

AGENDA  
Parks & Recreation Commission  
Wednesday, October 22, 2025  
7:00 PM  
Council Chambers, City Hall

Call to order:

Pledge of allegiance:

Roll call:

Approval of agenda: October 22, 2025

Approval of minutes: September 24, 2025

Public comments:

Old business report:

New business:

- Sled Library (Commissioner Olson)
- AED at Pickleball Courts (Commissioner Maginity)

Next meeting: December 3, 2025.

Public/Commissioners comments:

Adjournment:

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours' notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso website is: [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us)

# **PARKS AND RECREATION COMMISSION**

## **REGULAR MEETING**

Draft Minutes of Wednesday, September 24, 2025

7:00 p.m. at City Hall

**CALL TO ORDER:** Chairman Mahoney called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited

### **ROLL CALL:**

**MEMBERS PRESENT:** Chairman Dennis Mahoney, Commissioners Ellen Rodman, Kollin Lienau, Kevin Maginity, Adeline Mahoney, and Emily Olson.

**MEMBERS ABSENT:** Commissioner Carol Anne Smith and Vice-Chair Jeff Selbig.

**APPROVAL OF AGENDA:** Commissioner Olson made a motion to approve the agenda for September 24, 2025. The motion was supported by Commissioner Rodman. Ayes all, motion carried.

**APPROVAL OF MINUTES:** Commissioner Rodman made a motion to approve the minutes for August 27, 2025. The motion was supported by Commissioner Maginity. Ayes all, motion carried.

**PUBLIC COMMENTS:** None.

**OLD BUSINESS REPORT:** Was reviewed.

### **ITEMS OF BUSINESS:**

Pickleball Tournament: Commissioner Maginity shared that the August BJ Bannan pickleball tournament had 98 participants and 32 sponsors.

Student Position on Board: The commission discussed creating a process for making a recommendation for the student position on the board.

### **PUBLIC/COMMISSIONER COMMENTS:**

Commissioner Olson asked about creating a program to help increase awareness about park amenities and also asked about partnering with SATA.

Commissioner Adeline Mahoney introduced herself to the commission.

**NEXT MEETING:** October 22, 2025

**ADJOURNMENT:** Commissioner Rodman made a motion to adjourn at 8:02 p.m. The motion was supported by Commissioner Maginity. Ayes all, motion carried.

Respectfully submitted by:

Amy Fuller, Assistant City Manager



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301 MAIN W. ▪ OWOSSO, MICHIGAN 48867-2958 ▪ (989) 725-0599 ▪ FAX (989) 723-8854

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October 20, 2025

Parks and Recreation Commission  
Ongoing Project List

Bennett Field Scoreboards: The scoreboards arrived in the wrong color. We are waiting to hear back from the company on when the correct scoreboards will arrive.

Park Wayfinding Signage: Wayfinding signs have been installed for the soccer fields and the baseball fields. We can add additional signs as the budget allows.

Park Entrance Signs: The entrance signs for Grove Holman and Grand Ave Park have been installed. A sign for Adams Park still needs to be budgeted for.

Fitness Course: stations and signage will need to be selected by the Commission. A budget will need to be decided.

CIS Trail: Construction has been moved to spring 2026 for the CIS connection along M-21 and summer 2026 for the Jerome Street section of the trail.

Pickleball/tennis courts at Bentley Park: Funding decisions are made by the DNR in Dec-Jan.

Splash pad at Bentley Park: A committee has been formed to work on this.

Student seat process: The commission discussed creating a documented process for annually making a recommendation to the Mayor for the student seat on the board. Ideas suggested included asking principals for recommendations, creating a scoring matrix for scoring applications, conducting interviews with students, and creating a committee to review applications.

Respectfully submitted,

Amy Fuller  
Assistant City Manager

# Owosso Sled Library Pilot Proposal

## Background

Across Michigan, towns like Cass City and Grand Rapids have introduced *Free Sled Library* programs — open racks where community members can borrow sleds, enjoy the park, and return them afterward. The approach is simple, low-cost, and joyful: it removes access barriers, encourages outdoor play, and increases winter park use.

Owosso's parks already attract families in winter, particularly Grove Holman Park. A small sled library station could serve as a welcoming community feature and reinforce our parks as year-round destinations.

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## Proposal Overview

Install an **open-air sled rack** near a primary sledding hill stocked with community sleds for shared use. Sleds would hang from hooks or pegs for visibility and easy access, and a cheerful sign would explain the “borrow • enjoy • return” system.

**Estimated Timeline:** Pilot for Winter 2025–26 (December–March).

## Goals & Benefits

- Activate parks in winter months
- Promote outdoor play and community connection
- Encourage equitable access to recreation
- Provide a visible “feel-good” project with strong local optics

## Funding Options

- Parks & Rec operational funds
- Community donations or business sponsorships
- Crowdfunding match via *Public Spaces Community Places* if scaled to multiple parks

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## Setup Options

| Option                                | Description                                                                                                   | Estimated Cost             | Pros                                            | Considerations                                       |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------|------------------------------------------------------|
| <b>A. Basic Rack + Donated Sleds</b>  | Build simple treated-lumber rack with 6–8 hooks. Solicit sled donations via social media or local drop boxes. | ~\$250 materials + signage | Fast start, minimal cost, community involvement | Donation quality varies; may need small replacements |
| <b>B. City-Purchased Sleds + Rack</b> | Purchase 8–10 new plastic sleds (\$15 ea) and build custom rack with branded signage.                         | ~\$400–\$500 total         | Uniform look, durable start, “official” pilot   | Slightly higher startup cost                         |
| <b>C. Sponsored Station</b>           | Partner with a local business (Culver’s, Foster Coffee, etc.) for a co-branded rack or sled replacements.     | Variable                   | Builds civic pride, offsets cost                | Requires outreach, signage approval                  |

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## Design Notes

- **Rack:** Open-air treated lumber or metal A-frame; sleds hang vertically by cord loops or carabiners.
  - **Signage:** Simple city-branded sign, QR code linking to Parks page for feedback.
  - **Location:** Visible area near hill entrance or parking; accessible for families.
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## Maintenance & Oversight

- Light weekly visual check by staff or volunteers.
- Replacement budget: ~\$75–\$100 per year.
- Encourage residents to donate used sleds (“Give your sled a second season at the park!”).





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## MACKENZIE L. WATTS MEMORIAL FUND

### CARDIAC EMERGENCY EQUIPMENT GRANT APPLICATION

**Open Year round**

Mackenzie was participating in an end-of-season swim event on November 21, 2005 when she suffered a cardiac arrhythmia. She passed away a short time later at a local hospital. A 15-year-old Howell High School sophomore, Mackenzie had just earned her second varsity letter. She will forever be remembered as the soul and spirit of the team for her trademark smile and those rubber ducks she always seemed to carry.

**The purpose of this fund is to provide cardiac-related emergency equipment and/or programs to Michigan-based non-profit community organizations.**

*Grants are awarded to qualifying organizations including non-profits that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code, schools, municipalities, and other governmental entities that serve a charitable purpose.*

|                             |  |
|-----------------------------|--|
| Date:                       |  |
| Legal Name of Organization: |  |
| Street Address:             |  |
| City, State, Zip:           |  |
| Phone:                      |  |
| Website:                    |  |
| Tax ID Number:              |  |
| Grant Amount Requested:     |  |
| CONTACT INFORMATION         |  |
| Name:                       |  |
| Phone:                      |  |
| Email:                      |  |



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## GRANT APPLICATION NARRATIVE

Please **attach a narrative** answering the following questions. Be as clear as possible when describing your proposed project.

1. What equipment or program will the requested grant money be used for? Please describe.
2. What is the timetable for implementation of this project?
3. What outcomes do you hope to achieve with this project? How will you evaluate the success of the project?

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

**Today's Date:** \_\_\_\_\_

## REQUIRED ATTACHMENTS

1. Project Budget - be specific about how grant funds will be spent if awarded
2. IRS determination letter or proof of the organization's structure
3. Current list of governing body and officers of the organization
4. Most recent financial statements or tax return of the organization
5. Include a list of other partners (if any) in the project and their roles
6. For Student/School Organizations Only:
  - a. List of officers of the student organization and adult advisor/coach
  - b. Letter of support from the school principal or superintendent

## FINAL CHECKLIST

Before submitting your application, be sure you have included the following:

- Grant application form (pages 1 and 2)
- Narrative
- Required attachments



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**Return completed grant application and required documents to:**

Please submit the grant application and the following required information to the Foundation office by the deadline. In order to receive consideration for grant funding, applications must be complete and include all required documentation. **Applications may be mailed, emailed, or delivered in person;** the Foundation does not accept faxed applications. It is the applicant's responsibility to confirm receipt of the application.

By Mail: **Shiawassee Community Foundation  
P.O. Box 753  
Owosso, MI 48867**

In Person: **Shiawassee Community Foundation  
217 N. Washington Street, Suite 104  
Owosso, MI 48867**

Office hours are Mon, Wed, Thurs 9am-4pm  
Tues & Fri by appointment

By Email: **[apps@shiacf.org](mailto:apps@shiacf.org)**

Please direct questions to Kim Renwick at  
(989) 725-1093 or [kim@shiacf.org](mailto:kim@shiacf.org)

[www.shiacf.org](http://www.shiacf.org)



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**REQUIRED DISCLOSURES:**

The Shiawassee Community Foundation Board of Directors reserves the right to extend any and all grant deadlines at their discretion. They also reserve the right to not award any and all grants in any given year.

Completing and submitting a grant application does not guarantee an award.

All grants will be made on an objective and nondiscriminatory basis determined by the criteria of each respective fund.

Grant amounts vary each year depending on available funding.

All grant application information submitted to SCF is handled in a strictly confidential manner.

Grant Selection Committee members are required to sign a Confidentiality Statement indicating that they will keep all application information confidential.

If funded, you will be required to submit a Final Grant Report to SCF detailing how the grant money was spent (documented with receipts) and how successfully the project achieved its proposed outcomes.

Applications may be disqualified if the applicant has an outstanding final grant report from a previous grant. Please contact our office if this is the case.

For SCF Office Use Only:

|                       |                         |
|-----------------------|-------------------------|
| Date Received:        | Grant Year:             |
| Amount Approved:      | Date of Board Approval: |
| Issue Grant Check To: |                         |

User: AKFuller  
DB: Owosso

PERIOD ENDING 10/31/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

| GL NUMBER                      | DESCRIPTION                 | 2025-26        | YTD BALANCE       | ACTIVITY FOR        | AVAILABLE         | % BDGT |
|--------------------------------|-----------------------------|----------------|-------------------|---------------------|-------------------|--------|
|                                |                             | AMENDED BUDGET | 10/31/2025        | MONTH 10/31/2025    | BALANCE           |        |
|                                |                             |                | NORMAL (ABNORMAL) | INCREASE (DECREASE) | NORMAL (ABNORMAL) | USED   |
| Fund 101 - GENERAL FUND        |                             |                |                   |                     |                   |        |
| Expenditures                   |                             |                |                   |                     |                   |        |
| Dept 751 - PARKS               |                             |                |                   |                     |                   |        |
| 101-751-702.200                | WAGES                       | 63,345.00      | 25,700.53         | 6,545.86            | 37,644.47         | 40.57  |
| 101-751-702.300                | OVERTIME                    | 3,750.00       | 2,297.09          | 553.20              | 1,452.91          | 61.26  |
| 101-751-702.400                | WAGES - SEASONAL            | 30,000.00      | 7,190.40          | 0.00                | 22,809.60         | 23.97  |
| 101-751-715.000                | SOCIAL SECURITY (FICA)      | 7,428.00       | 2,584.63          | 521.66              | 4,843.37          | 34.80  |
| 101-751-716.100                | HEALTH INSURANCE            | 17,468.00      | 3,243.39          | 747.16              | 14,224.61         | 18.57  |
| 101-751-716.200                | DENTAL INSURANCE            | 999.00         | 230.88            | 58.68               | 768.12            | 23.11  |
| 101-751-716.300                | OPTICAL INSURANCE           | 153.00         | 19.32             | 4.83                | 133.68            | 12.63  |
| 101-751-716.400                | LIFE INSURANCE              | 285.00         | 52.80             | 13.20               | 232.20            | 18.53  |
| 101-751-716.500                | DISABILITY INSURANCE        | 604.00         | 117.84            | 29.46               | 486.16            | 19.51  |
| 101-751-717.000                | UNEMPLOYMENT INSURANCE      | 15.00          | 5.04              | 0.00                | 9.96              | 33.60  |
| 101-751-718.200                | DEFINED CONTRIBUTION        | 2,890.00       | 1,370.38          | 484.62              | 1,519.62          | 47.42  |
| 101-751-719.000                | WORKERS' COMPENSATION       | 4,617.00       | 1,513.15          | 359.16              | 3,103.85          | 32.77  |
| 101-751-728.000                | OPERATING SUPPLIES          | 5,000.00       | 981.79            | 0.00                | 4,018.21          | 19.64  |
| 101-751-818.000                | CONTRACTUAL SERVICES        | 17,000.00      | 5,075.00          | 0.00                | 11,925.00         | 29.85  |
| 101-751-920.100                | ELECTRICITY                 | 9,489.00       | 2,347.10          | 712.64              | 7,141.90          | 24.73  |
| 101-751-920.400                | WATER & SEWER               | 30,000.00      | 0.00              | 0.00                | 30,000.00         | 0.00   |
| 101-751-920.500                | REFUSE                      | 500.00         | 243.02            | 0.00                | 256.98            | 48.60  |
| 101-751-930.000                | BUILDING MAINTENANCE        | 92,000.00      | 15,777.47         | 0.00                | 76,222.53         | 17.15  |
| 101-751-930.200                | BLDG MAINTENANCE-BALLFIELDS | 13,000.00      | 10,249.02         | 1,353.45            | 2,750.98          | 78.84  |
| 101-751-937.000                | TREES & GARDEN              | 3,000.00       | 1,513.08          | 1,432.20            | 1,486.92          | 50.44  |
| 101-751-940.000                | EQUIPMENT RENTAL            | 121,305.00     | 42,749.31         | 7,011.16            | 78,555.69         | 35.24  |
| Total Dept 751 - PARKS         |                             | 422,848.00     | 123,261.24        | 19,827.28           | 299,586.76        | 29.15  |
| TOTAL EXPENDITURES             |                             | 422,848.00     | 123,261.24        | 19,827.28           | 299,586.76        | 29.15  |
| Fund 101 - GENERAL FUND:       |                             |                |                   |                     |                   |        |
| TOTAL REVENUES                 |                             | 0.00           | 0.00              | 0.00                | 0.00              | 0.00   |
| TOTAL EXPENDITURES             |                             | 422,848.00     | 123,261.24        | 19,827.28           | 299,586.76        | 29.15  |
| NET OF REVENUES & EXPENDITURES |                             | (422,848.00)   | (123,261.24)      | (19,827.28)         | (299,586.76)      | 29.15  |

CASH SUMMARY BY FUND FOR CITY OF OWOSSO  
FROM 07/01/2024 TO 09/22/2025  
FUND: 208  
CASH AND INVESTMENT ACCOUNTS

| Fund | Description                | Beginning<br>Balance<br>07/01/2024 | Total<br>Debits | Total<br>Credits | Ending<br>Balance<br>09/22/2025 |
|------|----------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 208  | PARK/RECREATION SITES FUND | 25,942.88                          | 299,392.24      | 161,990.33       | 163,344.79                      |