

CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
Tuesday, February 18, 2020 @ 7:00 PM
Location: Dexter Senior Center
7720 Ann Arbor St., Dexter, MI 48130

A G E N D A

1. CALL TO ORDER

2. ROLL CALL

Becky Murillo - Chair
Scott Bell – Ex Officio
Ronald Miller

Toni Henkemeyer – Vice Chair
Anne Marques
Joanne Wagner

Student Representatives
Adam Hauser

Nicholas Williamson

3. APPROVAL OF THE MINUTES – JANUARY 22, 2020

4. APPROVAL OF AGENDA

5. CITIZENS WISHING TO ADDRESS THE COMMISSION

6. REPORTS AND COMMUNICATION

- A. Chair
 - a. Huron Waterloo Pathways Initiative
- B. Commissioners and Ex Officio
 - a. Tree Board
 - b. City Council
 - c. Art Selection Committee
 - d. Student Representatives
- C. Staff Report

7. NEW BUSINESS

- A. Discussion of: Easter Eggstravaganza
- B. Discussion of: All Committee Meeting
- C. Discussion of: 2021 – 2026 Master Plan Update

8. OLD BUSINESS

- A. Discussion of: Park Maintenance Requests

9. CITIZENS WISHING TO ADDRESS THE COMMISSION

10. PROPOSED BUSINESS FOR FUTURE MEETINGS

11. ADJOURNMENT

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
JANUARY 22, 2020**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:00pm at the Dexter Senior Center, 7720 Ann Arbor St.

ROLL CALL

Commissioners Present: Murillo, Wagner, Bell, Marques, and Miller

Commissioners Absent: Henkemeyer

Student Representatives Present: Hauser and Williamson

Student Representatives Absent: None

Others Present: Justin Breyer, City Clerk and Assistant to the City Manager; Sandy Zalmout and the Dexter Robotics Team; Bill Phillips with Ann Arbor Trout Unlimited

APPROVAL OF THE MINUTES

Motion by Miller Seconded by Marques to approve the minutes from November 12, 2019 as presented with the following changes:

- Update “Anne” to “Marques” under Adjournment

Unanimous Voice Vote
Motion Adopted

APPROVAL OF AGENDA

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

Unanimous Voice Vote
Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

Sandy Zalmout introduced herself and the Dexter Robotics Team. She indicated that their goal is to develop a robot and compete, but also to work towards developing a community project, which may include a handicap accessible playground. Wants to develop adaptive equipment for Mill Creek Park North playground. She indicated that the Robotics Team may be able to assist with fundraising.

The Commission discussed that the Capital Improvements Plan is on the agenda and its relationship to the proposed project. The Commission discussed the potential for a community build project.

Bill Phillips reported on the efforts of Ann Arbor Trout Unlimited organization in Mill Creek, including brown trout stocking, electro-shocking, woody debris management, and working with students. He also presented a concept related to planting trees and shrubs along the Creek.

REPORTS AND COMMUNICATION

A. CHAIR

Huron Waterloo Pathways Initiative – None

B. COMMISSIONERS AND EX-OFFICIO

Tree Board – Joanne Wagner reported that the Tree Board met in December to recommend the tree bid to City Council. The Tree Board would like to meet with the Parks and Recreation Commission to discuss trees to be planted in Phase 2. The Tree Board would also like to get student representatives, and would like to work more with the Dexter Garden Club. She also discussed Arbor Day and making it more accessible to the community. The Tree Board is also looking to move tree planting to the spring.

City Council – None

Art Selection Committee –

Student Representatives – School Newspaper (Squall) does schoolwide surveys and e-mail.

D. STAFF REPORT

Justin Breyer submitted his report per the packet. Mr. Breyer updated the Commission on the following items:

- Mill Creek Park Phase 2
- First Street Park
- All Committee Meeting
- Border to Border Trail Connector Project

NEW BUSINESS

A. DISCUSSION OF: CIP DISCUSSION

Motion by Murillo, seconded by Wagner to recommend to City Council the Capital Improvements Plan items as presented with the following corrections:

- 2.01 – Remove “Court Shelter”
- 2.02 – Add repair of the stairs that was completed this last year. Would like to add a dog waste station near the portable toilets.
- 2.03 – Update the cost. Update the description.
- 2.04 – Update description to identify Phase 3, along with Timeline. Start discussion at Parks and Recreation starting in 2022.
- Mill Creek Trail Phase 3 – Update to start in 2022
- Update Mill Creek Park Playground 2021
- 2.05 – Update to reference First Street Park Plan
- 2.06 – Expand border. Keep swings and rock. Add accessible equipment. Add accessible walkway. Remove “handicap” reword to “inclusive equipment”. Are there other grants for accessible play equipment? Raise cost to \$100,000.
- 2.07 – Update Mill Creek Park 4-way kiosk with “Mill Creek Park”

Unanimous voice vote approval.

B. DISCUSSION OF: 2021 – 2026 MASTER PLAN UPDATE

The Commission discussed the upcoming Parks and Recreation Master Plan update, including:

- What are the Commission is looking to learn from the public;
- Public Survey Questions:
 - Add outdoor swimming pool/splash pad to list of project options;
 - Add item about First Street Park to #6 – something beyond what is already there;
 - Do you have any ideas for additional planned recreational events (i.e. something like the Easter Egg Hunt);
 - Expand the ice rink to something more professional (i.e. industrial chiller);
 - What other types of recreation would you like to see supported?;
 - Slightly modified survey for Dexter Schools;
 - Question on age;
 - Question regarding residency – do you include reference to the Schools?

C. DISCUSSION OF: EASTER EGGSTRAVAGANZA

The Commission discussed the 2020 Easter Eggstravaganza, including:

- Egg stuffing order;
- Have face painters back;
- Provide specific timeline to face painters;
- Ask Lions to assist with parking.

D. DISCUSSION OF: BICYCLE REPAIR STAND

The Commission discussed the location of the bicycle repair stand donation.

E. DISCUSSION OF: ICE RINK

Investigate operation costs, power needs, and staffing needs for a refrigerated ice rink.

OLD BUSINESS

None

PARKS MAINTENANCE REQUESTS

None

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

- Master Plan
- Easter Eggstravaganza

ADJOURNMENT

Motion by Murilo, Seconded by Wagner adjourn the meeting at 9:27pm.

Unanimous Voice Vote

Motion Adopted

Justin Breyer

City Clerk and Assistant to the City Manager

STAFF REPORT

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager/Clerk

Date: February 18, 2020

Mill Creek Park Phase 2

Staff received the notice of bid results from MDOT for the Mill Creek Park Phase 2 project. The low bidder was L.J. Construction, Inc. at \$1,208,246.50. The following is an estimated timeline of the remainder of the project:

- A Pre-Construction meeting has been set with the contractor for February 26, 2020
- February – March 31: Pre-Construction Meeting, Site Prep, Clearing, Earth Excavation, Helical Pier Installation, Boardwalk Construction
- April – June 30: Earth Excavation, Base Prep, Helical Pier Installation, Boardwalk Construction
- July – July 31: Asphalt Paving, Gravel Shoulders, Seeding, Mulching

Border to Border Trail Connector Project

A work session to discuss the hydraulic analysis and the Border-to-Border Trail crossing from Mill Creek Park to Dexter-Chelsea Rd. has been planned at the City Council meeting on Monday, February 24th. Staff has invited representatives of SmithGroup, Washtenaw County Parks, and the Huron Waterloo Pathways Initiative.

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager/Clerk

Re: Discussion of: Easter Eggstravaganza

Date: February 14, 2020

The 2020 Easter Eggstravaganza will take place on Saturday, April 11th. The City will begin advertising ticket sales in a few weeks. We will need to begin planning:

- Egg and candy ordering – Staff is planning to place a similar order to last year.
- Egg stuffing – Staff has reached out to Girl Scouts about egg stuffing.
- Procuring live bunnies – Becky has reached out to family with live bunnies.
- Who will wear the bunny costume – Joanne has offered to wear the bunny costume again.
- Car parking – Staff has reached out to the Dexter Lions Club about assistance with parking cars.
- Cleaning eggs
- Face painting – staff has reached out to last year's face painters to book them for this year.

Easter Eggstravaganza Checklist

Task	Complete?
Event Preparations	
Meet with DPW about supplies, lawn mowing, and port-o-potties	
Contact Lions Club about volunteers to assist with parking and day- of set-up	x
Contact LaFontaine about providing day-of parking spaces	
Order port-o-potties to be opened and/or cleaned	
Have DPW reach out to Bruce (former DPW) about providing live bunnies	x
Reach out to Funtastic Faces by Diane to book facepainting	x
Bunny Costume	
Determine who will be the bunny	x
Verify bunny suit is clean (blue suit bag)	
Get bunny suit to person that is going to play the bunny	
Egg Stuffing	
Contact Girl Scouts and Dexter Senior Center about egg stuffing	x
Coordinate the cleaning of prior years' empty eggs	
Place order for empty eggs and egg stuffing materials from Fun Express	
Separate younger child and older child stuffing materials	
Coordinate pick-up/drop-off of egg stuffing material and empty eggs with volunteers	
Have DPW get stuffed eggs for day-of delivery with rest of supplies	
Tickets	
Update tickets	
Print 300 tickets	
Contact Dexter Creamery about selling tickets to event	
Advertising	
Update advertising flyer	
Kiosk Postings	
Website	
E-mail Update	
City Newsletter	
Facebook	
Free online event websites	
WeLoveDexter, Sun Times, etc.	
Dexter Creamery	
Day-of Set-up	
Distributing eggs	
Set out signage (0-4, 5+, Facepainting, Check-In)	
Tape rope for egg scramble areas	
Set out empty clear plastic totes for recycling eggs	
Check-in Table	
Facepainting Table and chairs	
Area for live bunnies (typically a picnic table)	
Egg stakes to outline the walking path	
After Event	
Put cash and checks into Cash Receipting	
Send Thank You Letters to Sponsors and Volunteers	



Please sign and date the service agreement and return it to Funtastic Faces immediately (fax or email). Your day will only be held for one week without the signed agreement.

Date: March 26, 2019

E-mail: jbreyer@dextermi.gov

Client's Name: City of Dexter

Contact Person: Justin Breyer

Client Address:

Phone: 734-580-2234

Alt. Phone:

Date of Event: Saturday, April 20,, 2019

Event Description:

Easter Event

Address of Event:

Community Park (behind LaFontaine Chevrolet)

7120 Dexter-Ann Arbor Rd.

Dexter, MI 48130

Time artist(s) begin:

Time artist(s) ends:

Total Face Painting Hours: 1.5 Hours

Number of Artists: 2 Artists

TOTAL AMOUNT TO BE PAID ON THE DAY OF THE EVENT.....\$290

1. General

Artist will arrive 15-20 minutes early for set up and will be professionally dressed

2. Payment

Payment in full is due on the day of the event. A late fee of \$25 per week, will be charged if payment is not received on the day of the event. Cash or check is preferred. If you cannot pay by cash or check, please let me know **BEFORE** the event. We cannot accept credit card payments on site.

3. Cancellation

Should the Client for any reason cancel or postpone, there will be a cancellation fee of \$25 for each date canceled or postponed.

4. Overtime

Our services are charged on the basis of time. **It is the Client's responsibility to book the appropriate amount of time and/or artists to allow all guests to be painted.** In the event that all guests are not painted, it is up to the artist to determine if they are able to stay longer. If the artist stays for any time beyond the contracted time, the Client will be charged \$25 per every 15 minutes.

5. Returned Checks

There will be a \$30 fee for returned checks.

6. Parking

Parking must be provided for the artist near the event location so that equipment may be unloaded. If arrangements cannot be made for parking close to the location, the client agrees to provide people/person to unload equipment and deliver to painting location. The Client will reimburse the artist for any parking fees or park entrance fees for state parks.

7. Extreme/Adverse Working Conditions

The Artist has the right to cease painting and leave without refunding any monies if there are extreme adverse working conditions that the Client fails to remedy after it has been brought to their attention. Adverse conditions include but are not limited to: destructive, violent or extreme inappropriate behavior of a child or adult, illegal activities, vulgar, obscene or offensive music or language and/or dangerous conditions.

8. Line Management/Ending the Line

For large events (75 or more), it is recommended that the Client provide a volunteer to manage the line. If this is not possible, the artist will end the line by marking each child's hand that is in line at **whatever time they feel is appropriate for them to end on time**. For example, ending the line at 6:45 with an end time of 7:30. The artist will not paint past the time scheduled, unless the Client agrees to pay overtime. It is the client's responsibility to handle any situations that arise due to the line being ended (unruly parents).

9. Liability Statement

The Artist is not liable for allergic reaction to paints. It is the parent's responsibility to notify the artist if their child has sensitive skin. For sanitary reasons, artists will not paint on anyone who is or appears to be sick or be suffering from: cold sores, eczema, open wounds, or any infections of the skin. Artists will use reasonable care, but is not responsible for damage to clothing or property. **The Artist will not supervise children.** The behavior and safety of children is the responsibility of the parent.

I have read, understand, and accept the above liability statement and the conditions of this agreement. I accept that the details of this agreement are accurate.

Client Signature

Printed Name

Signature

Date

www.paintfuntastic.com

Ph: 313-550-0870

Fax: 313-429-7609

756 N. Mansfield St.

Ypsilanti, MI 48197

For Office Use Only

Artist (s) _____ Base Salary _____ Gas/Miles _____

Signed Agreement Rcvd _____ Advertising _____

Notes: _____

