

**CITY OF WILLIAMSTON
PARKS AND RECREATION COMMISSION
AUGUST 15, 2018
RESCHEDULED REGULAR MEETING MINUTES**

1. Call to Order:

The meeting was called to order at 7:00 p.m. by Chairman Earl Wolf and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Earl Wolf, Vice Chair Teri Nelson, Commissioners Jeff Markstrom, Amie Brown, and Kent Hall. Absent: None.

Also present: City Manager Corey Schmidt, City Deputy Clerk Barbara Burke, Community Planner Erin Schlutow, citizens Tammy Scott, Ann Campbell and Tammy Voss.

4. Approval of Agenda:

Add item 8a. Memorial Park Standards.

Motion by **Nelson**, second by **Brown**, to approve the agenda as amended.

Motion passed by voice vote.

5. Audience Participation:

Tammy Voss and Ann Campbell of Williamston Red Cedar Garden Club spoke about trees in McCormick Park. Mulch around trees is not placed correctly and trees could be damaged or die. Mulch should not be placed like a volcano and should not be right against the tree, especially for young trees. Mulch should be 12 inches in radius and 2-4 inches high, as water cannot penetrate when mulch is too deep. Too much mulch starves the tree of oxygen. Mulch should not be compacted, should be left loose. Roots growing out of the mulch should be clipped. They felt this should be taken care of soon. Manager Schmidt will speak with DPW.

6. Approval of Parks & Recreation Regular Meeting Minutes of July 11, 2018:

Motion by **Nelson**, second by **Brown**, to approve the Parks & Recreation Commission meeting minutes of July 11, 2018 as presented. **Motion passed by voice vote.**

7. Action Items

7a. Appointment of Chair and Vice Chair:

Motion by **Nelson**, second by **Hall**, to appoint Commissioner Wolf as Chair of the Parks & Recreation Commission. **Motion passed by voice vote.**

Motion by **Hall**, second by **Brown**, to appoint Commissioner Nelson as Vice Chair of the Parks & Recreation Commission. **Motion passed by voice vote.**

7b. 5-Year Parks & Recreation Master Plan Update

Manager Schmidt reported the City is in need of updating its five-year parks and recreation plan with the current plan expiring at the end of the calendar year. A new plan is due to the Michigan Department of Natural Resources by February 1, 2019 in order for the City to be eligible for State-funded grants in 2019 and beyond. Manager Schmidt is proposing that we complete the plan in-house. The City has an existing plan completed in-house with the Parks and Recreation Commission during the last five-year update in 2014, which could be used as a starting point.

Erin Schlutow, community planner with McKenna, reviewed McKenna's proposal to complete this plan at a cost of \$8,000.

Manager Schmidt stated that the public input process is very important to the DNR, so the primary question to the Commission is what methods should be used to gather public input for the plan update.

Ideas for public input include – online survey as well as paper survey availability, social media, sporting events, roundtables, field days, senior center, community events, Chamber of Commerce, etc.

It was mentioned that in 2012, Williamston High School students did a youth recreation survey with high school, middle school and elementary students, and presented their findings to the Parks and Recreation Commission at that time.

Motion by **Markstrom**, second by **Hall**, to recommend to Williamston City Council that the Parks and Recreation Master Plan be done in-house with some additional outside professional consulting to be utilized with a price to be determined between the City Manager and McKenna. **Motion passed by voice vote.**

8. Discussion Items

8a. Memorial Park Standards:

Commissioner Hall inquired if there was a consistency with park standards such as picnic tables, etc. Commissioner Brown said the City of Lansing has parks standards.

Manager Schmidt said he cannot see the need to develop park standards, but communication should take place with City Staff and/or the Parks and Recreation Commission to coordinate items in parks.

Chairman Wolf mentioned perhaps park picnic tables could be stacked during winter months, to better protect them from the elements.

10. Staff Reports

Manager Schmidt reviewed his written report included in the packet. An additional item is a pavilion replacement in McCormick Park budgeted for this fiscal year. Sealed document drawings/bids will be requested.

11. Audience Participation:

Tammy Scott said that the Chamber of Commerce can help promote a community survey.

11. Member Comments:

Commissioner Hall said next week the Vietnam Traveling Wall will be in Howell, Thursday-Sunday, 24 hours a day, free, at the Howell Airport.

Commissioner Brown felt we can do a lot ourselves for a community survey with some professional experience and felt we need both written and on-line surveys available. She mentioned Tony Conley as a possibility for a Parks commissioner. She inquired if Parks does anything with sports. At this time, the City has a contract with Meridian Township Parks and Recreation to manage sports.

Commissioner Markstrom stated this is his first Parks and Recreation Meeting and looks forward to helping. Commissioners welcomed him.

Commissioner Nelson thanked everyone for their help with National Night Out. She estimated 8,000 people. Next year will be the tenth anniversary of National Night Out and it will be bigger and better. She thanked Kent Hall for Honor for All and all that he does. She said the Williamston Kiwanis are having a yard sale August 24-25 at D & W parking lot.

Chairman Wolf said Taste of Williamston is September 20 in the showroom at D & G Equipment, raising funds for Weekend Survival Kits. He stated there are now two vacancies on Parks. The Williamston Area Beautification Fund concluded their Concerts in the Park season. He thanked all involved with National Night Out as it really shows off the Park and the City. He wanted to give his personal comments on Jane Reagan not being reappointed to the Parks and Recreation Commission by City Council. He was disappointed, as he feels some things should be put aside and should keep positive. Everyone on this commission brings a great diversity. He felt Ms. Reagan had lots of knowledge and professionalism and was a great resource.

12. Adjournment:

Meeting Adjourned at 8:10 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A PARKS AND RECREATION COMMISSION MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: _____
Barbara J. Burke, City Deputy Clerk

Date Approved: _____