

**CITY OF WILLIAMSTON  
PARKS & RECREATION COMMISSION  
DECEMBER 13, 2006  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. by Chairman John Pratt and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chairman John Pratt, Vice Chair Ryan Sweeder, Commissioners Gwen Hulbert, and Earl Wolf. Absent: George Bohart.

Also Present:

City Manager/Clerk Lisa Hitchcock and Planning and Development Administrator Lynn Wilson.

**4. Approval of Agenda:**

Add 11a. DNR Meeting, and 11b. Parking Lot Incorporation with Master Plan.

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

**5. Audience Participation:**

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

**6. Approval of Parks & Recreation Regular Minutes of November 8, 2006:**

Motion by **Wolf**, second by **Sweeder**, to approve the Parks & Recreation regular minutes of November 8, 2006 as presented. Yes: Pratt, Hulbert, Wolf, Sweeder. No: None. **Motion passed.**

**7. Presentations**

**7a. Meet the Planning & Development Administrator:**

Lynn Wilson introduced herself and explained her responsibilities. She added that she has worked in planning for approximately fifteen years. Ms. Wilson explained the Parks and Recreation enabling act. The Parks and Recreation Commission needs to advise on budget items and be aware of what other commissions do. Administrator Wilson commented that the board should look at what they can do if something is not in the plan, the board should take public input and decide if they want to do it. The City needs to make a policy decision on what to do with new projects. The right thing to do for the public is to get input.

Motion by **Hulbert**, second by **Wolf**, to recommend amending the ordinance to include a member of the City Council on the Parks & Recreation Commission. Yes: Pratt, Wolf, Hulbert, Sweeder. No: None. **Motion passed.**

This will be on the next agenda along with budget discussion.

## **8. Action Items**

### **8a. Resolution for Meeting Dates for 2007:**

Change heading at the top from "TIFA 2A & TIFA 2B" to "Parks & Recreation Commission".

Motion by **Sweeder**, second by **Wolf**, to approve the meeting dates and times for 2007 as amended. Yes: Wolf, Hulbert, Sweeder, Pratt. No: None. **Motion passed.**

## **9. Discussion Items**

### **9a. Park Signage Update:**

Manager Hitchcock updated the Commission on the status of the signs.

## **11. Staff Reports**

### **11a. DNR Meeting:**

Manager Hitchcock reported that she will be attending a DNR meeting on Thursday, December 14<sup>th</sup> to discuss the Community Center and park property trade.

### **11b. Parking Lot Incorporation with Master Plan:**

Manager Hitchcock reported City Council approved a contract with Capital Consultants/Design Works AE for the parking lot design at the corner of High and Putnam Streets. A meeting will be scheduled to discuss the master plan and how the two projects relate.

### **12. Audience Participation:**

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

### **13. Member Comments:**

Commissioner Sweeder commented that the board should come with priorities for the next meeting.

Commissioner Wolf commented on the news release from the state regarding a tree replacement grant. He added that the timing may be good with the Master Plan being considered. The grants are for up to \$20,000.

Commissioner Hulbert thanked Administrator Wilson for attending the meeting and added that she will contact the Community Development Director to ask the DDA to keep the Parks & Recreation Commission in mind when planning what to do with the car wash property.

Chairman Pratt thanked Administrator Wilson for attending the meeting.

**Meeting Adjourned at 8:52 p.m.**

**Respectfully Submitted by:** \_\_\_\_\_  
**Lisa K. Hitchcock, City Manager/Clerk**

**Date Approved:** \_\_\_\_\_