

Owosso

Parks & Recreation Commission



Regular Meeting
7:30 pm
Tuesday, March 28, 2017
City Conference Room
Owosso City Hall



MEMORANDUM

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

DATE: March 23, 2017

TO: Chairman Espich and the Owosso Parks and Recreation Commission;
Glenn Chinavare, Public Services Director

FROM: Susan Montenegro, Assistant City Manager/Director of Community Development

RE: Parks & Recreation Commission Regular Meeting: March 28, 2017

The Parks & Recreation Commission shall convene at 7:30 pm on Tuesday, March 28, 2017 in council chambers of city hall. The focus of this meeting will be:

Business:

1. Recreation Passport Grant
2. Plunge for Parks Results
3. Disc Golf update
4. Patronicity & Mr. Owosso Fundraiser
5. Spring Clean-up Update

If you have any other updates or new information before the meeting, please send it to me and the commission. Feel free to call my office number at (989) 725-0544 or email me at susan.montenegro@ci.owosso.mi.us with any questions or concerns you may have.

Please RSVP! See you on the 28th!

AGENDA
Parks & Recreation Commission
Tuesday, March 28, 2017 -- 7:30 PM
City Hall Council Chambers
301 West Main Street
Owosso, MI 48867

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: March 28, 2017

Approval of minutes: January 10, 2017
March 7, 2017

Public comments:

Communications:

1. Staff memorandum
2. Minutes from January 10, 2017
3. Minutes from March 7, 2017

Business:

1. Recreation Passport Grant
2. Plunge for Parks Results
3. Disc Golf update
4. Patronicity & Mr. Owosso Fundraiser
5. Spring Clean-up Update

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

Next Regular Meeting is scheduled for **Tuesday, April 25, 2017** at 7:30 p.m.

**PARKS AND RECREATION COMMISSION
SPECIAL MEETING
TUESDAY, JANUARY 10, 2017 – 7:30 p.m.
City Hall Council Chambers
301 W. Main St. Owosso, MI 48867**

- CALL TO ORDER:** Chairman Espich called the meeting to order at 7:30 p.m.
- PLEDGE OF ALLEGIANCE:** Was recited.
- ROLL CALL:** Was taken by Deputy City Clerk Roxane Cramer.
- MEMBERS PRESENT:** Chairman Mike Espich, Vice Chair Jeff Selbig, and Commissioner Randy Woodworth.
- MEMBERS ABSENT:** Commissioners Shane Nelson and Kristen Woodbury.
- OTHERS PRESENT:** Tom Manke, Community News and Views; Susan Montenegro, Assistant City Manager/Director of Community Development; Glenn Chinavare, Utilities Director.
- APPROVAL OF AGENDA:** **VICE-CHAIR SELBIG MADE A MOTION TO APPROVE THE AGENDA FOR JANUARY 10 2017, SUPPORTED BY COMMISSIONER WOODWORTH.
AYES ALL, MOTION CARRIED**
- APPROVAL OF MINUTES:** **COMMISSIONER WOODWORTH. MADE A MOTION TO APPROVE THE MINUTES FOR THE MEETING OF DECEMBER 13, 2016, SUPPORTED BY VICE-CHAIR SELBIG
AYES ALL, MOTION CARRIED**

PUBLIC COMMENTS:

COMMUNICATIONS:

1. Staff memorandum
2. Minutes from December 13, 2016
3. Park sites for 2011 Parks and Rec Master Plan

BUSINESS:

DISCUSSION OF UPDATING THE PARKS AND RECREATION MASTER PLAN

Discussion of Parks & Recreation Master Plan Updates for the following parks:

9) HUGH PARKER SOCCER FIELD

Ms. Montenegro shared that at the November Parks and Rec meeting Nick Tereck from the Owosso Rotary Club explained the Rotary wanted to apply for a grant and do fundraising to raise potentially \$16,000.00 (4,000.00 from the Owosso Rotary Club, 4,000.00 from the YMCA, 4,000.00 from the soccer league and potentially \$4,000.00 from the city) to put into the improving the field.

Mr. Chinavare suggested doing soil borings of the field for analysis.

Location: Southeast limits of City at entrance to Southeast Owosso Industrial Park.

Size: 15 Acres

Key Observations:

1. This park is a companion park to Rosevear Park across Farr Street.
2. The park is primarily a soccer complex with very adequate parking and a functional open space zone in the southeast.
3. The park gives a barren appearance but has a landscaping plan on file.
4. This park is noted for poor soils that do not provide for good growth of vegetation.

2011 Park Plan Components.

1. Implement the plan on file in the Office of Community Development that demonstrates detailed landscaping recommendations, planned for three phases, for the berms and park borders--

65 _____ Canopy Trees

35 _____ Coniferous Trees

52 _____ Ornamental Trees

22 _____ Spreading Evergreens

(cluster the trees along Monroe Street to preserve views of park)
(avoid species that will spread tree litter on the fields)

1. Continue partnering with Rotary or other service clubs to receive grants to improve bathrooms and the field.
2. Create parking "mall" on Farr Street— one side of this 50' right-of-way.
2. Establish a maintenance standard and implement it for the embankments along the Abrey Creek drain. Consider a meandering route alteration.

Site Plan or Graphics in Appendix? Yes--Tree/Species List in the Appendix, **Exhibit I**

3) HARMON PATRIDGE PARK

Location: (Insert Annexed portion) -Owosso Township, Section 12; generally Out lots B, C, E, and a portion of D.

Size: 5.2 Acres

Key Observations:

1. This park received a "makeover" in 2004.
2. This park was established for the enjoyment of the public on July 6, 1929, by deed from Laura Patridge. The deed restriction states, "That the premises hereby conveyed shall always be kept in such a condition as to be attractive as a place for recreation."
3. Chippewa Trail was a county road. Now that the road is closed the east side park boundary at the north end had been the east line of the former roadway right-of-way. A city survey of the road revealed that the pathway is on the east side of the roadbed and no longer available to the public. The west half of the road right-of-way is wooded and impassable now.
4. The north boundary of the park ends at Wilkinson Road. There is a public way up the hill on a worn pathway that reaches the crest of the valley wall. The serious bicyclists use this as a link on a 16-mile loop trail that routes through Corunna too.
5. The park is not in the city but would be an ideal destination for northwest Owosso neighborhoods if there were a footbridge/bicycle path to Chipman and on to North Street.

Ms. Montenegro will take No. 2, 3, and 4 and pull it into a more descriptive paragraph. Such as this is a park with a key partnership established with the Owosso Rotary Club. She will bring her changes back to the next meeting for the commissions' approval.

Key observations could be;

1. Three pavilions,
2. Large playscape
3. Lays along the Shiawassee River

2011 Plan Components:

1. ~~Identify a solution to the brackish water supply at the well and redevelop a potable water supply for this heavily used picnic facility.~~
2. ~~Complete woods trail back to the south from the north terminus.~~
 1. The park is not in the city, although it has been annexed to the city. It would be an ideal destination for northwest Owosso neighborhoods if there were a footbridge/bicycle path from Chipman and on to North Street. The city would need partnerships with other organizations for funding of the footbridge as well as identify the cost of the structure.
 3. Signage at M-52 and Getman Road. Chairman Espich shared, if he remembers correctly, the city didn't want to encourage cars driving through the residential neighborhood to get to the park.

Maintenance Recommendations.

Continued partnership with Rotary Club to do the following:

1. Routine maintenance of the trail is required along with some repairs to sloped sections where Wash-outs occur.
2. Trees planted by the Rotary club should be inventoried and replaced when trees die. The species must be adhered to in order to maintain compatibility with the interpretive map at the park.

Site Plan or Graphics in the Appendix? None.

Mr. Chinavare is going to look into testing the artisan well water at this park.

2) COLLAMER PARK (previously "Hopkins Lake Park")

Chairman Espich noted that someone has put up barbed wire fence and it needs to be addressed because it is so close to the bike trail that is furthest to the south.

Location: South central Owosso including areas outside the city limits.

Size: 164 Acres

Key Observations:

1. ~~Hopkins Lake is regional recreation area and urban park. Since the 1972 Michigan Recreational Bonding Program, Hopkins Lake has had this concept. Four other government units dedicated their bond revenues to this park at that time. A metropolitan park with diversified recreational activities should have at least 200 acres. The park at complete build-out and ownership would have 174 acres and is deemed a sufficient match for that standard.~~
2. ~~This kind of park serves the whole city and region. It contains activities that cannot be accommodated by neighborhood or community parks.~~
 1. ~~The 16 acre lake and land area is very sensitive to intensive recreational activity. It is more characteristic of a natural reservation for nature study and hiking. There are soil and slope limitations, and the lake is in an advanced stage of eutrophication. Resource management and carrying capacity monitoring will command attention in the care of this park.~~
 1. This park has a lake, a dog park, disc golf course and an extensive mountain bike trail, which has been mapped. The map shows an interior loop trail system of up to five miles in length. The local Kiwanis clubs and local mountain bikers are heavily vested in this system and its maintenance.
4. A regional park suggests that there should be a regional support mechanism in place.

2011 Plan Components:

1. ~~Selective fencing locations may be required to resolve boundary and use area conflicts. The~~

~~fencing material in favor is the woven wire 6" fence with cedar posts and a height of 5 feet. A design-influence of the enforcement strategy is to maintain the free passage of wildlife to and from the wetland, forests and meadow areas of the park with surrounding uplands outside of the park.~~

~~2. A means to improve the oxygen levels in the lake should be investigated. A passive windmill float system is used on smaller ponds and may provide the much needed oxygen supply to the lake's very eutrophic condition. Do a study to make a plan for restocking the lake.~~

~~3. The plan shows an additional 9 acres of lake area potential beyond the southwest area of the lake. A dredging operation would remove the muck accumulation and create more surface water.~~

~~4. A map at Exhibit N shows an interior loop trail system of up to five miles in length. The local Kiwanis clubs are heavily vested in this system and its maintenance. Discussions with BMX-bikers may also generate more interest.~~

~~5. The 12-acre "Verlac" parcel is designated for about 50 camping spaces. A traveler/visitor campground franchise should be examined for its feasibility at this location.~~

~~6. A pavilion for large group outings will overlook Hopkins Lake at the southeast boundary of the Verlac/Fairchild parcel. The setting is ideal for companion use by the campground and day camp activities planned for the area.~~

~~7. A companion east side parking facility will be developed on the upland section between the former Verlac house location and the pavilion~~

~~8. An expanded parking facility is possible to serve the pavilions and volleyball courts on the west side.~~

2. Install a new playground is to replace the removed west side playground.

~~10. Lakeshore plantings are to provide shade for lakeside users and relief from the sterile shoreline;lkjhgfpoiuy setting on the west side and diminish foraging Canadian geese.~~

3. Develop an east side parking facility at the lakeshore with fishing pier to satisfy the needs of the trailhead and pier at south of the end of Palmer Street. This lot could supplement parking for the use of the small pavilions.

~~13. Ultimately, Palmer Street should be vacated as a public street and closed at a point south of the residence at the north end of the Verlac property. This closure would enable structural closing of the east end of the park at dusk.~~

~~14. Construct a new 5-acre level playfield on the former landfill and current stump disposal site.~~

4. A boat launch should be constructed.

5. Develop a potable water supply for the area near the dog park and community garden.

~~17. The east side of Collamer Park may serve as an alternate disk golf location.~~

6. Make the foot bridge more ADA Accessible.

Maintenance Recommendation.

1. The parkland mowing scheme can be reduced through an edge mowing along roadsides and pathways while converting to twice a year mowing of meadow areas.

Site Plan or Graphics in Appendix? There is a hand-drawn trail map for the park in the Appendix, **Exhibit N.** Playground and campground designs are included in the Appendix at **Exhibits O and P** respectively.

5) RUDY DEMUTH FIELD

Location: Eastern limits of the City along the Shiawassee River.

Size: 10.2 Acres

Key Observations:

1. This floodplain park is on the inside of a broad meander loop of the Shiawassee River in a beautiful natural setting. This park has as good potential for creating quality of life improvements for the city.
2. ~~Rudy DeMuth Field is one of three parks slated for "makeovers" in the 5-year plan.~~

2011 Park Plan Components:

1. Acquire and develop the school's bus garage area for parking (for football games as well), the James Miner Walkway and riverside landscaping.
 2. Create a parking lot on a closed Oakwood Street with turnaround.
 3. Eliminate parking between ball diamonds but maintain a gated service drive.
 4. Improve drainage, if possible, for fields and add security lighting.
 5. Apply some outfield fence landscaping for screening, baseball visibility.
 6. Build a small tot lot in the south lot of the bus garage property.
 7. Build a Gould Street gated entrance and north side parking lot if stadium parking needs are not met on #1 above.
 8. ~~Relocate tot lot ball diamond to the southeast corner of the park.~~
 9. ~~Install park sign.~~
 10. ~~Build a canoe launch on the south lot of the bus garage site.~~
 11. Add a park sign at SE corner of Jerome and Oakwood Streets.
 12. Install covered tables and benches [a pavilion has not been recommended for this park].
- Site Plan or Graphics in Appendix.* A site plan in the Appendix, **Exhibit M.**

10) ROSEVEAR PARK ("ROSEVEAR WOODS")

Location: Southeast Owosso limits near Hugh Parker Field and the Southeast Owosso Industrial Park

Size: 7.8 Acres

Key Observations:

~~1. The better suggestions for this park over the years talk about restricting vehicle access and restricting off-road vehicles that have damaged the parks slopes. The park has a grotto like setting with a small stream in its center and gently sloping valley walls. It may easily be planted with native shrubs and trees in a natural setting for nature interpretation along a simple trail system. Potential exists to unify with a nearby elementary school for support to this end.~~

This park has an excellent start of a BMX Course with potential for expansion.

2011 Park Plan Components:

1. The park will have a natural plantings master plan with incremental efforts to implement the plan over a period of time.

2. Install a signed interpretive trail constructed with donations.

~~3. The Farr Street parking facility will provide the parking for this park.~~

3. The drain culvert will be maintained (repaired) and guarded from accidental falls.

~~5. The erosion scars from the bicycle park experiment will be repaired if they conflict with other uses.~~

4. Consider a scenic overview, with sign, above the current access spot and clear an area to establish a visual presence on Farr Street.

~~7. Consider a disc golf design that has the potential to integrate with Oak Hill Cemetery~~

5. Investigate the potential for a non-motorized path that can connect Rosevear to Collamer Park via ~~Oak Hill Cemetery industrial park or other routes.~~

6. Add Signage.

7. Investigate into more parking.

8. Improve the access to the park and ride-ability and connectivity.

Site Plan or Graphics in Appendix? Yes, an interpretive trail map at **Exhibit K.**

13) PARK LINKAGES, RIVER, AND BIKE SYSTEM PLANS

Location: The existing park linkage is the James Miner River Walkway that begins on Williams Street at the north boundary of the Owosso Middle School and proceeds to the east city limits on the north side of the Shiawassee River. There is a south side connection that begins at Washington St. and heads east.

Size: The James Miner River Walkway is 7,500 lineal feet of trail with a partial roadway section at Jerome Street and Oakwood Street.

Key Observations:

1. The city's sidewalk system is offered as a pedestrian link to parks and open space areas and another basis for keeping fit.

2. The CIS regional trail plan for the former Central Michigan RR line from Owosso to Ionia has been established and connects with the Fred Meijer Trail system. The trail ends at Owosso Township just to the west of the city of Owosso. Volunteer groups continue to work on connecting

the city street and trail system to permit access to the James Miner Walkway.

3. The city council has adopted a "Bike City" policy goal in 2011. Efforts are on-going to install and promote wayfinding signs, bike racks, and complete streets.
4. City entered into an intergovernmental agreement with three other jurisdictions to provide maintenance along the James Miner Trail into the city of Corunna.

2011 Park Plan Components.

1. Unite the city on designated routes with clearly marked signs and maps.
2. Establish crossing of M-52 at Cass Street.
- ~~3. Connect Bennett Field with northwest Owosso via 15' easement west of RR to King Street.~~
- 3 Create a bikeway through school bus garage site.
- ~~5. Upgrade trail from Oakwood Bridge to Gould Street on south side of river.~~
4. ~~Curb and drain.~~ Close Jerome Street and improve existing bikeway to 10' width.
- ~~7. Add two features to bikeway:~~
 - ~~a) Install tot lot at Lyon's Club Park south of the Comstock Center lot.~~
 - ~~b) Through donations, double the size of the skate park off the walkway at South Gould and Allendale Streets with a loop connector from James Miner Walkway to the Gould Street sidewalk.~~
5. Establish pedestrian/biking rail crossing in Westown at Lynn Street and Lansing Street.
6. ~~Initiate Intergovernmental efforts through the joint trail authority to:~~
 - ~~a) Widen Copas Road to Hintz Road and plaza with dedicated bike lanes.~~
 - ~~b) Develop route to rails-to-trails bikeway trailhead west of Delaney Road.~~
 - ~~c) Apply major maintenance upgrade to James Miner Walkway from Williams Street in Owosso to McCurdy Park in Corunna.~~
7. Consider constructing Footbridges at the following locations:
 - a) City hall parking lot to Clinton Street (~~covered~~)
 - b) Water treatment plant grounds
 - c) Northwest Owosso from N. Chipman Street to Harmon Patridge Park
- ~~11. Create 5K and 10K road race routes for special events.~~
- ~~12. Narrow M-52 to 3 lanes from M-21 to Wilkinson Road and establish 5' wide bikeways on each side.~~
- ~~13. Upgrade sidewalks for circulation--neighborhood fitness walking and connection to parks at the locations outlined in the Appendix.~~

Participate and apply for the Safe Routes to School grant program to increase connectivity throughout Owosso from residential areas to schools.
14. Establish a trailhead in the city that connects to the Ionia trail, preferably in or near downtown. ~~The Consumers gas plant site north of Bentley Park on M-52 and the parcel at the northwest corner of Washington St. and the river are candidates.~~ There is also a parcel that was acquired adjacent to the water treatment plant in 2011 that could be used.

8. Formal designation of National Water Trail

9. Work with the Friends of the Shiawassee River to: ~~replant available riparian areas to their natural state.~~

Install barrier free landing at Oakwood Avenue Bridge

Improve landing site at Owosso Middle School and designate as a Trailhead with appropriate signage.

Install kayaks near trailhead to encourage through paddlers to access downtown services.

~~Consider multiple canoe/kayak launches that are readily signed.~~

Site Plan or Graphics in Appendix:

a) Downtown Loop Trail, **Exhibit E.**

~~b) Covered bridge concept at Clinton Street, **Exhibit G.**~~ Construct a Footbridge at Clinton Street.

c) "Active Living by Design—Sidewalk Linkage Plan, **Exhibit R.**

~~d) Recommended 5K and 10K road race route map, **Exhibit L.**~~

e) Map of James Miner Walkway. **Exhibit J.**

Ms. Montenegro will pull in more information on work with the Friends of the Shiawassee River and bring it back to the commission for approval.

1) CURWOOD CASTLE PARK

Location: Downtown at the confluence of State Highways M-52, M-21 and M-71.

Size: 7 Acres

Key Observations:

1. This is a historic/cultural area, and that influence has established the underlying theme for this park's development.

2. Home to Curwood Castle, Comstock Cabin, Paymaster Building and the Shiawassee Arts Center.

~~2. The park, more than any other public open space in the city, represents a destination for travelers, visitors and tourists.~~

~~3. The downtown greenspace at two major highway intersections is a regional park in a downtown setting.~~

3. Special events occur here on a regular basis.

4. Surrounding land uses represent assets to the park – the armory and middle school.

5. It is helpful to think of the park as consisting of land use zones:

a) Entry/welcome area zone (south end)

b) Museum/heritage zone (arts museum and Cabin area)

c) Castle zone

d) River interaction zone (west of the Castle)

e) Amphitheater and grounds zone

f) Armory/middle school zone

6. The park's objective is to promote cultural/historical themes, and expand engagement with the Shiawassee River.

2011 Plan Components: What follows are the planned new or improved facilities:

~~a) Reconstruct the parking lot and Curwood Castle drive to reduce traffic speed and design all street access points as park entry drives. A sketch of the traffic and parking concept is in Exhibit E.~~ Add bus parking along Curwood Castle Drive in front of the Castle along with additional barrier free parking spaces.

~~b) A new park sign and arrival feature is to be designed and installed at the south entranceway.~~

c) Establish a traveler's/visitors mini-lot with picnic facilities overlooking the

Shiawassee River.

d) Continue with sidewalk and lighting program for the planned walkways. e)

Irrigate the castle grounds.

~~f) Build a stairway off the Main Street Bridge to the walkway.~~

g) Acquire scenic easements to the west walls of the Matthew's Building and Armory and apply architectural treatment to assure compatible vistas from the park.

~~h) Plant evergreens on the east river bank of the middle school from the castle perspective.~~

~~i) Continue to explore the establishment of a whitewater dam at the existing dam. j)~~

Acquire the house at 408 Curwood Castle Drive and plan a pond and perimeter landscaping in this area to expand the park.

k) Work with landowners on Williams Street to maintain a vegetative cover for a scenic, erosion-free embankment on the river.

Programming or Maintenance Recommendations:

a) Clean the island north of the castle of flood debris on an annual basis.

b) Reapply dry-vit surface to the amphitheater roof façade.

Update sidewalks to become ADA compliant

Install inground lighting along the sidewalk next to the river's edge

Site Plan or Graphics in Appendix? Yes—a parking and traffic concept sketch at **Exhibit E** and the report from the Curwood Castle Park Planning Committee **at Exhibit D.**

Ms. Montenegro will make some more suggested changes to the Curwood Castle Park and bring them to the next meeting for review and approval by the commission.

MOTION BY COMMISSIONER WOODWORTH TO ACCEPT THE CHANGES AS PRESENTED TO THE PARK AND RECREATION MASTER PLAN WITH THE CAVEAT THE COMMISSION WILL HAVE THE OPPORTUNITY TO REVIEW THE ADDITIONAL CHANGES MADE AT THE JANUARY 24, 2017 MEETING.

SUPPORTED BY VICE-CHAIR SELBIG.

ALL AYES, MOTION CARRIED.

PUBLIC COMMENTS:

Tom Manke shared his thoughts that the public overwhelmingly want the parks to be continued to be mowed. He stated the Friends of the Shiawassee River want everything back to fields. He said you can have the wild when you leave the park.

He also stated that the Rails to Trails needed to be finished and someone needs to be the person to be a flag bearer and bring it to Owosso.

He also suggested that once the commission has more members that each member adopts a park. So they could report on their park.

Chairman Espich reported that Terry McCloud and Rick Morris are getting a group together to finish the "Rails to Trails" last leg of the trail into the City of Owosso.

ADJOURNMENT:

COMMISSIONER WOODWORTH MADE A MOTION TO ADJOURN AT 10:00 P.M., SUPPORTED BY VICE-CHAIR SELBIG.

ALL AYES, MOTION CARRIED.

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, MARCH 7, 2017(postponed from February 28, 2017) – 7:30 p.m.
City Hall Council Chambers
301 W. Main St. Owosso, MI 48867**

CALL TO ORDER: Chairman Espich called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Was taken by Deputy City Clerk Roxane Cramer.

MEMBERS PRESENT: Chairman Mike Espich, Vice-Chair Jeff Selbig, and Commissioners Nick Seabasty, Randy Woodworth.

MEMBERS ABSENT: Commissioners Shane Nelson and two vacancies.

OTHERS PRESENT: Susan Montenegro, Assistant City Manager/Director of Community Development; Glenn Chinavare, Utilities Director; Donald Crawford, city manager; Scott Gould.

APPROVAL OF AGENDA: **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE AGENDA FOR MARCH 7, 2017, SUPPORTED BY VICE-CHAIR SELBIG
AYES ALL, MOTION CARRIED**

APPROVAL OF MINUTES: **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE MINUTES OF JANUARY 24, 2017, SUPPORTED BY VICE-CHAIR SELBIG.
AYES ALL, MOTION CARRIED**

PUBLIC COMMENTS: Commissioner Woodworth encouraged members to move the meeting along due to his family and friends waiting for his return.

COMMUNICATIONS:

1. Staff memorandum.
2. Minutes from January 24, 2017.
3. Discussion notes from January 24, 2017.
4. Recreation passport grant guidelines.

BUSINESS:

Recreation Passport Grant

Commissioner Woodworth reported that Bryan Marks owner of Great Lakes Fusion will supply the commission with a letter from his company. The letter will state he can do the skate park project for \$150,000.00 and the project can be done in two phases. Commissioner Woodworth met with Mr. Marks today and at the time Mr. Marks had not heard from his architect so Commissioner Woodworth reached out to three architects recommended to him. He chose an architect from Grand Rapids. They just did a

Grand Rapids city park and they are going to give a proposal this week for this project. He also said Mr. Marks had contacted him about an hour prior to the meeting and said his architect would also have a proposal for them this week. Commissioner Woodworth stated it would be good to have a couple of competitive bids.

Ms. Montenegro stated that she would need by Tuesday the following information for council packet: the cost breakdown, commitment letter from Bryan Marks, commitment letters from donors, and a conceptual drawing.

Commissioner Woodworth asked about doing a Phase I and Phase II and moving forward with Phase I.

Chairman Espich explained that dividing into Phase I which would be \$100,000.00 using the \$75,000 grant and the \$25,000.00 that Parks and Rec have and then Phase II fundraising with Mr. Ovosso and Patronicity grant match.

Ms. Montenegro explained that the parks and recreation commission must formally decide if they want to do the project as Phase I and Phase II tonight. Ms. Montenegro also explained again that she needs the information for council packet by Tuesday, Commissioner Woodworth and Chairman Espich expressed that they thought they didn't need the information until March 20th for the public hearing. Ms. Montenegro explained that she would need the information by Tuesday to go into the council packet prior to the meeting.

Commissioner Woodworth thought the only thing council wanted was a commitment letter from the contractor. Commissioner Woodworth was trying to clarify what is needed for the packet as opposed to what is needed for the grant. Commissioner Woodworth said council only wanted information for limiting the risk for the city on this grant.

Ms. Montenegro explained for the grant requirement they need the documentation for the public hearing to show the public all the skate park grant information. Commissioner Woodworth said they would have the information for the public hearing.

Vice-Chair Selbig asked why they would need the information for the council packets. Ms. Montenegro explained the council needs the information to decide if they want to proceed with the grant as well as for public viewing/questions/comments. Vice-Chair Selbig stated that sometimes people come in the night of a meeting and explain it to the commission. He thought if the commission gave a packet to each council member and then the minutes would reflect it.

City manager explained that the materials and the agenda need to be available for the public hearing in order for the public to have something to comment on.

Commissioner Woodworth stated he was trying to ascertain what was needed for the council and what for the grant. He also expressed to get the cost breakdown by Tuesday would be impossible. Ms. Montenegro wants everyone to know she wants the skate park as much as the commission does; however, feels they are trying now to rush things. She stated the commission has changed the scope of the project is now trying to throw it all together in a couple of weeks' time. Commissioner Woodworth stated it has been two years and they haven't changed the skate park at all. Ms. Montenegro pointed out to him that the commission started out with a \$350,000.00 skate park, and then scaled back to a \$250,000.00 skate park last year and in February the commission is changed it again to a \$150,000.00 skate park. The discussion at tonight's meeting is about doing the park in phases to reduce the cost yet again, so no, it is not the same skate park.

Mr. Chinavare explained to the commission that he has been here for fifteen months and to him it doesn't appear that the commission is ready to move forward. He hasn't seen any commitment letters to show where the funding is coming from. Mr. Chinavare stated the commission has been working on this for two years and now you are rushing for a Tuesday deadline. Commissioner Woodworth stated that they have \$25,000.00 dollars and looking for a grant for \$75,000.00. Commissioner Woodworth stated they were directed by staff and spent five meetings to redevelop the Parks and Recreation Master Plan which was a waste of time. Mr. Chinavare stated but you are not ready. Commissioner Woodworth said they are ready they have \$25,000.00 and asking for \$75,000.00 more. Vice-Chair Selbig also stated that is where the money will come from for the first phase.

Vice-Chair Selbig asked Commissioner Woodworth if he could get a rough cost breakdown from the contractor.

Chairman Espich asked for a clarification from Ms. Montenegro about what she needed if it was everything listed on page 7 in chapter 2. He asked if the narrative was done. Ms. Montenegro explained it was not part of the packet. She explained that it is part of the application that goes to the DNR.

Commissioner Woodworth stated all the city council wants to know is that the city will be protected and they have done that because the contractor has stated he can do the project for \$150,000.00.

Chairman Espich asked if there were minutes or a tape available of the previous night's council meeting to confirm what council said.

Ms. Montenegro directed the commission to put together what they feel council needs and that is what she will be present to council. Ms. Montenegro stated that she has given the information of what council needs and she doesn't want to argue about it anymore nor have the commission think she does not want the skate park. Ms. Montenegro reaffirmed that she does want the skate park and has put as much sweat equity into as the rest of the parks and recreation commission members have. Commissioner Woodworth responded that he does believe Ms. Montenegro wants the skate park but she is willing to wait another year and he is not. Ms. Montenegro explained she is willing to wait so the grant application is done right. Commissioner Woodworth responded that it will be done right and they have the right guy to do the job. By keeping it local that will eliminate the mobilization cost of bringing the company in from California and that was the majority of the cost.

MOTION BY COMMISSIONER WOODWORTH TO PRESENT TO CITY COUNCIL ON MARCH 20TH PHASE ONE OF SKATE PARK PLAN IN ORDER TO APPLY FOR A \$75,000.00 RECREATION PASSPORT GRANT WITH A TOTAL PROJECT COST OF \$100,000.00, SECONDED BY COMMISSIONER SEABESTY.

Vice-Chair Selbig asked for a review of what is needed for Tuesday. Ms. Montenegro reported they needed the following: the cost breakdown, a commitment letter from Bryan Marks of Great Lakes Fusion stating he can do this for a cost not to exceed \$150,000.00, and a conceptual drawing with the phase one project.

ALL AYES, MOTION CARRIED.

Plunge for the Parks.

Commissioner Woodworth asked Ms. Montenegro if we have the diver for the plunge. Ms. Montenegro reported they do have a diver and an ambulance and reminded the commission that they have to pay for it out of their funds.

Commissioner Woodworth said he started working on getting plungers this week and had rounded up 4 plungers (Casey Lambert, Jake Adams, Jim Woodworth and Randy Woodworth). Commissioner Woodworth said if he has 12 or 15 jumpers it would be a success and that he is going to try to have a food truck there.

Ms. Montenegro suggested using a tent like last year instead of the SATA bus. Commissioner Woodworth said that he would bring his ice fishing tent.

Commissioner Seabasty suggested talking to Meijer corporate for some funding.

LAFCU is sponsoring with a \$1,000.00 donation.

Parks Spring Cleanup

Chairman Espich asked to put this on the agenda would like to concentrate on cleaning up the parks.

Commissioner Woodworth asked about each commissioner adopting a park. This was a suggestion by Tom Manke at a previous meeting.

Vice-Chair Selbig thought that the cleanup should be done one day because when you split it up it becomes fragmented. Vice-Chair Selbig would like to organize with Main Street as they have in the past.

Vice-Chair Selbig suggested a week prior to the cleanup that commission member go and make a list of the cleanup needs to be done at the parks. Then they will get together and decide which parks to work on.

Chairman Espich asked Ms. Montenegro to reach out to the Main Street Manager, Josh Adams, for a date. Ms. Montenegro suggested that Chairman Espich designate one of the commission members to reach out to Mr. Adams. Chairperson Espich stated he would reach out to Mr. Adams.

Ms. Montenegro reported that she has some "Green-up Clean-up" as well as "Polar Plunge" T-shirts in her office. They are leftovers from the previous years that were donated by John Hankerd. Chairman Espich asked if she would check and see how many "Plunge" shirts she had. She said she would find out.

Disc Golf

Chairman Espich reported the guys are at disc golf hole number 5 and have done a little bit of pruning but no major cutbacks. He wanted to let everyone know they are still working on the course.

Chairman Espich asked if Glenn Chinavare is the person to install the baskets and tees for the disc golf course. Mr. Chinavare said he would email Chairman Espich a proposed schedule when they can do that.

CM Crawford suggested it would take two guys about a day with a power auger

PUBLIC COMMENTS:

Chairman Espich reminded everyone of the annual Fred Meijer CIS Trail Meeting tomorrow night in St. Johns. He reported he will be attending again as a representative of the Parks and Recreation Commission.

ADJOURNMENT:

COMMISSIONER WOODWORTH MADE A MOTION TO ADJOURN AT 8:24 P.M., SUPPORTED BY VICE-CHAIR SELBIG.

ALL AYES, MOTION CARRIED.