

OWOSSO

Parks & Recreation Commission



Regular Meeting
6:00pm Monday, November 25, 2013
City Council Chambers
Owosso City Hall

AGENDA
Parks & Recreation Commission

Monday, November 25, 2013--6:00 PM
City Hall Council Chambers
301 West Main Street
Owosso, MI 48867

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: November 25, 2013

Approval of minutes: October 28, 2013

Public comments:

Communications:

1. Staff memorandum
2. October 28, 2013 minutes
3. Park Rules
4. 2013 Report-2014 Action Plan

Business:

1. Selection of Chairperson
2. Selection of Vice-Chairperson
3. Park Rules for 2014
4. 2013 Report-2014 Action Plan

Public comments:

Adjournment:

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/ hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso website is: www.ci.owosso.mi.us



MEMORANDUM

DATE: November 20, 2013

TO: Chairman Espich and the Owosso Parks and Recreation Commission

FROM: Adam Zettel, AICP

RE: Parks & Recreation Commission Meeting: November 25, 2013

The Parks & Recreation Commission shall convene at 6:00pm on Monday, November 25, 2013 in the city council chambers of city hall. This is a regular meeting, and there will be a planning commission meeting following this meeting at 7:00 p.m.

There is quite a bit of business for our hour, so please take a close look at the communications. As suggested, I have distributed the list of park rules. This newer version includes provisions for the spray pad, skate park, and other park features. These are enforceable by ordinance and will be reviewed by the city council. Our charge is to review and make a recommendation on the final draft form.

In addition, the bylaws require that we select a chair and vice-chair at this time. That is pretty self-explanatory. Lastly, I have drafted a 2013 report-2014 action plan for our commission. This is a document that is created each year as a report to the city council. The document also functions to guide the actions of the commission and the budgetary expectations of the city council for the coming year as well. I did my best to include all park accomplishments from the last calendar year. I have also included implementation recommendations for the coming year by including all unfinished projects and new projects as outlined in year three of the parks and recreation plan. Please review this as well.

If you have any other updates or new information before the meeting, please send it along to myself and the commission. Call me on my cell phone to reach me at 989.890.1394. **Please RSVP! See you on the 25th!**

**Minutes
Regular Meeting of the Parks & Recreation Commission
Council Chambers, City Hall
October 28, 2013 – 6 p.m.**

The meeting was called to order at 6:02 p.m. by Chairman Espich.

Pledge of Allegiance: The Pledge of Allegiance was recited by all in attendance.

Roll Call was taken by Recording Secretary Marty Stinson.

Members Present: Chairman Michael Espich; Vice-Chairman Jeff Selbig; Commissioners Tim Alderman; Nikki Hathaway; and Kristen Woodbury.

Members Absent: None.

Others Present: Adam Zettel, Assistant City Manager and Director of Community Development.

Agenda for October 28, 2013 stands approved per Chairman Espich.

Approve Minutes from August 26 and September 23, 2013 meetings:

A motion to approve the minutes from the September 23, 2013 meeting was made by Commissioner Alderman and supported by Commissioner Selbig.

A motion to approve the minutes from the August 26, 2013 meeting with the addition that Paul Hood was in attendance was made by Commissioner Alderman and supported by Commissioner Hathaway.

Ayes: all. Motions carried.

Public Comments: None.

Communications:

1. Staff memorandum
2. August 26, 2013 minutes
3. September 23, 2013 minutes

Business:

1. Spray pad

Mr. Adam Zettel, Assistant City Manager and Director of Community Development, requested Mr. Acton to present an update, but he is out of town. The spray pad is installed, functional and has been winterized. It will open in the spring, 2014 and will have its final inspections from the state and county. Next month the board will review the park rules – especially those regarding the spray pad.

Chairman Espich asked if the splash pad was now a city expense. Mr. Zettel said that when it changes from installation to maintenance – sometime in the spring – then it will be the city’s responsibility. We may need to add \$800 – 900 for the annual inspection.

2. Disc Golf

Commissioner Hathaway noted that she received news about the baskets – that a shipment came in and they are now available. The price is still locked in to the last quote. She is now ready to start up the

pursuit of funds again. Mr. Zettel said that he thought the cemetery was already approved, but the cemetery board is revisiting their liability concept and the city may assist in their conversation so there may be more discussion to come.

3. Bentley Park

Mr. Zettel mentioned that wood repairs, replacements, painting and fountain work will still be done. The trees are planted, bathrooms are operational and most of the painting is done. There is some ground work and seeding to be done in the spring. The sponsorship sign is up; and in general, the park looks good.

Chairman Espich stated Sherri Chavora said that Scarecrows in the Park was a positive event and she had planned to be here to report to the board.

Public / Board Comments:

Chairman Espich asked about the funding with the Foundation. Where do we proceed right now? There was a discussion about the financing and fundraising for the disc golf. Mr. Zettel explained problems with direct donations to the city regarding projects that are not entirely involved with city property such as the disc golf being on cemetery property and personal real estate. Chairman Espich talked about a possible "Friend of Parks" foundation.

Commissioner Hathaway spoke about a plunge for the parks for the beginning of funding for the "Friends of the Parks". Commissioner Selbig commented that if we have the "Friends" that the city many not budget for anything. Mr. Zettel noted that this board is not expected to do its own fundraising.

Chairman Espich asked if the "Friends" raised \$1,500 would the city match it. Mr. Zettel said that would be a council decision. Commissioner Alderman suggested that maybe an ad hoc group at another meeting could start this off. Mr. Zettel stated that Ron Baker is working with another group and might be able to help. The city would be supportive. The Friends of the Shiawassee River has been supportive to the city with their canoe launch.

Commissioner Hathaway asked if we were was still looking into a skating rink. Mr. Zettel said we're just leaving things open in case we get a donation for one or maybe a synthetic liner.

Commissioner Alderman asked about the man that wanted a fence near the Hopkins Lake Park and keeping trespassers off his property.

Adjournment:

A motion to adjourn the meeting was made by Commissioner Alderman and was supported by Commissioner Hathaway. The meeting adjourned at 6:48 p.m.

Ayes: all. Motion carried.

Adam Zettel, Secretary

mms

CITY OF OWOSSO
PARK RULES AND REGULATIONS

AUTHORITY. These rules are promulgated pursuant to the provisions of Section 21-1 of the Code of Ordinances of the City of Owosso, Michigan.

APPLICABILITY. These rules apply to City of Owosso parks, play fields, and other public grounds, hereafter called parks.

CLOSING HOURS. Parks shall be closed to public use between dusk and dawn, except as follows: 1) Bentley Park, Grove Holman Park (for sledding only), Bennett Field and Rudy DeMuth Fields shall be closed from 11:00 p.m. to dawn, and 2) Hopkins Lake Park shall be open between dusk and dawn for fishing in Hopkins Lake.

SWIMMING PROHIBITED. Swimming is prohibited except in designated areas.

FIRES. Fires are restricted to barbecue grills and then only for preparing food.

PROPER DISPOSAL OF REFUSE. Refuse generated during park activities shall be properly disposed of in containers provided for that purpose. Disposal of household refuse in park refuse containers is prohibited.

VEHICLE REGULATIONS. 1) Motorcycles, mopeds, snowmobiles, all-terrain vehicles, and the like are prohibited from all park areas except for roadways designated for public travel, 2) The speed limit in all parks shall be ten miles per hour, 3) Parking shall be restricted to areas designated for that purpose, 4) and No person shall operate a motorboat on Hopkins Lake in the city. "Motorboat" is any vessel propelled by any machinery other than an electric motor, whether or not the machinery is the principal source of propulsion.

PAVILION RESERVATION. Picnic pavilions shall be available on a first-come, first-served basis on the day of use except as follows: Advanced reservations will be taken for each calendar year for the pavilion in Bentley Park and Harmon Partridge (Green Meadows) Park. Reservations will be taken beginning January 1.

ALCOHOL USE. Alcoholic beverages shall be prohibited in all parks.

TOBACCO USE. The use of tobacco is strongly discouraged in the city parks, especially smoked forms of tobacco used in close proximity to areas of concentrated use, such as bleacher seats, dugouts, play equipment, and pavilions.

DOGS. Except as described in the Dog Park section below, dogs shall be leashed and kept under reasonable control at all times.

FIREARMS AND WEAPONS. It shall be unlawful for any person to carry on his or her person or in the passenger compartment of any motor vehicle any dangerous weapon, including but not limited to, segments of chain, hunting knives, jackknives having one (1) or more blades which exceed three (3) inches in length, club, metal pipe, or any other dangerous weapon, unless carried in the normal course of a business or profession, excluding firearms. It shall be unlawful for any person to discharge any firearm, air rifle, air pistol, bow and arrow, sling shot or wrist rocket within the city unless part of an exposition, tournament or range under adult supervision after issuance of a permit by the police department.

USE BY ORGANIZATIONS. Shiawassee County-based organizations shall be permitted the exclusive control of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:

PRC Approval: 11/26/2012
City Council Approval: 12/3/2012

- 1) Approved by the city manager or his/her designee;
- 2) Areas used shall be those not regularly frequented by the public or the areas occupied shall be open to the public; although a fee may be charged for such access;
- 3) The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others;
- 4) The organizations shall hold the City harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage;
- 5) The City reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.

SCHEDULING AND USE OF ATHLETIC FIELDS.

- 1) Priority in the use of ball fields, soccer fields and similar athletic facilities in City parks shall be given to organizations scheduling regular games or matches. When the city manager determines that coordination of organizations' use of such facilities is necessary to avoid scheduling conflicts, he or she shall provide for the development of schedules for such facilities. The city manager shall have the authority to designate organizations to provide for scheduling and oversight of use of athletic fields. Such organizations shall schedule use of the fields in a way that accommodates use by all interested organizations to the greatest extent feasible and to provide for compliance by these rules and regulations by all organizations using the athletic facilities.
- 2) The city manager shall have the authority to restrict use of athletic fields to avoid excessive wear and tear on facilities.
- 3) The city manager may authorize organizations to sell concessions at athletic fields and to use City facilities designated for that purpose. Preference in selling concessions may be given to organizations designated to provide scheduling and oversight of the use of athletic fields. Organizations selling concessions at athletic fields shall be responsible for the cleaning of restroom facilities at such fields.
- 4) Organizations providing for the scheduling and oversight of athletic fields may be permitted to provide for the installation of signs recognizing program sponsors. Such signs shall not advertise specific products or services but shall be limited to the names and logos of sponsors and brief descriptions of the nature of the sponsor's business. All sponsor signs shall be constructed of material that will withstand customary weather conditions and shall be maintained by the organizations installing them. Signs shall be installed on existing fences so that the message content of the signs is visible from within the athletic fields only. Signs shall be installed only during the usual seasons during which organizations schedule games and matches on the fields.
- 5) Organizations using athletic fields for scheduled games, matches and practices shall be responsible for removing litter from the areas used for their activities. In addition, organizations shall be responsible for removing and storing any equipment used in their activities. Installation of bleachers or similar facilities must be authorized by the city manager or his/her designee.
- 6) The city will provide utilities (except for telephone service), refuse disposal and the maintenance of athletic fields in coordination with the needs and schedules of organizations using the fields. Organizations using athletic fields that undertake specific activities uniquely required for their particular use of the fields such as the installation of bases or nets, the painting of lines on fields, etc. require prior approval.

DOG PARK REGULATIONS. Within the designated dog park area in Collamer Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.

- 1) All dogs must be leashed in the dog exercise area parking lot.
- 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
- 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any

PRC Approval: 11/26/2012
 City Council Approval: 12/3/2012

person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.

- 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 5) No persons under sixteen years of age are allowed in the dog agility area unless accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 6) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
- 7) All dogs must have current vaccinations and licenses and shall wear a collar with tags as proof thereof.
- 8) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.
 - An aggressive dog means:
 - a. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
 - b. A dog that injures or kills another domestic animal without provocation while at the dog exercise area.
- 9) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
- 10) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
- 11) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
- 12) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department.

COMMUNITY GARDENS. Community gardens, as designated on public lands, whether leased or available to the public, shall operate with the following regulations.

- 1) Garden uses must complete the community garden individual waiver as provided by the city.
- 2) Work on plots must begin within 10 days after the garden has been tilled, if applicable.
- 3) No synthetic fertilizers, herbicides, pesticides or insecticides are to be used.
- 4) Work on gardens may only occur between dawn and dusk.
- 5) No mechanized equipment may be used before 9:00 A.M.
- 6) Gardens must be kept free from weeds, rotten produce, and plant debris.
- 7) Stakes, plastics, and garbage must be disposed of in a timely manner.
- 8) Shared paths between garden plots must be maintained without digging into the main paths; such paths must be kept free of toxic materials and rocks.
- 9) Children must be supervised.
- 10) Headphones must be used to listen to the radio or other portable sound equipment.
- 11) All crops must be legal, non-toxic, and non-hazardous.
- 12) Other plots and gardens are not to be damaged or harvested by other users.
- 13) Sales of produce and other products at the garden or in the park is strictly prohibited.
- 14) No tires are allowed at the garden site.
- 15) No pets are allowed at the garden site.

SKATE PARK RULES. This is a use-at-your-own risk facility. This facility is non-supervised. Skating, blading and biking are high risk/hazardous activities. By participating you accept that risk

PRC Approval: 11/26/2012

City Council Approval: 12/3/2012

and agree to not hold the City of Owosso or its employees responsible for any injuries incurred as a result of use.

- 1) The use of motorized equipment or other wheeled vehicles is not permitted.
- 2) The use of proper protective equipment, including helmets and knee, elbow and wrist pads is strongly recommended.
- 3) Use of the facility is prohibited when wet, rainwater is present or park maintenance is being performed.
- 4) Graffiti and tagging are strictly prohibited and may result in the removal of offenders from the park and police action.
- 5) Additional obstacles and/or materials are not allowed at this facility, such as (but not limited to) homemade ramps, boxes, picnic tables, etc.
- 6) Spectators are not permitted on the ramps.
- 7) Glass containers are prohibited.

SPLASH PARK RULES. The City of Owosso intends to provide seasonal access to a splash park, to be used at-your-own risk. "Splash Park" is defined as the area upon the concrete pad or access sidewalks.

- 1) All persons using the splash park do so at their own risk.
- 2) Children under 12 years of age must be accompanied by an adult (18 years or older), and must be supervised by that adult at all times.
- 3) Running, undue roughness, horseplay, and other undue disturbances are strictly prohibited.
- 4) Splash Park is designed for recreation purposes and not for bathing. Soaps, detergents, shampoos, and other chemicals or cleansers are prohibited.
- 5) Climbing or playing on components is not permitted.
- 6) The City of Owosso is not responsible for lost or stolen articles.
- 7) Infants must wear swim diapers or rubber pants without diapers. Cutoffs and street shoes are prohibited.
- 8) Wheeled vehicles, except strollers, walkers and wheelchairs, are not permitted in the splash park area.
- 9) No animals, except for service animals, are permitted in the splash park area.
- 10) Radios and other acoustical devices are only permitted when used in conjunction with personal headsets.
- 11) Pool toys and floats are prohibited.
- 12) No glass containers of any kind are permitted. No drinks, gum, or food of any kind are permitted.
- 13) The use of profane language will not be tolerated.
- 14) Persons with sore or inflamed eyes, colds, nasal or ear discharges, boils or other acute or obvious skin or body infections, or cuts shall be excluded from the splash park.

INJURY TO PARK PROPERTY. No person shall injure, mar or damage in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, flower, playground equipment, fireplaces, or other public property within or pertaining to the public parks or playgrounds. Any person convicted of damage or injury to public property shall reimburse the city for up to three (3) times the amount of the damage as determined by the court.

VENDING. Vending is permitted on a limited basis after application to the city manager and under the administrative rules set by the city. Applications are available at city hall.

PUBLIC NOTICE. The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city at least annually before April 1. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

PRC Approval: 11/26/2012
City Council Approval: 12/3/2012



City of Owosso

Parks & Recreation Commission 2013 Report & 2014 Action Plan

2013 REPORT

Background

The City of Owosso Parks & Recreation Commission (OPRC) was formally reestablished by the Owosso City Council in 2008. Its purpose is to provide quality park and recreation opportunities based upon cost, efficiency and community need by functioning as a recommendation and planning body for the City Council. To do so, the commission meets monthly, on the fourth Monday, at 6:00PM in the City Council Chambers.

The commission oversees the physical planning of the city's comprehensive park system. The commission also makes recommendations to the City Council and city staff concerning the operation, maintenance, and programming of the city's parks and recreational system. The OPRC makes its recommendations and designs plans based upon the guidance provided in the 2006 and the updated 2011 Owosso Parks and Recreation Plan.

The commission's current membership is as follows:

- Michael Espich, Chairperson – Term through June 30, 2015
- Jeff Selbig, Vice-Chairperson – Term through June 30, 2015
- Tim Alderman – Term through June 30, 2015
- Nicole Hathaway – Term through June 30, 2014
- Kristen Woodbury – Term through June 30, 2015
- Adam Zettel, Ex Officio Member & Recording Secretary

The City of Owosso park system consists of over 250 acres spread throughout the following thirteen parks:

	<i>Park Name</i>	<i>Acreage</i>
1.	Collamer Park	164
2.	High Parker Field	15
3.	James Miner River Walkway	13
4.	Rudy DeMuth Field	10.2
5.	Bennett Field	10
6.	Bentley Park	8.2

7.	Rosevear Park	7.8
8.	Curwood Castle Park	7
9.	Grove Holman Park	6
10.	Harmon Patridge Park	5.2
11	Memorial Park	1.3
12.	Grand Avenue Park	1.3
13.	Fayette Square	1.1

2013 Activities

- Rudy DeMuth concession stand
 - Status: Completed
 This project was approved in a prior year, but was commenced in the fall of 2012 after much volunteer support.
- Recreation Passport Grant
 - Status: Substantially complete
 The contractor has resurfaced all courts and rehabilitated the pavilion bathrooms. City crews have replaced the basketball hoops, pavilion concrete, tennis court fencing, and they have also tied in the playscape and spraypads with walkways. There is still some work to be done by city crews on the bandstand. Once that is done the project will be closed out.
- Planned ice skating
 - Status: Planned
 The three tennis courts at Bentley Park have been resurfaced. One of the three courts has had the net poles removed and is available as an open space area. It is hoped that this area can be converted into a seasonal ice skating rink. There is no funding source available at this time to support the purchase of a suitable liner or ice rink set.
- Disk golf
 - Status: Partial completion/fundraising
 A disc golf course was approved for Rosevear Park by the city council. Four holes are expected to be completed here, and the city has agreed to support up to \$1,500 worth of expenses to that end. Fourteen additional holes are expected to be installed on cemetery property in Caledonia Township. Approvals for use outside the city are pending from the landowner.
- Spray pad
 - Completed
 Two spray pads have been constructed next to each other at Bentley Park. They are finalized and have been accepted by the city. Initial inspections are planned for the spring by the state and county. However, some fundraising may be needed to meet cost obligations.
- Hugh Parker Park
 - Partially completed
 Some trees were planted in Hugh Parker Park, but there were not enough funds to execute the entire landscaping plan.

- Trails
 - The CIS bike route signs were installed from Smith Road to Curwood Castle Park.
 - A grant was written to place a trailhead near the armory
- Canoe Launch
 - A canoe launch was installed at Rudy DeMuth fields by the Friends of the Shiawassee River.
- Friends of the parks group
 - Under review

The commission has taken some interest in working with or starting a separate non-profit that can raise funds for general or specific park purposes. This is still under review.

2014 ACTION PLAN

Per the bylaws of the Owosso Parks and Recreation Commission, the commission is to adopt an action plan each year to focus planning efforts and objectives for the next calendar year. These objectives represent a focused effort to deliver recommendations and actions in accordance with the intent and word of Owosso Parks and Recreation Plan.

The following represents the OPRC's 2014 project list:

- Bentley Park
 - Attempt to include an ice skating component if a funder can be found
- Bentley Park splash pad
 - Inspect the pads in the spring
 - Paint the apparatus housing
 - Study use
- Trails
 - Work on wayfinding and signage for the James Minor/CIS trail
 - Continue with the west end trail connector study and implementation
 - Create a trail/bike route map and plan for the city to integrate with rail trail and consider connections between Rosevear and Collamer Park/Baker
 - Consider trail loops to the skate park and to Gould from Oakwood bridge (priority)
 - Consider Jerome Street resurfacing, with curbs and/or alternate trail separation techniques
- Disc Golf
 - Work with the group to mediate approvals outside the city
 - Assist group with installation
- Seek for landscaping at Hugh Parker Park
- Seek to re-plumb bathrooms at Bennet Field (priority)
- Continue accessibility work on the entire park system

- Seek budget allocation for a fishing pier and launch at Hopkins Lake
- Seek budget allocation for Rudy DeMuth parking, tot lot, and ball diamond improvements
- Consider options for a trailhead in the city (armory grant)

The above projects are anticipated to be completed or otherwise worked on as outlined during the 2014 calendar year. Additional projects may be introduced by the council or OPRC as necessary.

Respectfully submitted to the Owosso City Council by the Parks and Recreation Commission on November 25, 2013.

Michael Espich, Chairperson