) Call to Audience
- 5) City of Midland Boards & Commission Code of Ethics
- 6) Michigan Recreation & Park Association Award for Grove Park
- 7) Preliminary Plan for 2021 Operations at Plymouth Pool
- 8) Michigan Natural Resources Trust Fund Grant request for Emerson Riverfront Phase II
- 9) Project Reports
  - a. Recreation update
  - b. Parks & Recreation Master Plan update
- 10) Old Business
- 11) New Business
- 12) Adjourn



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February 25, 2021

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of March 2, 2021

City of Midland Boards & Commission Code of Ethics: City Council recently passed a City of Midland Code of Conduct policy for all members of Council and associated Boards and Commissions. I will briefly acknowledge the policy and request all Commissioners review and sign off upon receipt of the policy.

Michigan Recreation & Park Association Award for Grove Park: Marcie Post will share an exciting award that the City received recently for the Grove Park project.

Preliminary Plan for 2021 Operations at Plymouth Pool: Marcie Post will review a preliminary plan to open Plymouth Pool for the season under the current pandemic guidelines for outdoor swimming pools. The plan will include a reservation system for swim sessions with preference given to City of Midland residents as the pool is only able to operate at 25% capacity until pandemic guidelines are changed at the state level.

Michigan Natural Resources Trust Fund Grant request for Emerson Riverfront Phase II: I will present a proposal to apply again for state recreation grant funds for the completion of the Emerson Riverfront renovation plan. When the original riverfront renovation was designed, it included two phases, the first of which was completed with the river overlook and boardwalk project. The second phase includes continuing the improvements along the riverfront leading toward the hockey rink area with new railings, accessible walkways, picnic and fishing areas as well as a second connection to the Rail Trail. Applying for the grant requires support from the Parks & Recreation Commission as well as a recommendation to City Council to support the project.

Project Reports: Marcie Post will provide a recreation update and I will provide final details on the approval and filing of the Parks & Recreation Master Plan.

Respectfully,

Karen Murphy

## **CITY OF MIDLAND CODE OF CONDUCT**

The citizens of Midland are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

This Code of Conduct is for members of the Midland City Council and of the City's boards and commissions ("Members") to ensure public confidence in the integrity of local government in its effective, open, and fair operation. In addition, it is to apply the idea that what any one member does has an impact on the effectiveness and actions of the whole in both positive and negative ways. To this end the following standards are established:

### **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, Members will work for the common good of the people of Midland and not for any private or personal interest and they will ensure fair and equal treatment to all persons, claims and transactions coming before the City Council, boards and commissions.

### **2. Comply with the Law**

Members shall comply with the laws of the nation, the State of Michigan and the City of Midland in the performance of their public duties. These laws include, but are not limited to: The United States and Michigan Constitutions; the Midland City Charter and Code of Ordinances; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and all City policies and procedures including the Ethics Ordinance and the City of Midland's social media policy.

### **3. Conduct of Members**

The professional and personal conduct of Members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from rudeness, disrespectful comments, insults, name-calling, abusive conduct, personal charges or verbal attacks upon the character or motives of other Members of City Council, boards and commissions, City staff or members of the public.

### **4. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose nor divulge to an unauthorized person confidential information acquired in the course of their duties in advance of the time prescribed for its

authorized release to the public without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

#### **5. Use of Public Resources**

Public resources, including City staff time, equipment, supplies, and facilities, not available to the general public shall only be used for the benefit of the public and not for a Member's personal or private use.

#### **6. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order as established by the City Council, boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff. In addition, it shall also be recognized that all inquiries or requests from Members to City staff shall go through the City Manager or City Attorney in order to keep the proper flow of information.

#### **7. Conduct of Public Meetings**

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings. Everyone should feel safe in expressing their opinions, views, and concerns. Clapping, shouting, and booing during meetings are discouraged; except, when invited by the Mayor or Chairperson.

#### **8. Conflict of Interest**

In order to ensure their independence and their impartiality on behalf of the common good, Members shall not use their official position to influence governmental decisions in which they have a material or financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. Members shall disclose conflicts with investments, interest in real property, sources of income, and gifts without being required to disclose the value of said conflicts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

#### **9. Representation of Private Interests**

In keeping with their role as stewards of the public interest, a Member shall not appear on behalf of the private interests of third parties, including their spouses and family members within the third degree of consanguinity to the Member or their spouse, before the City Council or any board or commission or proceeding of the City.



## **10. Policy Role of Members**

Members shall respect and adhere to the Council-Manager structure as adopted by the Charter of the Midland City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions and City staff. Members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement City Council policy decisions.

## **11. Independence of Boards and Commissions**

Because of the value of the independent advice of boards and commissions to the public decision-making process, Members of City Council shall limit their participation in the proceedings of such subordinate public bodies to the communication of requested information and providing factual information relevant to the discussion at hand and shall not otherwise attempt to unduly influence the deliberations or outcomes of the proceedings.

## **12. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive work place environment for City staff, citizens and businesses dealing with the City. Members shall recognize their special role in dealing with City staff and shall in no way be disrespectful to City staff or create the perception of inappropriate direction to staff nor, except for the purpose of inquiry, give specific orders to subordinates of the City Manager or City Attorney.

Because Members' actions and comments contribute to the environment in which all City staff must work in order to create and promote a positive work environment, under no circumstances shall a Member, either in public or private, intimidate, humiliate, or otherwise abuse City staff.

## **13. Communication**

Members shall publicly share all substantive information that is relevant to a matter under consideration by the Members, which they may have received from sources outside of the public decision-making process.

## **14. Compliance and Enforcement**

This Code of Conduct is intended to be self-enforcing. It therefore becomes most effective when Members are thoroughly familiar with it and embrace its provisions. The Code of Conduct expresses standards for ethical conduct expected of Members of the City Council, boards and commissions. Members themselves have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairpersons of boards and commissions and the Mayor, as well as the Ethics Authority as found in the City of Midland's Ethics Ordinance have the responsibility to intervene or investigate when actions of Members appear to be in violation of the Code of Conduct, are witnessed, or are brought to their attention. The City Council, by

majority vote, may also impose sanctions on Members whose conduct does not comply with the City's ethical standards. Sanctions may include:

- Official verbal reprimand in an open meeting;
- Formal public letter of censure by the Mayor, Chairperson, or majority of the City Council;
- Loss of commission member appointment(s);
- Referral to the City Ethics Authority; and/or
- Other courses of action as they are made available by state statute and legal means and agreed upon by a majority of City Council.

#### **15. Advocacy**

Members shall represent the official policies or positions of the City to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall neither state nor imply that they represent the opinions or positions of the City.

#### **16. Coordination with Charter and Code of Ordinances**

This Code of Conduct is intended to be consistent with Chapter 32 of City of Midland Code of Ordinances, the Midland City Charter and the Personnel Policy and other adopted rules of procedure and conduct. In the event of a conflict, the City will strive to adhere to the rule or standard that is more ethically stringent. This Code of Conduct shall be reviewed annually or at such other times as City Council may direct.

**MEMBER STATEMENT OF ACKNOWLEDGMENT**

As a member of the Midland City Council/City of Midland Board/Commission, I agree to uphold the City of Midland Code of Conduct adopted by the Midland City Council and to conduct myself by the following the model of excellence. I will:

- Recognize the worth of individual Members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual Members, City staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
- Conduct my public affairs with honesty, integrity, fairness and respect for others;
- Avoid and discourage conduct that is divisive or harmful to the best interests of the City of Midland; and
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

I affirm that I have read and fully understand the City of Midland Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title/Ward/Board/Commission

MIDLAND PARKS AND RECREATION COMMISSION  
REGULAR MEETING OF DECEMBER 1, 2020  
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 Nancy Carney.

\*\*Pledge of Allegiance\*\*

- 2) Roll Call:

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

- 3) Minutes of November 4, 2020: Lemon motioned, Varela seconded to receive minutes of the meeting of November 4, 2020. Motion passed 6-0.

- 4) Call to Audience: None

- 5) Public hearing on proposed recreation fee changes for 2021: Murphy reviewed the proposed recreation fees as presented to the Commission at their November meeting. The proposed fee changes include:

- Increase softball fees by \$2.00 per player for adult summer & fall leagues
  - Adult summer league to increase from \$31 to \$33 per player
  - Adult fall league to increase from \$21 to \$23 per player
- New adult kickball league divisions and fee increase from current fee of \$25 per player
  - Recreation league without umpires- \$30 per player
  - Competitive league with umpires - \$35 per player

A public hearing was scheduled for this evening to review the proposed fee changes but there were no audience members present who wished to comment, so the public hearing was closed with no comments offered. Murphy shared that staff will consult with City Council to determine if a joint meeting is needed. Murphy will then present the recommended changes at two City Council meetings in January for consideration and adoption.

Steidemann motioned to recommend the fees as proposed to the City Council, and Varela seconded. Motion passed 6-0.

- 6) Parks & Recreation Master Plan – review of final draft: Murphy reviewed the process for the master plan update as required by the Michigan Department of Natural Resources (MDNR). The plan is required to be updated every five years in order for the City to be eligible for State recreation grants. Murphy reviewed the required public



input process which included an online public survey with over 1,300 responses, a booth at the Farmers Market in September where over 20 participants visited with Post and Murphy, and a virtual meeting hosted on Zoom in October with 6 attendees. Murphy then reviewed the 11 goals and 24 action items that were developed based on the public input received along with staff knowledge of park usage and needs. Murphy went on to share the updated recreation inventory which includes a new classification system for the parks. The parks are now divided into 6 major parks, 6 community parks, 12 special use parks, 58 neighborhood parks and 3 park trail ways. A copy of the detailed recreation inventory that outlines the size, accessibility and amenities of each park is included in the draft master plan that is currently posted on the City's website ([www.cityofmidlandmi.gov/parksmasterplan](http://www.cityofmidlandmi.gov/parksmasterplan)). Murphy then summarized the remaining timeline of requirements before the plan can be submitted to the MDNR, including the approval by the Parks Commission of a formal resolution recommending that City Council accept the final plan upon completion of a public hearing at a City Council meeting in mid-January. Also required prior to plan submittal is a 30-day public review period which Post and Murphy will advertise starting December 2. The plan is due to the MDNR by February 1 and once approved, the City will be eligible to apply for recreation grants again.

Murphy asked for a motion to support the signing of a formal resolution whereby the Parks Commission recommends to City Council to accept the final plan upon completion of the January public hearing. Billotti made said motion, Lemon seconded the motion. Motion passed 6-0.

7) Project Reports:

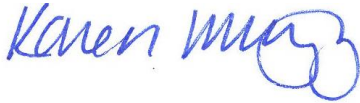
- a. **Miracle Field:** Murphy reported that final permits for the project are still pending. While the project has not started as scheduled, Murphy is still hopeful that some general site excavation can occur before the frost hits, with underground utility work starting and building footings being poured.
- b. **Central Park Pickle Ball & Tennis Court project:** Murphy shared that staff have reached a resolution with the contractor on concerns with the asphalt base. Unfortunately due to colder temperatures, the court surfacing cannot be done this year. Murphy reported that the court leveling and the application of the colored court surface will happen in the spring.
- c. **Recreation update:** Post reported on the Neighborhood Mystery Scavenger Hunt. As a first time event, Post was happy that 406 registrations were received with a total of 612 people participating. 169 completed the hunt and received a recreation pass for 2021 to use at Plymouth Pool or the City Forest. Post plans to do this event annually in the fall along with the community Neighboring Week.

Post discussed the upcoming Santa Calling program. With the COVID pandemic, the program will be conducted virtually with volunteers patching calls through from the North Pole from their homes. Post had to limit

participation this year to Midland residents only as the availability of volunteers is limited and training new volunteers was not an option this year.

- 8) Old Business : None
- 9) New Business: There is no scheduled meeting in January. The next Commission meeting will be held Tuesday, February 2, 2021.
- 10) Adjourn: Motioned by Billotti, seconded by Carlson to adjourn the meeting. Motion passed 6– 0. Meeting adjourned at 7:48 p.m.

Respectfully submitted,



Karen Murphy  
Director of Public Services