

AGENDA
Parks & Recreation Commission
Wednesday, August 26, 2026
7:00 PM
Harmon Patridge Park

Ribbon cutting:

Call to order:

Roll call:

Approval of agenda: August 26, 2026

Approval of minutes: July 22, 2026

Public comments:

Old business report:

New business:

- Cigarette Disposal Proposal

Next meeting: September 23, 2026

Public/Commissioners comments:

Adjournment:

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PARKS AND RECREATION COMMISSION

REGULAR MEETING

Draft Minutes of Wednesday, July 22, 2026

7:00 p.m. at Bentley Park

CALL TO ORDER: Chairman Mahoney called the meeting to order at 7:06 p.m. (following the splash pad ribbon cutting)

ROLL CALL:

MEMBERS PRESENT: Commissioners Ellen Rodman, Kevin Maginity, Emily Olson, Lee Mills and Carol Anne Smith.

MEMBERS ABSENT: None.

APPROVAL OF AGENDA: Commissioner Rodman made a motion to approve the agenda for July 22, 2026. Commissioner Maginity supported the motion. Passed by voice vote.

APPROVAL OF MINUTES: Commissioner Smith made a motion to approve the minutes for June 24, 2026. The motion was supported by Commissioner Olson. Passed by voice vote.

PUBLIC COMMENTS: None.

OLD BUSINESS REPORT: The splash pad project is complete.

ITEMS OF BUSINESS:

Election of a Vice Chair: Commissioner Rodman moved that Commissioner Olson serve as vice chair of the Parks and Recreation Commission. The motion was seconded by Commissioner Maginity. There was a roll call vote, ayes all. Vote passed.

Basketball Court Maintenance: Amy Fuller shared a quote of \$6,000 for sealing cracks, resurfacing, and striping the baseball courts. There was a motion by Commissioner Rodman to allocate \$6,000 in millage funds to complete this work. The motion was supported by Commissioner Olson and passed unanimously.

Kayak Launches: Commissioner Rodman led a discussion on the three launches located on city property. She advocated for wayfinding signage along the streets leading to the launches. There was also discussion on adding a kayak locker at the downtown landing. Amy Fuller will look for prices for the locker and signage. There was discussion on the Harmon Patridge launch; it was suggested that the addition of a handrail be considered but not a floating dock apparatus.

PUBLIC/COMMISSIONER COMMENTS: Commissioner Olson requested the cigarette receptacle issue be added to the next agenda. Commissioner Mills asked for clarification on the Parks Millage.

NEXT MEETING: August 26, 2026, at Harmon Patridge Park.

ADJOURNMENT: Commissioner Smith made a motion to adjourn at 7:40 p.m. The motion was supported by Commissioner Rodman. Ayes all, motion carried.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

CLEANER PARKS. SAFER PARKS. CLEAR MESSAGE.

CIGARETTE DISPOSAL RECEPTACLES & NO-SMOKING SIGNAGE

Pilot Proposal for Amphitheater & Soccer Fields

WHY THIS MAKES SENSE



REDUCES LITTER & FIRE RISK

Provides a safe place to extinguish cigarettes and keeps butts off the ground.



SUPPORTS OUR PARK RULES

Smoking is strongly discouraged in city parks and prohibited in concentrated-use areas when posted.



CLEAR MESSAGE, NOT PERMISSION

Receptacles are placed at entry points so people extinguish before entering no-smoking areas.

PLACING IT RIGHT

AT THE TRANSITION POINTS— NOT IN THE FACILITY

AMPHITHEATER

Near trash cans, outside seating area.



SOCCER FIELDS

Outside gate on the parking lot side.



CLEAR, CONSISTENT MESSAGE



- ✓ Post signs at each location.
- ✓ Reinforces the no-smoking policy.
- ✓ Not an invitation to smoke—a reminder to extinguish before entering.

RECEPTACLE OPTIONS (ENCLOSED, SELF-EXTINGUISHING & REMOVABLE LINER)



1 BEST VALUE OPTION Global Industrial 5-Gallon Receptacle Approx. \$69 each

- High-capacity (5 gal.)
- Restricted opening keeps out rain & trash
- Enclosed to help extinguish & reduce odor
- Removable metal liner

4 RECEPTACLES: APPROX. \$276



2 PREFERRED MUNICIPAL OPTION Eagle SafeSmoker 4-Gallon Receptacle Approx. \$122 each

- 4-gallon capacity
- FM-approved design
- Freestanding & durable
- Enclosed for outdoor use
- Removable metal liner

4 RECEPTACLES: APPROX. \$488



3 FAMILIAR COMMERCIAL BRAND Justrite Smokers Cease-Fire (1-4 gal.) Approx. \$100-\$156 each

- 1 to 4-gallon models
- FM-approved options
- Enclosed for safety
- Removable metal liner

4 RECEPTACLES: APPROX. \$400-\$624

All options include bases that can be anchored to concrete to prevent tipping or theft.

INSTALLATION PROTOCOL

- 1 Position next to trash can, outside gate or prohibited area.
- 2 Confirm clear of access routes, gate swing & maintenance access.
- 3 Mark base-anchor holes.
- 4 Drill into concrete.
- 5 Secure with exterior concrete anchors.
- 6 Mount sign to post, fence or signpost.



On existing concrete:
30-60 minutes
per location
1 DPW employee
(or 2 if procedure
requires)



No concrete? DPW can pour a small pad or install a short signpost with a concrete footing.

EMPTYING & INSPECTION SCHEDULE



INITIAL 90-DAY PILOT

- Visual inspection once per week
- Empty when ~50-66% full
- Record date emptied for first 90 days
- After 90 days:
 - Every 2 weeks (soccer & event season)
 - Monthly (lower-use periods)
 - As-needed (winter)



CAPACITY EXAMPLES

- 1-gallon unit = ~600 cigarette butts
- Deluxe pole = ~1,000 cigarette butts
- 4-5 gallon units hold significantly more

EMPTYING PROCEDURE

- 1 Wear normal work gloves.
- 2 Confirm no active smoke or heat.
- 3 Unlock or open the unit.
- 4 Remove internal metal liner.
- 5 Empty into appropriate waste container.
- 6 Replace liner and close unit.



Removable liner means no scooping or direct handling of cigarette butts. Keeps it simple and sanitary.

PILOT BUDGET (4 LOCATIONS TOTAL)

ITEM	QTY	ESTIMATED COST
Eagle 4-Gallon Receptacles (preferred option)	4	\$488
Outdoor Aluminum Signs	4	\$120
Concrete Anchors / Hardware	4 sets	\$60
ESTIMATED MATERIALS TOTAL		\$668
DPW Installation Labor	2-4 hours	Existing staff time
Contingency / Shipping	—	\$100-\$175

RECOMMENDED AUTHORIZATION (NOT TO EXCEED) **\$850**

MY RECOMMENDATION

Authorize a one-season pilot installation of four enclosed, self-extinguishing cigarette-disposal receptacles—two serving the amphitheater area and two outside the soccer-field entrance gates—paired with “No Smoking or Vaping Beyond This Point” signs, at a total cost not to exceed \$850.

DPW will inspect during normal trash service and record actual emptying frequency during the first 90 days.

ADDRESSING THE CONCERN

These receptacles do not create designated smoking areas. They are placed at facility boundaries so people entering posted no-smoking areas have a safe, visible place to extinguish cigarettes rather than dropping them on the ground.



COMPLIANCE



LITTER
REDUCTION



FIRE
PREVENTION

Thank you for considering this practical, affordable step toward cleaner, safer parks in Owosso!

Small investment. Big impact.
Cleaner parks for everyone.



PERIOD ENDING 07/31/2026

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

GL NUMBER	DESCRIPTION	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2026 NORMAL (ABNORMAL)	MONTH 07/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - PARKS						
101-751-702.200	WAGES	71,565.00	6,207.24	6,207.24	65,357.76	8.67
101-751-702.300	OVERTIME	4,200.00	419.14	419.14	3,780.86	9.98
101-751-702.400	WAGES - SEASONAL	35,000.00	300.29	300.29	34,699.71	0.86
101-751-715.000	SOCIAL SECURITY (FICA)	8,474.00	529.20	529.20	7,944.80	6.24
101-751-716.100	HEALTH INSURANCE	19,939.00	438.07	438.07	19,500.93	2.20
101-751-716.200	DENTAL INSURANCE	1,359.00	30.13	30.13	1,328.87	2.22
101-751-716.300	OPTICAL INSURANCE	137.00	3.45	3.45	133.55	2.52
101-751-716.400	LIFE INSURANCE	286.00	5.28	5.28	280.72	1.85
101-751-716.500	DISABILITY INSURANCE	667.00	19.52	19.52	647.48	2.93
101-751-717.000	UNEMPLOYMENT INSURANCE	10.00	0.00	0.00	10.00	0.00
101-751-718.200	DEFINED CONTRIBUTION	5,685.00	401.70	401.70	5,283.30	7.07
101-751-719.000	WORKERS' COMPENSATION	4,094.00	286.93	286.93	3,807.07	7.01
101-751-728.000	OPERATING SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
101-751-818.000	CONTRACTUAL SERVICES	17,000.00	1,535.00	1,535.00	15,465.00	9.03
101-751-920.100	ELECTRICITY	10,577.00	0.00	0.00	10,577.00	0.00
101-751-920.400	WATER & SEWER	65,000.00	0.00	0.00	65,000.00	0.00
101-751-920.500	REFUSE	500.00	0.00	0.00	500.00	0.00
101-751-930.000	BUILDING MAINTENANCE	14,700.00	187.14	187.14	14,512.86	1.27
101-751-930.200	BLDG MAINTENANCE-BALLFIELDS	12,000.00	270.00	270.00	11,730.00	2.25
101-751-937.000	TREES & GARDEN	2,000.00	0.00	0.00	2,000.00	0.00
101-751-940.000	EQUIPMENT RENTAL	145,150.00	5,737.66	5,737.66	139,412.34	3.95
Total Dept 751 - PARKS		423,343.00	16,370.75	16,370.75	406,972.25	3.87
TOTAL EXPENDITURES		423,343.00	16,370.75	16,370.75	406,972.25	3.87
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		423,343.00	16,370.75	16,370.75	406,972.25	3.87
NET OF REVENUES & EXPENDITURES		(423,343.00)	(16,370.75)	(16,370.75)	(406,972.25)	3.87

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 06/23/2026 TO 08/21/2026
FUND: 208
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 06/23/2026	Total Debits	Total Credits	Ending Balance 08/21/2026
208	PARK/RECREATION SITES FUND	171,303.32	224,926.54	171,622.89	224,606.97