

OWOSSO

Parks & Recreation Commission



Regular Meeting
6:00pm Monday, June 23rd, 2014
City Council Chambers
Owosso City Hall

AGENDA
Parks & Recreation Commission
Monday, June 23, 2014--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: June 23, 2014

Approval of minutes: May 27, 2014

Public comments:

Communications:

1. Staff memorandum
2. May 27, 2014 minutes

Business:

1. Promoting Active Communities (PAC) Assessment update
2. Safe Routes to Schools discussion

Public comments:

Adjournment: Next meeting will be Monday, July 28, 2014

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

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 20, 2014

TO: Chairman Espich and the Owosso Parks and Recreation Commission

FROM: Susan Montenegro

RE: Parks & Recreation Commission Meeting: June 23, 2014

The Parks & Recreation Commission shall convene at **6:00pm on Monday, June 23, 2014** 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.

Items to be discussed at this meeting are:

1. Promoting Active Communities (PAC) Assessment
2. Safe Routes 2 Schools (SR2S) discussion

If you have any other updates or new information before the meeting, please send it along to myself and the commission. You can call me on my cell phone at 989.890.1394 or email me at susan.montenegro@ci.owosso.mi.us with any questions or concerns you may have.

Please RSVP! See you on the 23rd!

Minutes
Regular Meeting of the Parks & Recreation Commission
Council Chambers, City Hall
May 27, 2014 – 6 p.m.

Call to order: The meeting was called to order at 6:05 p.m. by Chairman Espich.

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

Roll Call: Taken by City Clerk Amy K. Kirkland.

Members Present: Chairman Michael Espich, Commissioners Tim Alderman, Nikki Hathaway, and Kristen Woodbury.

Members Absent: Vice-Chairman Jeff Selbig.

Others Present: Susan Montenegro, Assistant City Manager and Director of Community Development.

Approve Agenda for May 27, 2014 meeting.

A motion to approve the agenda for the May 27, 2014 meeting was made by Commissioner Alderman and supported by Commissioner Woodbury.

Ayes: all. Motion carried.

Approve Minutes from April 28, 2014 meeting:

A motion to approve the minutes from the April 28, 2014 meeting was made by Commissioner Alderman and supported by Commissioner Hathaway.

Ayes: all. Motion carried.

Public Comments:

Liam Hathaway was in attendance with his mother. He indicated he thought the parks were “good”.

Board Comments:

Chairperson Espich said he appreciated the efforts of all of the people that came out to help clean up the parks a couple of weeks ago. He said he was particularly appreciative of the efforts from Josh Adams’ church group.

Communications:

1. Staff memorandum
2. April 28, 2014 minutes

Business:

1. Green Up/Clean Up – Recap

Ms. Montenegro reported that 45-60 volunteers showed up to clean up the City’s parks for the Green Up/Clean Up event. She said the clean up was intense as there were many trees damaged by last winter’s ice storm creating large amounts of brush that needed to be gathered and hauled away. She thanked all those that volunteered or donated to the event including VG’s, Kroger, Lance’s Bakery, Abiding in the Vine, the church group that volunteered and made lunch, and the DPW crews for working Saturday.

Ms. Montenegro indicated that next year she would like to use more of a team approach for the event with Commissioners stepping forward to coordinate certain portions of the event. She said she would also appreciate any advice the Commission may have on marketing the event. There was discussion regarding distributing flyers at the schools to publicize the event, “adopting” a park, connecting with National Honor Society students looking for volunteering opportunities, and connecting with IB students and Baker students.

2. Bark Park Clean Up – Recap

Commissioner Selbig was not present to provide a report on the clean up of the Bark Park, though it was acknowledged a large amount of brush had been removed from the park.

3. Promoting Active Communities Assessment (PAC)

Ms. Montenegro indicated the Assessment was intended to help increase the overall activity level of the community and covered a wide range of topics, not just parks. She said she was hoping the Commission members would read over the assessment materials in preparation for more in-depth discussions to be scheduled for a later date. A meeting was scheduled for June 12, 2014 at 6:00 p.m. in the City Hall Conference Room to discuss the assessment.

There was discussion among the Commission members regarding funding for the parks system. Members discussed establishing a budget line item in the amount of \$5,000 to allow the Commission to react to opportunities and concerns in a more timely manner, wearing out the public’s welcome in relation to funding for projects, and whether the Commission could levy a millage to support the parks.

There was further discussion regarding the Community Gardens and the status of the waiver required for use of the gardens, the status of the splash pad, and whether it could be functional in time for Daniel Vargas’s wedding on Saturday.

Public / Board Comments: None

Adjournment:

A motion to adjourn the meeting was made by Commissioner Woodbury and was supported by Commissioner Alderman. The meeting adjourned at 6:38 p.m.

Ayes: all. Motion carried.

akk

Susan Montenegro, Secretary



About PAC	Instructions	Update Your Info	RG Resource Guide	Glossary	Privacy	Contact Us	Logout
PAC Assessment	DG Design Guidelines for Active Michigan Communities	Frequently Asked Questions	Submit Your Assessment	Summary and Score	Assess More Worksites & Neighborhoods		

This section is not yet complete. Please scroll down to look for the messages in red that indicate what is outstanding.

[Click here](#) for a complete print version of Section 5 that shows all the questions.

SECTION 5: PROGRAMS, PROMOTION AND FACILITIES FOR PHYSICAL ACTIVITY **DG**

Equitable access to parks, shared-use trails, and sports facilities is important for ensuring that all residents of all income levels can be physically active. Promoting facilities and encouraging residents to be physically active is also essential. Most of the questions in Section 5 can be answered by your parks and recreation department.

Note: If you have questions about any aspect of the assessment, please contact Michelle Snitgen (via email at msnitgen@michiganfitness.org or via phone at 517-908-3816).

LEARN MORE! Follow the **DG** and **RG** links.

Programming and Promotion **RG**

5.1 Within the past 5 years, has a **community-wide campaign** been launched in your community encouraging residents to be physically active (that is, to increase activity in general, increase walking, encourage bicycle commuting, promote use of a trail, etc)? A community wide-campaign is a highly visible, coordinated effort that could include billboards, TV, radio, special interest stories in local newspapers, presentations to schools, promotional previews in movie theaters, or direct mailings.

- Yes
 No

Please provide a whole number for question 5.2, without special characters such as commas or hyphens.

5.2 Within the past 12 months, how many events were hosted within your community with local government support (including the parks and recreation department, policing, etc.) that promote physical activity, such as walk-a-thons, pedometer challenges, 5K races, public walks, biking events, corporate challenges, etc.?

Note: Please enter a whole number without commas or periods. If no events, enter zero.

5.2a. Your community had events per 1000 residents.

5.3 Is a written **inventory** of public physical activity facilities, parks, shared-use paths/trails and/or fitness classes available to the public?

- Yes
 No

Please provide a response for each of the questions in table 5.4.

5.4 Does your community have the following recreation programs:

	No	Yes, moderate to high cost	Yes, free to low cost
a. Walking clubs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
b. Biking clubs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
c. Running clubs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Physical activity classes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
e. Sports leagues for adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Sports leagues for youth (not including school athletic programs)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
g. Senior citizen centers or nutrition sites that offer exercise programs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
h. Other, please describe <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5.4a.1 Is access to the recreation programs listed above fair and uniform – that is, available and convenient to all neighborhoods in your community, and to residents of all income levels?

- Yes, promotion is evenly distributed
- Mixed, some distribution, some concentration
- No, access is mostly concentrated in one or a few areas

[Click here NOW to save your work and check your answers](#)

Remember, you can return and change your responses anytime prior to your final submission. If you leave this page without saving, all data entered will be lost and must be re-entered.

Recreation Facilities RG

5.5 How many of the following exercise and/or recreation facilities within the community are open to the public and are free or low cost? Do not include school facilities, private gyms/clubs or facilities that are moderate to high cost.

Note: Please enter a whole number in each space. If there are no such facilities, enter zero in the space provided.

	Number that are free or low cost
a. Community ice skating arenas, roller/inline skating facilities, and skate parks	<input type="text" value="1"/>
b. Swimming pools and water spray parks	<input type="text" value="2"/>
c. Weight training facilities and community gyms/recreation centers	<input type="text" value="1"/>
d. Tennis courts (# of individual courts)	<input type="text" value="4"/>
e. Soccer fields (# of fields)	<input type="text" value="3"/>
f. Baseball/softball fields (# of fields)	<input type="text" value="3"/>
g. Basketball courts (# of individual courts)	<input type="text" value="6"/>
h. Golf courses and disc golf courses	<input type="text" value="0"/>
i. Volleyball courts, including sand (# of individual courts)	<input type="text" value="1"/>

j. Handball/squash/racquetball facilities	1
k. Cross country ski trails and canoe liveries	0
l. Private malls or local schools open for walkers	6
m. Playgrounds with play structures (# of playgrounds)	6
TOTAL FREE OR LOW COST RECREATION FACILITIES	34

5.5n Is access to the recreation facilities listed above fair and uniform – that is, available and convenient to all neighborhoods in your community, and to residents of all income levels?

- Yes, access is evenly distributed
- Mixed, some distribution, some concentration
- No, access is mostly concentrated in one or a few areas

5.6 Is access to **supervised** recreation facilities for children fair and uniform – that is, available and convenient to all neighborhoods and children of all income levels?

- Yes, access is evenly distributed
- Mixed, some distribution, some concentration
- No, access is mostly concentrated in one or a few areas
- Not applicable; There are no supervised recreation facilities for children in the community

5.7 Does your community have a written policy agreement with the local school district(s) to provide access to school facilities for physical activity during non-school hours?

- Yes
- No

[Click here NOW to save your work and check your answers](#)

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Parks **DG** **RG**

5.8 Does your community have one or more public parks?

- Yes
- No

5.8a. How many acres of public park space are available in your community?

Note: Please enter a whole number without commas or periods. If there is no park space, enter zero.

250

5.8b. Your community has 16.45 acres of public park space available per 1000 residents.

5.8c. Approximately what percentage of park facilities meet the standards of the **Americans with Disabilities Act** (ADA)? **RG**

- Less than 25%
- 25% to 50%
- 51% to 75%
- More than 75%

5.8d. Is access to public parks in your community fair and uniform – that is, available and convenient to all neighborhoods in your community, and to residents of all income levels?

- Yes, access is evenly distributed
- Mixed, some distribution, some concentration
- No, access is mostly concentrated in one or a few areas

[Click here NOW to save your work and check your answers](#)

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Trails/Shared-Use Paths  

5.9 How many miles of **shared-use paths** or **multi-use recreational trails** are available in your community? This does not include sidewalks or **sidepaths** (wide sidewalks along roads).

Note: Please enter a whole number without commas or periods. If no such paths or trails, enter zero.

5.10 Your community has 1 miles of shared use paths or multi-use recreation trails available per community square mile.

5.10a. Is access to shared-use paths or multi-use recreational trails in your community fair and uniform – that is, available and convenient to all neighborhoods in your community, and to residents of all income levels?

- Yes, access is evenly distributed
- Mixed, some distribution, some concentration
- No, access is mostly concentrated in one or a few areas

[Click here NOW to save your work and check your answers](#)

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Promoting Active Communities is a program of the Michigan Fitness Foundation.



About PAC	Instructions	Update Your Info	RG Resource Guide	Glossary	Privacy	Contact Us	Logout
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[Click here for a complete print version of Section 7 that shows all the questions.](#)

SECTION 7: BICYCLE FACILITIES **DG** **RG**

This section assesses the "bikeability" of your community. Ask your city manager, engineer, or your community's transportation or public works departments for assistance with answering these questions.

Questions that have a (CSI), (CSP), or (CSP&I) notation at the end are included in your **Complete Streets Score**.

Note: If you have questions about any aspect of the assessment, please contact Michelle Snitgen (via email at msnitgen@michiganfitness.org or via phone at 517-908-3816).

LEARN MORE! Follow the **DG** and **RG** links.

7.1 How many miles of on-street **bike lanes** exist in your community? **DG** **RG**

Note: Please enter a whole number without commas or periods. If your community does not have bike lanes, enter zero.

miles

7.1a. Your community has 0.00 miles of on-street bike lanes per 1000 residents.

7.2 What is the total mileage of your community's **arterial streets**? Arterial streets are major roadways designed to carry large volumes of traffic and often have more than two lanes through developed areas.

Note: Please enter a whole number, without commas or periods.

miles

7.2a. How many miles of your community's **arterial streets** have on-street **bike lanes, wide curb lanes, or paved shoulders** that are in good enough condition for bicycling? **DG** **RG**

Note: Please enter a whole number without commas or periods. If none of these features exist in your community, enter zero.

miles

7.2b. Your community has 0.00 % of arterial streets with on-street bike lanes, wide curb lanes or paved shoulders. (CSI)

7.3 Has your community examined the most appropriate bicycle facilities along its roadways and designated signed **bicycle routes**? A bicycle route is a section of road designated for bicycle use with signs, and may also have striping or pavement markings for bike lanes, wide curb lanes or paved shoulders. **DG** (CSI)

- Yes, and we have a complete bicycle route system

- Yes, we've started the process and have a plan or program to designate and complete important **bicycle route connections** that are currently missing
- No, we have not assessed the bicycle facilities in our community and do not have designated bicycle routes

7.3a. Does your community have a published **bicycle route map**? **DC**

- Yes, and the route map is easily available to community residents
- Yes, but the route map is not easily available
- No published route map

7.3b. Are your community's bicycle routes marked by signs or other markings?

- Yes
- No

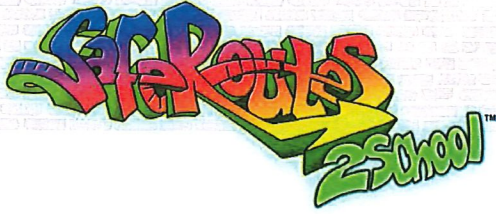
7.4 Does your community actively promote Bike to Work Day or Week, a Smart Commute program, or any other bicycle commuting incentive programs? **RC**

- Yes
- No

[Click here NOW to save your work and check your answers](#)

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Promoting Active Communities is a program of the Michigan Fitness Foundation.



Safe Routes to School Michigan Overview

PROGRAM DESCRIPTION

Safe Routes to School (SR2S) is a worldwide movement – and – since 2005 a federal program – to make it safe, convenient and fun for children to bicycle and walk to school. When routes are safe, walking and biking to and from school are easy ways for children to get the regular physical activity they need for good health. Safe Routes to School initiatives also help ease traffic jams, reduce air pollution, unite neighborhoods, and contribute to students' readiness to learn in school.

The federal Safe Routes to School program was originally authorized as part of the surface transportation bill (SAFETEA-LU) signed into law in August 2005, and renewed as part of the Transportation Alternatives Program (TAP) under the new surface transportation bill (MAP-21) in July 2012. As a result, every state has access to federal funds to help communities implement infrastructure improvements and non-infrastructure activities to encourage and enable students to safely walk and bike to school.

The federal legislation specifies the following purposes for the program:

- To enable and encourage children in **grades K-8**, including those with disabilities, to walk and bike to school.
- To make bicycling and walking to school a safer and more appealing alternative, thereby encouraging a healthy and active lifestyle from an early age.
- To facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Michigan's Safe Routes to School program is managed by the Michigan Department of Transportation (MDOT), with training, administrative, and technical support from the Michigan Fitness Foundation.

In Michigan, a school-based planning process must be completed as a prerequisite for funding (see "Program Expectations" below).

ELIGIBLE ACTIVITIES

Safe Routes to School funds can support both infrastructure and non-infrastructure projects. Examples of eligible infrastructure and non-infrastructure interventions are shown below. Additional actions are eligible as long as they fit within the identified constraints of the program and can be shown to contribute to the achievement of program purposes and desired outcomes.

The statute identifies project types for each category as follows:

Infrastructure Projects

- Sidewalks
- Traffic calming and speed reduction
- Pedestrian and bicycle crossing improvements
- On-street and off-street bicycle facilities
- Off-street pedestrian facilities (trails and paths)
- Traffic diversion improvements in the vicinity of schools

Non-infrastructure Projects

- Programs to encourage walking and bicycling to school
- Programs to make it safer to walk and bicycle to school
- Pedestrian and bicycle safety training for students
- Traffic enforcement operations in the vicinity of schools
- Funding for volunteers and managers of SR2S programs

Additional guidance is available online at www.saferoutesmichigan.org.

PROGRAM EXPECTATIONS

As a prerequisite for funding eligibility, schools must complete a school-based planning process culminating in the creation of a SR2S Action Plan. This process is described and facilitated in Michigan's SR2S Handbook (see "Technical Assistance and Other Support" below). The school can be expected to:

- 1. Register their program with the Michigan Fitness Foundation and provide evaluation permission.** Schools are registered by completing and returning the attached registration form. The principal's signature indicates 1) the school's desire to participate in Safe Routes to School, and 2) permission to distribute surveys to students and parents at his/her school.
- 2. Designate a SR2S coordinator.** The coordinator will serve as the main contact person for the school's SR2S program.
- 3. Establish a SR2S team.** The members of the team will vary from school to school but often include: a school administrator; teacher(s); student leader(s); parent(s); a local law enforcement official/officer; and a representative from the legislative body with authority over the roads (i.e., city, village, county road commission, or MDOT).
- 4. Assess attitudes and behaviors related to walking and biking to school.** Schools will survey parents and students to assess their behavior, beliefs and attitudes toward walking and biking to school and to non-motorized travel in general. Assistance with data collection, analysis, and reporting is available to registered schools.
- 5. Assess the safety of walking and/or biking routes.** School teams will assess the physical environment around the school and along routes traveled by students in order to identify barriers to safe walking and biking.
- 6. Develop a SR2S Action Plan.** The SR2S team will review findings from the walking audit and information collected through student and parent surveys to develop recommendations to encourage and enable students to walk to school on safe routes. The Action Plan will address education, encouragement, enforcement and/or engineering needs.

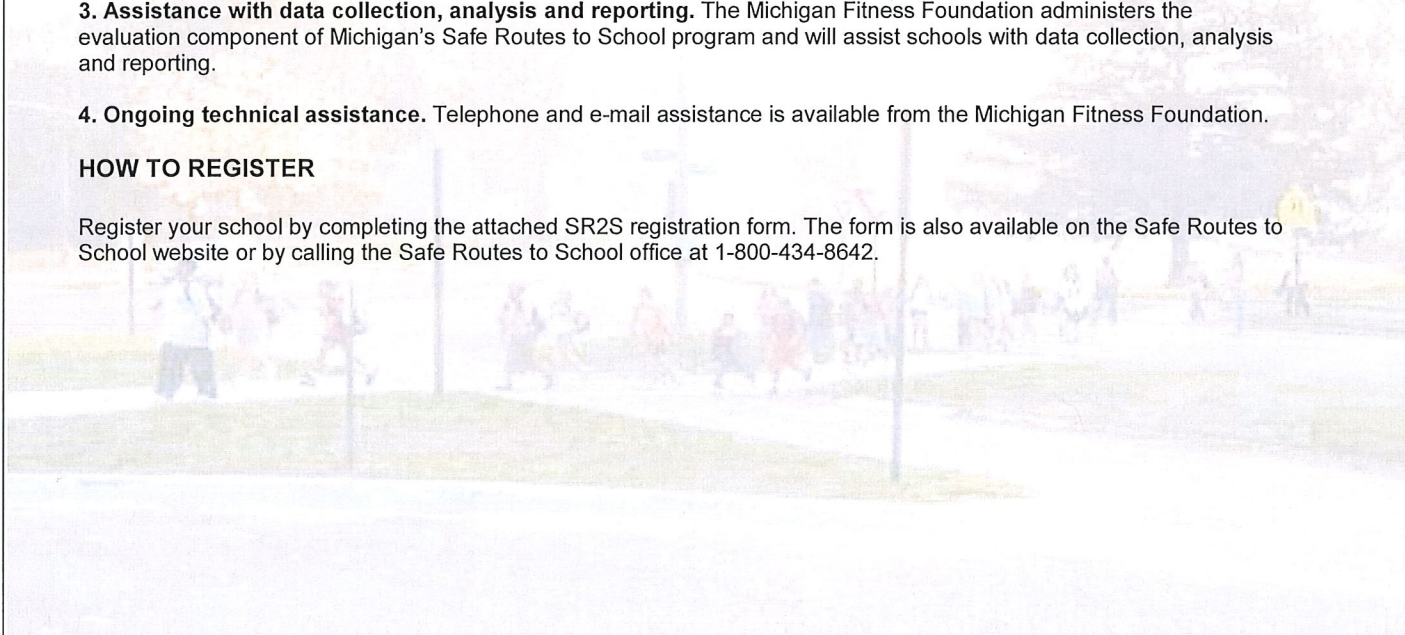
TECHNICAL ASSISTANCE AND OTHER SUPPORT

All schools registered in Michigan's Safe Routes to School program will receive the following at no charge from the Governor's Council on Physical Fitness, Health and Sports/Michigan Fitness Foundation and its network partners:

- 1. A SR2S Handbook.** The SR2S Handbook is a user-friendly guide to starting and maintaining a Safe Routes to School program. The Handbook contains many time-saving extras, including templates for creating flyers, invitations, surveys and more. A copy of the Handbook may be obtained by attending a Safe Routes to School training session, downloading a copy from www.saferoutesmichigan.org, or requesting a copy from the Safe Routes to School office.
- 2. Training.** Safe Routes to School team leaders are encouraged to attend a free training session. Training sessions feature several hands-on exercises to help teams get a SR2S program started. Mileage reimbursement may be available to schools that wish to send the SR2S coordinator or another team member to training; contact the SR2S office for details.
- 3. Assistance with data collection, analysis and reporting.** The Michigan Fitness Foundation administers the evaluation component of Michigan's Safe Routes to School program and will assist schools with data collection, analysis and reporting.
- 4. Ongoing technical assistance.** Telephone and e-mail assistance is available from the Michigan Fitness Foundation.

HOW TO REGISTER

Register your school by completing the attached SR2S registration form. The form is also available on the Safe Routes to School website or by calling the Safe Routes to School office at 1-800-434-8642.



SRTS FUNDING GUIDE

INFRASTRUCTURE

ELIGIBLE

- Sidewalk improvements: new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, and curb ramps
- On-street bicycle facilities: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric turning lanes, traffic signs, and pavement markings
- Off-street bicycle and pedestrian facilities such as exclusive multi-use trails and pathways that are separated from a roadway
- Traffic diversion improvements
- Pedestrian and bicycle crossing improvements including pavement markings, signals, new or upgraded traffic signals, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, and pedestrian activated signal upgrades
- Driver feedback signs and variable speed limit signs.
- Secure bicycle parking facilities such as bicycle parking racks, bicycle lockers, and covered bicycle shelters on public property
- Traffic calming and speed reduction improvements
- Lighting that directly impacts the paths students take to and from school.
- Remote drop-off sites a minimum of ¼ mile from school site

INELIGIBLE

- Property acquisition (construction access, purchase of right of way, etc.)
- Sidewalks or other pathways on school property that do not connect directly with community sidewalk systems (e.g. connecting schools on a campus)
- Sidewalks or other pathways with the primary purpose of connecting the school with recreational facilities, athletic facilities or commercial areas
- Improvements to bus routes or stops
- Improvements to pick-up and drop-off areas that do not primarily benefit children walking and bicycling to school
- Stand-alone curb ramps built to achieve compliance with ADA requirements
- Raised crosswalks
- Landscaping
- The costs for required traffic signal warrant studies
- Costs for preliminary engineering (design) and construction engineering (including, but not limited to, inspection and staking)
- Project administration or professional services (e.g. consultants)
- Permit costs, environmental clearance and mitigation
- Construction extras and cost overruns
- Supplanting or replacing any existing funding

NON-INFRASTRUCTURE

ELIGIBLE

- Student pedestrian, personal, or bicycle safety education
- Parent and community-wide SR2S and walking route education
- Map development showing preferred walking and bicycling routes to school
- Training adult volunteers to assist with student pedestrian and bicycle safety
- Funding for a part-time SR2S coordinator
- Walking school buses and bicycle trains led by adult volunteers
- Walking school bus and bicycle train supplies, including reflective vests
- Weekly or bi-weekly Walk to School Days and/or Bicycle to School Days
- Frequent walker/bicyclist programs and mileage clubs
- Friendly competitions between classrooms or individuals that recognize accumulated mileage walking/bicycling to/from school over a period of time
- Activities encouraging parents to allow their children to walk/bicycle to school
- Modest incentives to increase the number of walkers and bikers
- Increased law enforcement around the school and on the school routes during the times when students are traveling to and from school
- Programs enforcing school policies for pedestrians and bicyclists during arrival and dismissal
- Programs enforcing existing rules for pedestrian and bicycle safety
- Progressive ticketing programs
- Volunteer safety patrol and crossing guard programs including training and supplies

INELIGIBLE

- Abandoned building demolition
- Adult or student raffle items to reward meeting attendance
- Annual Walk to School Day or Bike to School Day events
- Anti-bullying curriculum or gang violence prevention programs
- At-school walking clubs (e.g. lunchtime or recess walking clubs)
- Full meals, gift cards, or bicycles or bicycle locks
- Candy, soda, junk food, or unhealthy fast foods
- Computers, laptops, iPads/tablets, iPods/MP3 players, smart boards, or other electronic equipment including headphones/earbuds
- Equipment for infrastructure maintenance (e.g. snow removal equipment)
- Graffiti removal or general neighborhood beautification programs
- Handbooks and manuals with information that can be obtained from the Michigan Fitness Foundation
- Nutrition education activities or in-school physical education activities
- Newsletters and flyers with information that can be obtained from the Michigan Fitness Foundation
- Salaries or stipends for positions currently funded from another source
- Salaries or stipends for multi-year positions, including crossing guards
- Security cameras
- Stray animal removal and vaccination programs
- Video production

City of Owosso
Central School

June 5 2014

