Washtenaw County Parks and Recreation Commission

MINUTES OF MEETING

Date: February 11, 2025

Time: 2:00 p.m.

Location: Parks Administration Building, 2230 Platt Rd, Ann Arbor, MI 48104

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

Members Absent: Robert Marans

Staff Present: Coy Vaughn, Director; Meghan Bonfiglio, Deputy Director; Ginny Leikam, Superintendent of Planning and NAPP; Jason Brooks, Manager of Finance and Administration; Ann Ziolkowski, Communications Manager; Lauren Koloski, Volunteer & Educational Program Supervisor; Karen Harris, Parks Administrative Analyst; and Kyle Jasper, Communications Specialist

Others Present: Jayne Miller, PROS Consulting, Inc.

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of the Minutes

A. December 13, 2024 Minutes

The minutes of the December 13, 2024 regular meeting were included with the packet materials.

It was moved by Ms. McKinney, seconded by Ms. McCollum, to approve the minutes of the December 13, 2024 regular meeting, as attached. All ayes, the motion was approved.

4. Public Comment

Janice Kessler from Manchester Twp. expressed concern at the lack of Parks and Recreation facilities in the City of Manchester. She stated that she would like to see improvements that include handicap accessibility programs to patrons in Manchester and wanting Washtenaw County to do better with providing the patrons of Manchester access to the Parks.

5. Communications, Projects & Activities

A. Resolution of Appreciation – Susan Lackey

Ms. Leikam presented the resolution of appreciation to Susan Lackey (present remotely via Zoom).

Commissioner Rabhi (attending remotely at this time) expressed his appreciation for the work of Ms. Lackey and her contribution to the County.

Mr. Vaughn highlighted the Watkins Lake project being an important piece of our connection to the DNR. Ms. Lackey added her appreciation and thanked the staff for all their contributions and hard work over the years.

It was moved by Ms. McKinney, seconded by Mr. Joerg to adopt the resolution of appreciation for Susan Lackey. All ayes, the motion was approved.

B. Communications

Ms. Leikam introduced Lauren Koloski as the new Volunteer and Educational Program Supervisor.

Mr. Vaughn provided an update on relevant news items in December and January along with providing updates on recent happenings at WCPARC parks and facilities.

Ms. Ziolkowski reported on WCPARC events and gave a communications report. She noted that the 2025 Ice Carving Festival is taking place at County Farm Park on February 25. She also reported that the website has been updated and shared the new Find Your Wild page.

It was moved by Mr. Ezekiel, seconded by Ms. McCollum, to receive and file the Communications, Projects & Activities for the month of December 2024 and January 2025, as submitted. All ayes, the motion was approved.

6. Financial Reports – December 2024 & January 2025

A. Claims Report

December 2024

Mr. Brooks reported that claims for the month of December 2024 totaled $5,087,912.68.

It was moved by Mr. Joerg, seconded by, Ms. McKinney to approve the claims for the month of December 2024 as submitted. Roll call vote, 9 ayes, 0 nays, 1 absent (Marans), the motion was approved.

January 2025

Mr. Brooks reported that claims for the month of January 2025 totaled $156,546.12.

It was moved by Ms. Bobrin, seconded by, Mr. Rabhi to approve the claims for the month of January 2025 as submitted. Roll call vote, 9 ayes, 0 nays, 1 absent (Marans), the motion was approved.

B. Fund Balance Reports

Mr. Brooks provided an update on the fund balance reports from December and January. Mr. Ezekiel asked about the special revenue fund balance amount. Mr. Brooks reported that the balance is in the ballpark of $12M and stated that he could bring a detailed investment slide back to the Commission next month.

It was moved by Mr. Joerg, seconded by Mr. Rabhi; to receive and file the fund balance reports for the months of December 2024 and January 2025 as submitted. All ayes, the motion was approved.

C. Revenue Reports

Mr. Brooks presented the Revenue Reports for the month of December 2024 and January 2025.

It was moved by Ms. Scott, seconded by Ms. Bobrin, to receive and file the Revenue Reports for the months of December 2024 and January 2025. All ayes, the motion was approved.

7. *Old Business*

A. Revenue and Scholarship Business Rule

Ms. Bonfiglio provided a brief overview of the Parks Commission Fees Subcommittee and their role, and then introduced Jayne Miller of Pros Consulting, Inc. to provide an overview of the draft revenue and scholarship business rule. Ms. Miller suggested that an effective date for this business rule to be three to four months out and that a position be made responsible for keeping the rule current and dealing with issues as the come up.

Mr. Rabhi stated that he is happy that we are having this discussion but that he was hoping to see a fee schedule for Meri Lou Murray Recreation Center. He added that he would be most comfortable with reacting to a firm recommendation from staff rather than this document. Ms. Bonfiglio stated that the goal is to make sure the Commission is on board with the framework being used by staff to provide recommendations for fee modifications. She added that staff will be bringing recommendations on fee changes to the Commission at the next meeting and the best time to consider changes to MLM fees are in the fall prior to the new year.

Mr. Ezekiel pointed out that there have been concerns raised about fee recommendations in the past and that this document provides a basis for making some of those decisions. Ms. Bobrin stated that she would like to see this applied to one facility. Ms. Scott stated that she would like to see a framework for setting rates but that the discussion for the Commission is one of broader values. Mr. Rabhi expressed a desire to discuss the values and the see the final fee recommendations but to let staff handle the middle of the process to reach a recommendation.

It was moved by Mr. Rabhi, supported by Ms. Bobrin to adopt the Cost of Service Program/Service Classification Guide (Appendix C), without the Program/Service Examples column, the WCPARC Service Classification Model in Section 1.5.2, and the Full Cost-of-Service Model in Section 1.3.2 of the draft document. All ayes, the motion was approved.

B. Other Old Business

Mr. Vaughn provided a Director's Update under Old Business. He shared that the Eastside Recreation center project has begun, starting with the demolition. Currently, staff is working on an MOU with County Administration which is anticipated to cover directives within the project as well as financial assignments.

8. New Business

A. Election of Officers

It was moved by Ms. McKinney, seconded by Ms. Driskell to appoint Ms. Scribner as President, Ms. Bobrin as Vice President, and Mr. Ezekiel as Secretary for the year 2025. All ayes, the motion was approved.

B. B2B Fuller Road Cost Share Agreement

Mr. Sanderson stated that the City of Ann Arbor is reconstructing the B2B Trail along Fuller Road from Maiden Lane to Cedar Bend. He reported that the Commission is being asked to contribute 50% of the construction costs, not to exceed $176,500. Ms. Scott suggested signage indicating that Washtenaw County taxpayers are funding the project.

It was moved by Mr. Rabhi, seconded by Ms. McCollum to authorize cost sharing participation with the City of Ann Arbor to reconstruct the Border to Border (B2B) Trail along Fuller Road from Maiden Lane to Cedar Bend for 50% of construction costs which are not estimated to exceed $176,00. Roll call vote, 8 ayes, 0 nays, 2 absent (Marans & McKinney), the motion was approved.

C. NAPP – Ehnis Conservation Easement Partnership

Ms. Leikam provided a brief presentation and maps related to the proposed Ehnis conservation easement partnership. She reported that it is anticipated that the easement has received USDA funding, as well as funding from the Ann Arbor Greenbelt and Northfield Township with the ALPAC amount set at $105,200. Mr. Joerg expressed a concern that this easement is across from a subdivision and that this land could potentially be used for housing given the housing shortage in the County.

It was moved by Mr. Rabhi, seconded by Mr. Ezekiel to authorize the partnership with the Ann Arbor Greenbelt and Northfield Township, contribute $105,200 toward the purchase of the Ehnis Trust conservation easement, and to contribute $7,500 to the stewardship special revenue fund to cover potential future monitoring or enforcement costs. Roll call vote, 9 ayes, 0 nays, 1 absent (Marans), the motion was approved.

D. NAPP – St. Johns Church Conservation Easement Partnership

Ms. Leikam provided a brief presentation and maps related to the proposed St. Johns conservation easement partnership. She reported that it is anticipated that the easement has received USDA funding, as well as funding from the Ann Arbor Greenbelt and Northfield Township with the ALPAC amount set at $114,800. Ms. Driskell asked if requirements are built in for the Michigan Agricultural Environmental Assurance (MAEAP) certification or other sustainable environmental practices. Ms. Leikam responded that we do not require MAEAP certification but that we do require a conservation plan and that protections are built into the easement document itself.

It was moved by Ms. Driskell, seconded by Mr. Rabhi to authorize the partnership with the Ann Arbor Greenbelt and Northfield Township, contribute $114,800 toward the purchase of the St. John's Church conservation easement, and contribute $7,500 to the stewardship special revenue fund to cover potential future monitoring or enforcement costs. Roll call vote, 9 ayes, 0 nays, 1 absent (Marans), the motion was approved.

E. NAPP – Hicks Conservation Easement Partnership

Ms. Leikam presented information on the Hicks conservation easement and proposed maps. Mr. Ezekiel pointed out that the easements presented today all have substantial federal grants tied to them and asked if those may be impacted soon. Ms. Leikam reported that she has reached out to our program coordinator at USDA and that at this point we have not heard that there would be any changes and that all these easements have executed USDA grant agreements.

It was moved by Mr. Ezekiel, seconded by Mr. Rabhi to authorize the partnership with Scio Township and the Ann Arbor Greenbelt, contribute $62,000 toward the purchase of the Hicks conservation easement, and contribute $7,500 to the stewardship special revenue fund to cover potential future monitoring or enforcement costs. Roll call vote, 9 ayes, 0 nays, 1 absent (Marans), the motion was approved.

F. Other New Business

9. Closed Session

It was moved by Ms. Bobrin, seconded by Ms. Ezekiel to enter closed session for the purpose of discussing a personnel matter. Roll call vote, 9 ayes, 0 nays, 1 absent (Marans), the motion was approved. The meeting adjourned to executive session at 4:20 p.m.

10. Commissioners Comments

11. Adjournment

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

The meeting adjourned at 5:21 p.m.