

REGULAR PARKS & RECREATION COMMISSION MEETING
November 20, 2019

The Regular Parks & Recreation Commission Meeting was called to order by Chairperson Schulz at 6:01 p.m. in the City Council Chambers.

Present: Horrocks, Schulz, Stempky, LaLonde, Chastain, Clouser and Hayden

Absent: None

Also Present: City Manager Eustice

Councilwoman Sara Johnston, Liaison

APPROVAL OF AGENDA:

Motion by Horrocks seconded by LaLonde to approve the Agenda as presented. Motion carried.

OLD BUSINESS:

Fishing Piers/Property North of County Marina – Chairperson Schulz reported there has been no progress on the fishing piers. The land in Major City Park has been surveyed but we do not have a site plan back yet. City Manager Eustice noted the DNR was in today; they are trying to transfer the river bank to the City. We might lease it because it is going to go quicker (99 year lease for \$1.00 to be used for a public purpose). For the fishing pier project the City owns most of the property that the fishing piers are going to go on or by, other than about 25 feet of the river bank, which the DNR owns. He went on to state he put in an application for purchase that would have been for nothing, but the process takes way too long. The City is still battling for the property north of the County Marina to get that the City's possession. The DNS is working on getting that finalized, as well. City Manager Eustice then noted there is a possibility of leasing this property, as well. The lease is quicker and no appraisal is required; a 99 year lease is drafted, we pay \$1.00 and it would revert back to the State if it is no longer used for a public purpose. Nothing is needed from the Commission as this time.

Motion by Horrocks seconded by LaLonde to recommend the City Manager proceed with the leases on the river bank property for the fishing piers and the property north of the County Marina. Motion carried unanimously.

Recreation Passport Grant – Chairperson Schulz informed the Commission that we have not heard back on this Grant.

Trail Town Application – City Manager Eustice noted he has not heard anything from Mr. Mike Morrison.

Signs from the Trail to Downtown – Chairperson Schulz commented some of the signs have been installed by Mr. Conboy but we thought there were 8 for the DPW to install but there are actually 3. City Manager Eustice said they will try and get them in either this week or next week.

NEW BUSINESS:

Approval of October 16, 2019 Minutes -

Motion by Horrocks seconded by Clouser to approve the October 16, 2019 Parks & Recreation Commission meeting minutes. Motion carried.

Committee to Move Forward with DNR Grant Applications Due April 1, 2020 – Chairperson Schulz asked that this matter is tabled until after the survey and site plan is completed for Major City Park. She would like to see a planning grant before a building change grant. She also feels a “recreation authority” will form a lot of that and feels this is step one, step two would be making a plan and step three would applying for a grant. City Manager Eustice noted there was no motion to apply. A brief discussion was held on whether this matter needed official action to be tabled. The minutes will reflect that instead of having a committee to apply for DNR grants this year, we will instead focus on creating a regional recreation something that will build a plan and when we have a good committee and a good plan, we will then apply for implementation grants like the DNR Trust Fund money. The question was asked if this was in the five-year plan. Chairperson Schulz commented that all of it is in the five-year plan but the process is not identified in the plan. Now that we have a better grasp of what we have to do, we now have a better process in mind. Mr. Richard Cartmill commented he had never heard of applying for a recreation grant for a plan because you can develop that in house. Chairperson Schulz stated it is not specifically a recreation grant, it is a neighborhood planning grant, so it includes the downtown area, neighborhoods and residential areas, schools, parks and trails. Mr. Richard Cartmill then commented he assumes there has been public input for this. Chairperson Schulz replied we need to get the public input and we don’t even have a committee put together to form a plan right now.

Safe Routes to Schools – Chairperson Schulz commented on this planning grant, which will help us get a plan in place and to connect our parks to our trail network to our schools to our downtown area and to our neighborhoods. If anyone on the Commission is interested in doing a letter of support, she will send out a form letter and a draft of what will be submitted as answers to the application questions, which will not be available until Friday morning. The letters of support need to be turned back in by the first week of December because the application is due the second week of December. The Cheboygan County Community Foundation is applying on behalf of the Parks & Recreation Commission’s Trail Committee, since the Foundation is a 501(C)3. City Manager Eustice commented this is also being taken to the City Council for support and to make sure they are okay with that. Councilwoman Johnston said she will do a letter of support. Chairperson Schulz briefly explained the application to the Commission.

Recreation Authority – Chairperson Schulz said at the October meeting the Commission talked about what the Authority will be called and who would be invited to participate and who would be the authority/commission. She then asked if anyone has any input on what we could possibly call our regional recreation committee that does not have the word authority in it. Councilwoman Johnston stated she has a lot of suggestions and will e-mail them to Chairperson Schulz. Chairperson Schulz asked that any other suggestions be e-mailed to her also. She then reviewed the options of who would be invited to participate, i.e. three from the Parks & Recreation Commission; how many representatives from each township in the school district; representatives from the different sports groups; and non-profits. Mr. Richard Cartmill inquired as to how big Chairperson Schulz sees the regional recreation committee being. Chairperson Schulz stated in the five-year plan it mentions 2 representatives from the City of Cheboygan and two from each of the townships that are in the school district; just that alone which is a requirement of a recreation authority board would be 16 people [seven townships and the City]. Although this is 16, is it important to have the voices and input from all of those different groups that connects them all. Mr. Richard Cartmill asked what the requirement would be for the outlying townships; does it have to be a board member

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or can it be residents from the township. City Manager Eustice explained it has to be a resident of that township and appointed by the township board. Commissioner Chastain said it does not have to be a member of the board. Mr. Richard Cartmill stated he thinks it would be excellent to have a board member from each township and a member at large from each township. Chairperson Schulz said the authority is not for a pool, asking who will lead the authority/commission. Councilwoman Johnston commented whatever the term is to make sure it is rotated between townships so that every township has an equal opportunity to have a chairperson. Chairperson Schulz said she is looking for a volunteer to organize the committee. Mr. Richard Cartmill commented it would be ideal to have someone from a township chair the committee right from the beginning; that way it is not the City. Commissioner Clouser suggested having the future board members elect their own leader. Chairperson Schulz said someone has to create the board and that alone is going to take work. She then asked the City Manager for ideas or inspiration, adding if we can just start with what to call it, know who we want on the board and definitely invite anyone who has leadership in any of the programs. We need the initial organizer of it. City Manager Eustice said it is his opinion that we should use an outside source, such as Harry Burkholder. It would not be that costly and he has done it before and has experience. Mr. Richard Cartmill asked if Mr. Burkholder would go to different townships or what. City Manager Eustice said Mr. Burkholder would organize. A brief discussion was held. Mr. Richard Cartmill stated he does not have ax to grind and lives in Benton Township. Chairperson Schulz asked if he would be willing to put together agendas and e-mail people and if he is volunteering as she is looking for leadership. His reply was he would assist but is unsure about leading it. He would like to go to the township board meetings when the presentations are made. Commissioner Horrocks asked about having a couple people go to the townships and make a presentation to the School Board itself to get it started. Chairperson Schulz replied eventually yes, but what they are talking about right now is giving it a name and getting a board together and we need a leader to do that; someone that will put the name on paper, its purpose on paper and have an agenda for the 16 person board to follow and invite the program leaders to these meetings to participate in the planning improvement process. The School Board would absolutely be part of that and someone from the schools would be part of that, but we need a person to get it started. If we can contract for professional services with Mr. Harry Burkholder and have a local contact like Mr. Cartmill then that is the initial leadership that we need to get it started then we just need a name and we are started. City Manager Eustice stated he feels that is a good approach. Councilwoman Johnston said she would be happy to help, too. City Manager Eustice noted that Mr. Burkholder is just going to be a consultant and give us guidance. He will reach out to Mr. Burkholder. Chairperson Schulz reminded the members to e-mail their suggestions for a name for the authority within a week so we can get it going. Commissioner LaLonde asked if a motion is needed to contract with Mr. Burkholder. City Manager Eustice replied no, he will have to get permission from Council.

Motion by LaLonde seconded by Horrocks to recommend to City Council the hiring of Mr. Harry Burkholder as a consultant for the recreational authority. Motion carried unanimously.

Commissioner Horrocks commented he assist wherever he can with the townships.

OTHER BUSINESS:

Recreation Center Programs/New Staff – Chairperson Schulz stated she asked for a report from Director Hancock on the Recreation Center Programs and the new Recreation Center staff because

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there was a job posting for two part-time employees. She went on to state that all of the programs are the same at the Recreation Center including Saturday Night Free Pizza Night for high school aged kids and they are looking for donations for pizza from either service clubs or personally. Any donations can be directed to the City of Cheboygan, attention Bridget E. Brown, Clerk/Treasurer. She understands there is one candidate they are interviewing for the part-time position and they are still looking for additional candidates who would play basketball, working on pitching, sports related things and supervising kids. On Saturday nights Director Hancock is using an existing staff person and adjusting their schedule to cover Saturday night, which is okay right now. It will become problematic when they get into shoveling, etc. and not being able to pull someone for four hours during the week.

Chairperson Schulz then mentioned the Recreation Department Staff Report dated November 20, 2019 provided by Director Hancock.

UPCOMING DATES:

November 26, 2019, 7:00 p.m., City Council – The Resolution of Support for the Safe Routes to Parks Planning Grant Application will be before City Council. Also anyone interested in doing letters of support are encouraged to do so no later than the first week in December, which can be e-mailed or dropped off at the City offices.

December 12, 2019, 9:00 am – Trail Subcommittee Meeting – The Trails Committee did decide because the deadline for the Safe Routes to Parks Application came up pretty quick, they are working on this first and then will get back to water trails.

December 18, 2019, 6:00 p.m. – Regular Parks & Recreation Commission Meeting

STAFF REPORT:

Director Hancock – Report presented earlier in the meeting.

City Manager- City Manager Eustice said he does not have anything to add to Director Hancock's report or the status of the properties we are trying to acquire, unless there are any questions.

COMMISSION MEMBER COMMENTS:

Picnic Tables at Gordon Turner Park - Commissioner Stempky asked if the City Manager was approached about fixing up and painting the picnic tables at Gordon Turner Park. City Manager Eustice said although he has not participated in any meetings regarding this, he is well aware of what they are trying to do. He asked if this has been discussed at the Main Street level. Commissioner Stempky replied no. Commissioner LaLonde asked if the City maintains the picnic tables; City Manager Eustice replied yes. Comments were made on the DDA or Planning Commission taking this project on. Chairperson Schulz said at the Trails meeting they have talked about uniformity, and talked about the same thing with the Children's Trail and signage by the Trail. She then asked City Manager Eustice if we was able to get information on the signs, benches, picnic tables, etc. talked about at the Trails meeting. City Manager Eustice replied he has not done that yet. Chairperson Schulz suggested brainstorming a list. Chairperson Schulz explained they talked about signs, lighting, benches and picnic tables all being uniform across all the parks, noting right now some of the parks have no signs so there is no way to know that it is a City park. She asked the City Manager if he would like the Committee to work on a list of what

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they would like to see. City Manager Eustice replied yes, adding he will get Director Hancock involved.

PUBLIC COMMENTS: None.

ADJOURNMENT:

Motion by Clouser seconded by Hayden to adjourn the meeting at 6:32 p.m.; motion carried.

Catherine Schulz, Chairperson