



*Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ www.cityofmidlandmi.gov*

September 26, 2022

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission Meeting of October 4, 2022

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Tuesday, October 4, 2022. The meeting will be held in person at the Council Chambers of Midland City Hall at 333 W. Ellsworth Street and will begin at 7:00 p.m.

The agenda for the meeting is as follows:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of meeting of August 3, 2022
- 4) Call to Audience
- 5) Adoption of FY 2022/23 Work Plan
- 6) Introduction of recreation fee schedule
- 7) Review of recreation fee philosophy
- 8) Fall Recreation updates
- 9) Project Reports
  - a. Poseyville Riverfront Restoration
  - b. Currie Stadium demolition
  - c. Central Park band shell accessibility
- 10) Old Business
- 11) New Business
- 12) Adjourn



Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov)

September 2, 2021

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of Tuesday, October 4, 2022

#### Adoption of FY 2022/2023 Work Plan

Based on discussion from the August 3 meeting, attached is the proposed FY 2022/2023 Work Plan. I will ask the Commission to review the list of topics included and offer a motion of support to adopt the plan as presented.

#### Introduction of recreation fee review calendar

The proposed schedule to review the recreation fees allows staff to have any changes to the fee structure in place prior to submitting the proposed budget for the following fiscal year. This schedule has worked well in recent years and I suggest we follow the same process for this year. The proposed outline for the recreation fee process is as follows:

- October Commission meeting – Commission to review the proposed recreation fee schedule and the existing recreation fee philosophy
- November Commission meeting – Staff to propose revised fees for the Commission to consider
- December Commission meeting – Hold a public hearing to receive input on proposed fees
- Mid-December Joint Meeting – Invite City Council to meet with Commission to discuss the proposed fees

#### Review of Recreation Fee Philosophy

Attached is the current recreation fee philosophy used to guide the establishment of fees for the general recreation programs, facilities and equipment usage. I will go over the philosophy and ask the Commission for continued support of the philosophy as written as it has been serving our programs well to date.

#### Fall Recreation Program Updates

Marcie Post will provide a reminder on the ongoing scavenger hunt for Neighboring Week, the fall Miracle League and the upcoming movie night at Stratford Woods Park. She will also give a wrap up report on the Pooches at the Pool cancellation and the Mackinac Island Grand Experience.

## Project Reports

- a. **Poseyville Riverfront Restoration** – I will provide an update on the work completed to date along with a few challenges that need to be overcome in order to continue the site work. I will also give an update on the remaining design work that is underway.
- b. **Currie Stadium demolition** – I will provide an update on the bidding and contract award for the demolition work that will begin this fall.
- c. **Central Park band shell accessibility** – Bids were sought and only one bid was received with costs much higher than anticipated. I will provide an update on the path going forward for the project.

Respectfully,

Karen Murphy



Fiscal Year 2022-2023

---

**Parks and Recreation Commission  
Plan of Work**

---

10-4-2022

Presented by:  
Karen Murphy, Director of Public Services

---

# Mission Statement

---

## City of Midland

That the inhabitants of the City of Midland may live well through the effective maintenance of public safety, health, and welfare via efficient provision of public services, activities, and enterprises which reflect intelligent opinion as to the needs of the community.

The Midland City Council endeavors to fulfill this mission, established by the City Charter, by ensuring economic sustainability of the community, providing effective stewardship of community resources, and by providing an outstanding quality of life through excellent service delivery.

---

### **Parks and Recreation Commission**

The Parks and Recreation Commission is advisory to the City Council and consists of between five and nine members who by experience have evidenced interest in development of park and recreation services for public use.

Duties of the Parks and Recreation Commission, established by the City of Midland Code of Ordinances, are to consider and study the reasonable needs of recreational facilities and activities in which the city might properly participate, to formulate and to report to the city council estimates of public requirements for recreational facilities and for the costs thereof, and the amounts which might properly be appropriated by the city council to provide and maintain the recreational facilities.

### **Parks and Recreation Director**

In accordance with the Code of Ordinances the Director of Public Services has been designated by the City Manager the director of parks and recreation. As such the director is the executive officer in charge of the use and maintenance of parks, properties and buildings owned by the city, and assigned to the department of parks and recreation, and he shall be responsible for the recreation programs in buildings or on properties of other public or private institutions that may be used by the city through rental, lease or by gift. The director also serves as secretary of the Parks and Recreation Commission.

### **Committee Structure**

Beautification Advisory Committee - Appointed by and reporting to the Parks and Recreation Commission, this committee leads to main programs annually:

- Appreciation of Beautification Awards - This awards program recognizes both business and residential properties for landscaping and structural site improvements, which are readily visible to the public.
- Make Midland Beautiful Art Celebration - This program takes place each spring and encourages creativity among children in the 2nd and 6th grade, by creating a poster on "what makes Midland beautiful." This is a cooperative program involving more than 1,000 Midland elementary school children.

---

# Annual Plan of Work

---

## **Intent**

Being required to conduct a minimum of six (6) meetings during the fiscal year, the Parks and Recreation Commission seeks to perform its duties effectively and efficiently. To that end the Commission relies on an annual work plan to anticipate and organize those matters to be addressed. The Commission may periodically review and modify its work plan as needed to address evolving community needs.

## **Commission Meetings**

The Parks and Recreation Commission conducts regular meetings, which are open to public participation, at 7:00 PM in the City Council Chambers of City Hall on the first Tuesday of the noted months as follow. Agendas for such meetings will include, at a minimum, the following matters:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Minutes of Prior Meeting
- 5) Call to Audience
- 6) Project Reports
- 7) Division Report
- 8) Old Business
- 9) New Business
- 10) Adjourn

The Parks and Recreation Commission, along with department staff, have compiled the following list of potential topics to be discussed throughout the year with the understanding that other topics may come up during the course of the year that take precedent.

| <i>Project Reports</i>                           | <i>Division Report</i>   |
|--|--|
| Recreation Fee Process                           | Park Updates – invasive species removal, ADA accessible parks and park features, City Forest dog and horse use |
| City Forest End of Season Review                 | Recreation - Seasonal Updates  |
| Currie Stadium demolition and future planning    | Horticulture – including Community Garden  |
| Poseyville riverfront restoration project        | Forestry – disease approach and strategy   |
| Miracle Field project updates – remaining phases | Update on park play equipment  |
| BMX Track update and report from new user group  | Infrastructure improvement plan  |
| Grove Park Master Plan implementation            | Safety in Parks  |
| Upper Emerson Park Phase II                      | Cemetery – informational update  |



*Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ www.cityofmidlandmi.gov*

September 26, 2022

TO: Parks and Recreation Commission  
FROM: Karen Murphy, Director of Public Services  
SUBJECT: Recreation Fee Philosophy

### General Information

The recreation fee philosophy provides a general direction for staff in preparing fee recommendations that support recovery of a percentage of costs associated with various recreation and park offerings. The recreation fee philosophy is the starting point for the annual recreation fee review process. This process involves approval of the fee philosophy by the Parks and Recreation Commission followed by the presentation of staff fee recommendations. The Commission reviewed the fees, accepts public input and presents the final fee recommendation to City Council for approval.

In terms of general recreation fees, we have the following areas to consider: competitive sports, swimming and general recreation. Fees for the two enterprise recreation activities, the golf course and the civic arena, are addressed directly by City Council based on a schedule that corresponds appropriately with the business strategies that are in place for these two enterprise funds.

This report will provide information for each area and pose specific philosophical questions where pertinent.

### Competitive Sports

The basic principles of the fees in the area of competitive sports have been to recover all direct costs associated with adult sports, and only program costs associated with youth sports. This means that facility preparation costs are assessed in adult sports while the only costs recovered in youth sports are for officials and supplies. These costs are offset by individual player fees.

Measures have been taken in the past to lessen the cost of the maintenance of competitive sports facilities, principally softball fields. The consolidation of facilities for adult softball at the Redcoat Complex has lessened travel time and expense associated with field preparation. Staff has also worked closely with users groups to get the fees for adult softball to a level that aligns the programs with the philosophy in terms of cost recovery.



## Swimming

Historically, the fee philosophy for Plymouth Pool has been to recover 50% of operating expenses through swim fees, including pool passes and swim lessons. This philosophy is based on the premise that the pool provides key access to water recreation for youth in the community and lends an avenue for youth to learn important swimming skills. Staff monitors expenses and revenues annually to ensure adequate cost recovery is taking place, and swimming fees are adjusted periodically as a result.

## General Recreation

In this category we address general use activities such as cross country ski and toboggan rentals pavilions.

The equipment rental rates have been set at a level which covers the cost of replacing the equipment. In 2005, a fee for the picnic reservation program, allowing citizens to reserve picnic shelters in our community parks, was instituted. This fee was established to ensure that pavilions are indeed utilized once reserved, and the fee has been successful in accomplishing this. The picnic shelter fees have been increased slightly since 2005 as operational costs to maintain the shelters have increased.

The fee philosophy outlined above has served our parks and recreation programs well for many years. The challenge that exists is to ensure that fees continue to support expenses appropriately while keeping recreational opportunities reasonably priced for the community. I ask that the Commission review the current philosophy for relevancy and make any suggested changes as seen fit. Staff will use this as a guide to recommend future fee increases to keep revenues in line with cost recovery models laid out in the fee philosophy.

Respectfully,

Karen Murphy

MIDLAND PARKS AND RECREATION COMMISSION  
REGULAR MEETING OF AUGUST 3, 2022  
MIDLAND CITY COUNCIL CHAMBERS  
7:00 P.M.

PROPOSED MINUTES

- 1) Call to Order: Meeting called to order at 7:01 p.m. by Chairperson Nancy Carney.

\*\*Pledge of Allegiance\*\*

- 2) Roll Call:

- a. MEMBERS PRESENT: Billotti, Carney, McCoy, Montalbano, Rankin, Steidemann,
- b. MEMBERS ABSENT: Varela, Bartle
- c. OTHERS PRESENT: Marcie Post, Assistant Director of Public Services; Stephanie Richardson, Horticulturist - Parks/Forestry

- 3) Resignation of Commissioner Ken Wang: Murphy shared that Commissioner Ken Wang moved out of state, vacating his seat. Commissioner Patty Carlson's term ended June 30 and she opted to step off the committee after several years of service. Murphy then welcomed new Commissioner Jillian McCoy. Murphy stated that Wang's vacancy will be filled in the near future.

- 4) Election of Chair and Vice Chair: It has been the Commission's practice to elect a new chair and vice chair annually at the first meeting of the fiscal year. In keeping with the practice, Carney asked for nominations for the position of chair and an oral vote was taken.

Carney nominated Rankin to serve as chair and Steidemann seconded the nomination. Motion passed 6-0.

Steidemann nominated Carney to serve as vice chair. Billotti nominated Montalbano for vice chair. Carney declined the nomination in support of Montalbano so Rankin seconded the motion for Montalbano as vice chair. Motion passed 6-0.

Rankin took over as chair for the rest of the meeting.

- 5) Minutes of May 4, 2022: Carney motioned, Steidemann seconded to receive minutes of the meeting of May 4, 2022. Motion passed 6-0.

- 6) Call to Audience: None

- 7) Adoption of meeting calendar for 2023: The Commission reviewed the proposed meeting calendar for the upcoming year, and decided to continue meeting on the first Tuesday of the month. There are 3 potential dates for elections in 2023 that require altering the Tuesday meeting schedule on those months to the first Wednesday. The Commission decided not to meet in January and July due to the proximity to the respective holidays nor in April due to the proximity to the Midland Public Schools' spring break. Under the ordinance, the Commission

must meet six times per fiscal year. The following meeting schedule was discussed for 2023 with the understanding that meetings will be cancelled in advance if the Commission does not have official business to address:

|                               |                            |                       |
|-------------------------------|----------------------------|-----------------------|
| <del>Tuesday, January 3</del> | Wednesday, May 3           | Tuesday, September 5  |
| Tuesday, February 7           | Tuesday, June 6            | Tuesday, October 3    |
| Tuesday, March 7              | <del>Tuesday, July 4</del> | Wednesday, November 8 |
| Tuesday, April 4              | Wednesday, August 2        | Tuesday, December 5   |

Carney motioned to accept the meeting calendar with meetings the first Tuesday of each month with the exception of January, July and April when no meetings will be scheduled, and with meetings on potential election months to be held on Wednesday. Montalbano seconded the motion and the motion passed 6-0.

- 8) Discussion topics for FY 2022/23 Work Plan: Murphy reviewed last fiscal year’s work plan for the Commission to consider. The work plan defines the role of the Parks and Recreation Commission as an advisory committee to City Council, and explains the director’s role as staff liaison to the Commission. The plan also contains a recommended list of topics for the Commission to discuss over the course of the year.

Murphy asked for suggestions on discussion topics for the upcoming fiscal year. The Commission suggested modifying the existing topic list by removing the Central Park Master Plan unless new initiatives pop up over the course of the year, removing the skate park report, adding an update on the BMX track and new user group and adding to the Forestry update a report of disease/pest strategy. Murphy will bring the updated topic list back to the Commission for final approval at the next meeting.

- 9) Grant from Saginaw Bay Watershed Initiative Network: Murphy shared that the Saginaw Bay Watershed Initiative Network reached out to the City with an opportunity for a grant to support the upper Emerson riverfront renovation project that is being funded in part by a Michigan Natural Resources Trust Fund grant. Murphy applied for the grant in June and the City received notification of award. Murphy asked for a recommendation from the Commission to City Council to accept this generous donation. Montalbano motioned to make this recommendation to City Council, McCoy seconded the motion and the motion passed 6-0.

- 10) Summer Recreation update: Post shared an end of season updates and announced fall programs for the following recreation programs:

- Plymouth Pool had a great season. The regular season will end August 21 with the start of Midland Public Schools on August 22 which causes the loss of the majority of the lifeguard staff. The pool will be open on the two weekends after that (August 26/27 and September 3/4). Pooches at the Pool will be held for the 12<sup>th</sup> year on September 11 from 10:00 am – 1:10 pm. Teen Nights at the pool were a success with three nights of the event held in July and the August event cancelled due to weather.
- The annual Grand Experience Trip to Mackinac Island has 64 rooms reserved to date with 125 travelers and 3 motor bus coaches reserved. Post shared there is still availability if anyone is interested with registration closing on August 12.
- The adult kickball and softball registration is open for kickball games on Sunday nights and softball played Sunday through Thursday.

- A scavenger hunt will be offered again during Neighboring Week, September 26 – October 3 with a Neighborhood Park theme.
- An outdoor movie will be held at Stratford Woods Park again this year. The original Halloween movie will show on October 22 with the soundtrack broadcast over a radio channel so event attendees can watch/listen from their car.

11) Miracle Field end of season update: Post gave an update on the first Miracle League spring season and shared that while she hoped for 40 athletes, she ended up with 54 athletes. Post said the league had over 700 volunteer hours and that the United Way online app was used to register volunteers – this was a great tool. Post shared a list of the cities that each athlete came from with 30 athletes from Midland and the remainder from surrounding communities. Murphy added the age range of athletes was 5 to 70 years old. Post reported that a competitive unified wiffle ball league is currently underway on Wednesday nights and the Special Olympics used the field on Tuesday nights as well. Post shared details on registration for the fall “sandlot” style Miracle League with four weeks of play but no practices.

12) Horticulture update: Richardson gave an update on the horticulture program including information on riverbank clearing new Hart Park which will receive a wildflower mix planting, the M20 bridge to the Tridge on the Chippewassee Park side where the City forestry crew cleared buckthorn to open up views and the upper Emerson Park riverfront from the red trellis overlook to the Bradley House where similar work was done. Richardson also shared detail on aging landscapes that are reaching 15-20 years that need work, including the Eastman Overpass. Richardson reported that the junipers were removed around the City Hall parking lot and replaced with sod and trees from last year’s pedestrian plaza display. More pedestrian plaza trees will be planted in this section in the fall as well. The Red Circle art piece was shared along the Grand Curves as well as the living wall that Richardson designed for the pedestrian plaza that includes a framed window for photo opportunities. Richardson also shared photos of the concrete seating area across from Ace Hardware that was donated by Great Lakes Bay Construction, and the colored concrete plaza under the M20 bridge near the public art mural. Richardson gave an update on the community garden on Edwin and Cambridge which has been under City management for seven years now. The garden is first come, first serve at \$30 for the season. The garden continues to be all organic and a garden manager is available for advice. Richardson wrapped up with disappointing news about the cat mint at the Circle which has contracted a soil based fungus. Richardson is working with MSU on how to manage this with over 500 plants suffering from root rot. It may require complete removal of the plants and soil.

13) Project Reports:

- a. **Poseyville Riverfront Restoration** – Murphy shared that the construction bid for phase I has been awarded to Fisher Contracting Company and tree clearing is underway west of Poseyville Bridge. Murphy shared that phase I includes installation of a parking lot and stormwater detention area, clearing along the riverfront, a new pathway from the foot of the Tridge along the riverfront, rubblization and site grading and installation of two fishing piers and associated boardwalks along the pathway. Murphy showed the updated conceptual plan and explained the project will be a two year project with hopes of final plantings to be completed in spring 2024.

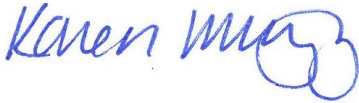
- b. **Currie Stadium demolition:** Murphy shared that the City is ready to seek competitive bids for the demolition work with demolition to begin after November 1 when events are done for the season. Murphy showed an aerial view of the stadium and noted that the field and associated backstop fencing will remain in place, with only the stadium structure being removed. Murphy shared that once the stadium is gone and the public gets a chance to see the park with the stadium gone, the City will start the master planning process for the future of Emerson Park without the stadium in place. This will likely happen late next summer. Murphy also stated the City does not have funding to support redevelopment of Emerson at this time but the first step is having a master plan in place.
  
- c. **Eagle Ridge Nature Area:** Murphy reported that the ribbon cutting event for Eagle Ridge occurred recently and the area is now open to the public. Murphy shared a map of the trails and stated there are 5.2 miles of trails that go through five different habitat areas. The trails are natural surface with a small section of paved walk near the accessible parking lot.

14) Old Business : None

15) New Business: None

16) Adjourn: Motioned by Steidemann, seconded by Montalbano to adjourn the meeting. Motion passed 6– 0. Meeting adjourned at 8:30 p.m.

Respectfully submitted,



Karen Murphy  
Director of Public Services