



NOTICE OF MEETING

WASHTENAW COUNTY PARKS AND RECREATION COMMISSION

Date: February 10, 2026

Time: 2:00 p.m.

Location: Staebler Farm County Park, Blackbird Lodge, 7734 Plymouth Rd., Ann Arbor, MI 48105

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Approval of the Minutes

- a. January 13, 2026 Meeting (attached, pp. 1-5/action item)

4. Public Comment

5. Communications, Activities and Recreation Reports (attached, pp. 6-9/action item)

6. Finance

- a. Claims Report (attached, p. 10/action item)
- b. Financial Reports (attached, pp. 11-17/action item)

7. Old Business

- a. Concentrate Media Annual Update (presentation at meeting)
- b. MLM Natatorium Additional Design/Engineering Services (attached, pp. 18-19/action item)
- c. Director's Comments & Project Updates (attached, pp. 20-22/action item)
- d. Other Old Business

8. New Business

- a. NAPP Preserve Amenity Design Services (attached, p. 23/action item)
- b. Signatory Authority Designation (attached, pp. 24-25/action item)
- c. Other New Business

9. Commissioners Comments

10. Adjournment

Washtenaw County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 7-day notice to Washtenaw County. Individuals requiring auxiliary aids or services should contact the County of Washtenaw by writing or calling the following: Human Resources, 734-994-2410, TTD# 734/994-1733.



MINUTES OF MEETING

WASHTENAW COUNTY PARKS AND RECREATION COMMISSION

Date: January 13, 2026

Time: 2:00 p.m.

Location: Parks Administration Office, 2230 Platt Road, Ann Arbor, MI 48104

Members Present

Patricia Tupacz Scribner, WCPARC President; Janis Bobrin, WCPARC Vice President; Dan Ezekiel, WCPARC Secretary; Gretchen Driskell, Robert Joerg, Robert Marans, JoAnn McCollum, Brenda McKinney, Yousef Rabhi and Katie Scott

Members Absent

None

Staff Present

Meghan Bonfiglio, Director; Greg Hohenberger, Chief Deputy Director; Rhonda Bouma, Deputy Director of Operations; Ginny Leikam, Superintendent of Park Planning and Natural Areas; Jason Brooks, Manager of Finance and Administration; Sarah Walls Stewart, MLM Superintendent; Karen Harris, Parks Administration Analyst, Ann Ziolkowski, Communications Manager; Kira Macyda, Park Planner; Matthew Bertrand, Park Planner; Allison Krueger, Stewardship Planner; Kyle Jasper, Communications Specialist; Michael Kettler, Golf Course General Manager

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of the Minutes

A. December 4, 2025 Working Session Minutes

The minutes of the December 4, 2025 working session meeting were included with the packet materials.

It was moved by Ms. Bobrin, seconded by Ms. McCollum, to approve the minutes of the December 4, 2025 working session meeting, as attached. All ayes, the motion was approved.

B. December 9, 2025 Regular Meeting

The minutes of the December 9, 2025 regular meeting were included with the packet materials.

It was moved by Ms. McKinney, seconded by Ms. Scott, to approve the minutes of the December 9, 2025 regular meeting, as attached. All ayes, the motion was approved.

4. Public Comment

Mr. Appleyard spoke regarding a proposed gravel mine near Watkins Lake State Park and County Preserve and expressed concerns about construction impacts on the natural habitat. He suggested contacting the DNR to support purchasing and relocating the project away from the area.

Ms. Kolon, from Manchester Township, also shared concerns about the proposed Watkins Lake gravel mining application. She stated she is part of two groups opposing the project and requested county support in opposing mining activity in the area, referencing Irish Hills concerned citizens as one of the opposing groups.

5. Communications, Projects & Activities

Ms. Bonfiglio noted a large attendance due to partnership and employee award recognitions. She shared articles highlighting recent events, including an email from a patron from Meri Lou Murray Recreation Center patron thanking staff for the Pickleball Fall Classic and recognized contributions from Facility Manager Suzanne Kessler.

A photo of the Bandemer Tunnel lighting was shared. Ms. Bonfiglio provided updates on projects and activities across all facilities.

Ms. Ziolkowski continued communications updates, announcing a Sierra Club award presented to Dan, Peter, and Roy. She outlined upcoming 2026 initiatives, including redesigning the quarterly newsletter and streamlining and updating kiosk signage.

Ms. Bonfiglio and staff presented the 2025 Parks Employee and Partner Recognition Awards. All award honorees were presented.

It was moved by Ms. Scott, seconded by Ms. McKinney, to receive and file the Communications, Projects & Activities for the months of December 2025, as submitted. All ayes, the motion was approved.

6. Financial Reports – December 2025

A. Claims Reports

Mr. Brooks reported on the December 2025 claims which totaled \$4,438,413.73.

It was moved by Mr. Joerg, seconded by Ms. Scott, to approve the claims for the month of December 2025 as submitted. Roll call vote: 10 ayes, 0 nays, 0 absent; the motion was approved.

B. Financial Reports

Mr. Brooks summarized the fund balance reports along with the revenue reports presented in the January packet.

It was moved by Mr. Ezekiel, seconded by Mr. Rabhi to receive and file the financial reports for the month of December 2025 as submitted. All ayes, the motion was approved.

7. Old Business

A. B2B – Esch Property Additional Contribution Request

Mr. Sanderson presented an overview of the proposed property purchase to connect to the B2B Trail. Metroparks would contribute \$60,000, WCPARC \$16,000, and other partners \$17,000 each. The proposal will be presented to the Metroparks Board of Commissioners.

Questions were raised regarding property ownership. It was clarified that Hudson Mills would own the property with an easement. Ms. McCollum requested clarification on title clearing and ownership responsibilities.

It was moved by Mr. Rabhi seconded by Mr. Joerg, to partner with Huron Clinton Metroparks, Dexter Township and Huron Waterloo Pathways Initiative on the purchase of the additional acres of the Esch property, and to contribute the remaining \$16,000 to complete the negotiated pool of funds of the partners above, contingent upon attorney final review and approval of documents. Roll call vote: 10 ayes, 0 nays, 0 absent; the motion was approved.

B. Other Old Business

None.

8. New Business

A. Director's Comments and Project Updates

Ms. Bonfiglio announced receipt of a \$2 million TAP grant, thanking Commissioner Rabhi for the connection. Updates were provided on the Recreation Center traffic study (currently underway), bi-weekly design and construction meetings, and ongoing interviews for the Project Manager position.

Commissioner Rabhi asked about previously allocated annual funds; Mr. Brooks confirmed the county continues to receive those funds.

Ms. Macyda shared results of the MLM Natatorium Artwork selection, announcing Thomas Mosberg as the winner.

Ms. Walls-Stewart provided an overview of an upcoming design-build RFP for upgraded strength and cardio equipment and new flooring and discussed establishing a three-year replacement cycle using a trade-in/buy-back program. Commissioner Joerg asked whether there would be public or commission feedback.

Ms. Leikam discussed concerns regarding the Watkins Lake Gravel Mine, noting that 770 acres were purchased in 2025 from GT Ranch near Watkins Lake. County representation will attend the January 24 meeting to monitor the process. Ms. Bonfiglio requested permission to speak on behalf of the board. After discussion, the commissioners agreed that the situation should continue to be monitored and authorized Ms. Bonfiglio to send a letter on behalf of Washtenaw County Parks and Recreation Commission to express concerns to the Norvell Township and mining representatives.

It was moved by Mr. Rabhi, seconded by Ms. Scott, to receive and file the Commission Report as part of Director's Comments for December 2025, as submitted. All ayes, the motion was approved.

B. Pierce Lake Golf Course Greens Fees Adjustment

Ms. Ms. Bouma presented proposed greens fee adjustments for 2025–2027, noting no increase since 2022. A 14% increase is proposed for 2026, considering staffing levels.

It was moved by Mr. Joerg, seconded by Ms. McKinney, to increase golf course fees at the start of 2026 and to authorize staff to amend the budget. Roll call vote: 9 ayes, 0 nays, 1 absent (Marans); the motion was approved.

C. Dexter-Huron Boardwalk/HCMA Partnership

Mr. Sanderson presented the B2B boardwalk deterioration and a proposal to pilot fiberglass decking on smaller sections for evaluation. Eight bids were received. The recommended contractor is Laux Construction of Mason, MI, for \$426,201.05 plus a 10% contingency, with costs split 50/50 with HCMA. The item will go to the board in February.

It was moved by Ms. Bobrin, seconded by Ms. Driskell, to award a contract to Laux Construction for \$426,201.05 for RFP #8858 and to authorize a 10% construction contingency in the amount of \$42,620 for this project, contingent upon authorization of funds and reimbursement by Huron Clinton Metroparks Authority for 50% of the contract value in accordance with the executed repair and maintenance agreement. Roll call vote: 9 ayes, 0 nays, 1 absent (Marans); the motion was approved.

D. NAPP – Davenport Partnership Request

Ms. Krueger presented the Davenport Property as primarily wetland with strong habitat value. The total cost is \$770,000, with Scio Township contributing \$385,000 and Ann Arbor Greenbelt considering \$231,000, subject to approval. WCPARC approval is requested for up to 30% of the project cost.

It was moved by Ms. Bobrin, seconded by Ms. McKinney, to authorize a partnership agreement with Scio Township and contribute up to \$385,000 toward the fee simple purchase of the Davenport property. Roll call vote: 9 ayes, 0 nays, 1 absent (Marans); the motion was approved.

E. Election of Officers

It was moved by Ms. McKinney, seconded by Ms. Driskell, to elect Ms. Tupacz Scribner as President of the Commission, to elect Ms. Bobrin as Vice President of the Commission and to elect Mr. Ezekiel as Secretary/Treasurer of the Commission. All ayes, the motion was approved.

F. Other New Business

None.

9. Commissioners Comments

Ms. Scribner thanked attendees for their support. Ms. Scott shared that she has been visiting all the County properties/preserves and is impressed with their upkeep and maintenance. Ms. McKinney asked for an update on the status of the arsenic water issues at Staebler Farm County Parks, Ms. Bonfiglio responded that the water treatment permit has been reviewed by the WC Environmental Health Department and has been forwarded to the State of Michigan's Department of Environment, Great Lakes, and Energy for review.

10. Adjournment

It was moved by Mr. Joerg, seconded by Mr. Rabhi, to adjourn. All ayes, the motion was approved.

The meeting was adjourned at 4:46 p.m.



Digital Report - January 2026

This monthly report will highlight our social media outreach, website analytics, newsletter statistics, items in the news, and recent snapshots around the parks.

Monthly comparisons and Year to Date (YTD) accumulations (social media) will be used to track data and improve our outreach.

USEFUL DEFINITIONS FOR THIS REPORT

Views

The number of times your content was played or displayed. Content includes videos, posts, stories and ads.

Followers

Accounts that have chosen to see your content on their newsfeed, without needing to visit your social media page.

Followers vs Non-Followers and Why It Matters

With followers being accounts that have chosen to keep up with our social media accounts, non-followers are simply accounts that have not yet chosen to do so. Breaking post views down by followers and non-followers is indicative on how wide of a reach a post has had. Some factors to reaching more accounts include: who has 'shared' the content and their following, type of hashtags that are used in the post, and content type.

Link Clicks (Facebook only)

The number of clicks on links within posts that led to destinations or experiences, on or off Facebook.

Interactions (Instagram only)

The number of post likes or reactions, saves, comments and shares minus the number of deleted or removed interactions.

Social Media Report

WCPARC FACEBOOK

WCPARC Followers
Growth

+116

Total Followers

7.9K

Views This Month

66.2K

Views Last
Month

26.9K

Views YTD

66.2K

Link Clicks This Month

17

Total

Link Clicks YTD

Even

Post Highlight

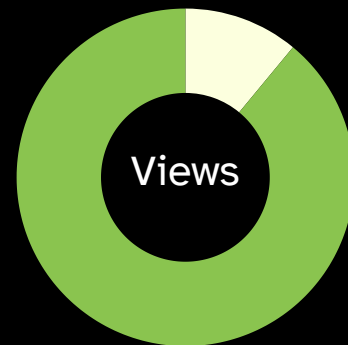
Indy Night Hike



Post Highlight Views

21K

Post Highlight Views



From
Followers

11%

From Non-
followers

89%

Social Media Report

WCPARC INSTAGRAM

WCPARC Followers
Growth

+37

Total Followers

4.2K

Views This Month

8.9K

Views Last
Month

6.2K

Views YTD

8.9K

Content Interactions
This Month

+190

Content Interactions YTD

190

Post Highlight

December Photo Ambassador Post



Post Highlight Views

909

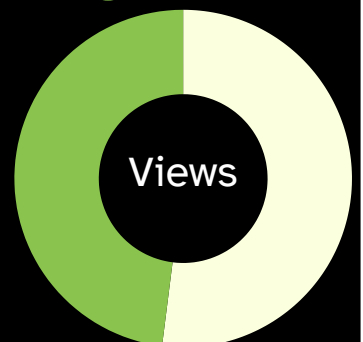
Post Highlight
Views

From
Followers

48

Non
Followers

52



E-News

January Newsletter

Open Rate

41%

Open Rate Last Month

39%

Link Click Rate

2.7%

Link Click Rate
Last Month

1.9%

Top Links Clicked

1. Winter Program Guide
2. MI Folk School
3. Rolling Hills
4. WCPARC Main Page
5. Registration

Website

Most popular pages

Title	URL		Page views % of total	Visits % of total
Rolling Hills Winter Park Washtenaw County, MI - Official Website	https://www.washtenaw.org/2281/Rolling-Hills-Winter-Park		3,580 36.8%	2,803 43.1%
Rolling Hills County Park Washtenaw County, MI - Official Website	https://www.washtenaw.org/607/Rolling-Hills-County-Park		3,323 34.1%	2,643 40.7%
Parks & Recreation Washtenaw County, MI - Official Website	https://www.washtenaw.org/288/Parks-Recreation		1,479 15.2%	1,217 18.7%
Independence Lake Park Washtenaw County, MI - Official Website	https://www.washtenaw.org/424/Independence-Lake-Park		892 9.2%	661 10.2%
Activities Washtenaw County, MI - Official Website	https://www.washtenaw.org/611/Activities		591 6.1%	534 8.2%

[View more details](#)



Washtenaw County Parks and Recreation Commission

January 2026 - Claims Report

PARK / FACILITY / FUNCTION	UTILITIES	DIRECT PURCHASES	OTHER	TOTAL
Administration	\$ 1,127.56	\$ 3,119.30	\$ 32,708.26	\$ 36,955.12
Recreation Center	13,604.43	9,401.59	32,446.37	55,452.39
Park Maintenance	2,052.12	10,601.46	6,180.24	18,833.82
Pierce Lake Golf Course	1,561.07	3,301.60	2,647.82	7,510.49
Independence Lake	3,190.21	3,527.34	9,779.70	16,497.25
Rolling Hills	6,285.80	8,962.53	7,925.47	23,173.80
Parker Mill	149.28	-	14,801.40	14,950.68
Sharon Mills	202.50	80.00	2,772.65	3,055.15
Staebler Farm	2,425.92	5,934.92	14,796.42	23,157.26
Swift Run Dog Park	-	-	-	-
Capital Improvement	-	-	32,768.80	32,768.80
Committed Funding Partnerships	-	-	-	-
Commission	-	-	-	-
SUBTOTAL	\$ 30,598.89	\$ 44,928.74	\$ 156,827.13	\$ 232,354.76
Road Millage Fund	-	800.00	246,637.38	247,437.38
SUBTOTAL	\$ -	\$ 800.00	\$ 246,637.38	\$ 247,437.38
Natural Areas Preservation Program				
Acquisition	\$ -	\$ -	\$ 6,060.00	\$ 6,060.00
Preserve Management	-	4,765.23	7,022.58	\$ 11,787.81
NATAC	-	-	-	\$ -
Acquisition	\$ -	\$ -	\$ 3,553.00	\$ 3,553.00
Annual Monitoring	-	-	-	\$ -
ALPAC	-	-	-	-
SUBTOTAL	\$ -	\$ 4,765.23	\$ 16,635.58	\$ 21,400.81
TOTAL	\$ 30,598.89	\$ 50,493.97	\$ 420,100.09	\$ 501,192.95

It was moved by _____ and supported by _____

to approve payment of claims in the amount of..... \$ 501,192.95

WASHTENAW COUNTY PARKS AND RECREATION COMMISSION
FUND BALANCE STATEMENT - JANUARY 31, 2026

#6b

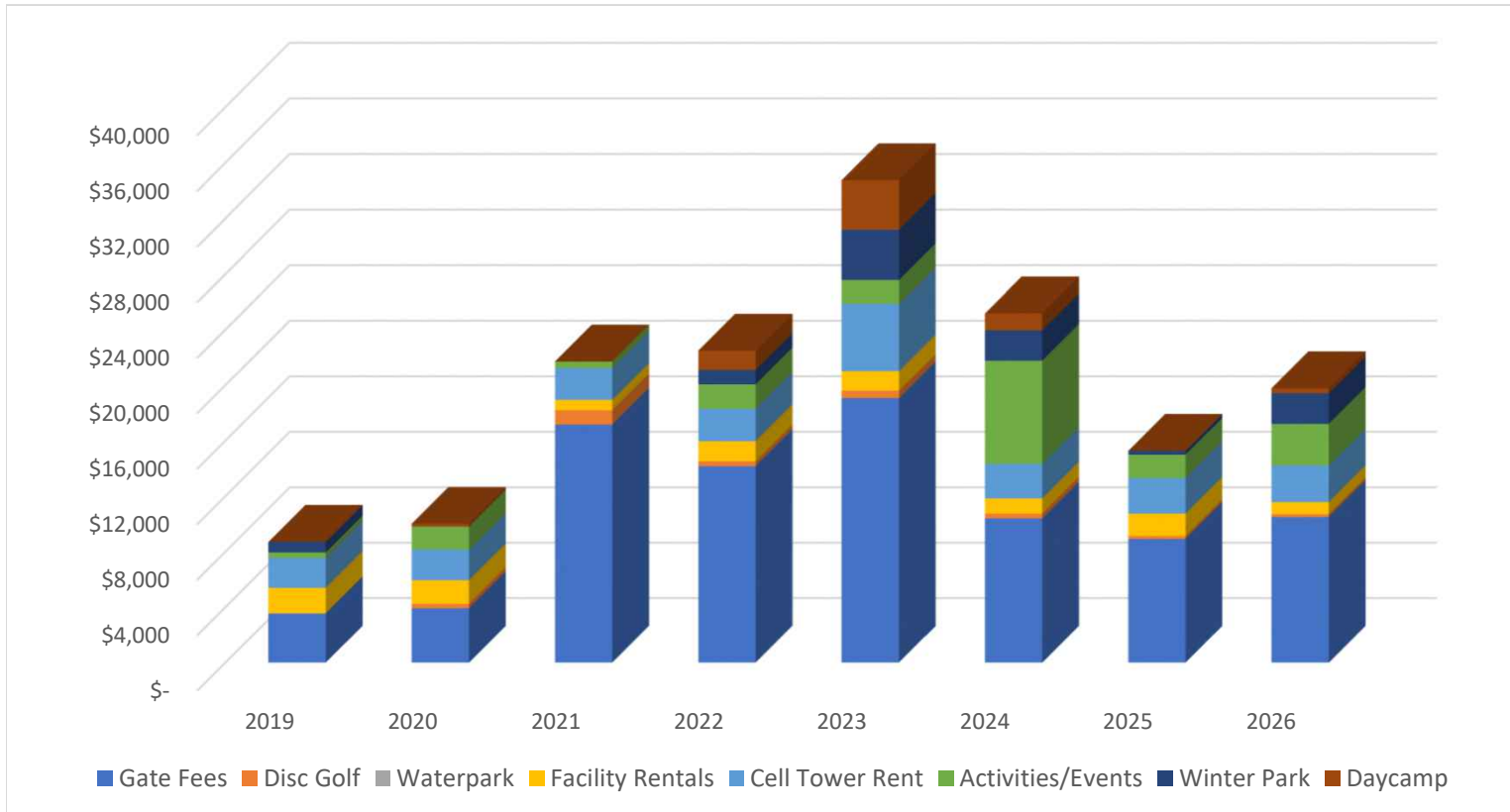
			8%	YTD % Budget	
Revenue (Budget)		Revenue (Actual)			Variance
Property Tax	11,149,049	1,454,465		13%	(9,694,584)
State Grant Funds	-	-			-
Fees & Services	4,546,000	128,877		3%	(4,417,123)
Interest Earnings	300,000	-		0%	(300,000)
Other Revenue & Reimb.	<u>30,000</u>	<u>-</u>		0%	<u>(30,000)</u>
Total Revenue	16,025,049	1,583,342		10%	(14,441,707)
Expense (Budget)		Expense (Actual)			Variance
Personnel Services	(8,857,722)	(504,414)		6%	8,353,308
Supplies & Other Services	(2,990,100)	(112,429)		4%	2,877,671
Internal Service Charges	(1,165,971)	(98,837)		8%	1,067,134
Capital					
Land Acquisition	-	-		-	-
CIP/Development	(3,100,000)	(222,772)		7%	2,877,228
Contingency	(400,000)	-		0%	400,000
Machinery & Equipment	<u>(75,000)</u>	<u>(7,778)</u>		10%	<u>67,222</u>
Capital Subtotal	(3,575,000)	(230,550)		6%	3,344,450
Transfers Out	(1,600,000)	-			
Total Expense	<u>(18,188,793)</u>	<u>(946,230)</u>		5%	15,642,563
Surplus/(Deficit)	(2,163,744)	637,112			
Operating Reserve	(11,149,049)	(9,798,849)			
2025 Funding Commitments (Partnerships)	<u>(4,780,000)</u>	<u>-</u>			
	(15,929,049)	(9,798,849)			
Projected Fund Balance (12/31/25)	<u>(6,943,744)</u>	<u>637,112</u>			

WASHTENAW COUNTY PARKS AND RECREATION COMMISSION
NATURAL AREAS PRESERVATION PROGRAM
FUND BALANCE STATEMENT - JANUARY 31, 2026

			8%	YTD % Budget	
Revenue (Budget)		Revenue (Actual)			Variance
Property Tax	5,855,798	774,206		13%	(5,081,592)
Federal Revenue	-	-			-
Interest Earnings	100,000	-		0%	(100,000)
Other Revenue & Reimb.	<u>5,000</u>	<u>-</u>		0%	<u>(5,000)</u>
Total Revenue	5,960,798	774,206		13%	(5,186,592)
Expense (Budget)		Expense (Actual)			Variance
Personnel Services	(950,304)	(55,626)		6%	894,678
Supplies & Other Services	(804,200)	(298)		0%	803,902
Internal Service Charges	(35,869)	(1,590)		4%	34,279
Capital					
Land Acquisition	(2,900,000)	-		0%	2,900,000
Land Development	-	-			-
Machinery & Equipment	<u>(30,000)</u>	<u>-</u>		0%	<u>30,000</u>
Capital Subtotal	(2,930,000)	-		0%	2,930,000
Total Expense	<u>(4,720,373)</u>	<u>(57,515)</u>		1%	4,662,858
Surplus/(Deficit)	1,240,425	716,692			
Projected Fund Balance (12/31/25)	<u>1,240,425</u>	<u>716,692</u>			

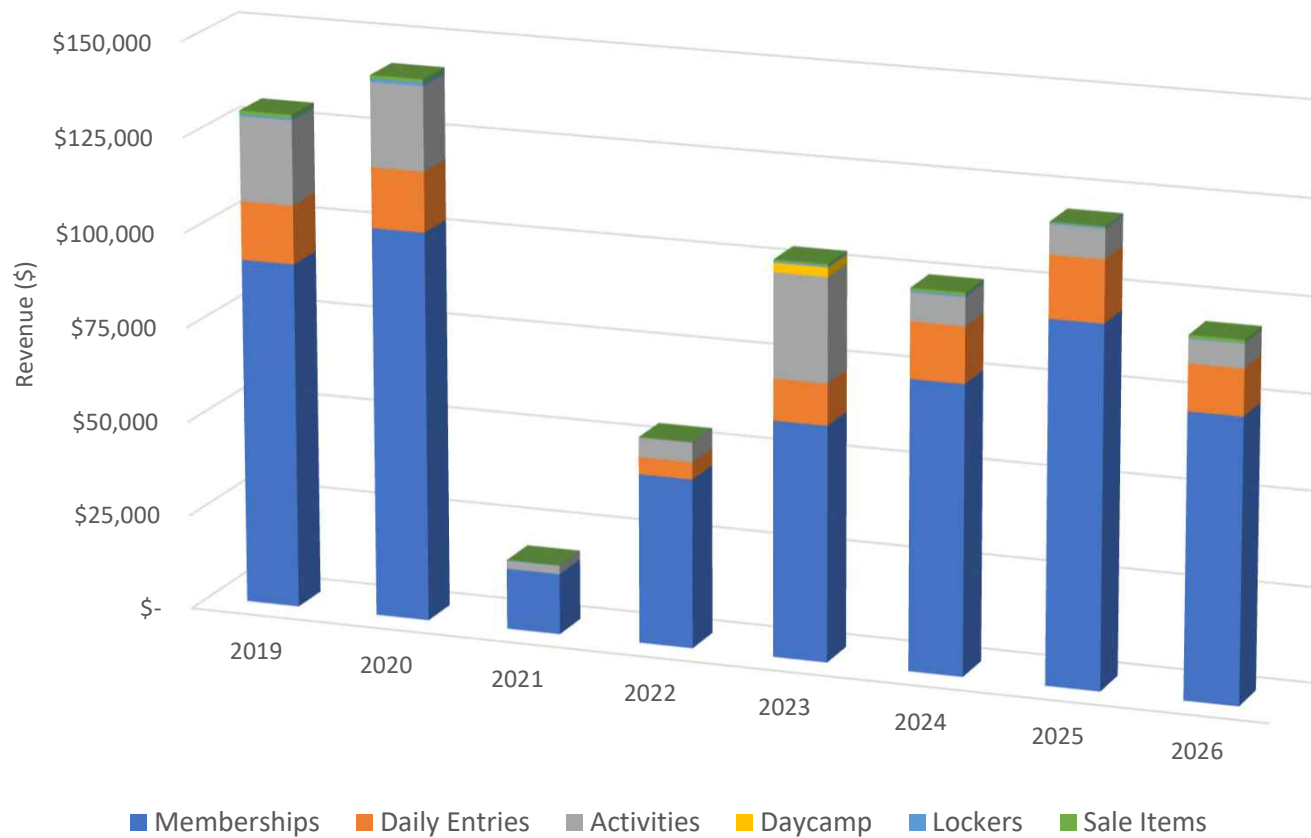
Rolling Hills County Park Revenue Report - January

	2019	2020	2021	2022	2023	2024	2025	2026
Gate Fees	\$ 3,546	\$ 3,923	\$ 17,175	\$ 14,167	\$ 19,080	\$ 10,402	\$ 8,916	\$ 10,502
Disc Golf	\$ -	\$ 306	\$ 1,032	\$ 350	\$ 528	\$ 341	\$ 220	\$ 194
Waterpark	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facility Rentals	\$ 1,850	\$ 1,705	\$ 750	\$ 1,450	\$ 1,410	\$ 1,100	\$ 1,605	\$ 880
Cell Tower Rent	\$ 2,150	\$ 2,215	\$ 2,281	\$ 2,350	\$ 4,840	\$ 2,493	\$ 2,568	\$ 2,645
Activities/Events	\$ 391	\$ 1,657	\$ 476	\$ 1,747	\$ 1,719	\$ 7,440	\$ 1,680	\$ 2,995
Winter Park	\$ 774	\$ -	\$ -	\$ 1,045	\$ 3,610	\$ 2,180	\$ 290	\$ 2,210
Daycamp	\$ -	\$ 200	\$ -	\$ 1,390	\$ 3,572	\$ 1,223	\$ -	\$ 366
Totals:	\$ 8,711	\$ 10,006	\$ 21,714	\$ 22,499	\$ 34,759	\$ 25,178	\$ 15,279	\$ 19,792



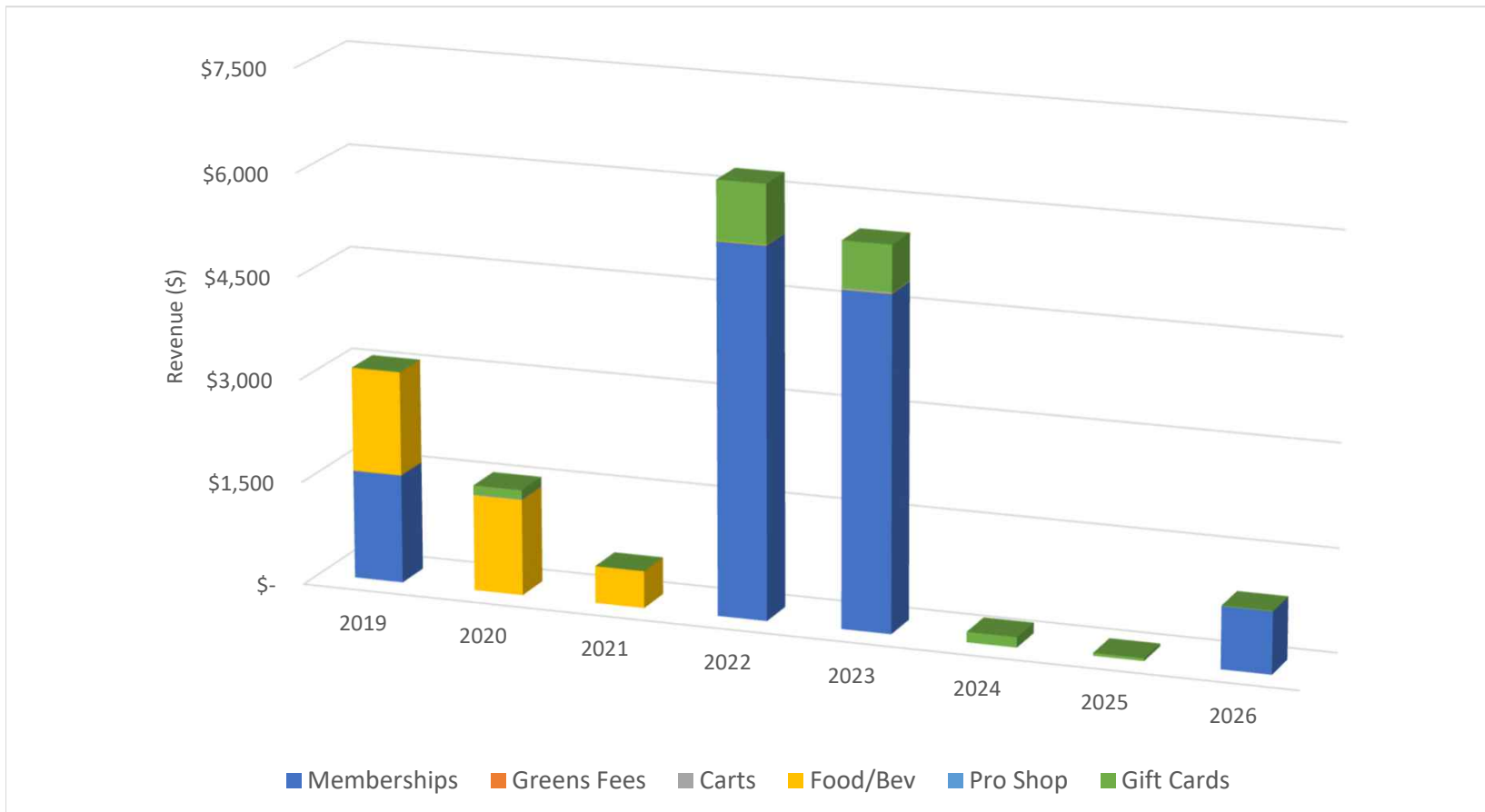
Meri Lou Murray Recreation Center Revenue Report - January

	2019	2020	2021	2022	2023	2024	2025	2026
Memberships	\$ 91,241	\$ 102,674	\$ 15,994	\$ 44,597	\$ 62,100	\$ 76,303	\$ 95,071	\$ 74,695
Daily Entries	\$ 15,432	\$ 15,953	\$ -	\$ 4,538	\$ 10,977	\$ 14,875	\$ 16,380	\$ 12,267
Activities	\$ 22,352	\$ 22,205	\$ 2,164	\$ 5,128	\$ 27,507	\$ 7,436	\$ 7,765	\$ 6,269
Daycamp	\$ -		\$ -	\$ -	\$ 2,520	\$ -	\$ -	\$ (120)
Lockers	\$ 539	\$ 889	\$ 140	\$ 90	\$ 378	\$ 420	\$ 390	\$ 186
Sale Items	\$ 930	\$ 913	\$ -	\$ 13	\$ 436	\$ 768	\$ 204	\$ 787
Totals:	\$ 130,494	\$ 142,634	\$ 18,298	\$ 54,366	\$ 103,918	\$ 99,802	\$ 119,810	\$ 94,084



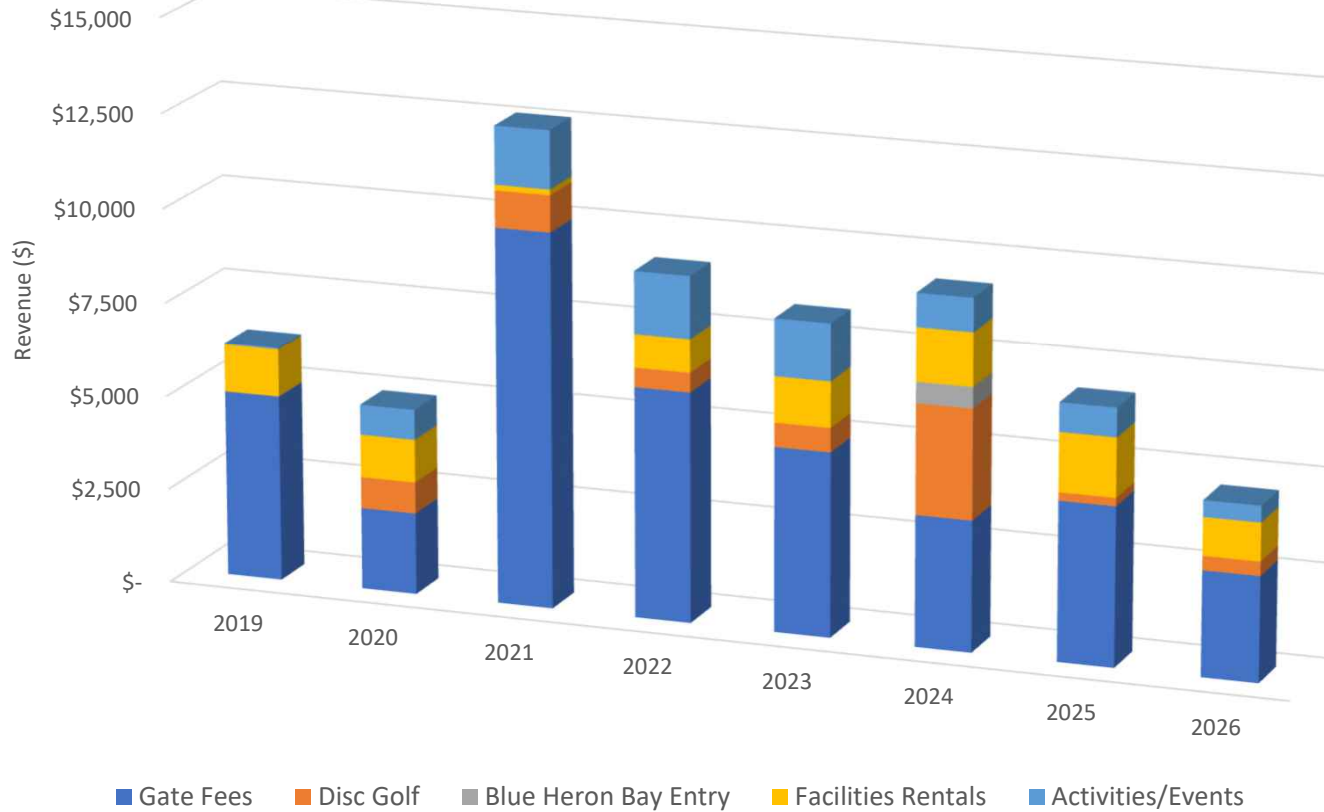
Pierce Lake Golf Course Revenue Report - January

	2019	2020	2021	2022	2023	2024	2025	2026
Memberships	\$ 1,575	\$ -	\$ -	\$ 5,400	\$ 4,875	\$ -	\$ -	\$ 900
Greens Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food/Bev	\$ 1,512	\$ 1,399	\$ 538	\$ 10	\$ 15	\$ -	\$ -	\$ -
Pro Shop	\$ -	\$ 11	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ -
Gift Cards	\$ -	\$ 128	\$ -	\$ 868	\$ 667	\$ 150	\$ 40	\$ 10
Totals:	\$ 3,087	\$ 1,538	\$ 538	\$ 6,278	\$ 5,571	\$ 150	\$ 40	\$ 910



Independence Lake County Park Revenue Report - January

	2019	2020	2021	2022	2023	2024	2025	2026
Gate Fees	\$ 4,935	\$ 2,161	\$ 9,973	\$ 6,106	\$ 4,892	\$ 3,473	\$ 4,222	\$ 2,789
Disc Golf	\$ -	\$ 832	\$ 972	\$ 518	\$ 640	\$ 2,924	\$ 218	\$ 376
Blue Heron Bay Entry	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560	\$ -	\$ -
Facilities Rentals	\$ 1,270	\$ 1,140	\$ 150	\$ 900	\$ 1,220	\$ 1,440	\$ 1,570	\$ 1,010
Activities/Events	\$ 36	\$ 800	\$ 1,540	\$ 1,650	\$ 1,530	\$ 890	\$ 770	\$ 435
Daycamp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals:	\$ 6,241	\$ 4,933	\$ 12,635	\$ 9,174	\$ 8,282	\$ 9,287	\$ 6,780	\$ 4,610



Staebler Farm Revenue Report - January

	2023	2024	2025	2026
Class Revenue	\$ 21,905	\$ 19,250	\$ 24,935	\$ 24,100



**MEMORANDUM**

To: Washtenaw County Parks and Recreation Commission
From: Meghan Bonfiglio, Director
Date: February 10, 2026
Subject: MLM Natatorium Additional Design/Engineering Services

BACKGROUND

In December 2023, the Parks Commission approved a \$152,982 contract with JFR Architects to complete construction and permit documents, including bid review and construction administration, for the following items:

- Repairing the natatorium glass block wall
- Replacing the existing clerestory windows
- Refinishing wood ceiling and beams
- Replacing/reinforcing the natatorium roof
- Installing fabric ductwork
- HVAC improvements including replacing the natatorium air handler unit
- Replacing underwater lights
- Installing new fire suppression piping

Since the beginning of the project, three contract modifications have been approved by the commission for items not included in the original scope of the project:

Contract Modification 001 - HVAC, Family Changing Rooms	\$21,498.00
Contract Modification 002 - Lighting and Pool Design	\$11,616.00
Contract Modification 003 - Civil Engineering for Permits	\$10,192.00

DISCUSSION

Once the project commenced in July 2025, it became evident early in the process that the original 1990 natatorium plans that were used to develop the construction documents included some discrepancies and inaccuracies that were found during demolition. This caused delays in approving shop drawings and developing revisions and responding to RFI's to reflect the existing conditions. These delays and revisions affected every discipline and added significant time that was not expected by the Staff or Consultant team.

After exhausting nearly all their construction administration fee, JFR Architects submitted in January 2026 an additional service request and associated fee to complete construction administration through the end of the project. Their intimate knowledge of the plans they developed and their expertise in the industry and building codes safeguards that the project remains on schedule and within the total approved budget for architecture services and construction while ensuring that a superior project is being delivered to our patrons and staff. Within their proposal, the Consultant outlined anticipated hours for each discipline and submitted a final contract modification amount of \$67,362.33 on a time and materials not-to-exceed amount based upon their pre-approved rates. If approved, this would bring the new total contract amount to \$263,650.33.

RECOMMENDATION

To ensure that the project remains on schedule and within the budget, I recommend the Washtenaw County Parks and Recreation Commission authorize a contract amendment in the not to exceed amount of \$67,362.33 on a time and materials basis with JFR Architects to complete construction administration for renovations to the MLM Recreation Center Natatorium as outlined in the memo, for a total contract amount of \$263,650.33.



MEMORANDUM

To: Washtenaw County Parks and Recreation Commission

From: Meghan Bonfiglio, Director

Date: February 10, 2026

Subject: Project and Activities Update – January 2026

Park Facility Events and Projects

Independence Lake Park

- Fifty-seven people attended the “Night Hike, New Year” on January 2.
- Lifeguard training was held over the MLK Jr. holiday weekend. Thirteen participants were certified and around nine will be employed by WCPARC this summer.
- Maintenance staff and Project Managers are working on procuring quotes for the Phase II portion of repaving the asphalt pathways and pavement maintenance repairs. Work is expected to be completed this year.
- Parks staff, along with the JFR consultant team, is in the process of finalizing the construction documents, including site plan, for a new maintenance building. Permit approvals are being sought with EGLE and other agencies.

Meri Lou Murray Recreation Center

- An unexpected failure in a fire suppression system pipe resulted in flooding within the facility on January 21. Staff responded immediately to shut off the system and begin mitigation efforts. Cleanup and assessments are underway. Operations were temporarily impacted while damage was evaluated and repairs completed.
- Staff has been preparing for the “Glowball” event, formerly known as the “Snowball,” on February 7. This year’s event features a glow-in-the-dark theme. There are currently around 70 participants preregistered.
- Planning is underway for the annual Ice Carving Festival at County Farm Park on February 28. This year’s event will feature a Winter Games theme to align with the Winter Olympics.
- Construction on the Natatorium renovation continues. Scaffolding has been erected to replace existing fire suppression lines, clean and re-stain the wood plank ceiling and install the duct sox. Above ceiling inspection is scheduled for this month and tile within the new family changing rooms has been installed. The JFR team, along with WCPARC staff, are in the process of finalizing remaining shop submittals and responding to any contractor questions. Project is currently on time and within the approved budgeted amount.

Rolling Hills Park

- Fifteen people attended the “Checkers & Cocoa” held on January 24, where participants created their own custom checker boards.
- RH Staff and Project Managers are working with the Contractor on determining a date when pavement maintenance repairs shall commence again this spring.



Staebler Farm Park

- Farmhouse rehabilitation plans have been approved by all applicable permitting agencies. Water filtration design and technical specifications have been finalized and submitted to WCHD for approval prior to submitting to EGLE. The RFP is expected to be released for bids once the budget has been approved.
- Engineering plans for the northside restoration are nearing completion. An RFP is expected to be released by mid-February. Funded largely by a grant from Ducks Unlimited, the designed scope of work includes wetland creation and restoration, shoreline debris removal and stabilization, and a crossing over the breach between Peaceful Pond and Fleming Creek.

Special Initiatives

Border to Border Trail (B2B)

- Segment DAA7 (Barton-Bandemer Tunnel and Trail, in partnership with the City of Ann Arbor):
 - o Tunnel: Project substantially complete and is awaiting additional plantings and punch list items this spring.
 - o The Dexter Connection Trail, Parker Road to City of Dexter. Design work is complete and all permits are in hand. Construction bids are anticipated soon to get the project under construction in 2026.
- Engineering and permitting are in various stages for the following trail segments:
 - o Segment DAA4 (Delhi Metropark to Wagner Rd): Amtrak permit review still in process.

Nelson Meade County Farm Park Master Plan

- Staff continue to develop the Site Master Plan draft recommendations.

Natural Areas Preservation Program (NAPP)

Stewardship

- NAPP crew conducted invasive removal work at West Lake, Whitmore Lake, Fox Science, Baker Woods, Watkins Lake, Goodrich, River Raisin, Weatherbee, and Leonard preserves.
- MNFI is awarding \$10,000 to WCPARC for a burn in fen habitat at Park Lyndon. The burn will include land adjacent to the current Mitchell Satyr Butterfly population and will prepare the landscape for a second release site.
- NAPP identified 26 locations on the 2026 burn plan. Communication to the surrounding neighbors and permitting with local authorities are underway.
- NAPP team updated over 30 botanic inventories in 2025. These Florisitic Quality Assessments provide important information on biodiversity and quality of an ecosystem that directly influences active stewardship at a site. Some highlights of the data collected in 2025 includes very high-quality wetlands documented at Leonard and Cavanaugh Lake preserves.
- The Highland Preserve Stewardship Plan was completed.
- NAPP field staff attended The Stewardship Network conference in East Lansing.
- Parks Staff received two letter proposals for the NAPP Preserve Amenity Design Services for both Lost Wagon and Saline Preserves along with developing boardwalk standards. Staff is currently reviewing proposals and will present their recommendation at the February Commission meeting. Project is expected to commence this year.



Acquisitions

- Staff are preparing grant applications, due March 13, for funding for conservation easements through the MDARD grant program for up to two properties that were previously prioritized by the Parks Commission.

Programming, Events, and Volunteers

Educational & Interpretive Programming

- 54 patrons attend nature programs, which included Annual New Year Birding Hike, Intro to Archery, and a joint presentation with MI Audubon and Ann Arbor City Parks about Bird City Michigan and how to care for birds in your own yard for the Washtenaw Master Gardener Association.

Michigan Folk School

- 117 students attended 30 classes, which include mitten making, blacksmithing, forging a candleholder, wet-felting, croissant making, chicken butchery & frying, twisted wire bonsai, copper bracelet, and weaving.
- One rental for the Michigan Horticulture Teachers Association. Thirty-six participants attended the conference style presentations and two Team Building workshops.

Volunteer Programs

- Volunteers logged more than 23 working hours.
- Organized volunteer activities included:
 - o One "Stewardship Workday" held at County Farm Park
 - o One "Stewardship Workday" held at Independence Lake Park
 - o "Preserve Stewardship Rotation" at West Lake Preserve
- Three Workdays were canceled due to inclement weather.



MEMORANDUM

To: Washtenaw County Parks and Recreation Commission
From: Meghan Bonfiglio, Director
Date: February 10, 2026
Subject: NAPP Preserve Amenity Design Services – Lost Wagon and Saline Preserves

BACKGROUND

Washtenaw County Parks staff requested letter proposals from our Professional Service Contract Consultants for design and engineering services, including opinion of costs for developing public amenities at Lost Wagon and Saline Preserves. In addition, the consultants were requested to include scope and fee for developing boardwalk standards that can be utilized throughout WCPARC facilities.

DISCUSSION

Lost Wagon Preserve contains 101 acres and was purchased in 2022. The preserve includes a significant portion of an inland lake that is also a designated county drain with the Washtenaw County Water Resources Commissioner's Office. The lake is rich with native aquatic plants and supports a vibrant waterfowl community. There currently is no designated parking nor designated access drive from Gotfredson Road and access to the lake and other areas of the preserve are limited and challenging. Schematic plans developed by Parks staff include a small gravel parking lot, gravel trails to the restored wetlands and lake and a small overlook for public programming at the water's edge.

The Saline Preserve is the newest addition to the WCPARC preserve system and consists of 45 acres of grasslands, floodplain forests, and agricultural land that is located just south of the City of Saline near the historic salt springs. Veteran trees follow the Saline River in the floodplain and provide diverse migratory bird habitat. Schematic plans developed by Parks staff include a small gravel parking lot to accommodate public visitation and farming access, in addition to any applicable signage, gates and fencing required.

The development of boardwalk standards shall meet all applicable codes and best management practices and include all necessary details for both a Type 1 Boardwalk that is approximately 8' wide and supports 4,000 lbs and a Type 2 Boardwalk that is approximately 12' wide and supports 10,000 lbs. The intent of these standards is to utilize them where applicable and create a standard throughout the Park System that reduces costs for both installation and maintenance.

Parks Staff received (2) letter proposals on January 23, 2026. These proposals were reviewed in their entirety and evaluated based upon the Consultant's understanding, completeness, experience and fee.

- Johnson Hill Land Ethics Studio Total Fee = \$113,285
- PEA Group Total Fee = \$134,750

RECOMMENDATION

Based upon staff's review, I recommend awarding design and engineering services for the NAPP Preserve Amenity Design Services at Lost Wagon Preserve and Saline Preserve coupled with the development of boardwalk standards to Ann Arbor based, Johnson Hill Land Ethics Studio for \$113,285 including a 10% contingency (\$11,329) for a total amount of \$124,614.00



MEMORANDUM

To: Washtenaw County Parks and Recreation Commission

From: Meghan Bonfiglio, Director

Date: February 10, 2026

Subject: Signatory Authority

BACKGROUND

In November 2020, the Commission authorized Coy Vaughn to sign contracts and legal documents on its behalf to support efficient administration of Commission business. That authorization was issued to a named individual and has not been updated since subsequent organizational changes, including the promotion of Meghan Bonfiglio to the Director position. To ensure continuity and clarity in signature authority and to better align with current Commission practices, the authorization requires updating to reflect positions rather than specific individuals.

DISCUSSION

The Commission routinely enters into contracts for professional services, grant agreements, intergovernmental agreements, and other legal documents that require execution by an authorized representative. In order for these documents to be valid and enforceable, they must be signed by an individual who has been formally delegated signature authority by the Commission.

The Commission's bylaws and rules of procedure state that it is the duty of the President to sign all contracts and legal documents on behalf of the Commission. These rules also explicitly allow the President to delegate this authority when appropriate to ensure efficient administration of Commission business.

The prior authorization delegated signature authority specifically to Coy Vaughn in his capacity as Director. However, because the authorization was tied to an individual rather than the position, it no longer accurately reflects the Commission's current organizational structure. To address this issue, the proposed attached authorization letter has been reformatted to grant signature authority to the Director position generally, and to the Chief Deputy Director in the Director's absence.

By authorizing positions rather than named individuals, the Commission ensures that signature authority remains valid and transferable during personnel transitions, reduces the need for repeated Commission action when staffing changes occur, and maintains operational continuity. The omission of specific names is intentional and supports long-term administrative efficiency and good governance.

RECOMMENDATION

It is my recommendation that the Commission authorize the President to sign a letter formally delegating authority to the Director, and to the Chief Deputy Director in the Director's absence, to sign contracts and legal documents on behalf of the Commission. This action will update and clarify existing authorization, align with Commission bylaws, and support efficient execution of Commission business.

Attachment



A LETTER AUTHORIZING THE DIRECTOR TO SIGN ON BEHALF OF THE PRESIDENT OF WASHTENAW COUNTY PARKS AND RECREATION COMMISSION

February 10, 2026

WHEREAS, the Washtenaw County Parks and Recreation Commission is authorized by the statutes and laws of the State of Michigan under Act No. 261 of the Public Acts of 1965, as amended, and

WHEREAS, the Commission according to its bylaws and Rules of Procedure adopted on June 30, 1978 shall elect Officers and assign duties to the Officers, and

WHEREAS, it is the duty of the President to sign all contracts and legal documents, and

WHEREAS, the President acting on behalf of the Commission may delegate duties as it so desires to the Director,

The Commission declares that the Director, has been granted the authority to sign all contracts and legal documents on behalf of the Commission.

Furthermore, in the absence of the Director, the Commission declares that the Chief Deputy Director, has been granted the authority to sign all contracts and legal documents on behalf of the Commission.

Patricia Tupacz Scribner, President (DATE)
Washtenaw County Parks and Recreation Commission