Washtenaw County Parks and Recreation Commission

MINUTES OF MEETING

Date: June 13, 2023

Time: 2:00 p.m.

Location: Meri Lou Murray Recreation Center, 2960 Washtenaw Ave., Ann Arbor, MI 48104

Members Present: Patricia Scribner, WCPARC President; Janis Bobrin, Vice President; Dan Ezekiel, WCPARC Treasurer; Robert Marans, JoAnn McCollum, Brenda McKinney, Evan Pratt, Robert Joerg and Yousef Rabhi

Members Absent: Katie Scott

Staff Present: Coy Vaughn, Director; Meghan Bonfiglio, Deputy Director; Ginny Leikam, Superintendent of Park Planning and Natural Areas; Jason Brooks, Manager of Finance and Administration; Ann Ziolkowski, Communications Manager; Peter Sanderson, Project Manager; David Ries, Project Manager; Diane Carr, Superintendent of MLM Recreation Center; Suzanne Kessler, Park & Facility Supervisor; Alyson Kindall, Park & Facility Supervisor; Nikki Ziegler, Recreation Facility Specialist; Wade Buck; MFS Coordinator

Others Present: Elizabeth Gelman, Policy Intern, Commissioner Rabhi's Office

1. Call to Order

Ms. Scribner called the meeting to order at 2:00 p.m.

2. Pledge of Allegiance

3. Approval of Minutes

The minutes of the May 9, 2023 regular meeting were included with the agenda material.

Ms. McCollum noted that on page 3, paragraph 7, the following sentence needs to be correct by deleting "a": *Ms. Leikam confirmed that it was true but added that the area at the property boundary is a wetland and ~~a~~ that a boardwalk would likely be required.*

It was moved by Mr. Ezekiel and seconded by Mr. Joerg to approve the minutes of the May 9, 2023; regular meeting as amended. All ayes, the motion was approved.

4. Public Comment

None

5. *Communications, Projects & Activities*

Mr. Vaughn reported on the communications, projects, and activities for the month of May 2023.

Ms. Carr, Meri Lou Murray Recreation Center Superintendent, introduced her staff and outlined their job responsibilities. Mr. Vaughn introduced Wade Buck, new Coordinator.

It was moved by Mr. Marans and seconded by Mr. Joerg to receive and file the Communications, Projects & Activities for the month of May 2023, as submitted. All ayes, the motion was approved.

6. *Consent Agenda*

A. Budget Adjustment – Consumers Energy Reimbursement

It was moved by Mr. Marans and seconded by Mr. Joerg to authorize a budget adjustment to increase the Parks Fund Budget by $90,315 to account for a payment to Huron Waterloo Pathways Initiative (HWPI) and a matching amount of reimbursement revenue received from Consumers Energy. Roll Call Vote: 9 ayes, 0 nays, 1 absent (Scott). Motion carried.

B. B2B Segment DAA5 – ASTI Environmental Study

It was moved by Mr. Marans and seconded by Mr. Joerg to authorize a contract with ASTI in the amount of $50,000 for a B2B Segment DAA5 Environmental Study. Roll Call Vote: 9 ayes, 0 nays, 1 absent (Scott). Motion carried.

C. Parker Mill Accessibility Project

Mr. Rabhi requested that this item be removed from the Consent Agenda and discussed separately.

Mr. Rabhi requested more information on the scope of the project. Mr. Sanderson stated that the full scope of the project would eventually be to take the parking lot from gravel to paved, dealing with associated runoff issues, possibly adding 5-10 more parking spaces, make the slope to the log cabin ADA accessible, adding play features, widening and replacing the boardwalk. Ms. McCollum asked about next steps if a grant is not received for this project. Mr. Sanderson confirmed that this request is not for full construction drawings and Ms. Leikam added that we would fine tune the scope and return to the Commission regarding next steps if grant dollars are not received.

Mr. Joerg asked why the low bidder was not selected. Mr. Sanderson reported that both firms were indeed prequalified but added that the low bidder did not propose to put engineers on a project which staff felt dictated a need due to the scope.

It was moved by Mr. Marans and seconded by Mr. Joerg to authorize a contract with HRC in the amount of $59,572 for Parker Mill Park & B2B Trail Accessibility Enhancements. Roll Call Vote: 9 ayes, 0 nays, 1 absent (Scott). Motion carried.

D. Michigan Folk School Bylaws

Mr. Rabhi requested that this item be removed from the Consent Agenda and discussed separately.

Mr. Rabhi stated that based on his reading of the memorandum, the annual business meeting would be posted in accordance with the Open Meetings Act (OMA) but the Advisory Committee meetings would not. Ms. Leikam reported that the guidance on the Advisory Committee came from Corporation Counsel. Ms. Bonfiglio added that members of other advisory boards occasionally like to participate virtually but that the meetings themselves will be posted in accordance with the OMA. Mr. Rabhi stated that he disagrees with the opinion of Corporation Counsel on the topic of advisory committees and added that votes of those committees should also be held in accordance with the OMA.

Ms. Bonfiglio provided clarification that the document does state that the annual calendar shall be adopted and that the time and place of meetings shall be posted in accordance with the OMA. She added that we do the same for Natural Areas Technical Advisory Committee (NATAC) and Agricultural Lands Preservation Advisory Committee (ALPAC) meetings. Mr. Rabhi asked if the intention of staff is to continue to meet in person and do everything in accordance with the OMA. Ms. Bonfiglio confirmed that intention. Mr. Rabhi reported that he is comfortable with that approach provided we are all on the same page.

It was moved by Mr. Marans and seconded by Mr. Joerg to establish the Michigan Folk School Advisory Committee and adopt the bylaws as presented. Roll Call Vote: 9 ayes, 0 nays, 1 absent (Scott). Motion carried.

7. Financial & Recreation Reports – May 2023

A. Claims Report

Mr. Brooks reported on the financials and stated that the total for the claims for the month of May 2023 was $1,459,164.09.

It was moved by Mr. Marans and seconded by Mr. Pratt to approve the claims for the month of May 2023 as submitted. All ayes, the motion was approved.

B. Fund Balance Reports

Mr. Brooks provided an update on the Parks fund and Natural Areas Funds along with the fund balance status for each through May 31, 2023.

It was moved by Mr. Pratt and seconded by Mr. Ezekiel to receive and file the financial reports for May 2023 as submitted. All ayes, the motion was approved.

C. Recreation Reports

Mr. Brooks presented the Recreation Reports for the month of May 2023.

It was moved by Ms. McKinney and seconded by Mr. Rabhi to receive and file the Recreation Reports for the month of May 2023. All ayes, the motion was approved.

8. *Old Business*

A. HWPI Memorandum of Understanding

Mr. Sanderson reported that this agreement represents a renewal of the existing agreement with HWPI. Ms. McCollum asked if Mr. Vaughn and Mr. Sanderson are participants on the board. Mr. Sanderson confirmed that they were and added that Mr. Townsend participates as well on behalf of WCPARC.

It was moved by Ms. Bobrin and seconded by Ms. McKinney to authorize renewal of the Memorandum of Understanding with Huron Waterloo Pathways Initiative (HWPI), contingent on final acceptance from legal counsel and from HWPI. All ayes, the motion was approved.

9. New Business

A. Independence Lake Condition Assessment & Feasibility Study

Mr. Ries provided a presentation on the proposed Independence Lake Beach Center Assessment and Feasibility Study. As part of the presentation, he confirmed that WCPARC is in possession of the original architectural drawings and will make them available to the consultant recommended for this project.

It was moved by Ms. Bobrin and seconded by Ms. McKinney to award a contract in the amount of $104,410 to the JFR Architects Team that includes many Washtenaw County based firms for this project and include an additional 10% ($10,441) of the proposal fee for potential change orders. Roll Call Vote: 8 ayes, 0 nays, 2 absent (Rabhi and Scott).

B. Other Old Business

None.

C. Meri Lou Murray Gym Floor Resurfacing

Ms. Carr reported that it has been typical to resurface the gym floor at Meri Lou Murray (MLM) Recreation Center every 5 years. She stated that an RFP was sent out and that two responses were returned. Ms. Carr added that positive references came back for Starr Flooring of Grand Rapids, MI and that she recommended utilizing their services for this project.

It was moved by Ms. Bobrin seconded by Ms. McKinney to award the bid for RFP #8472 for Gym Floor Resurfacing at MLM Recreation Center to Starr Flooring of Grand Rapids, MI in the amount of $38,500. Roll Call Vote: 8 ayes, 0 nays, 2 absent (Rabhi and Scott).

D. Other New Business

None.

9. Commissioners / Directors Comments

Mr. Vaughn reported that he was involved in regular meetings regarding the Eastside Recreation Center and added that the latest proposal was to have a shared space between the Recreation Center and Community Center areas of the proposed building.

Mr. Joerg asked if the working relationship with the townships was going well. Mr. Vaughn indicated that it was and added that townships were participating in discussions that have been occurring and that efforts to boost engagement were ongoing.

Ms. McKinney asked if transportation and access issues were being discussed for youth that reside south of the proposed site. Mr. Vaughn reported that there have been talks surrounding non-motorized trails and ensuring access via bus lines. Mr. Marans expressed a desire for a Commission field trip to the site.

10. Adjournment

Mr. Marans moved; seconded by Ms. McCollum to adjourn. All ayes, the motion was approved.

The meeting was adjourned at 3:43 PM.