



MINUTES OF MEETING

WASHTENAW COUNTY PARKS AND RECREATION COMMISSION

Date: December 9, 2025

Time: 1:00 p.m.

Location: Pierce Lake Golf Course Clubhouse, 1175 S. Main St., Chelsea, MI 48118

Members Present

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

Members Absent

Robert Joerg

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; 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; Thomas Power, Parks Maintenance Superintendent; Michael Kettler, Golf Course General Manager

1. Call to Order

Ms. Tupacz Scribner called the meeting to order at 1:16 p.m.

2. Pledge of Allegiance

3. Approval of the Minutes

A. November 12, 2025 Minutes

The minutes of the November 12, 2025 regular meeting were included with the packet materials.

It was moved by Mr. Marans, seconded by Ms. McKinney, to approve the minutes of the November 12, 2025 regular meeting, as attached. All ayes, the motion was approved.

4. Public Comment

Kevin Butler noted that he is attending in two capacities: as a representative of the Chelsea community and as a union employee of the Parks and Recreation Commission. He stated that he is seeking programming opportunities and support for recreational programming in the City of Chelsea. He also encouraged the Commission to engage with and speak to volunteers during their spare time. He is also seeking support from the Commissioners to meet with Labor relations and seeing how it is supporting Parks staff and trying to continue their role in building employee work ethic and morale.

5. Communications, Projects & Activities

Ms. Bonfiglio introduced Mr. Kettler, Golf Course General Manager for Pierce Lake Golf Course, and thanked Ms. Bouma for providing refreshments for the meeting. She then shared recent media coverage and the communications included in the December meeting packet. Additionally, she announced that Peter Sanderson was named Washtenaw County Employee of the Year.

Ms. McKinney requested a follow-up regarding the Michigan Folk School water system and an update on arsenic levels. Ms. Bonfiglio responded that a full system update will be required and that the project is currently under state-level permit review. She noted the process may take up to six months.

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

6. Financial Reports – November 2025

A. Claims Reports

Mr. Brooks reported on the November 2025 claims which totaled \$1,164,360.38.

It was moved by Ms. Driskell, seconded by Ms. McCollum, to approve the claims for the month of November 2025 as submitted. Roll call vote: 9 ayes, 0 nays, 1 absent (Joerg); the motion was approved.

B. Financial Reports

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

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

7. Old Business

A. EWCRC Construction Manager at Risk Contract Award

Ms. Bonfiglio reported that ten responses were received for the award and were reviewed by a collaborative team of project managers from Parks and Facilities. Three finalists—Clark Construction, Spence Brothers, and Granger—were selected. Each finalist provided a detailed presentation addressing specific evaluation criteria. Following a review of scores and references, the committee unanimously selected Clark Construction.

It was moved by Mr. Rabhi seconded by Ms. Driskell, to approve the award of RFP #8852 to Clark Construction for Phase 1 pre-construction services in an amount not to exceed \$52,585 and Phase 2 constructions services on a cost-plus-fee basis with estimated costs of \$955,054 plus a 2.25% overhead and profit fee with the final Guaranteed Maximum Price (GMP) to be presented to the Commission for approval at a future meeting. Roll call vote: 9 ayes, 0 nays, 1 absent (Joerg); the motion was approved.

B. Other Old Business

None.

8. New Business

A. Director's Comments and Project Updates

Ms. Macyda provided an update on the Master Plan, noting the continued emphasis on a community-driven process. Of approximately 2,500 surveys distributed, more than 600 responses were received. The Master Plan is anticipated to be presented for adoption in February 2026.

Ms. Macyda also reported on artwork proposals for the Natatorium being facilitated through the Ann Arbor Art School. The field has been narrowed to five candidates. A survey will be distributed to collect rankings of the artwork options, with a two-day response window.

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

B. EWCRC Traffic Study Engineering Services

Ms. Bonfiglio reported meeting with the engineer and project team to review traffic patterns and potential impacts related to the proposed recreation center at the corner of Clark Road and Dave Avenue. She noted that the traffic study work will need to be initiated prior to winter break school closures.

It was moved by Ms. McKinney, seconded by Mr. Ezekiel, to award a contract to Hubbell, Roth and Clark, Inc. in the amount not to exceed \$19,000 for Traffic Study Engineering Services related to the Eastern Washtenaw Community Recreation Center. Roll call vote: 8 ayes, 0 nays, 2 absent (Joerg and Rabhi); the motion was approved.

C. Round 25 NATAC Priorities

Mr. Krueger reviewed properties under consideration for Round 25 NATAC priorities, including the Peters property in Webster Township, which contains wetlands and floodplain forest; the Davenport property within the Blue Belt and Sloan Preserve; and the adjacent Tolliver and Keiser properties, which include a conservation easement. The Keiser property consists of forested land and wetlands with significant natural resources.

Ms. Krueger also reviewed the McCalla property, which is being considered by both ALPAC and NATAC and is noted for its salamander population; the Poe property in Linden Township, a nearly 150-acre parcel primarily consisting of natural areas; and the Shayna property, which was previously nominated in 2015 and is being reconsidered.

It was moved by Ms. McCollum, seconded by Ms. McKinney, to adopt the Round 25 NATAC Priorities. All ayes, the motion was approved.

D. 2026 Annual Calendar

Ms. Bonfiglio presented the draft 2026 annual calendar presented in the December meeting packet.

It was moved by Ms. Bobrin, seconded by Mr. Marans, to adopt the 2026 Annual Calendar. All ayes, the motion was approved.

E. Other New Business

None.

9. Commissioners Comments

Mr. Ezekiel stated that commissioners that had not viewed the B2B Tunnel video should take a few minutes to do so as it was very impressive.

Ms. Scott thanked staff for the accelerated progress on the Eastern Washtenaw Community and Recreation Center project.

10. Adjournment

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

The meeting was adjourned at 2:51 p.m.