

AGENDA
Parks & Recreation Commission
Wednesday, January 24, 2024
7:00 PM
City Hall

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: January 24, 2024

Approval of minutes: December 6, 2023

Public comments:

Old Business Report from City Liaison:

New Business:

- Annual Report
 - Master Plan Goal 4.22, 6.9
- Amphitheater Mural
 - Master Plan Goal 5.1, 5.3, 5.9
- 2024-25 Budget Requests
 - Master Plan Goal 3
- March Meeting

Next Meeting: February 28, 2024

Public/Commissioners 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

**PARKS AND RECREATION COMMISSION
REGULAR MEETING**

Draft Minutes of Wednesday, December 6, 2023

7:00 p.m.

City Hall

- CALL TO ORDER:** Commissioner Workman called the meeting to order at 7:00 p.m.
- PLEDGE OF ALLEGIANCE:** Was recited
- ROLL CALL:** Was taken by Amy Fuller
- MEMBERS PRESENT:*** Chairman Workman, Vice Chair Selbig, Commissioners Bila, Horton, and Smith.
- MEMBERS ABSENT:*** Commissioners Rodman and Maginity.
- OTHERS PRESENT:*** Amy Fuller, Assistant City Manager and Logan Workman
- APPROVAL OF AGENDA:** COMMISSIONER HORTON MADE A MOTION TO APPROVE THE AGENDA FOR DECEMBER 6, 2023. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.
- APPROVAL OF MINUTES:** COMMISSIONER SMITH MADE A MOTION TO APPROVE THE MINUTES FOR OCTOBER 25, 2023 WITHOUT CHANGES. MOTION SUPPORTED BY COMMISSIONER HORTON. AYES ALL, MOTION CARRIED.
- PUBLIC COMMENTS:** Amy Fuller shared a request from Casey Lambert to organize a cardboard sled race at the sledding hill. The Commission discussed and asked Amy to follow up with Mr. Lambert.
- Chairman Workman introduced Logan Workman who was attending the meeting to earn an eagle scout badge.
- OLD BUSINESS REPORT:**
- Amy Fuller reported on delays in installing water at the Dog Park and Community Garden.
- Amy Fuller reported that hand dryers were installed at Bennett Fields and the painting project was complete. She also stated that the softball association would prefer the commission not install trees near the fields, citing concerns the trees would die, be hit by cars, and drop debris on the fields. Amy shared costs and a draft for a new sign for the concession stand building. MOTION BY COMMISSIONER SMITH TO ORDER THE BENNETT FIELD SIGN WITHOUT THE SOFTBALL ASSOC. LOGO. MOTION SUPPORTED BY HORTON. AYES ALL, MOTION CARRIED.
- There was a discussion regarding where to plant trees. MOTION BY COMMISSIONER SMITH TO SPEND UP TO \$1,700 FROM THE 208 MILLAGE ACCOUNT ON TREES FOR HUGH PARKER SOCCER FIELDS. MOTION SUPPORTED BY SELBIG. AYES ALL, MOTION CARRIED.
- Amy Fuller reported that she had submitted the application for the Curwood Grant to paint a mural on the amphitheater and that there was funding in the state budget to continue the CIS trail into Owosso. City staff will be working with Senator Singh's office to move that project forward.
- ITEM OF BUSINESS:**

Millage: There was a discussion on asking the voters for another parks millage. MOTION BY HORTON TO REQUEST CITY COUNCIL APPROVE AND PLACE ON THE AUGUST BALLOT A MILLAGE REQUEST FOR .5 MILLS (\$.50 PER \$1,000.00) TO PROVIDE FUNDING TO MAINTAIN, IMPROVE AND UPGRADE PARKS, TO BE LEVIED FOR TWO YEARS BEGINNING WITH THE 2025 TAX LEVY YEAR AND RUNNING THROUGH THE 2026 TAX YEAR. MOTION SUPPORTED BY SMITH. AYES, HORTON, SMITH, SELBIG, WORKMAN. NAYS, BILA. MOTION CARRIED.

Dog Park: There was a discussion on the waste bags at the dog park. It was decided staff would order bags and Commissioner Smith would stock them. Staff to investigate if there is a key to the waste bag station, as city staff have not filled those bags previously.

DNR Grant: Amy Fuller asked if the Commission would support applying for a Recreation Passport Grant from the State of Michigan DNR to expand the splash pad at Bentley Park. She cited the community survey completed as part of the Parks and Recreation 5-year plan, where over 53% of respondents listed a splash pad as the park facility they would like to see more of, followed by comments requesting a larger splash pad with accessories. The grant would request \$150,000 with \$50,000 in matching funds requested from the General Fund. MOTION BY COMMISSIONER HORTON TO HAVE STAFF APPLY FOR THE GRANT, MOTION SUPPORTED BY COMMISSIONER SELBIG. AYES ALL, MOTION CARRIED.

Next Meeting: January 24, 2024, at 7:00 PM at City Hall.

PUBLIC/COMMISSIONERS COMMENTS:

ADJOURNMENT: COMMISSIONER HORTON MADE A MOTION TO ADJOURN AT 8:15 P.M. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2023 TO 01/22/2024
FUND: 208
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 01/22/2024
208	PARK/RECREATION SITES FUND	29,809.14	5,722.28	12,670.68	22,860.74

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 01/31/2024
% Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED	BUDGET	01/31/2024 (ABNORMAL)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - PARKS						
101-751-702.200	WAGES	62,606.00		27,738.36	34,867.64	44.31
101-751-702.300	OVERTIME	2,000.00		2,422.93	(422.93)	121.15
101-751-702.400	WAGES - SEASONAL	28,000.00		5,437.20	22,562.80	19.42
101-751-702.800	ACCRUED SICK LEAVE	0.00		0.00	0.00	0.00
101-751-703.000	OTHER COMPENSATION	0.00		0.00	0.00	0.00
101-751-715.000	SOCIAL SECURITY (FICA)	7,085.00		2,699.31	4,385.69	38.10
101-751-716.000	FRINGES	0.00		0.00	0.00	0.00
101-751-716.100	HEALTH INSURANCE	26,316.00		8,069.63	18,246.37	30.66
101-751-716.200	DENTAL INSURANCE	917.00		398.66	518.34	43.47
101-751-716.300	OPTICAL INSURANCE	142.00		38.72	103.28	27.27
101-751-716.400	LIFE INSURANCE	300.00		130.47	169.53	43.49
101-751-716.500	DISABILITY INSURANCE	643.00		265.55	377.45	41.30
101-751-717.000	UNEMPLOYMENT INSURANCE	9.00		7.99	1.01	88.78
101-751-718.100	MUNICIPAL EMPLOYEES RETIREMENT :	0.00		0.00	0.00	0.00
101-751-718.200	DEFINED CONTRIBUTION	3,130.00		1,328.97	1,801.03	42.46
101-751-719.000	WORKERS' COMPENSATION	2,612.00		2,311.58	300.42	88.50
101-751-728.000	OPERATING SUPPLIES	2,500.00		4,136.70	(1,636.70)	165.47
101-751-818.000	CONTRACTUAL SERVICES	43,700.00		30,242.82	13,457.18	69.21
101-751-920.100	ELECTRICITY	11,488.00		4,928.03	6,559.97	42.90
101-751-920.200	GAS	0.00		0.00	0.00	0.00
101-751-920.300	TELEPHONE	0.00		0.00	0.00	0.00
101-751-920.400	WATER & SEWER	24,208.00		19,347.48	4,860.52	79.92
101-751-920.500	REFUSE	300.00		157.94	142.06	52.65
101-751-930.000	BUILDING MAINTENANCE	3,000.00		4,686.99	(1,686.99)	156.23
101-751-930.200	BLDG MAINTENANCE-BALLFIELDS	10,000.00		4,948.94	5,051.06	49.49
101-751-937.000	TREES & GARDEN	1,000.00		0.00	1,000.00	0.00
101-751-940.000	EQUIPMENT RENTAL	100,000.00		68,294.95	31,705.05	68.29
101-751-971.000	LAND	0.00		0.00	0.00	0.00
101-751-974.000	LAND IMPROVEMENTS	92,000.00		0.00	92,000.00	0.00
Total Dept 751 - PARKS		421,956.00		187,593.22	234,362.78	44.46
TOTAL EXPENDITURES		421,956.00		187,593.22	234,362.78	44.46
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00		0.00	0.00	0.00
TOTAL EXPENDITURES		421,956.00		187,593.22	234,362.78	44.46
NET OF REVENUES & EXPENDITURES		(421,956.00)		(187,593.22)	(234,362.78)	44.46



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January 22, 2024

City of Owosso
Parks and Recreation Commission
Ongoing Project List

Water at Collamer Park: The water connection was not where it was mapped so this has taken longer than expected and will increase the cost by \$1,500. A contractor was hired to bore under the road, this has been completed. DPW needs to install a meter pit and the remaining water line. I anticipate we will still be within the original budget. DPW will finish this work May 2024 when the drinking fountain can be installed.

Dog Park: The key to the waste bag dispenser was located. Refills were ordered and arrived this week. DPW will fill as needed.

Bennett Fields: The hand dryers and new toilets have been installed. The new sign has been installed. We opted for the original colors.



Fitness Course: Stations and signage will need to be selected.

Curwood Grant: We have been awarded an \$8,000 grant from the Curwood Festival for the amphitheater mural.

Hugh Parker Sidewalk Improvements: I will submit this request when the city begins the budgeting process in February or March.

CIS Trail: Senator Singh's office allocated \$4.4 million for connecting the CIS Trail to downtown Owosso. This includes pathway on Jerome St to the Oakwood Bridge. MDOT has reached out to the city, we expect to receive a grant agreement over the next 1-2 months.

Respectfully submitted,

Amy Fuller
Assistant City Manager

2023

CITY OF OWOSSO PARKS AND RECREATION COMMISSION ANNUAL REPORT



INTRODUCTION

Thank you to the city of Owosso voters for passing the 2018 Historic Sites and Parks millage. This funding has been instrumental in the work the Parks and Recreation Commission has completed over the last five years. The millage funding has allowed for the creation of pickleball courts at Bentley Park, two new docks at Hopkins Lake, a kayak landing downtown, new grills and picnic tables at several parks, and much more.

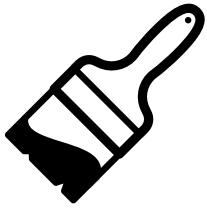
The Commission continued that momentum in 2023 completing projects at Rudy DeMuth Fields, Bennett Fields, Collamer Park, Hugh Parker Soccer Fields, and the James Miner Trail. In response to residents requesting water for the Community Gardens and Dog Park at Collamer Park, the Parks and Recreation Commission has allocated millage funding and started the process of bringing water to that park. This will increase interest and usage at both of these park amenities. Millage funds also allowed the Commission to respond to requests from both the baseball and softball associations for improvements at Bennet Fields and Rudy DeMuth Fields.

Thanks to a donation from the Owosso Masonic Lodge, the Parks and Recreation Commission was able to stock Hopkins Lake with Largemouth Bass and Bluegill. The Commission partnered with the Youth Baseball Associations to build six new dugouts at Rudy DeMuth Fields. Commissioners volunteered their time to paint the concessions stand at Bennett Fields and to mark the hiking trails at Collamer Park. The Commission partnered with the Owosso Rotary Club to plant three trees at Hugh Parker Soccer Fields in honor of Arbor Day. They also partnered with community members to hold the first annual BJ Bannan Memorial Pickleball Tournament at the new Bentley Park Pickleball Courts, this event raised \$3,700 to be used for improvements to the courts.

Going into 2024, the Commission has some exciting projects in the works. With help from the State of Michigan and Senator Sam Singh's office, the City of Owosso has been awarded a \$4.4 million grant to connect the Clinton Ionia Shiawassee (CIS) Trail to downtown Owosso. This grant funding will also allow for improvements to the trail along Jerome Street. Planning and design work has begun while the city waits on a final grant agreement from MDOT for this project.

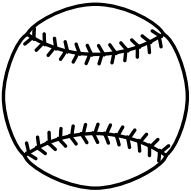


2023 COMPLETED PROJECTS



Bennett Fields

The concessions and bathroom building received a fresh coat of paint, thanks to a couple of Commissioners who volunteered their time. The Commission also allocated millage funds to purchase new electric hand dryers for the restrooms while the softball association purchased new toilets. The Department of Public Works also replaced the wood on bleachers and replaced the dugout roofs.



Rudy DeMuth Fields

The youth baseball community raised over \$30,000 to build new dugouts at Rudy DeMuth Fields. Their amazing team of volunteers removed the old dugouts and built new ones between the fall and spring seasons. The Dept. of Public Works helped out tremendously by hauling away all of the old materials. Millage funds were used to purchase a new park map, scoreboard, and new doors for buildings.



Collamer Park

Millage funds were utilized to purchase two sets of permanent concrete cornhole boards which were installed next to the pavilions. A new trail map was created by city staff and installed on a new sign purchased by the evening Kiwanis Club of Owosso. The Commission was able to stock Hopkins Lake with Bass and Bluegill thanks to a donation from the Owosso Masonic Lodge.



Hugh Parker Fields

The Owosso Rotary Club donated three trees as part of a larger plan to plant trees to create a windscreen for the soccer fields. The trees were planted as part of the city's Arbor Day celebration with representatives from the City and Rotary present.



James Miner Trail

The city's Engineering Dept. assisted in replacing many damaged sidewalk sections from Willaims St. to City Hall and the Dept. of Public Works repaired an erosion issue along the trail near the Armory. This work was funded with \$30,000 from the city's general fund.

UPCOMING PROJECTS

Project	Summary	Timeline/Key Points
Amphitheater Mural Project	The City has been awarded an \$8,000 grant from the Curwood Festival for a mural on the amphitheater.	<ul style="list-style-type: none">• This project will be completed in 2024
Water at Collamer Park	The Parks and Recreation Commission allocated \$7,000 in millage funds to bring water to the dog park and community gardens.	<ul style="list-style-type: none">• The water line has been installed• DPW will install the bottle filling station spring 2024.
Fitness Court at Harmon Patridge Park	The Parks and Recreation Commission is planning to install a fitness course along the walking trail.	<ul style="list-style-type: none">• Stations and signage are being designed.• Expected to be done summer 2025
Oakwood Bridge Resurfacing	The wooden surface of the historic pedestrian bridge will be resurfaced utilizing \$90,000 from the general fund.	<ul style="list-style-type: none">• Spicer Engineering was hired to conduct a survey on the condition of the bridge.• This project will be bid winter 2024 and construction will begin spring 2024.
ADA Improvements at Hugh Parker Fields	The Parks and Recreation Commission has been working with the YMCA on suggested ADA improvements.	<ul style="list-style-type: none">• The city engineer has provided a plan and engineers estimate for adding sidewalks.• The Commission will be requesting this for their 2024-25 budget.
Tree planting and new roof at Hugh Park Fields	The Dept. of Public Works will be replacing the concession stand roof winter/spring 2024. The Commission allocated \$1,700 in millage funds for trees in 2024.	<ul style="list-style-type: none">• DPW has roofing materials and will install as soon as weather allows.• A spring or fall tree planting will be planned.

ACKNOWLEDGEMENTS

Thank you to the City of Owosso Parks and Recreation Commission for their time and commitment to Owosso's parks:

Andrew Workman

Jeff Selbig

Kevin Maginity

CarolAnne Smith

Gerald Bila

Ellen Rodman

Don Horton



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