



**CITY OF ANN ARBOR – PARKS ADVISORY COMMISSION
MEETING MINUTES
November 18, 2008**

The regular meeting of the Park Advisory Commission was held on Tuesday, November 18, 2008 at 4:00 p.m. in the Council Chambers located in City Hall, 100 N. Fifth Avenue, Ann Arbor, Michigan.

I. The meeting was called to order at 4:16 p.m. by Chair, L. Berauer.

II. Roll Call:

Members Present: (9) L. Berauer, B. Macomber, D. Barrett, J. Lawter, G. Nystuen, S. Rosencrans, T. Berla, S. Offen J. Grand

Ex-Officio Members Present: (2) C. Taylor, M. Anglin

Ex- Officio Members Absent: (0) None.

Members Absent: (0) None.

Staff Present: (8) K. Henderson, D. Bowerbank, J. Dehring, D. Borneman, A. Kuras, L. Bowen, C. Smith K. McDonald (City Attorney)

APPROVAL OF AGENDA – Commissioner Berauer stated there would be a change in the agenda. B-1a would be added due to the Park Planners update. The agenda was approved.

PUBLIC COMMENTARY - AGENDA ITEMS (3 Minutes per Speaker)

A - APPROVAL OF MINUTES

A-1 Commissioner Rosencrans moved, supported by **Commissioner Grand** to approve the minutes of the October 21, 2008 meeting with the noted corrections on page 15, lines 730 and 731. The minutes of October 21, 2008 were approved unanimously.

SPECIAL PRESENTATIONS

PUBLIC HEARING

B - UNFINISHED BUSINESS

B-1 Field Operations Budget, FY 2008

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K. Henderson explained the Field Operations budget in detail to the Commission.

B. Macomber asked if the Commission could receive the Field Operations report through October 2008.

K. Henderson stated yes and the forecast will be provided. K. Henderson also explained Fund 006 which is the millage that expired approximately 2 years ago; a number of General Fund activities have been shifted to the new millage, Fund 71

T. Berla asked if the \$460,000.00 transfer of funds shown on the reports could be explained.

K. Henderson stated the dollar amount transferred was for the renovation of the soccer fields at Fuller Park and Olson Park. The project budget for the renovation of the soccer fields at Olson Park and Fuller is \$1,200,000.00. Additional General Fund money allocated by City Council was used, along with funds from Fund 071.

There are certain activities that cannot be paid from the millage; , snow and ice control, mowing and administration are paid from the general fund.

D. Bowerbank passed out the reports to the Commission.

D. Barrett asked for an explanation regarding field investigation.

K. Henderson stated this is when staff is sent to investigate maintenance issues.

S. Offen asked why the athletic field maintenance is such a small amount, and if it was included in the millage money; and if so why it was originally budgeted for general fund.

K. Henderson explained it was budgeted for general fund and millage. Due to the record snow fall this expense was doubled.

D. Bowerbank explained part of the athletic field funds went to the soccer field project.

D. Barrett explained the cost for the general maintenance of the athletic fields have cost more money in the attempt to improve all the park fields.

B. Macomber stated it has become difficult to follow what is happening with the revenue and expenses for the athletic fields. B. Macomber stated it would be helpful if a spreadsheet covering the last 3 years could be provided to the Commission

99 **D. Barrett** stated to distinguish all that goes into the field maintenance would
100 be helpful as well.

101
102 **C. Smith** stated that two thirds out of the additional money allocated by City
103 Council went to the athletic field improvements.

104
105 **K. Henderson** stated the different funds would be explained in the reports
106 requested by the Commission.

107
108 **L. Berauer** asked if the \$80,000.00 for 2005 - 2006 and 2006 - 2007 was for
109 the former Park Ranger, and if the \$19, 743.00 for 2007 – 2008 was for staff to
110 open and close the parks.

111
112 **K. Henderson** stated yes, to close the restrooms and shelters.

113
114 **G. Nystuen** asked if the tree stump removal, tree removal and tree trimming
115 were all shifted to the millage.

116
117 **K. Henderson** explained the park millage funds are only spent for park
118 activities.

119
120 **S. Offen** stated vandalism has gotten very costly in the parks.

121
122 **K. Henderson** explained the graffiti removal is costly as well as broken
123 window repairs if there is a break in at the shelters. The department also
124 handles the graffiti removal on the “rock.”

125
126 **C. Smith** stated Parks has had better contact with the Police Department this
127 year and as a result more activity is being reportedl.

128
129 **G. Nystuen** asked if there is a report that explains the maintenance costs of
130 the parks.

131
132 **K. Henderson** stated yes the tasks completed in the parks are now being
133 entered into the City Works program including graffiti removal and mowing.

134
135 The intent is to have all tasks, staff costs, vehicle costs and materials and
136 supplies on the City Works program.

137 **G. Nystuen** asked how much it costs to maintain the “rock”.

138
139 **J. Grand** suggested the University of Michigan assist with the cost of
140 maintaining the “rock”.

141
142 **G. Nystuen** stated the vandalism does not come directly from University of
143 Michigan students. Other individuals also paint the “rock”.

144
145 **C. Taylor** asked for an explanation of the overage for turf care.

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148 **D. Bowerbank** stated the intent is to increase the maintenance as promised
149 with the millage funds.

151 **D. Barrett** stated the new equipment purchased to maintain the turf was an
152 added expenditure.

154 **K. Henderson** stated if there is an area where funds are under spent, other
155 needs are taken into consideration and the funds are spent elsewhere as
156 bottom line budgeting is practiced

158 **L. Berauer** asked if an electronic copy of the report given at the meeting can
159 be included in the next month's minutes.

161 **B. Macomber** asked for an explanation of the increase in administration costs.

162
163 In 2005 – 2006 the cost was \$508,000.00 and in 2006 – 2007 the cost was
164 \$563,000.00 and in 2007 – 2008 it was \$690,000.00.

166 **K. Henderson** stated the increase was due to an increase in the number of
167 permanent Natural Area Preservation staff.

168
169 **D. Borneman** explained the increase in allocated funds paid for additional
170 seasonal staff, expanded outreach programs and the purchase of a new
171 vehicle.

173 **B. Macomber** asked why National Area Preservation is in park administration.

175 **D. Borneman** explained all of NAPs expenses are simply coded under the
176 administration code.

178 **L. Berauer** asked B. Macomber if a detailed report would be helpful.

180 **B. Macomber** stated yes.

182 **B-1a** Park Planner Update

183
184 **A. Kuras** explained in-depth the renovations to Cobblestone Farm as well as
185 completed projects at other facilities in a PowerPoint presentation to the
186 Commission.

188 **J. Dehring** explained the changes and improvements at Mary Beth Doyle
189 Park in detail.

191 **S. Rosencrans** asked where the new play area is located at Mary Beth Doyle
192 Park.

194 **J. Dehring** stated the play area will be located close to the parking lot.

195
196

197 **J. Grand** asked if there is any signage that would provide directions to the
198 park.

199
200 **J. Dehring** stated that the issue of signage to various parks is a concern and
201 is being addressed.

202
203 **T. Berla** asked if the presentations that are presented at the meetings can be
204 placed online for the public to view.

205
206 **C. Smith** stated the City's Communication Services are reviewing ideas to
207 place more information on line.

208
209 **L. Berauer** stated it would also be a good idea to place the summaries of the
210 millage expenditures on the web site.

211
212 **C. Taylor** asked what the anticipated use would be of the disc golf course.

213
214 **J. Dehring** stated there were many calls asking for information regarding the
215 course and there are a large amount of people that use this course.

216
217 **T. Berla** stated the participation and turnout for this course is significant.

218
219 **B. Macomber** stated garbage has been an issue in the past and asked if this
220 situation has gotten better.

221
222 **J. Dehring** stated he has spoken with Field Operations regarding placing
223 more garbage cans along the pathway. Gaining better accessibility to
224 empty the trash bins are also is being addressed.

225
226 **B. Macomber** stated she would be glad to see this issue resolved.

227
228 **A. Kuras** stated the same issue at Bandemer Park is being addressed as well.

229
230 **T. Berla** asked if recycle bins can be placed at the front entrance of the disc
231 golf course due to the plastic water bottles that are used.

232
233 **C. Smith** explained when placing the recycle bins in the parks they
234 are often used for trash cans instead of recycle bins which creates a
235 problem.

236
237 **S. Rosencrans** stated the changes that have taken place at the various
238 facilities are very nice and appreciated.

239
240 **B-2** Resolution naming new Parkland Property purchased from Girl Scouts
241 of Huron Valley

242
243 **L. Berauer** stated there are 3 Resolutions to rename 3 parks and it is
244 required that the Commission vote on the Resolutions separately.
245

246 **S. Offen** moved **B. Macomber** supported to rename the property to Hilltop
247 Nature Area.

248
249 *On a voice vote – **Motion Passed** – Unanimous*

250 **B-3** Resolution to name the property purchased from narrow Gauge
251 Holdings Inc. and Sandra Gunn as Narrow Gauge
252 Nature Area
253

254
255 **J. Grand** moved **J. Lawter** supported to rename the property to Narrow
256 Gauge Nature Area.

257
258 **S. Rosencrans** asked if any of the artificial amenities will be removed from
259 the property.

260
261 **D. Borneman** stated there will be certain areas where there would be
262 amenities removed.

263
264 **S Rosencrans** asked if the water features in the valley are in a natural state.

265
266 **D. Borneman** stated yes the water features are in a natural state and the
267 small stream that is located there is high quality.

268
269 *On a voice vote – **Motion Passed** – Unanimous*

270
271 **B-4** Resolution to name the property purchased from Zion Evangelical
272 Lutheran Church as Eberwhite Nature Area

273
274 **S. Offen** moved **B. Macomber** supported to rename the property to
275 Eberwhite Nature Area.

276
277 *On a voice vote – **Motion Passed** – Unanimous*

278
279 **C - NEW BUSINESS**

280
281 **C-1** Update from City Attorney's Office regarding by-laws

282
283 **L. Berauer** explained the proposed amendments to the by-laws will be
284 discussed with the City Attorney present at the meeting.

285
286 **K. McDonald** (Senior Assistant City Attorney) spoke in detail on the
287 amendments of the by-laws that the Commission proposed . He also stated
288 his primary role is legal liaison between the Community Service Area and the
289 City Attorney's office.

290 One of his major roles is working with the Planning and Development Services
291 and Community Development.

292
293 Most recently K McDonald has been working on intergovernmental as well as
294 cooperative agreements including the Skate Park agreements.
295

296 City Council has asked that the City Attorney's office review all by-law
297 changes as they come forth from Boards and Commissions and work to
298 develop a uniform format for the all by-laws so that they are consistent across
299 the organization.
300

301 As the changes and suggestions come forth the City Attorney's office will
302 review those changes. The four main reasons to assist the Commission with
303 the changes would be; clarity, consistency, meeting any legal and procedural
304 requirements and assisting the Commission with drafting the language of the
305 by-laws.
306

307 **L. Berauer** asked for an explanation of what the City Attorney office needs to
308 do regarding amendments to the by-laws; the assumption was the
309 Commission was able to vote and approve the amendments without any
310 assistance. L. Berauer read the section of the current by-laws that pertains to
311 amendments (Article 9, Section 1).
312

313 **K. McDonald** stated the current by-laws allow the Commission to vote, but a
314 review is in order, per the request of City Council.
315

316 **C. Smith** stated the timeline for the review process from the City Attorney's
317 office is approximately two months depending on the workload of the
318 Attorney's office.
319

320 **K. McDonald** stated and explained that the Attorney's office would work with
321 the Commission to review the by-laws in a timely manner.
322

323 **L. Berauer** stated the by-laws are to be reviewed every September. L.
324 Berauer also explained the Commission wanted to add a third position to the
325 Commission.
326

327 **K. McDonald** stated it is not the intention of the Attorney's office to change
328 any of the functioning of the Commission but to make the process easier
329 internally as well as externally.
330

331 **L. Berauer** expressed concern regarding the timeline to resolve the proposed
332 changes.
333

334 **S. Offen** suggested passing the by-laws at today's meeting and the City
335 Attorney can still review the changes.
336

337 **K. McDonald** stated it would be approximately 30 – 45 days for a response
338 from the City Attorney's office regarding the review of the changes to the by-
339 laws.
340

341 K. McDonald stressed this request has been made by City Council and
342 suggested the Commission wait until the changes and amendments are
343 reviewed by the City Attorney's office.
344

345 **S. Offen** stated the Commission is prepared to vote on the changes and does
346 not see any reason for the Commission to wait to vote on these changes and
347 amendments.

348 **S. Rosencrans** asked if standing committees and new offices need to be
349 approved by City Council.

350
351 **L. Berauer** stated the by-laws state that the Park Advisory Commission and
352 the Chair can create any standing committee they wish at any time and the by-
353 laws do not state that this decision must be reviewed by the City Attorney's
354 office or City Council.

355
356 The by-laws also state if a task force or committee is created, the Chair can
357 invite external members to sit on that committee.

358
359 **T. Berla** asked if City Council has asked the Attorney's Office to review the by-
360 laws.

361
362 **K. McDonald** stated yes and stressed the recommendation of reviewing the
363 by-laws before a vote has taken place.

364
365 **T. Berla** asked if the Commission does wait for the City Attorney to review the
366 changes of the by-laws, when they are returned to the Commission will they
367 have an opportunity to review them before voting to adopt them.

368
369 **K. McDonald** stated there is no intention of changing any language in the by-
370 laws; the intent is only to review what has been proposed.

371
372 **D. Barrett** stated the intent seems to be that City Council has asked the City
373 Attorney's office to provide a uniformity regarding the by-laws.

374
375 **K. McDonald** stated City Council has asked the Attorney's Office to review
376 any changes that have taken place in the by-laws; the role would be to look at
377 the by-laws and make recommendations if needed.

378 **C. Smith** stated as Commissions come forward with changes as well as
379 amendments whether it is minor or major, the opportunity to review is in order.

380
381 **C. Taylor** asked if the proposed changes have been reviewed.

382
383 **K. McDonald** stated no they have not.

384
385 **S. Offen** stated the point of adopting the amended by-laws is to be able to
386 create the budget officer for the Commission and this is very important to act
387 on as soon as possible.

388
389 **S. Rosencrans** stated it would be prudent to have the by-laws reviewed
390 before voting and believes this is the avenue that City Council would prefer the
391 Commission to take.

392
393

394 **B. Macomber** stated on occasion the Commission has waited a very long time
395 for legal responses and this is a major concern.

396
397 **K. McDonald** stated he was not aware of the concern of a timely response
398 and would commit to responding within 30 -45 days.

399
400 **D. Barrett** stated he agreed the amendments should be reviewed by the City
401 Attorney's office before the Commission is to vote.

402
403 **K. McDonald** stated he appreciated the information regarding the untimely
404 responses from the Attorney's office and would put forth every effort to have a
405 response back to the Commission within the 30 – 45 day timeline.

406
407 **S. Offen** asked how long it had been since City Council asked the City
408 Attorney to review the by-laws.

409
410 **K. McDonald** stated he could not answer that question .

411
412 **L. Berauer** explained that the Parks Manager asked the City Attorney's office
413 if City Council needed to review the changes and amendments to the by-laws.

414
415 **S. Offen** expressed his disappointment with regards to having the by-laws
416 reviewed by the City Attorney's office.

417
418 **C. Smith** explained he asked for clarification regarding City Council having to
419 review the changes and amendments of the by-laws.

420
421 **L. Berauer** expressed concern that the Commission's independence with
422 regards to the business conducted at meetings and decision making
423 may be limited.

424
425 The Commission has a proposal plan and would like to vote in January 2009
426 on this proposal.

427
428 **K. McDonald** stated the Attorney's office will respond within 45 days.

429
430 **C-2** Approval of Ann Arbor Open Space and Parkland Preservation
431 Program Report for 2007/08

432
433 **C. Smith** stated there is no actual Resolution. All that is needed is formal
434 approval of the report and it will then be posted on the web site.

435
436 **L. Berauer** explained the Ann Arbor Open Space and Parkland Preservation
437 Program.

438
439 **B. Macomber** suggested the wording stating: "according to PROS plan
440 guidelines" should be added on page 10 of the report in the Goals for 2008 –
441 2009 section
442

443 **L. Berauer** asked the Commission to vote to approve the above change to the
444 Ann Arbor Open Space and Parkland Preservation Program report.

445
446 *On a voice vote – **Motion Passed** – Unanimous* On a voice vote

447
448 **C-3** Resolution to Recommend Approval of the Memorandum of Intent
449 and Ann Arbor Skate Park Fund Agreement for the Development of a
450 Skate Park at Veterans Memorial Park

451
452 **C. Smith** stated the Memorandum of Intent outlines the relationship between the
453 AASAC and the City and details timelines in regards to fundraising, design, and
454 construction. This issue will go before City Council on December 1, 2008.

455
456 **K. McDonald** stated since this project is in the early stages, many of the
457 issues and items between the City and the Skate Park Action Committee are
458 being addressed. However, some of the issues and items could change due
459 to the project being in the early stages. The agreements have the intent to
460 remain flexible as changes arise during the project.

461
462 **T. Berla** asked if the City chose to contribute to the project could the MOI be
463 amended.

464
465 **K. McDonald** stated this is a letter of intent and anything could change in the
466 future, a firm contract has not been made.

467
468 **C. Smith** stated that very fact is spoken to in the memorandum of intent on
469 page 4.

470
471 **C. Taylor** asked if this document is a non binding letter of intent and is an
472 expression of a goodwill in order to facilitate fund-raising.

473
474 **K. McDonald** stated yes.

475
476 **B. Macomber** asked if public input regarding a new project should be added
477 to the language that exists on page 4, #6 as far as the final design.

478
479 **C. Smith** stated that language could be added without a problem.

480
481 **T. Berla** moved **S. Offen** supported to approve the Resolution to recommend
482 approval of the Memorandum of Intent and Ann Arbor Skate Park Fund
483 agreement for the development of a Skate Park at Veterans Memorial Park.

484
485 *On a voice vote – **Motion Passed** – Unanimous*

486
487 **L. Berauer** stated she was going to propose D-1 Review of Work Plan be
488 tabled due to the Commission needing to go into a closed session. The
489 Commission agreed.

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D - COMMISSION PROPOSED BUSINESS

D-1 Review of Park Advisory Commission Work Plan for 2008 - 2009 **(TABLED)**

E - REPORT FROM PARKS AND RECREATION MANAGER

C. Smith stated the new City of Ann Arbor 2008 – 2013 Park Maintenance and Capital Improvements Millage Status report is included in the packet. C. Smith stated he would appreciate the Commission reviewing the document as well as giving any feedback and comments regarding the document. This document will also be posted on the web site.

B. Macomber stated she had a number of questions related to the October 2008 finance statements that the Commission received, but due to the time restraints these questions could be discussed at a later date.

C. Smith stated he would appreciate if the discussion regarding the financial reports be scheduled for a later date.

F - REPORT FROM MANAGER OF FIELD OPERATIONS

G - REPORT FROM RECREATION ADVISORY COMMISSION

H - REPORTS FROM RELEVANT COMMISSIONS, COMMITTEES, BOARDS AND/OR TASK FORCES

D. Barrett gave the Commission an update regarding the fields, stating the work on the fields at Olson Park and Fuller Park are on schedule as well as on budget.

I - PUBLIC COMMENTARY – GENERAL (3 Minutes per Speaker)

J - CLOSED SESSION TO DEAL WITH PRIVELEDGED CLIENT ATTORNEY INFORMATION

L. Berauer stated the Commission will move to close session at 6:28 p.m.

Roll call was read and there was a quorum for close session.

K - TRANSMITTALS

K-1 City Council Items Update

K-2 Park Project Update

K-3 City of Ann Arbor 2008 – 2013 Park Maintenance and Capital Improvements Millage Status

K-4 Park Advisory Commission 2008 Schedule

541 There being no further business to come before the Commission, **Commissioner Berauer**
542 moved that the open meeting be adjourned and the Commission would go into close session.
543 The regular meeting was adjourned at 6: 28 p.m.
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