

**CITY OF WILLIAMSTON
PARKS & RECREATION COMMISSION
MARCH 14, 2007
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:05 p.m. by Chairman John Pratt and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman John Pratt, Vice Chair Ryan Sweeder, Commissioners Larry Wittrup, Gwen Hulbert, and Earl Wolf. Absent: None.

Also Present:

City Manager Lisa Hitchcock, C2AE Engineer Scott DeVries, and business owners Wendy Schaft, Don Bixler and Sue Nichani.

4. Approval of Agenda:

Motion by **Sweeder**, second by **Wittrup**, to approve the agenda as presented. Yes: Hulbert, Wolf, Pratt, Wittrup, Sweeder. No: None. **Motion passed.**

5. Audience Participation:

Chairman Pratt called for public comment at this time and there was none.

6. Parks & Recreation Commission Minutes of February 14, 2007:

Item 7a. change "due to the location" to "due to the orientation."

Motion by **Hulbert**, second by **Wittrup**, to approve the February 14, 2007 minutes as amended. Yes: Pratt, Wittrup, Hulbert, Wolf, Sweeder. No: None. **Motion passed.**

7. Discussion Items

7a. McCormick Park Master Plan:

Scott DeVries presented the master plan for McCormick Park. A basketball hoop will be placed on the concrete slab. There will be two different routes to get to the band shell.

Commissioner Wittrup commented that he would like to see an open space for kids playing soccer available.

The Commissioners felt that an informal baseball diamond with backdrop is sufficient for McCormick Park.

Commissioner Hulbert commented that Kiwanis wanted her to point out that the tot lot was engineered with safety in mind. They would like to leave the existing

fence where it is now. When the fencing is taken out to put the equipment in, the fence could be re-installed and a second gate added.

Chairman Pratt commented that he would like the fences for the play structures to remain separate.

Scott DeVries commented that at the Cascades Park the play structures are separated by the materials used on the ground.

Chairman Pratt commented that he would like to see the fencing remain for safety.

Scott DeVries commented that the rain garden will need to be somewhat maintained but the idea is to put plants in that are very hardy and salt tolerant and will filter the water before it gets to the river. He cautioned that some of the plants may end up not doing well and will end up being replaced. There will be an underground system installed so the plants do not get over watered. The plaza area could be used for the Farmers' Market and other small events.

Ryan Sweeder asked if the depressions depicted in the sports playing area could be moved.

Scott DeVries answered that the depressions are there for the flood plain and the drainage of the fields.

Commissioners commended Mr. DeVries for his work on the plan.

7b. High/Putnam Streets Parking Lot:

Scott DeVries of C2AE presented the plan for the parking lot at High and Putnam Streets.

Manager Hitchcock commented that she believes the newspaper drives could be held at the Community Center. There also needs to be work done to the sign ordinance to make sure signs comply with the ordinance.

The Commissioners discussed using grants to help with the funding for parking.

Commissioner Wittrup questioned if there was an issue with water leaching from the parking lot onto the surface and running into the river.

Manager Hitchcock answered that there is a problem with it but are planning to cap it with concrete or asphalt.

Wendy Shaft questioned if her garbage would still be able to be picked up with the proposed plan and what kind of trees would be put in next to her building.

She is concerned with the visibility of her business. She added that the business area where she is located is dimly lit.

Scott DeVries commented that more lighting will be added in her area.

The Commission discussed pathway lighting.

Scott DeVries commented that pathway lighting could be added for an additional cost.

They would like the lighting to match the downtown lights and believe this will help with the safety when there are events at the band shell and such.

John Pratt asked if the project can be coordinated with the Farmers' Market.

Manager Hitchcock questioned the issue regarding Siegel's dumpster and the access to it.

7c. Deer Creek Parking:

Manager Hitchcock asked if the Commissioners want to encourage parking or have basketball courts in the Deer Creek Park area.

Chairman Pratt and Commissioner Wittrup commented that they would like to see the baskets taken down.

Manager Hitchcock commented that she will talk to Jubilee and Kiwanis to see if they use the area for Jubilee.

Sue Nichani commented that she would like to see parking there because it would be within 300 feet of their proposed restaurant.

Commissioner Wolf commented that the goal for 2007 should be to look at the future of Deer Creek Park.

Manager Hitchcock commented that the issue of paving the parking lot should be done in the summer after Jubilee.

7d. Letter from DDA Regarding Rapids and Island Area:

A copy of the letter from DDA Chair Bev O'Malia was distributed to the Commissioners.

Chairman Pratt commented he believes that the responsibility should be accepted by the Commission.

Commissioner Wittrup asked why the DDA cannot maintain the island area.

Chairman Pratt commented that the DDA stated at a meeting they did not want to maintain the island area any longer.

Commissioner Wolf commented that he takes the letter as saying that the DDA has put in the money to develop it but want to turn it over to the Parks and Recreation Commission to maintain it. He feels that it looks terrible as it is and the Commission should ask for money from the City Council to help fund improvements for the island.

Commissioner Wittrup commented that he agrees with the City Manager that the Parks Commission should come up with a plan with costs and ask the DDA to help pay for it.

Manager Hitchcock commented that when groups do projects they do not expect to have to maintain it afterwards and it often ends up being maintained by the City with the costs going to the taxpayers.

Commissioner Sweeder commented that he would like to see the project remain a partnership between the DDA and Parks Commission.

Commissioner Wittrup commented that there are appropriate plants for water areas that could be used.

Commissioner Hulbert commented that she does not want the Commission to get bogged down trying to fix the DDA's project so the other parks do not get work done.

The Commission discussed the Labor Day walk and who could work with Frank Buzzitta on the plans.

Motion by **Wittrup**, second by **Wolf**, to have Mayor Zichi head the Labor Day walk. Yes: Pratt, Wolf, Hulbert, Sweeder, Wittrup. No: None. **Motion passed.**

8. Action Items

8a. Election of Officers:

Motion by **Wittrup**, second by **Wolf**, to have the officers remain the same for another year. Yes: Sweeder, Pratt, Wolf, Wittrup, Hulbert. No: None. **Motion passed.**

10. Staff Reports:

City Manager Hitchcock reported that she was contacted by the Habitat for Humanity regarding a concern they will have more people than they need to work on the wooden play structure.

11. Audience Participation:

Chairman Pratt called for public comment at this time and there was none.

12. Member Comments:

Commissioner Hulbert commented that she is anxious for the Commission to work on the island and the river bank but does not want to get bogged down with it.

Earl Wolf commented that Ann Campbell is interested in doing some landscaping around the new park signs if they get installed this spring.

Chair Pratt asked if the City Manager could e-mail the Commission on what the park names and location are. He added that signs need to be put up to indicate that some of the parks are public property.

Manager Hitchcock commented that her secretary is having difficulty working with the sign maker because he is not returning phone calls.

Commissioner Wittrup commented that if Manager Hitchcock gives him the information, he will contact them.

13. Adjournment:

Motion by **Wittrup**, second by **Hulbert** to adjourn. **Motion passed by voice vote.**

Meeting Adjourned at 10:07 p.m.

Respectfully Submitted by: _____
Lisa K. Hitchcock, City Manager/Clerk

Date Approved: _____