

AGENDA
Parks & Recreation Commission
Wednesday, September 25, 2024
7:00 PM
City Hall

Call to order:

Roll call:

Approval of agenda: September 25, 2024

Approval of minutes: August 28, 2024

Public comments:

Old Business Report from City Liaison:

New Business:

- Great Start Shiawassee Signage
- Park Signage and Wayfinding
 - Master Plan Goal 5.2
- Bylaw amendment
 - Master Plan Goal 3.14
- Millage Project Priorities
 - Master Plan Goal 5.3

Next Meeting: October 23, 2024

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

**PARKS AND RECREATION COMMISSION
REGULAR MEETING**

Draft Minutes of Wednesday, August 28, 2024
7:00 p.m. at Adam's Park

CALL TO ORDER: Commissioner Workman called the meeting to order at 7:11 p.m.

ROLL CALL: Was taken by Amy Fuller

MEMBERS PRESENT: Chairman Workman, Vice Chair Selbig, Commissioners Maginity and Smith.

MEMBERS ABSENT: Commissioner Lienau, Mahoney, and Rodman

APPROVAL OF AGENDA: COMMISSIONER SMITH MADE A MOTION TO APPROVE THE AGENDA FOR AUGUST 28, 2024. MOTION SUPPORTED BY COMMISSIONER MAGINITY. AYES ALL, MOTION CARRIED.

APPROVAL OF MINUTES: COMMISSIONER SMITH MADE A MOTION TO APPROVE THE MINUTES FOR JULY 24, 2024 WITHOUT CHANGES. MOTION SUPPORTED BY COMMISSIONER SELBIG. AYES ALL, MOTION CARRIED.

PUBLIC COMMENTS:

Jon Moore said he was there in support of the pickleball courts at Bentley Park.

Randy Horton asked that the Commission consider utilizing millage funds for new pickleball courts at Bentley Park. He said the current courts are heavily used. He also reported on the success of the BJ Bannan Tournament.

Mary Ardelean also spoke in support of the pickleball courts.

OLD BUSINESS REPORT:

Amy Fuller reported that the mural at the Mitchell Amphitheater is complete. Chairman Workman asked if an anti-graffiti sealant had been applied. Amy stated that DPW had applied an anti-graffiti sealant.

ITEM OF BUSINESS:

Park Signage and Wayfinding: Motion by Commissioner Smith to table this topic until the September meeting. Supported by Commissioner Selbig. Ayes, all.

Grand Avenue Park: Amy Fuller presented a quote from GameTime playgrounds for \$37,482.67 for Grand Avenue Park to include a play structure, swing set, grill, trash can, picnic table, bench, and installation of equipment. Chairman Workman asked about the grant requirements, Amy Fuller will check specifics and report back at the next meeting. Motion by Commissioner Maginity to move forward with this plan. Support by Commissioner Smith. Ayes, all.

Millage Project Priorities: Chairman Workman thanked everyone for their efforts on the August millage. He encouraged each Commissioner to review the Parks and Recreation Master Plan. He also discussed the DNR grant cycles and encouraged the Commission to think about which projects the Commission could apply for grants for to maximize funds. There was discussion on the play area, pool building, and parking lot at Grove Holman. Commissioners were encouraged to visit that park before the next meeting.

Next Meeting: September 25, 2024, at 7:00 PM at City Hall

PUBLIC/COMMISSIONERS COMMENTS:

None.

ADJOURNMENT: COMMISSIONER SELBIG MADE A MOTION TO ADJOURN AT 7:48 P.M. MOTION SUPPORTED BY COMMISSIONER MAGINITY. AYES ALL, MOTION CARRIED.

Respectfully submitted by:
Amy Fuller, Assistant City Manager



September 24, 2024

Parks and Recreation Commission
Ongoing Project List

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

Hugh Parker Field Trees: DPW planted 5 trees with funds from the Owosso Rotary Club.

Amphitheater Mural: The Curwood Festival reimbursed the city for \$8,000 for the mural. This project is complete.

Hugh Parker Sidewalk Improvements: \$10,000 in sidewalk improvements has been approved from the city's general fund. A grant for an additional \$200,000 has been submitted. Grant decisions are expected at the end of September.

CIS Trail: Engineering for this project has begun. We are expecting construction to take place in two phases, beginning in 2025.

Grand Avenue Park: Staff is waiting on a grant agreement from the State of Michigan. As soon as that documentation is received and signed, we can move forward.

Respectfully submitted,

Amy Fuller
Assistant City Manager



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: September 24, 2024

TO: Parks and Recreation Commission

FROM: Assistant City Manager

SUBJECT: Review of agenda items

Great Start Shiawassee (GSS) Signage: The Commission has received a request from Erica Matteson with GSS to post the enclosed sign at Bentley Park. GSS would provide the sign and city DPW would install it. Great Start Shiawassee promotes early literacy through a national campaign called "Talking is Teaching" They have a metal sign they created to put up at a local park to encourage families to talk about play while at the playground and promote literacy development. The QR code on the sign also links families to their website and the local resources they offer.

Park Signage and Wayfinding: Enclosed is a street map showing all of the city parks to assist with a discussion on park signage and wayfinding. The City Engineer also provided some suggestions on sign placements and style.

Bylaw Amendment: The Commission previously voted to amend the bylaws in order to add a student seat on the board. The Commission decided a youth voice would be helpful when making decisions regarding the city's parks and recreation services. This action was delayed due to staff having some troubles implementing the program. Progress has been made in that area and Owosso High School social studies and government teachers were asked to recommend a student. Staff has talked to the student they suggested, he is interested and seems like he would be a great fit. Proposed changes to the bylaws are included for discussion and a vote. If approved, this could be finalized at the October 7, 2024 City Council meeting.

Millage Project Priorities: At the August meeting, Commissioners were asked to review the Parks and Recreation Master Plan and visit Grove Holman Park to prepare for this discussion.

Enclosures:

- Great Start Shiawassee, image of signage
- City of Owosso Street Map
- City of Owosso Engineers note on signs
- Current bylaws
- Proposed changes to bylaws



LET'S TALK ABOUT COUNTING



MATH AND NUMBERS ARE ALL AROUND US. TRY TO USE LANGUAGE WITH COUNTING AND MATH WHILE PLAYING AT THE PARK.

- A LOT OF PEOPLE CALL THIS THE BLUE PARK. HOW MANY BLUE OBJECTS CAN YOU COUNT AT THE PLAYGROUND?
- HOW MANY STEPS TILL YOU CAN REACH THE SLIDE?
- HOW MANY SWINGS DO YOU SEE?



SCAN OR CODE FOR MORE ABOUT COUNTING

**BYLAWS
PARKS & RECREATION COMMISSION
CITY OF OWOSSO, MICHIGAN**

ARTICLE 1: PURPOSE AND AUTHORITY

The purpose and authority of the Commission shall be defined and authorized by Ordinance No. 691 of the City of Owosso, Shiawassee County, Michigan.

ARTICLE 2: ORGANIZATION

SECTION 1: MEMBERS

SECTION 1: MEMBERS

The members of the Commission shall be appointed by the Mayor and approved by the City Council.

The Commission shall consist of seven (7) voting members and two (2) non-voting members as described below:

- a) Seven (7) Voting Members;
- b) One (1) Student Member.
 - I. The Student Member does not have a vote;
 - II. The Student Member shall be between the ages of 15-18, be a resident of the City, and be enrolled in any public or private high school within the City;
 - III. Student Member term shall consist of year starting in September.
 - IV. The Student Member shall be entitled to and abide by all applicable rules of procedure pertaining to any meeting of the Commission;
 - V. The Student Member shall be subject to all applicable rules of conduct pertaining to members of the Commission;
 - VI. The Student Member shall retain membership so long as the Student Member is in regular attendance at a high school during the school year which falls within the one-year term;
 - VII. The Student Member's attendance shall not be counted to qualify the Commission's quorum.
- c) One (1) Ex Officio.
 - I. The Ex Officio does not have a vote;
 - II. The Mayor or designee of the Mayor shall be the Ex Officio member of the Commission with Council approval.

RESOLUTION NO. 150-2021

**TO ADOPT THE
PARKS & RECREATION COMMISSION BYLAWS**

WHEREAS, the Parks & Recreation commission is a public commission which is responsible for holding its own meetings in accordance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended; and

WHEREAS, the commissioners of the Parks & Recreation Commission of the City of Owosso have drafted and approved bylaws to direct the conduct and activities of such meetings and are submitting them to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council hereby approves the bylaws of the Parks & Recreation Commission as follows, such bylaws to be effective immediately:

**BYLAWS
PARKS & RECREATION COMMISSION
CITY OF OWOSSO, MICHIGAN**

ARTICLE 1: PURPOSE AND AUTHORITY

The purpose and authority of the Commission shall be defined and authorized by Ordinance No. 691 of the City of Owosso, Shiawassee County, Michigan.

ARTICLE 2: ORGANIZATION

SECTION 1: MEMBERS

The members of the Commission shall be appointed by the Mayor and approved by the City Council. The Commission shall consist of seven (7) voting members. The Mayor or designee of the Mayor shall be the ex officio member of the Commission with Council approval. The ex officio does not have a vote.

SECTION 2: OFFICERS

- a) The officers of the Commission shall be Chairperson and Vice Chairperson.
- b) The ex officio member of the Commission, appointed by the Mayor, shall serve as Secretary of the Commission
- c) The officers shall serve two (2) year terms and the Secretary shall serve for an indefinite term
- d) Terms of office shall run from July 1 – June 30 and expire two (2) years later.

SECTION 3: OFFICER DUTIES

- a) The Chairperson shall preside at all meetings of the Commission and will attend appropriate meetings of City Council
- b) In the absence of the Chairperson, the Vice Chairperson will assume all the duties of the Chairperson
- c) The Secretary will keep a book of all meetings and records of all the meetings. Additionally, they will prepare agendas and shall give notice of regular and special meetings of the Commission. Finally, the Secretary will be in charge of the annual report and action plan to be reported to the City Council. The annual report must be approved by majority vote before presentation to the Council.

ARTICLE THREE: MEETINGS

- a) The Parks & Recreation Commission shall hold monthly meetings in the City Council Chambers, City Hall, Michigan on the fourth Wednesday of each month. Meetings shall begin at 7:00 p.m. and conclude by 8:00 p.m., unless adjournment is postponed by action of a majority of the Commission
- b) Any member of the Commission may call special meetings of the Commission with prior notice to each member of the date and purpose. Notice shall be given at least five (5) days in advance.
- c) All meetings will be in compliance with the Michigan Open Meetings Act.
- d) A quorum or simple majority of the Commissioners shall decide all issues.
- e) The Chairperson, or Vice Chairperson if appropriate, shall preside over all meetings.
- f) Parliamentary procedure at all meetings of the Commission shall be in accordance with Roberts Rules of Order.
- g) The Commission, through a motion and support may recess a meeting. For the recess to be in order, the time, day, month, date, year, and location to reconvene shall be stated as part of the action to recess. If the meeting does not reconvene within 36 hours after the action for recess, then the reconvened meeting shall be posted at least 18 hours prior to the reconvened meeting, per the Michigan Open Meetings Act.

ARTICLE FOUR: ADOPTION AND AMENDMENTS

- a) These by-laws are to be adopted by a simple majority vote at a regularly scheduled meeting of the Commission
- b) The Commission shall annually review these bylaws during its first regular meeting in March to determine any needed amendments
- c) Amendments shall be made by a simple majority vote.

I hereby certify that the foregoing document is a true and complete copy of a resolution authorized by the Owosso City Council at the regular meeting of August 16, 2021.


Amy K. Kirkland, City Clerk

ADOPTED: May 27, 2008
AMENDED: August 15, 2016
AMENDED: July 28, 2021



Amy K. Fuller

From: Clayton R. Wehner
Sent: Monday, August 26, 2024 10:23 AM
To: Amy K. Fuller
Subject: RE: Park wayfinding
Attachments: Street_Map.pdf

Amy,

Just curious if you knew how to register parks on Google Maps, Apple Maps, etc? On Google maps: Rudy Demuth is shown as Kiwanis Park; Hugh Parker Soccer Complex is not shown; Grand Avenue park is not shown; Adams Park is shown as Memorial Park; all other parks on your list are listed correctly. Getting these locations added to the navigation apps may help people find the parks easier.

Regarding signage, if state trunklines are not an option, I would recommend placing them on major streets. Attached is a map with major streets in light blue. These are only my suggestions without knowing which direction the majority of traffic is coming from – the parks commission may have better ideas.

- Rudy Demuth Baseball Fields
 - Signs on Gould St north and south of Jerome with arrow pointing west; sign on Jerome at Oakwood with arrow pointing south
 - Sign on Jerome Ave at Washington St with arrow pointing east
- Hugh Parker Soccer Fields
 - Sign on Gould St south of Corunna Ave with arrow pointing south
 - Signs on Washington St north and south of Monroe with arrow pointing east
- Grove Holman
 - Sign on Hampton St at Walnut St with arrow pointing south.
 - Sign on South St at Walnut St with arrow pointing north
- Collamer Park
 - Signs on Washington north and south of Gute with arrow pointing west; Sign on Gute St at Shiawassee St with arrow pointing south
- Bennett Fields
 - Tough to sign without putting a sign on M-21.
 - A sign could be placed on N Chestnut just north of M-21 with arrow pointing north. N Chestnut is a county street so the road commission's permission/permit would be required.
- Grand Avenue Park
 - Location makes it difficult to sign without using a bunch of signs
 - Signs on Washington Street north and south of Harper with arrow pointing east; Signs on Division north and south of Auburndale with arrow pointing east; Signs on Auburndale east and west of Grand with arrow pointing south.
 - Sign on Woodlawn north of Auburndale with arrow pointing west.
- Adams Park
 - Signs on North St east and west of Adams with arrow pointing south
 - Signs on King St east and west of Adams with arrow pointing north

I would recommend these signs to have white lettering on a brown background. This matches some of the existing signs at the parks. I would also recommend that each park have a sign that clearly states its name at its entrance so that people know when they have reached their destination.

My biggest concern is sign pollution. I tried to keep the signs at a minimum, but there are many different routes to reach these parks depending on original starting location. Doing some research online, other jurisdictions have criteria for the placement of wayfinding signs based on the amount of people using the park. This may have already been completed by the parks commission, hence the list leaving off a couple of parks.

Clayton

From: Amy K. Fuller <amy.fuller@ci.owosso.mi.us>
Sent: Friday, August 23, 2024 4:35 PM
To: Clayton R. Wehner <clayton.wehner@ci.owosso.mi.us>
Subject: Park wayfinding

Clayton,

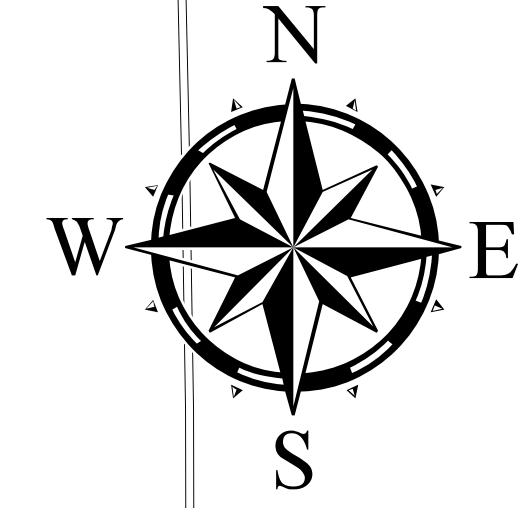
Attached is a list of parks where the Commission is interested in adding wayfinding. They want to avoid all MDOT highways. I think it would be good if the sign stated the name of the park and had a form of directional (an arrow, the word "ahead", etc). I'd be interested in any suggestions, placement ideas, concerns, etc.

Thank you,

Amy Fuller
Assistant City Manager
City of Owosso
P: 989.725.0577
C: 989.494.7041
amy.fuller@ci.owosso.mi.us

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City of Owosso and Vicinity Street Map

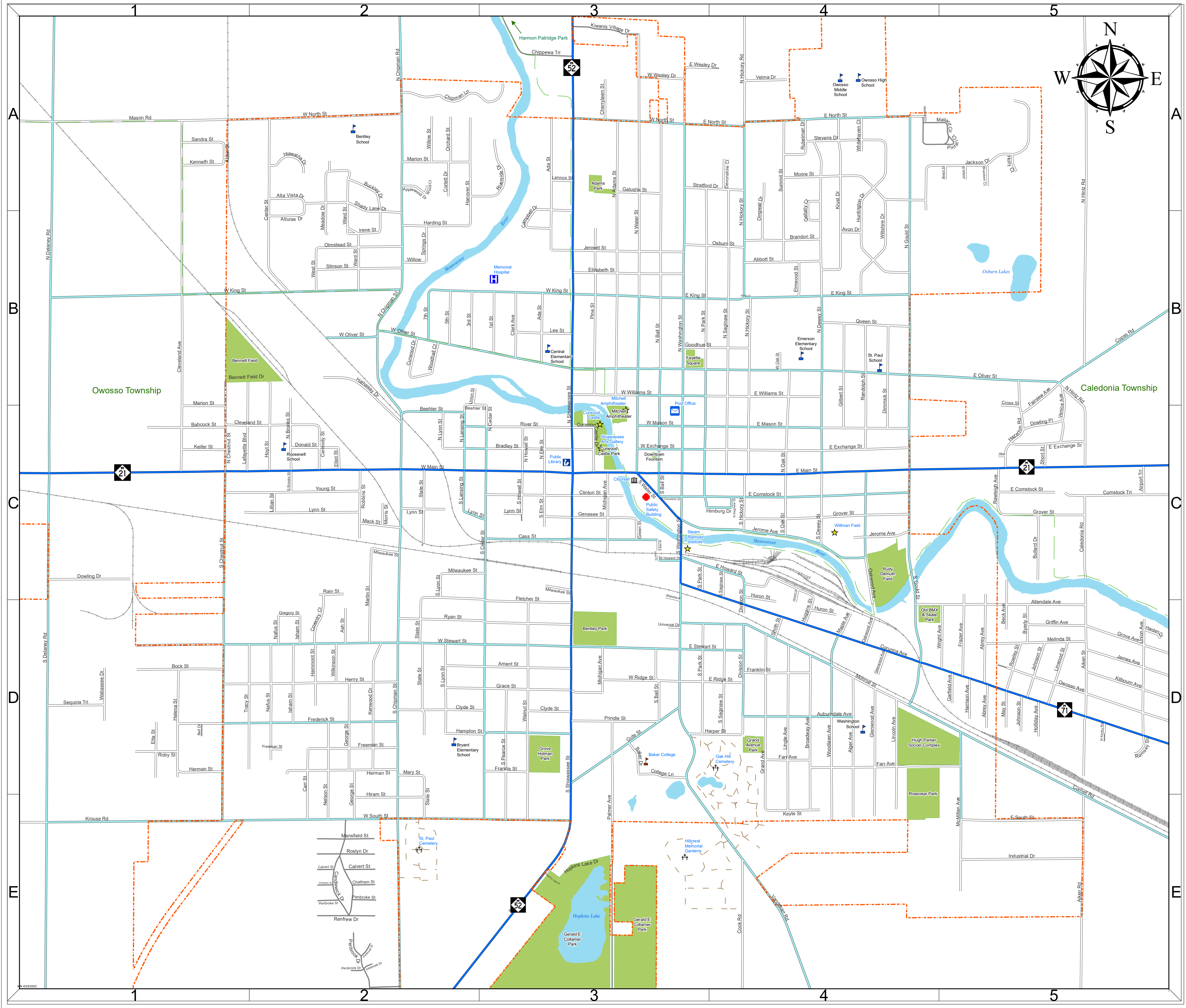
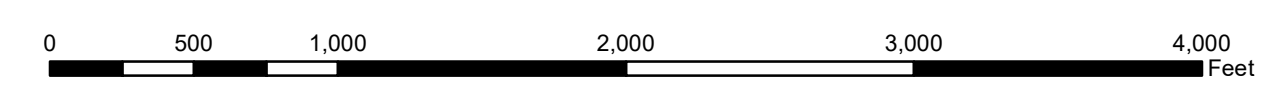


Index to Streets and Places of Interest

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Map Explanation

- City Limit
- State Highways
- Schools
- Parks
- Recreational Trails
- Railroads
- Arterial Streets and Roads
- Minor Streets and Roads
- Private Streets
- Cemetery Paths



GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		% BDGT USED
		2024-25 AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - PARKS						
101-751-702.200	WAGES	58,371.00	15,193.93	43,177.07		26.03
101-751-702.300	OVERTIME	3,615.00	1,391.14	2,223.86		38.48
101-751-702.400	WAGES - SEASONAL	28,924.00	0.00	28,924.00		0.00
101-751-702.800	ACCRUED SICK LEAVE	0.00	0.00	0.00		0.00
101-751-703.000	OTHER COMPENSATION	0.00	0.00	0.00		0.00
101-751-715.000	SOCIAL SECURITY (FICA)	6,955.00	1,253.90	5,701.10		18.03
101-751-716.000	FRINGES	0.00	0.00	0.00		0.00
101-751-716.100	HEALTH INSURANCE	18,544.00	3,559.78	14,984.22		19.20
101-751-716.200	DENTAL INSURANCE	1,697.00	207.62	1,489.38		12.23
101-751-716.300	OPTICAL INSURANCE	206.00	20.67	185.33		10.03
101-751-716.400	LIFE INSURANCE	261.00	50.16	210.84		19.22
101-751-716.500	DISABILITY INSURANCE	612.00	110.65	501.35		18.08
101-751-717.000	UNEMPLOYMENT INSURANCE	15.00	1.37	13.63		9.13
101-751-718.100	MUNICIPAL EMPLOYEES RETIREMENT	0.00	0.00	0.00		0.00
101-751-718.200	DEFINED CONTRIBUTION	3,067.00	507.93	2,559.07		16.56
101-751-719.000	WORKERS' COMPENSATION	3,730.00	935.95	2,794.05		25.09
101-751-728.000	OPERATING SUPPLIES	5,000.00	1,756.82	3,243.18		35.14
101-751-818.000	CONTRACTUAL SERVICES	20,000.00	1,749.90	18,250.10		8.75
101-751-920.100	ELECTRICITY	12,623.00	1,773.18	10,849.82		14.05
101-751-920.200	GAS	0.00	0.00	0.00		0.00
101-751-920.300	TELEPHONE	0.00	0.00	0.00		0.00
101-751-920.400	WATER & SEWER	25,500.00	0.00	25,500.00		0.00
101-751-920.500	REFUSE	500.00	315.88	184.12		63.18
101-751-930.000	BUILDING MAINTENANCE	72,200.00	4,377.87	67,822.13		6.06
101-751-930.200	BLDG MAINTENANCE-BALLFIELDS	5,000.00	973.05	4,026.95		19.46
101-751-937.000	TREES & GARDEN	2,000.00	0.00	2,000.00		0.00
101-751-940.000	EQUIPMENT RENTAL	101,103.00	53,832.97	47,270.03		53.25
101-751-971.000	LAND	0.00	0.00	0.00		0.00
101-751-974.000	LAND IMPROVEMENTS	0.00	0.00	0.00		0.00
Total Dept 751 - PARKS		369,923.00	88,012.77	281,910.23		23.79
TOTAL EXPENDITURES		369,923.00	88,012.77	281,910.23		23.79
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		369,923.00	88,012.77	281,910.23		23.79
NET OF REVENUES & EXPENDITURES		(369,923.00)	(88,012.77)	(281,910.23)		23.79

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		% BDGT USED
		2024-25 AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 208 - PARK/RECREATION SITES FUND						
Expenditures						
Dept 751 - PARKS						
208-751-728.000	OPERATING SUPPLIES	0.00	0.00	0.00		0.00
208-751-818.000	CONTRACTUAL SERVICES	0.00	0.00	0.00		0.00
208-751-930.000	BUILDING MAINTENANCE	31,700.00	12,545.57	19,154.43		39.58
208-751-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00		0.00
208-751-974.000	SYSTEM IMPROVEMENTS	0.00	0.00	0.00		0.00
Total Dept 751 - PARKS		31,700.00	12,545.57	19,154.43		39.58
TOTAL EXPENDITURES		31,700.00	12,545.57	19,154.43		39.58
Fund 208 - PARK/RECREATION SITES FUND:						
TOTAL REVENUES		0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		31,700.00	12,545.57	19,154.43		39.58
NET OF REVENUES & EXPENDITURES		(31,700.00)	(12,545.57)	(19,154.43)		39.58
TOTAL REVENUES - ALL FUNDS						
		0.00	0.00	0.00		100.00
TOTAL EXPENDITURES - ALL FUNDS						
		401,623.00	100,558.34	301,064.66		25.04
NET OF REVENUES & EXPENDITURES						
		(401,623.00)	(100,558.34)	(301,064.66)		25.04

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2023 TO 09/23/2024
FUND: 208
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 09/23/2024
208	PARK/RECREATION SITES FUND	29,809.14	22,611.14	28,893.34	23,526.94