

**VILLAGE OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MINUTES
April 16, 2013**

The regular meeting of the Village of Dexter Parks and Recreation Commission was called to order by Chair Brassow at 7:03 pm at the Village offices, 8123 Main Street.

ROLL CALL

Present: Randy Hermann, Toni Henkemeyer, John Coy, Chair Brian Brassow, Donna Fisher (Ex Officio)

Absent: Becky Murillo, Colleen Moore

APPROVAL OF THE MINUTES – March 19, 2013 Parks and Recreation Commission minutes

Moved, Hermann, support Fisher to approve the minutes as amended changing “jeep” to “keep” under Chair communications.
Motion Carried

APPROVAL OF AGENDA

Moved Fisher, support Henkemeyer to approve the agenda as presented.
Motion Carried

PUBLIC HEARINGS - NONE

CITIZENS WISHING TO ADDRESS THE COMMISSION - NONE

REPORTS AND COMMUNICATION

- A. Chair
 - a. Dexter Daze Update: Committee planning for more family oriented activities for Mill Creek Park area. Goal to keep families in town for festival; tentative events include RC air show, 2 musical acts, mini sports camp for kids, bounce houses, etc. Details and confirmations should be received over next month. Chair Brassow also asked for feedback on a potential temporary band shelter for over the amphitheater. The Commission discussed the examples and gave direction on what they preferred based on need, cost and size of the space. Chair Brassow will refine the recommendation prior to bringing it back to the Commission for a formal recommendation to Council.
- B. Commissioners and Ex Officio
 - a. John Coy – reported that Tree Board met and planning for annual planting project and tree trimming activities. Mentioned that this morning the locations were staked along Bishop Circle, Second Street, and Dan Hoey Road. John also mentioned the Rotary Club and Faith in Action Planting that will occur the weekend of April 27th if there were any volunteers.
- C. Community Development Office Report – A report was included in the packet, that included, but was not limited to:
 - a. Mill Creek Park update – Landscaping maintenance budget was discussed in more detail under the budget discussion; the Commission also discussed hosting a workday prior to Dexter Daze to make sure the park looks great.
 - b. Connecting Communities Grant – No updates other than staff shared the map that shows the 2 routes and alignments through town and gave an update that the DPW site and trail is being presented to legislators to see if they can get MDOT to change the direction that they have initially given which would allow for the DPW Drive and the trail to be separate, resulting in a trail alignment closer to the Railroad tracks.
 - c. Monument Park Bathroom Enclosure - \$750 in donations received to date; construction to start the week of the 15th and be completed within one week.
 - d. Passport Grant – Staff shared 2 letters of support that were received from State Representative Driskoll and the Huron farms Home Owners Association. The grant was submitted prior to the April 1 deadline. Notification of award would not likely occur until Fall 2013.
 - e. Bike Rack locations – staff still working on an inventory and installation plan – no update. Staff continues to participate in the meetings to make sure that parks projects get implemented with the next round of plan updates.
 - f. CIP Adopted by the Planning Commission on April 1, 2013.

OLD BUSINESS

- A. Discussion of: FY 2013-2014 Budget Recommendations

The Commission discussed the proposed budget and made a few changes, including elimination of the Mill Creek Park Phase 2 Natural Trail Development (not a funding priority at this time for the PaRC); increase the Mill Creek Park landscaping to \$12,500 to include maintenance at all parks; Change Dexter Daze Event Sponsorship to Partnership given the goal to help increase the recognition of the parks; add annual monitoring \$2,300 as required by the MDEQ for the Mill Creek rick vein structures. The Commission discussed the importance of maintaining our parks and moving from development to maintenance. The Commission also considered creating an “Adopt a Bed” program to get assistance from local groups on landscaping bed care and maintenance.

Moved Hermann, support Henkemeyer to recommend Council use the FY2013-14 Parks and Recreation Commission Budget Request when developing the Village FY13-14 Budget.

Motion Carried

- B. Discussion of: **3rd Annual Easter Extravaganza Close Out**
214 Participants
 - Thank you to volunteers posted on Facebook along with photos
 - Other – Need to add waiver for use of photos on tickets
 - double area so that kids can disperse more; consider additional eggs (about 1/3rd more)
 - Plan to have bags to hand out just in case although most people bring their own
 - Need more ribbon for next year to separate areas
 - There should be more of an intro for the second group, make more climactic; consider having Easter Bunny do the start
 - Face painters a huge success – need to have

- C. Discussion of: **Mill Creek Park – Phase 2 Natural Trail Development – John Coy**

Commissioner Coy shared some photographs that he has taken on his site visits. Coy, along with Henkemeyer and Hermann have all walked the site and expressed their desire to keep the area natural. The area provides a unique natural area experience for users immediately outside of the downtown. The Commission agrees that a vision session for future development may be necessary as plans for Mill Creek Park Phase 2 progress, however at this time the Commission does not plan to invest any money or time into improvements. Communication with the school regarding the outdoor lab is still ongoing and must be considered when accessing the schools property. Consideration should also be given to working with Eagle Scouts to assist in any development in the future. Staff has received a quote from Parks Consultant JJR and a conceptual plan, visioning session and cost estimate would likely cost around \$12,500. No further discussion is anticipated at this time.

NEW BUSINESS

- A. Discussion of: **Mill Creek Park Stoned Based Kiosks**

The Commission discussed the DRAFT panels for the proposed and budgeted for 4 sided and 2 sided stone based kiosks. The proposed panels that the Commission has directed staff to proceed on are:

<u>4 sided</u>	<u>2 sided</u>
Welcome to Mill Creek Park	Border to Border Panel including map
HRWC Water Trails	Village Destination Map (includes points of interest, etc.)
MNRTF Sign and Bulletin Board	
Border to Border including map	

The Commission evaluated the proposed size and wants the sign sizes reduced to 24" x 36"
 Change the map on the Welcome sign to a photograph since the B2B sign will have a map
 Change the Water Trails sign background to tan to match the remaining tan backgrounds
 Staff presented a draft B2B map as provided by Washtenaw County, several staff comments were reviewed and the Commission conferred, staff will work with the County to provide revised DRAFTS for review at the next meeting.

Staff will work with the sign company on the changes and Washtenaw County on the B2B and destination map; the project is in the FY 12-13 budget and the goal would be to have installation complete by June 30th. Following PaRC recommendation staff will present the signs to the Village Council for final approval.

CITIZENS WISHING TO ADDRESS THE COMMISSION - NONE

PROPOSED BUSINESS FOR NEXT MEETING

- A. Park Development Updates – Mill Creek Park Signage – Recommendation to Council for Stone based kiosks
- B. Mill Creek Park Workday
- C. Bike Rack Inventory and plan - TBD
- D. Segment D1 Site Plan Update
- E. Donation Guidelines and Volunteer Management Plan - TBD
- F. Dexter Daze Amphitheatre Tent Recommendation

ADJOURNMENT at 9:00

Respectfully Submitted

Filing Approved 5-21-13

Allison Bishop, AICP
 Community Development Manager
 PaRC Staff Liaison