

1. November Parks And Recreation Meeting Packet

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[NOVEMBER PARKS AND RECREATION MEETING.PDF](#)



City of Ypsilanti

Parks & Recreation Commission

NOTICE OF MEETING

Date: November 14, 2017

Time: 7:00 p.m.

Location: Ypsilanti Senior Center, 1015 N. Congress St Ypsilanti MI, 48197

AGENDA

1. Call To Order
2. Approval of Agenda
3. Approval of the Minutes – August 8, 2017 and October 10, 2017
4. Introductions / Public Comment –
5. Old Business
 - a. Adopt-A-Park Updates
 - i. Candy Cane – College Heights Neighborhood
 - ii. Peninsular Park – Eagle Scout Project Cancelled
 - iii. Frog Island – Bronze Beauties
 - b. Friends Group Updates
 - i. Rutherford Pool
 - ii. Senior Center
 - iii. Ypsi Baseball Project
 - c. City of Ypsilanti Updates
 - d. Commission Sponsored Events
 - i. Ypsilanti Fall River Day Debrief
 - e. Recreation Programming
 - i. Ann Arbor YMCA Partnership – Summer Park Fitness
 - ii. EMU Partnerships
 - f. Heritage Festival Park Projects
 - g. Trail Town Strategic Plan
 - h. New Commissioner Packet
 - i. By-Laws & Committees
 - j. Other Old Business
6. New Business
 - a. Trail Town Meeting
 - b. Scotts Grant
 - c. 2018 Meeting Schedule
 - d. Red Wings Partnership



Parks & Recreation

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- e. EMU Greek Life Street Clean Up Project
- f. Commission Logo
- 7. Partner Updates
 - a. Ypsilanti Trail Town
- 8. Other Business
- 9. Commissioner Comments / Announcements
- 10. Adjournment



City of Ypsilanti

Parks & Recreation Commission

NOTICE OF MEETING

Date: August 8, 2017

Time: 7:00pm

Location: Spark East 215 W. Michigan Avenue Ypsilanti, MI 48197

1. **Call to Order** The meeting was called to order at 7:09pm, August 8, 2017 at Spark East 215 W. Michigan Avenue Ypsilanti, MI 48197. Commissioners in attendance were Conan Malmer, Evan Sweet, Cathy Thorburn Kurt Kohlmann, and Ashanti Harris. Also present was Joe Meyer, City of Ypsilanti Commission Liaison and visitor Colette Hemker from YMCA.
2. **Approval of Agenda** Motion of approval by Commissioner Malmer and seconded by Commissioner Barrie.
3. **Approval of Minutes** June's minutes motion of approval by Commissioner Kohlmann and seconded by Commissioner Barrie. July's minutes motion of approval by Commissioner Malmer and seconded by Commissioner Barrie.
4. **Introductions and Public Comment:** None
5. **Old Business**
 - a. **Adopt-A-Park updates**
 - i. **Candy Cane-** Commissioner Sweet has been in email contact with Peter Church. Peter stated that they have raised \$200 for flowers to plant in the area of the tennis court. There is also interest in putting up an historical marker to recognize the first female allowed to play little league with boys. There was a request through the park Facebook page to have mulch delivered for safety and attractiveness. The City will be contacted to look into the situation.
 - ii. **Pennisular** Park-Anne Brown is looking into have a youth group connected with Washtenaw County Sheriff's Office to pick up trash. They will participate before Fall is over. Commissioner Sweet spoke with Brad about the hole in the pavilion and Brad is aware of the issue.
 - iii. **Prospect Park-** Commissioner Sweet sent the check from EMU to the Prospect Skate Park as a donation to their cause.

- iv. **Frog Island-** The Bronze Beauties are looking to recruit more members to help with the clean up. They are still committed to working one day a month

b. Friends Groups Updates

- i. **Rutherford Pool-** Commissioner Thorburn reported that it has been a cooler summer than expected. Numbers are likely down. She also reported on the Meet Up and Eat Up program that Food Gatherers asked the pool to host.
- ii. **Senior Center-** Commissioner Sweet stated there hadn't been a meeting since his last report. He said that \$500 was brought in with \$300 of it being profit. The Center is also hosting a quilt raffle. Tickets are on sale through the Heritage Festival. \$1400 has been raised so far.
- iii. **Ypsilanti Baseball Project-** Commissioner Malmer reported that he will be working on Parkridge and the two fields at Recreation Park this weekend. He will have water sprayed on the soil and turn over the soil in hopes of keeping the weeds contained. Delux Rental has donated equipment.

c. City of Ypsilanti Updates

City liaison Meyers reported on the \$125,000 grant from Washtenaw County that was awarded to the City for the playground to be built in Riverside Park. A final design will need to be presented at a public hearing. Commissioner Barrie will attend a meeting tomorrow and report back to the commission.

d. Commission Sponsored Events

- i. **Ypsilanti Fall River Day** September 24th Commissioner Sweet distributed flyers, posters and bookmarks for the event. There is still an issue regarding where the take out will be.

e. Recreation Programming

- i. **Ann Arbor YMCA Partnership-** Colette reported that attendance in the adult summer programming in the park has increased since Blue Cross sent their letter out regarding paying for the event. Sept 19 in Candy Cane park is Hula Hooping and October 16 is Zumba in Riverside Park.
 - ii. **EMU Partnerships** Commissioner Sweet is in contact with EMU to see if something could be established.
- f. **Parkridge Soccer Field-** Commissioner Sweet has reached out but nothing
 - g. **EMU Park Donation-** Commissioner Sweet mailed the check to them.

- h. **Heritage Festival Park Project** A specific project for the donated money has not yet been chosen. Three possibilities are donation to the playground, signage or bike racks.
 - i. **mParks ticket Program** Commissioner Sweet has a form to be filled out and then a \$1 for each ticket will be donated to the parks and \$1 to mParks.
 - j. **Other Old Business** Commissioner Malmer asked about the trashing of parks after rentals. We all wondered if more trash cans could be provided, renters could be help accountable or if DPW could pickup on Saturday or Sunday.
6. **New Business**
- a. **Detroit Zoo Ticket Program**-nothing to report
 - b. **LeadHERship** Anne Brown and Amanda Edmonds will be speaking at the mParks event. It is open to the public.
7. **Partner Updates**
- a. **Ypsilanti Trail Town** Anne Brown will email Commissioner Sweet when there is a new meeting set up.
8. **Other Business** Kyle Hunter was nominated to be on the board at the last City Council meeting. He will be approved at the next one.
9. **Commissioner Comments** None
10. **Adjournment** Commissioner Kohlmann moved for adjournment at 8:12 and Commissioner Malmer seconded.

Next meeting is September 12. Place to be determined.



City of Ypsilanti

Parks & Recreation Commission

NOTICE OF MEETING

Date: October 10, 2017

Time: 7:00pm

Location: Ypsilanti Senior Center, 1015 N. Congress St, Ypsilanti MI 48197

1. **Call to Order-** The meeting was called to order at 7:02pm, October 10, 2017 at the Senior Center located at 1015 N. Congress St. Ypsilanti, MI 48197. Commissioners in attendance were Evan Sweet, Linda Horne, Ben Connor Barrie, Conan Malmer and Kurt Kohlmann. Also present was Joe Meyers, City of Ypsilanti Commission Liaison. Guests Anne Brown, Sierra Sharpe, Christina Nell, Sally Elmiger
2. **Approval of Agenda** Motion of approval by Commissioner Barrie and seconded by Commissioner Malmer.
3. **Approval of** Motion of approval by Commissioner Horne and seconded by Commissioner Barrie.
4. **Introductions/Public Comment** Sally Elmier of Carlisle Wartman, representing the Huron River Watershed Council (HRWC) spoke on the water trail towns plan. HRWC is requesting the Parks and Recreation Commission members review the water trail town master plan and consider adopted it as part of our parks and recreation master plan. HRWC is requesting for edits by November 1 and request that you send all recommendations to Anne Brown. The commission requested Joe Meyers look into the process of amending the Parks and Recreation Plan and see if we can incorporate the water trail town plan into the existing recreation plan.
The Commission also requested Mr. Meyers add the minutes from August to our November Meeting.
5. **Old Business**
 - a. **Adopt A Park Updates**
 - i. Candy Cane Park-Evan informed the commission that the wood chips have been delivered to the park and the Washtenaw County Sheriff Department work crew helped spread the chips. The board also spoke on how there was a need to tackle the weeds in the park.

- ii. Peninsular Park-read above Frog Island –Bronze Beauties are still cleaning up and have 5-6 volunteers helping.

b. Friends Group Updates

- i. Rutherford Pool Commissioner Thorburn emailed an update on the pool. The pool is still looking at potential renovations at the pool. They are also looking at how to better address the needs of southside. They are trying not to duplicate services but would like to make an impact there.
- ii. Senior Center- Commissioner Sweet that the senior center is still looking at adopting a 501c3 for the organization and are working with a lawyer to do so.
- iii. Ypsi Baseball Project No report
- iv. Fall River Days - Commissioner Sweet reported that the event was more successful than last year with 75 people and 55 boats going down the river. The commission spoke on how to expand the event for next year. The Commission thanked Evan Sweet for the hard work he put into make the event a success.

- c. **City of Ypsilanti Updates-** Mr. Meyers reported that the commission had to formally adopt the meeting location change. Motion by Commissioner Malmer, supported by Commissioner Barrie to move the Parks and Recreation Commission Meetings from the Ypsilanti Downtown Library to the Senior Center. Discussion also ensued over the Parks and Recreation Master Plan and how to amend it. The commission requested that Staff give a presentation on the master plan at the next meeting and how to specifically insert things into it. Discussion also ensued over the commission and bylaws. No one can remember if the commission has bylaws. Joe informed the commission that he would put together some sample draft bylaws for the next meeting.

d. EMU Internship Program

- i. Evan Sweet introduced the two EMU Board Interns that would be helping out the commission in the next coming months. Evan indicated that they would be helping with facebook, researching grants, putting together a new commissioner packet and investigating committees.
- ii. EMU Partnerships-nothing

- e. **Parkridge Park Soccer Field** the gentleman who brought the idea has not done any follow up.

- f. **Heritage Festival Park Projects** No new updates to report at this time.

- g. **Facebook** Keep posting activities

- h. **Other Old Business-** Watershed Council has put up three signs in Frog Island to indicate it is a take out and put in area. Signs are the size of a typical parking sign.

6. New Business

- a. Park Recycling Amanda Marshall, a nominee to the commission asked about recycling in the parks. Discussion ensued over parks funding and priorities. Discussion also ensued over having a group paint the existing park waste bins.

7. Commissioner Comments/Announcements

- 8. Adjournment 8:29** Motion of adjournment by Commissioner Barrie and seconded by Commissioner Kohlmann. Next meeting Oct. 10 at the Ypsilanti Senior Center, 1015 N. Congress St, Ypsilanti MI, 48197



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PARKS AND RECREATION COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, xxxxxxxxxxxxxxxx

ARTICLE I – Name

The name of the Commission shall be the Parks and Recreation Commission of The City of Ypsilanti, hereinafter referred to as “Commission.”

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by Chapter 78, Article II, Division 2, “Parks and Recreation Commission,” of the City Code of Ordinances, and all subsequent amendments thereto, hereinafter “the Ordinance.”

The parks and recreation commission shall be an advisory board and shall have the following powers:

- Section 1. Make recommendations to the city manager, recreation director, and city council concerning the recreation and city parks needs of the city, including how park improvement funds are used.
- Section 2. Update the City of Ypsilanti parks and recreation master plan.
- Section 3. Review and approve "Adopt-A-Park" applications.
- Section 4. Expand park and recreational opportunities through commission sponsored events when appropriate.
- Section 5. Set its own rules and regulations.
- Section 6. Report, at least annually, to city council.

ARTICLE III – Membership

- Section 1. Membership of the Commission shall consist of at least nine but no more than eleven members. Three members may be youth members, and shall have all powers of a member, including the power to vote and hold office. Members of the Commission shall be appointed or removed as provided for in Section 9.03 of the City Charter of the City of Ypsilanti.
- Section 2. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.
- Section 3. Term length and residency requirements shall be in accordance with the Ordinance. Terms will be based on the City's fiscal year, from July 1 to June 30.
- Section 4. Membership of the Commission shall be representative of the entire geography of the City of Ypsilanti and of important segments of the community.
- Section 5. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or adjacent to property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest.

Potential conflicts of interest should be identified by the member prior to deliberation of the case; if the Commission determines that a conflict exists, the member shall remove himself from the meeting room during deliberation of the case.
- Section 6. Any member may resign at any time by giving written notice of such resignation to the Chair of the Commission and to the Mayor through the Office of the Mayor.

ARTICLE IV – Officers, and Their Duties

- Section 1. The officers of the Commission shall be a Chairperson, Vice-Chairperson and Secretary. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Secretary shall sign approved minutes of meetings and receive communications and petitions sent to the Commission.
- Section 3. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in his/her absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 4. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.
- Section 5. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 6. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until his/her successor shall take the office.
- Section 7. Vacancies in office shall be filled immediately by regular election procedures.
- Section 8. The officers shall be members of the Commission.

ARTICLE V – Meetings

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable. Each member of the Commission must receive at least two days notice as to the time, place and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing; be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal.
- Section 5. The normal order of business at meetings shall be as follows:
1. Call to order
 2. Roll call
 3. Approval of minutes
 4. Audience participation
 5. Any business item requiring a public hearing
 6. Old business

7. New business
8. Adjournment

- Section 6. A quorum shall consist of a majority of the current Commissioners, but no less than four (4) members.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.
- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The city staff member shall act as parliamentarian during Commission meetings.
- Section 11. The Director of Public Services, Planning Department Staff, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission, Chair, or Planning Department Staff may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

ARTICLE VII – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:
- a. When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled monthly meeting of the Commission.

- b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled monthly meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an "excused absence" for the involved scheduled meeting.
- c. There will be a limit of three (3) consecutive "absences" or two (2) consecutive "unexcused absences" for any member of the Commission. If any member meets the above criteria for consecutive yearly scheduled regular meetings, the Commissioner will be canvassed and be considered for an automatic appointment nullification.
- d. If any Commission member is absent from any five (5) scheduled monthly Commission meetings during any one year period, whether consecutive or not, the Commissioner is subject to an automatic appointment nullification immediately after the fifth missed meeting, whether the absences are excused or not. The Commissioner should be replaced as soon as possible by the Mayor and City Council in order to maintain the prescribed number of Commission members.
- e. The "appointment nullification" action as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE X – Miscellaneous

Section 1. These Rules and Regulations may be amended or altered during a regular meeting by the affirmative vote of two-thirds of the quorum present, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

Section 2. A copy of the meeting notice and proposed amendments must be furnished each member in writing by personal service, first-class mail, or e-mail.

Section 3. The Commission shall provide City Council with an annual report.

Moved by Commissioner ___ and Supported by Commissioner _____ that the Rules and Regulations of the Commission be adopted as presented on _____.

AYES: ___ NAYS: ___ ABSENT: ___

____ DENIED
____ ADOPTED