Washtenaw County Parks and Recreation Commission

MINUTES OF MEETING

Date: May 13, 2025

Time: 2:00 p.m.

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

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

Members Absent: Patricia Scribner and Brenda McKinney

Staff Present: Meghan Bonfiglio, Deputy Director; Rhonda Bouma, Deputy Director of Operations; Jason Brooks, Manager of Finance and Administration; Karen Harris, Parks Analyst; Ann Ziolkowski, Communications Manager; and Kyle Jasper, Communications Specialist; David Ries, Project Manager; Matthew Bertrand, Park Planner; Diane Carr, Recreation Facility Superintendent; Suzanne Kessler, Park Manager; Alyson Trim, Parks & Facility Supervisor; and Allison Krueger, Stewardship Planner.

1. Call to Order

Ms. Bobrin called the meeting to order at 2:01 p.m.

2. Pledge of Allegiance

3. Approval of the Minutes

A. April 8, 2025 Minutes

The minutes of the April 8, 2025 regular meeting were included with the packet materials.

It was moved by Ezekiel, seconded by Rabhi, to approve the minutes of the April 8, 2025 regular meeting, as attached. All ayes, the motion was approved.

4. Public Comment

None.

5. Communications, Projects & Activities

Ms. Bonfiglio thanked Meri Lou Murray staff for hosting the meeting today and announced that Ms. Carr will be retiring from the role of Recreation Facility Superintendent at the end of the month.

Ms. Carr provided updates on the upcoming pool closure due to renovations. She shared that a survey had been distributed to patrons to determine whether they preferred to pause their memberships or access services at partner facilities.

Ms. Bonfiglio highlighted current projects and media coverage which was included in the packet and highlighted activities across parks and facilities, including an impressive 857 volunteer hours logged over 18 days.

Ms. Zolkowski presented communications highlights, including recent images from photo ambassadors. She distributed BHB magnets and reminded commissioners about the Lyndon Trailhead ribbon-cutting event on May 20.

It was moved by Scott, seconded by Rabhi, to receive and file the Communications, Projects & Activities for the month of April 2025, as submitted. All ayes, the motion was approved.

6. Financial Reports – May 2025

A. Claims Report

Mr. Brooks reported that claims for the month of April 2025 totaled $543,163.11.

It was moved by Ms. McCollum, seconded by, Mr. Rahbi to approve the claims for the month of April 2025 as submitted. Roll call vote, 8 ayes, 0 nays, 2 absent (Scribner and McKinney), the motion was approved.

B. Revenue Reports

Mr. Brooks provided an update on the fund balance reports from April.

It was moved by Mr. Rabhi, seconded by Ms. Scott to receive and file the fund balance reports for the month of April 2025 as submitted. All ayes, the motion was approved.

C. Fund Balance Reports

Mr. Brooks presented the Revenue Reports for the month of April 2025.

It was moved by Mr. Rabhi, seconded by Mr. Ezekiel, to receive and file the Revenue Reports for the month of April 2025. All ayes, the motion was approved.

7. *Old Business*

A. Asset Management Update

Ms. Leikam introduced Ms. Stickel of Hubbell, Roth & Clark (HRC), to present an update on the GIS Asset Management Project. Ms. Stickel outlined the project background and goals, and provided a brief overview of how the GIS system functions.

Ms. Leikam noted that the project is currently in Phase 1. Phase 2 of the project involves ongoing data collection at additional park facilities, including Independence Lake, Rolling Hills, and Pierce Lake Golf Course. The newly gathered information will be incorporated into the final report. An Asset Management Report will also be developed to support both internal asset tracking and public reporting.

B. Meri Lou Murray Natatorium Renovation Bid Award

Mr. Ries presented updated images and blueprints for the upcoming renovations to the Meri Lou Recreation Center Pool. He shared the project timeline, with a preliminary projected completion date of May 2026.

Mr. Ries noted that the department received four bids for the project — Spencer Brothers, Braun Construction, Phoenix Contractors, and Heney GC—all coming in approximately $4.5 million under the original estimate. Spencer Brothers was selected for the project with a bid of $3,379,000.

It was moved by Mr. Rahbi and second Mr. Marans by to award a service contract in the amount of $3,379,000 to Spence Brothers for this project plus an additional 20% ($675,800) contingency of the Base Bid costs for any potential change orders. Roll call vote, 8 ayes, 0 nays, 2 absent (Scribner and McKinney), the motion was approved.

It was moved by Ms. McCollum and seconded By Mr. Marans, to authorize a contract amendment in the amount of $10,192 with JFR Architects for completing the set of construction documents for renovations to the MLM Recreation Center Natatorium for a total contract amount of $196,288. Roll call vote, 8 ayes, 0 nays, 2 absent (Scribner and McKinney), the motion was approved.

C. NAPP- Zellner Final Approval

Ms. Krueger provided a brief presentation on the Zellner property in Northfield Township. She stated that staff is seeking final approval for the purchase of 13 acres at $112,000.

It was moved by Ms. Mccollum, seconded by Mr. Marans, to approve a fee simple purchase of the Zellner property in the amount of $112,000 and to contribute $6,500 to the Special Revenue Fund for ongoing management of the property. Roll call vote, 8 ayes, 0 nays, 2 absent (Scribner and McKinney), the motion was approved.

8. New Business

A. Director's Comments

Ms. Bonfiglio provided an update on the East Washtenaw Community Recreation Center project. She noted that demolition is completed on land acquired by Washtenaw County for the project. She shared that she visited Mary Grove Cradle to Career Campus and Ford Resource and Engagement Center in the City of Detroit with Mr. Vaughn and County Commissioner Caroline Sanders.

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

B. Staebler North Side Development Award

Mr. Bertrand presented a proposal for schematic design services and full development plans and permits for the restoration of riparian habitat, including debris removal from Peaceful Pond. He noted that restoration work is anticipated to be funded by a Ducks Unlimited Grant, which was obtained for this purpose.

It was moved by Mr. Ezekiel and seconded by Ms. Scott to award a contract in the amount of $164,020 to the Johnson Hill Land Ethics Studio and include an additional 10% ($16,402) of the proposal fee for potential change orders. Roll call vote, 8 ayes, 0 nays, 2 absent (Scribner and McKinney), the motion was approved.

C. Contract Award- Burns Stokes Preserve Retaining Wall

Ms. Leikam provided a presentation on a recent car collision into the retaining wall at Burns Stokes

Preserve. She noted that Risk Management is working on the insurance claim with County Risk Management and is seeking $30,000 for the rebuild of the Burn Stokes parking lot retaining wall.

It was moved by Mr. Joerg and seconded by Mr. Rabhi to award reconstruction of the retaining wall at Burns Stokes Preserve, in the amount of $30,174.14, along with a 10% contingency ($3,017) to Local Life Landscaping, LLC. Roll call vote, 8 ayes, 0 nays, 2 absent (Scribner and McKinney), the motion was approved.

9. Commissioners Comments

None.

10. Adjournment

The meeting was adjourned at 3:37 p.m.

It was moved by Ms. Ezekiel and seconded by Mr. Rabhi to adjourn*. All ayes, the motion was approved.*