

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING**

Tuesday, March 19, 2016 @ 7:00 PM

**Location: Dexter City Offices, 8123 Main St.
PNC Bank, Second Floor – Enter at rear door**

A G E N D A

- 1. CALL TO ORDER**
- 2. ROLL CALL**

Becky Murillo - Chair	Michael Cavanaugh
Toni Henkemeyer	Paul Arnold
Ray Tell – Ex Officio	Joy Gee
- 3. APPROVAL OF THE MINUTES – March 15, 2016**
- 4. APPROVAL OF AGENDA**
- 5. CITIZENS WISHING TO ADDRESS THE COMMISSION**
- 6. REPORTS AND COMMUNICATION**
 - A. Chair
 - a. 5-H Coalition
 - B. Commissioners and Ex Officio
 - a. Tree Board
 - b. City Council
 - c. Art Selection Committee
 - C. Staff Report
- 7. NEW BUSINESS**
 - A. Introduction of New Members
 - B. Discussion of: Recent Past Projects and Current On-Going Projects
 - C. Discussion of: Parks and Recreation Budget
 - D. Consideration of: Appointment of Parks and Recreation Commission Members to Other Committees
 - E. Discussion of: ADA Projects Plan
- 8. OLD BUSINESS**
 - A. Discussion of: Park Maintenance Requests
- 9. CITIZENS WISHING TO ADDRESS THE COMMISSION**
- 10. PROPOSED BUSINESS FOR FUTURE MEETINGS**
- 11. ADJOURNMENT**

ANNUAL REVIEW SCHEDULE

March/July – Annual Budget Review

November – Master Plan, Goals, Objectives and Strategies Review

January – Capital Improvements Plan (CIP) Review

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
March 15, 2016**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:012 pm at the City Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Ray Tell, Michael Cavanaugh, and Toni Henkemeyer

Commissioners Absent: Ellen Han, John Coy

Other Present: Justin Breyer, Assistant to the City Manager

APPROVAL OF THE MINUTES

Motion by Henkemeyer, Seconded by Cavanaugh to approve the minutes from February 16, 2016.

Motion Adopted

APPROVAL OF AGENDA

Motion by Murillo, Seconded by Henkemeyer to approve the agenda as presented.

Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

REPORTS AND COMMUNICATION

A. CHAIR

Becky Murillo reported that the 5-H Coalition would be starting a yoga class on Thursdays, Fridays, and Saturdays. She reported that the program would need a new name and still needs to get permits from the City. The program would run June through August.

B. COMMISSIONERS AND EX-OFFICIO

Tree Board - None

Ex Officio - None

Art Selection – Toni Henkemeyer stated that there had been no meetings since she was appointed to the Committee. Justin Breyer stated that the meeting that was scheduled had to be cancelled due to weather, but that a new date was going to be selected.

C. STAFF REPORT

Justin Breyer submitted his report per the packet. He reported that the Parks and Recreation Master Plan had been submitted and that the City received a response from the State that the Plan was well received.

He also reported that he had spoken with the Department of Public Works and the ice rink would be coming down within the next two weeks.

Justin Breyer also reported that the Planning Commission set a public hearing date for the Capital Improvements Plan and that they had removed the language regarding the Community Park path extension from the Plan. He suggested that if any members of the Parks and Recreation Commission had strong feelings about the project that they attend the next Planning Commission meeting.

NEW BUSINESS

A. DISCUSSION OF: FIRST STREET PARK PLAN

Justin Breyer reported that at the last City Council goal setting session meeting City Council had discussed the First Street Park shelter and was interested in seeing a strategic plan for the Park before approving the expenditure for the structure. Mr. Breyer also stated that one of the ideas to come out of the meeting was to engage a local planning student to develop the plan as a part of a class project. The Commission discussed the timing of the project, how it would affect stakeholders, and potential costs. The Commission provided consensus that staff move forward with recruiting a local planning student to develop the Plan.

B. DISCUSSION OF: MILL CREEK PARK PHASE 2

Justin Breyer reported that the City received news that the Washtenaw Area Transportation Study (WATS) would be removing the Mill Creek Park Phase 2 Trail project from their Transportation Improvements Program (TIP) plan. This means that the City would no longer be receiving the \$180,000 grant. Mr. Breyer also reported that Paul Evanoff would be moving forward with the wetland delineation project through the summer and that several local organizations would be applying for Michigan Department of Natural Resources Trust Fund grants. The Commission discussed the consequences of this information and provided consensus to not apply for the MDNR Trust Fund grant in 2016.

C. DISCUSSION OF: HANDICAP ACCESSIBILITY REQUIREMENTS

Justin Breyer presented information related to Americans with Disabilities Act standards for playgrounds. The Commission discussed how this information could be used to make decisions on current and proposed parks projects. The Commission discussed the status of a handicap accessible picnic table that used to be located in Mill Creek Park. Mr. Breyer indicated that there was discussion at the Farmers Market and Community Garden Oversight Committee meeting about interest in locating the handicap accessible table. The Commission discussed decorative concrete and brick types and how they relate to ADA accessibility. The Commission then discussed having an evaluation conducted about ADA accessibility of existing parks.

D. DISCUSSION OF: PARKS AND RECREATION BUDGET

The Commission discussed a variety of budget-related topics and projects. This conversation included:

- Annually purchasing a new liner for the winter ice rink. Moving the ice rink to Mill Creek Park and having it close after dusk. No new lights should be purchased for the ice rink;
- Researching the port-o-potty contract;
- Not engaging SmithGroupJJR for Task 3 of their proposal. Seek a quote from PlantWise or other groups for a plan and plantings along the hill;
- Include \$3,000 for pedestrian counter installations;

- Include \$10,000 for ADA improvements. This could also be used as a grant match for a larger ADA-related project.
- \$15,000 to implement a plan for First Street Park. This may include installation of a shelter and signage improvements.
- \$2,500 for PlantWise maintenance of the rain gardens along Jeffords;
- \$3,000 for benches at Lion's Park

Motion by Murillo, Seconded by Henkemeyer to recommend to City Council the Parks and Recreation budget for 2016-2017 as discussed.

Ayes: Murillo, Henkemeyer, Cavanaugh, Tell

Nays: None

Motion Adopted

OLD BUSINESS

A. DISCUSSION OF: PARK MAINTENANCE REQUESTS

None

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

None

ADJOURNMENT

Motion by Murillo, Seconded by Henkemeyer to adjourn at 9:20 pm

Motion Adopted

Justin Breyer

Assistant to the City Manager



CITY OF DEXTER
PARKS AND RECREATION COMMISSION

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MEMORANDUM

TO: Parks and Recreation Commission
FROM: Justin Breyer, Assistant to the City Manager
RE: REPORT
DATE: April 19, 2016

New Parks and Recreation Commission Members

Since the last meeting, we have had two resignations and two appointments to the Parks and Recreation Commission. John Coy and Ellen Han have both resigned from the Commission. At their meeting on March 28th, City Council appointed Paul Arnold and Joy Gee to serve on the Commission. With the addition of several new members over the last few months, we may wish to take some time at the April meeting to 1) make introductions, 2) review previous and on-going projects, and 3) review last month's budget recommendation.

Parks and Recreation Master Plan

After submitting approved minutes to the Michigan Department of Natural Resources, the State has approved the City's Parks and Recreation Master Plan. I would like to thank the Parks and Recreation Commission for their assistance in developing the Plan.

Lion's Park Installation

I have set a tentative date of Saturday, June 18th for the installation of the Lions Park playground equipment. I have created a Sign-Up Genius page to coordinate volunteers for the event. That page can be found here: <http://www.signupgenius.com/go/20f0a45a4af2ca0fe3-community>. As of April 15th, we have had 23 people sign-up, including nine members of the Lions Club and 10 people from Northern United Brewing Company. I was also contacted by the manager of Aubree's, who was interested in donating pizzas for the event.

I have also submitted a soil erosion permit to Washtenaw County so that we can proceed with grading the site. Knight's Excavating and Grading has volunteered to do the work at no charge. That work should take place within the next two weeks.

Winter Ice Rink

The Winter Ice Rink has been removed.

Capital Improvements Plan

At their April 4th meeting the Planning Commission voted to approve the Capital Improvements Plan with the Community Park path extension excluded from the Plan.

Mill Creek Park Trail Phase 2 and TIP Grant Funding

Since the last Parks and Recreation Commission meeting, staff has learned that the Washtenaw Area Transportation Study (WATS) will likely be removing the Mill Creek Park Trail Phase 2 from their Transpiration Improvement Program (TIP) funding plan. The project had been planned to receive approximately \$180,000 for the 2016-2017 fiscal year. Despite the project's survival in the plan after several rounds of project reviews, during the week of March 7th, staff was informed that WATS would likely be removing our project from their funding plan.

First Street Park

City Council held a public hearing regarding the Michigan Department of Natural Resources Trust Fund grant application on March 28th. No one came to speak and no action was taken. Per conversations held at previous Parks and Recreation Commission meetings and City Council meetings, the City did not apply for a MDNR Trust Fund grant for 2016.

I have been informed that Paul Evanoff will begin the wetland delineation study the week of April 18th. That study will run throughout the summer. If anything eventful comes up relating to this project, I will keep the Parks and Recreation Commission informed.

ADA Requirements

City Manager Courtney Nicholls and I met with Terry VanDoren of the Michigan Municipal Risk Management Association (MMRMA) and spoke with him about performing a review of the City's parks for ADA compliance. He stated that he would be willing to come out and help the City develop a list of improvements that may need to be made. I am hoping that that meeting will take place within the next few weeks.

I was also contacted by the mother of an Eagle Scout who was trying to find projects for her son. I informed her that we are looking into ADA projects, and that once Terry VanDoren comes out that we may have a list of projects that may be appropriate for Eagle Scouts.

Pedestrian Counters

The Washtenaw Area Transportation Study (WATS) has placed the order for the City's pedestrian counters. WATS will store the counters until the City is ready for their installation after July 1, 2016.

Please feel free to contact me prior to the meeting with any questions, etc.

Thank you.