



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

The regular meeting of the Park Advisory Commission was held on Tuesday, March 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 4:13 p.m. by Acting Chair, B. Macomber.

II. Roll Call:

Members Present: (9) B. Macomber (Acting Chair), D. Barrett (arrived at 4:14 p.m.), J. Grand, J. Lawter, G. Nystuen, S. Rosencrans, T. Berla, S. Offen (arrived at 4:16 p.m.)

Ex-Officio Members Present: (2) S. Kunselman (arrived at 4:41 p.m.)

Ex- Officio Members Absent: (0) M. Anglin

Members Absent: (0) L. Berauer

Staff Present: (9) Colin Smith, D. Thompson, M. Warba, J. Dehring, R. Millett, Kay Sicheneder, K. C. Bemish, Dave Borneman, J. Nealis, L. Bowen

Guests: (1) Carla Freeman (Community Action Network)

APPROVAL OF AGENDA – Commissioner Macomber asked the Commission if there were anything that needed to be discussed or if there were any additions or requests to be added to the agenda. There were none. The agenda was approved unanimously.

PUBLIC COMMENTARY - AGENDA ITEMS (3 Minutes per Speaker)

A - APPROVAL OF MINUTES

A-1 Commissioner Berla moved, supported by **Commissioner Rosencrans** to approve the minutes of the February 26, 2008 meeting with corrections/additions on page 18, line 863. The minutes of February 26, 2008 were approved unanimously with stated corrections to be added.

Commissioner Nystuen commented on the minutes from the February 26, 2008 and stated the minutes were very good.

Commissioner Macomber also stated the minutes from the February 26, 2008 meeting were very good and informative.

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SPECIAL PRESENTATIONS

CAN – Community Action Network

Carla Freeman introduced herself to the Commission and stated she was present at the meeting to share information regarding Community Action Network as they have recently contracted with the Park and Recreation Department with the City of Ann Arbor to take over the operations at Outreach Centers, Bryant and Northside.

Carla Freeman stated she wanted to give a bit of background information and familiarize the Commission with some of the faces that will be seen. Carla Freeman presented a power point presentation to the Commission, introducing the people that are involved with Community Action Network, including herself, the executive director Joan Dowty and other site directors Aaron and Maurice.

The basic Mission Statement was read as follows, Community Action Network Mission is to serve families from under resourced communities in Washtenaw County, CAN helps them lead successful lives by providing educational and life skills programs for children and teens and supportive housing services for families.

We have been working in this area for over 20 years and here is an overview of what Community Action Network does in general. We operate Community Centers (a picture on the Power Point Presentation of the Green – Baxter location) and inside our Community Centers you will find we support and create resident counsels, so that the residents of that community make the decisions, not just Community Action Network. You will also have homework clubs; we assure that the kids have everything they need for school so that they are successful.

One of our very fun projects is a back to school barbeque where every child receives a back pack filled with goodies. The teachers, principal and parents are all there. We host teachers, and work as a nice place for the citizen's to come in and actually connect so they don't have to go to the school; we are a little bit closer. We provide healthy snacks and dinners. We take all kinds of field trips and we have a nice partnership with the Hands on Museum, which was pictured in the Power Point presentation. We offer piano lessons and a variety of other kinds of lessons and activities. We meet basic needs; every single one of our locations, including Bryant and Northside Community Centers have and will have food pantries for emergency food as well as distribution sites partnering with Food Gathers.

We are serve as an advocate for all children in Ann Arbor Schools that are low income children, as well as a committee. We have actually started a committee that the Ann Arbor School District is taking over. The idea is that children without funds miss out on a lot of opportunities and we are able to assist them in taking part. Basically, within our communities, we fill in as the gaps become apparent to us.

It is not for sure what services and programs exactly will be provided until the community tells us what to do.

102 There are times it may be a trip to the movie theatre, dinner out, ballet lessons, or driver's
103 education. One of the things we are very proud of is that every community that
104 Community Action Network is affiliated with has undergone drastic changes in the
105 appearance, including trash collection in general, there is a nice moral and people start
106 picking up after themselves.

107
108 Two current projects include (shown on the Power Point presentation), building new
109 playgrounds at our Hikone site, and anticipate we will be doing similar projects at the
110 Bryant and Northside Community Centers.. We are very engaging and we hit the ground
111 running, we are shaking hands, smiling and we are there with the families. We do a great
112 job engaging our residents.

113
114 Our community members are not being served, we are empowering them to help
115 themselves and we see this happening.

116
117 One of the great stories we like to tell is that our students at Hikone wanted a bus shelter
118 and there wasn't enough traffic for AATA, but our Youth Council worked together,
119 petitioned and sure enough there is now a bus shelter there for them. This is what we
120 look for, we do not want Community Action Network staff in the forefront, and we really
121 want our residents on the forefront.

122
123 We have a lot of experience across the board in creating programs for a variety of
124 people. We are hoping that this experience will serve us well at Bryant and Northside
125 Community Centers. We also offer services that help the community being that most of
126 our staff has been in the Ann Arbor area long enough to be able to tell anyone that walks
127 through the door where to look for services they need and we can refer them to those
128 other agencies.

129
130 Our staff has worked with all kinds of cultures and all kinds of people, we also have a
131 strong understanding of what needs to happen, our neighborhoods become beautiful
132 places to live. Hikone is our shining star example of that, it didn't have the greatest
133 reputation as many of you know and it is a wonderful place now, you walk up and you
134 would think it is one of the expensive apartment complexes because it looks and feels
135 good.

136
137 We collaborate; our budgets would not allow us to provide all the services ourselves. We
138 can collaborate with many, many programs. One that was a great outing with was The
139 Sierra Club; they provided us with a trip to Cadillac, Michigan over the weekend where
140 we took the children sledding and skiing and all kinds of things.

141
142 Carla Freeman explained the actual plan that was presented when the Request for the
143 Proposal came out. The first task was that Community Action Network would make sure
144 that whatever was already in existence at the two Community Centers would remain
145 there and then we would follow up with engaging those communities and starting to get to
146 know them.

147
148 Once we get to know them, we would do a needs assessment in the community.
149 We are feeling pretty strong about our connection in the Bryant Community Center.
150 Northside Community Center still needs a little bit of engagement, then our assessment
151 will take place this summer.

152 Based on that assessment, we will be taking over full programs at both Center's and you
153 will see that the programs will be completely based on what the community tells us they
154 need.

155
156 Your communities will be happy because they will have exactly what they want and
157 exactly what they need at their Community Centers.

158
159 Carla Freeman explained the assesment process. The idea is that we are not going to
160 just do a community needs assessment at the beginning, we will continue to assess as
161 the community grows and changes so that we can guarantee that our services and
162 programs stay up to date.

163
164 Finally, to end with our promise, Community Action Network will engage and empower
165 Bryant and Northside Community members, we are going to utilize many types of
166 outreach strategies and we are going to include them in the decision making process.

167
168 The communities will be able to hire their own site directors, they will be able to help us
169 with program development, they will be in charge in helping us decide on our policies and
170 the community building activities will always be headed up by the community. This is our
171 promise.

172
173 **G. Nystuen** asked Carla Freeman if this endeavor has been a change of relationship with
174 the Parks Department or is it the same but only moving locations.

175
176 **Carla Freeman** stated she did not quite understand the question and asked G. Nystuen if
177 she would re-phrase the question.

178
179 **G. Nystuen** stated she was not familiar with the relationship is, and asked if we were
180 providing the facility, and if the City will be providing some of the funding or not.

181
182 **Carla Freeman** stated essentially it was a contract that was put out for bid, and basically
183 all the services and programs were put out for bid.

184
185 The facilities and the maintenance of the facility remain under the Parks and Recreation
186 hat, the programs and services will be contracted to Community Action Network.

187
188 **S. Offen** asked as Community Action Network and the consumers identify capital
189 projects in these communities, how will Community Action Network receive the funding.

190
191 **Carla Freeman** stated there are a variety of ways that Community Action Network
192 receives funding. One of the major ways will be through grants, and our Executive
193 Director is a ten star grant writer, she is fantastic and that is how we fund a lot of our
194 programs and that is how we fund the construction projects that the Commission has
195 seen on the Power Point presentation. One of which is the current Hikone construction
196 project of the playgrounds is being funded by donors. It really depends on the project and
197 what the needs are.

198
199 **S. Offen** asked are these funds the funds that the City would have been unable to get
200 because of its status as a City, and as a municipality as oppose to Community Action
201 Network's status as a non-profit organization.

202

203 **Carla Freeman** stated because it's a variety of sources I can't say for sure one way or
204 the other, but some of them yes, they would have been available to the City, but many of
205 them are resources that are only available to our status as the 501c-3. Also, many of
206 them are Community Action Network's non-profit agencies who tend to come with their
207 own pocket of supporters and many of what we are proposing comes from the support
208 network that we bring with us.

209
210 **B. Macomber** asked Carla Freeman how long have they have worked with Bryant and
211 Northside Community Centers.

212
213 **Carla Freeman** stated she was trying to recall the exact date the agreement was signed.
214 They started with the idea that it would begin at the beginning of January 2008, but that
215 didn't happen. The contract ended up being signed at the end of January 2008.

216
217 **B. Macomber** asked if the playground at Hikone was built in the last few months.

218
219 **Carla Freeman** stated she assumed B. Macomber was asking how long Community
220 Action Network had actually been at the Community Centers. Carla Freeman clarified
221 that Hikone was our first center, and officially there was one woman was there, and it
222 wasn't called Community Action Network at that time that started activities there, so we
223 have been there for 20 years. Community Action Network has been there under the
224 official name for approximately 8 years.

225
226 **J. Grand** stated from having done some of this in the past, community based work is an
227 incredibly time intensive.

228 Also stating she is really happy that Community Action Network is there doing this,
229 stressing that she hopes that Community Action Network would come back to the Park
230 Advisory Commission and report in the future.

231
232 **Carla Freeman** stated she would love to have the opportunity to come and report back to
233 the Commission to let them know what comes up with the community
234 assessment. Hopefully as years go by they can come back and let the Commission know
235 what the community thinks of what is happening there.

236 237 **PUBLIC HEARINGS**

238 239 **B - UNFINISHED BUSINESS**

240 241 **B-1 Emerald Ash Borer Report**

242
243 **B. Macomber** expressed to the Commission that there was a report in the packet
244 regarding the Emerald Ash Borer report, but has been made aware that there is an
245 updated report that was passed to the Commissioner's and that the numbers were
246 different and she hadn't had a chance to compare the two reports.

247
248 **Kay Sicheneder** asked the Commission if they would prefer having time to look
249 through it, or if they would prefer her to walk them through the updated report.

250
251 **B. Macomber** asked Kay Sicheneder if the Commissioner's should disregard the
252 informational report that was in the packet.

253

254 **Kay Sicheneder** stated yes and that the updated report is a much better copy.

255
256 **B. Macomber** stated it would be great if Kay Sicheneder would walk the
257 Commission through the updated report.

258
259 **Kay Sicheneder** expressed she was sorry that she didn't get this updated report to
260 the Commission right away, however she thought there were good numbers in this
261 report.

262
263 Kay Sicheneder asked the Commission to read along as she explained. She went on
264 to say the EAB (Emerald Ash Borer) contractors have completed their work. They
265 removed 125 trees & 162 stumps from Parks for a total cost of \$50, 473.00. That
266 work is complete.

267
268 ***(The Commission did not have the updated version of the report)***

269
270 **Kay Sicheneder** stated she did not send Colin Smith the updated report and would
271 explain the report to the Commission verbally.

272
273 **B. Macomber** stated she thought it would be better if the agenda was reversed.
274 Since Damon Thompson was in attendance the Parks 08 budget could be discussed
275 while someone copied the updated version regarding the Emerald Ash Borer report.

276
277 **B-2** Park Operations 08 Budget Report

278
279 ***(This item was moved up on the agenda)***

280
281 **Damon Thompson** explained he would be giving the Commission an update as well
282 as going through the forecast that was discussed on Friday, March 14, 2008. If there
283 were any specific questions regarding the budget overall he would be there to
284 answer those questions. Also stating he had a document that he would pass to the
285 Commission that was not included in the packet due to it being prepared late Friday
286 (March 14, 2008) afternoon.

287
288 Damon Thompson also stated this is a forecast and would be given every 3 months.

289
290 **B. Macomber** stated she wanted to clarify that Damon Thompson would be talking
291 about 08 Actuals.

292
293 **Damon Thompson** stated that was correct. In terms of the Fiscal Year 09 Budget,
294 he would answer any questions the Commission may have regarding Parks and
295 Recreation Fiscal Year 09 Budget. In terms of the Fiscal Year 08 Actuals he could
296 send out the updated Cost Center Reports

297
298 **B. Macomber** stated just going over the Fiscal 08 Actuals would be great. And the
299 agenda has it broken up where the Commission will talk about the 09 Budget later.

300
301 **Damon Thompson** stated at the last meeting the Commission spoke about providing a
302 report that would be an easier format instead of the monthly Cost Center Reports that we
303 usually send out to give you an estimate of Revenues and Expenditures.

304 Tom Crawford and I created, basically a forecast for Parks and Recreation. We haven't
305 included the Park Operations information yet nor have we included the millage funds, this
306 is just primarily for the General Fund supported facilities and the enterprise funds.
307

308 There was a meeting with Gwen Nystuen, Sam Offen, Brigit Macomber and Colin Smith
309 to walk through this on Friday, March 14, 2008. Damon Thompson stated he wanted to
310 walk through this report with the Commission to see if this report will meet the
311 Commission's needs. This will replace the actual Cost Center Reports that the
312 Commission receives and will have more of a forecast that the Commission will receive.
313

314 **Damon Thompson** stated this forecast is for January 2008 and has noted that the title
315 will actually be clarified. Along with Damon Thompson the Commission reviewed the
316 General Fund supported Facilities; Parks and Recreation Administration, Leslie Science
317 Center, Cobblestone, Buhr Pool and Rink, Veteran's Pool, Ice Arena, Fuller Pool, Mack
318 Pool, Argo, Gallup, Senior Operations, Community Outreach, which is Northside and
319 Bryant Community Centers. The Enterprise Funds include Farmer's Market, Huron Hills
320 Golf Course, and Leslie Golf Course. There is the Revenue and what is actually
321 budgeted for the Fiscal Year 08. This is the current budget for the facilities and is a total
322 for the General Fund supported Facilities of almost \$2.2 million dollars and for the
323 Enterprise Funds including Farmer's Market, Huron Hills and Leslie Golf Course of \$1.4
324 million dollars.
325

326 There is a total budget for the facilities of \$3.6 million for Fiscal Year 08.
327

328 We put this in our Revenue forecast and as the Commission can see, this is a true
329 forecast as of yet, this is an example of what the format would actually look like.
330 Our plan is to have forecasted our Revenue amounts for the General Fund supported
331 Facilities, and to the far right of the report the Commission could see the variance. This
332 would show if the forecast was over or under. A second page with supporting detail will
333 explain deviations from the forecast..
334

335 **J. Lawter** asked what time frame the report represented?
336

337 **Damon Thompson** explained the forecast that will cover July 1²⁰⁰⁸ through June 30²⁰⁰⁹.
338 The budget is reflective of July to June, as is the forecast.
339

340 **T. Berla** stated, in other words it is July to June as of January this is the way it is looking
341 to what the year it is going to be.
342

343 **Damon Thompson** stated these numbers were put in so that we could have a format.
344

345 **T. Berla** asked if the main purpose is to show the Commission how the new format will
346 look. The next time the Commission reviews this report it will have real numbers, the
347 point being when the Budget Committee said, when the previous report was reviewed it
348 was not clear, and by seeing the report in this format it would help the Commission have
349 a better understanding.
350

351 **B. Macomber** asked for an explanation regarding the detail on page two of the report
352 regarding the \$22,000.00 being listed twice, and when you go to page 3 of the report, it is
353 the total General Fund Supported is \$44,000.00.
354

355 **Damon Thompson** explained there would have to be change made to the Fund. Also
356 stating that amount is supposed to roll over once. The Commission is supposed to see
357 the \$22,000.00 which is actually our Expenditures that will be over because of the delay
358 in moving the personnel, the plan was to move the personnel by July 1st, and were not
359 actually able to move them until October.

360
361 On the Expense side it is set up the same way.

362
363 The actual budget seen is \$3.7 million dollars for the General Fund Supported Facilities,
364 which is the actual Fiscal Year 08 budget, and for the Enterprise Funds you have an
365 expense budget of \$1.4 million dollars, almost \$1.5 million dollars, this being the actual
366 budget for Fiscal Year 08. The expense forecast was put in, which right now is matching
367 the budget and as the Commission can see a sample variance was put in for
368 Cobblestone of the \$22,000.00.

369
370 This can be seen on page 2 of the report, also explaining what the \$22,000.00 rolls up to.

371
372 The goal is, by providing this type of report, it would be an easier format and give the
373 Commission more of what everyone is looking for.

374
375 **B. Macomber** stated that Sam Offen, Gwen Nystuen as well as herself reviewed this
376 report in the meeting on Friday, March 14, 2008. They were able to provide feedback
377 and thought this would be helpful, but it would be great to have the feedback from the
378 Commission because the next step will be Damon Thompson putting actual numbers into
379 a report.

380
381 **J. Lawter** asked where the Revenue or actual Expenditures would be found.

382
383 **Damon Thompson** stated the actual expenditures would be in the forecast with slight
384 modifications. You would see your true actual expenditures then we would forecast to
385 give you a projection of what those might end the year at.

386
387 **S. Offen** stated the forecast was made up of actual expenses to date plus the budget or
388 estimated expenses for the balance of the rest of the year.

389 **T. Berla** asked, suppose some pieces of equipment breaks or some activity that there
390 was going to be a lot of revenue from isn't going to be able to be done because of
391 something and you know it for the rest of the year. How do you change the budget or do
392 you change the forecast in the future. You may say, even though it hasn't happened yet
393 and we stop getting the revenue we thought we were going to, we can tell right now we
394 are not going to get it because of whatever this event was, this would be put in the
395 forecast.

396
397 **Damon Thompson** stated yes, you would put it in the forecast and you would see it
398 under the details.

399
400 **T. Berla** stated the explanation regarding this item would be seen. This would include
401 both what you now believe that may be different from what you believe when you made
402 the budget as well as what's already happened however far through the year you are.

403
404 **Damon Thompson** stated correct.

406 **D. Barrett** elaborated on what T. Berla said, in practical terms, if there was some
407 question about the Huron Hills, if the irrigation system blows up, how would that find it's
408 way into this.

409
410 **Damon Thompson** stated we would have to reflect decreased revenue in the forecast
411 based upon the actual year to day revenue brought in. Then more than likely there would
412 be an offset of the expenditure increase to hopefully fix the irrigation system that we
413 didn't expect.

414
415 You would see an increase in expenditure to show you that here is what we had
416 forecasted. It may not have hit the books yet, but here is what we are expecting.

417
418 **B. Macomber** stated that a good point was raised about the actuals, asking if they were
419 going to be in the reports or if they will be in a separate report.

420
421 **Damon Thompson** stated, no the forecast would actually include the actuals.

422
423 **B. Macomber** asked if there would be a way to see which part of that is actuals or which
424 part is forecast.

425
426 **Damon Thompson** stated he could provide that information by giving the Commission a
427 Cost Center Report, as well as the report the Commission is reviewing now with the
428 additional details.

429
430 **B. Macomber** stated while this report is being discussed, she thought it may actually be
431 more useful to put this report on a legal size piece of paper which would make it wider
432 and do a column for actuals for both the revenue and the expense.

433
434 **Damon Thompson** agreed.

435
436 **T. Berla** stated, this would be year to date actuals, and the numbers would not compare
437 at all to these. All the other numbers are projected or budgeted 12 months and these
438 would be year to date.

439
440 **B. Macomber** stated she wasn't sure if Damon Thompson mentioned this point but, what
441 was discussed in the meeting on Friday, March 14, 2008 was getting the report on a
442 quarterly basis.

443
444 **G. Nystuen** stated the actuals are very useful, also asking if there is a way to track
445 the previous year.

446
447 **B. Macomber** asked if this could be handled in the attach detail or variance.

448
449 **G. Nystuen** asked if this information could be flagged if it is not tracking as usual
450 and things look very different

451
452 **B. Macomber** asked if putting the information in the detail would help.

453
454 **G. Nystuen** stated it would be very helpful and should have the actuals, but you still
455 don't know unless it is customary to be at 10% at this time and suddenly jump to
456 80% in another quarter.

457
458 **Colin Smith** stated this information was currently provided in the Cost Centers
459 Reports which on the one hand is what we are trying to get away from. There are
460 two things the Commission is looking for.
461

462 One is the forecast which is really what is created here by Damon Thompson. In a
463 forecast we are trying to say where we will end up for the year because of actual
464 occurrences that have happened or that we expect to have happen. If there is
465 something that the Commission wants to see to reference how we are doing year to
466 date, that is exactly the information we currently have in the Cost Centers Reports.
467

468 This information could possibly be exported.
469

470 **Damon Thompson** stated he would try and see what will work out.
471

472 **B. Macomber** stated the other point that was discussed on Friday, March 14, 2008
473 was this is not a substitute for the pages of reports that the Commission receives
474 would continue to be distributed electronically, the one stop summary would be nice
475 so an overview would be seen on a quarterly basis.
476

477 **J. Lawter** expressed in the past the budget was divided by 12, and asked how often
478 the forecast update would be checked.
479

480 **Damon Thompson** stated more than likely for the sake of convenience it would be
481 easier as the Cost Centers Reports are updated to also update the forecast monthly,
482 even though the forecast would be received on a quarterly basis.
483

484 **D. Barrett** expressed anomalies in the forecast as they are noted.
485

486 **Damon Thompson** states yes that information would be in the detail pages of the
487 Cost Centers Report as well as given verbally.
488

489 **B. Macomber** stated the next step would be to put the actuals in and finalize the
490 draft. Also asking when the Commission may be receiving this information in the
491 final version.
492

493 **Damon Thompson** stated he and Tom Crawford are still gathering information, and
494 will email an update when the Commission can expect this information. The goal is
495 to be able to provide at least December's information in a real forecast.
496

497 **B. Macomber** asked is there an approximate time line on when December's
498 information would be received.
499

500 **Damon Thompson** stated his goal would be to provide this information at the April
501 15, 2008 meeting.
502

503 **B. Macomber** stated the December's actuals have been received in the Cost
504 Centers Report in the present packet.
505

506 **S. Offen** stated receiving the forecast will be an improvement and the meeting that
507 was held on Friday, March 14, 2008 was one of the most productive meetings that

508 has taken place. Also stating he was looking forward to seeing how everything works
509 out.

510
511 **Damon Thompson** stated he appreciated that comment.

512
513 **G. Nystuen** stated she was glad to see Damon Thompson back.

514
515 **B-1** Emerald Ash Borer Report

516
517 **(Kay Sicheneder returned with the updated copies of the report)**

518
519 **Kay Sicheneder** returned with the copies of the updated report and passed them to
520 the Commission.

521
522 **B. Macomber** explained the updated copies were regarding the Ember Ash Borer
523 Report explaining the costs of tree and stump removals.

524
525 **Kay Sicheneder** stated the good news was there are approximately 80% of the trees
526 done and approximately 20% left to do. What is left are natural areas, they work with
527 NAP to identify what areas have the most traffic or where edged trees are impacting or
528 could impact parking lots. They have already identified approximately two thirds of the
529 remaining trees. NAP estimates between 850 to 1050 trees to remain, if the trees that
530 remain cost what the average was for the other trees removed, it would cost
531 approximately \$100,000.00 - \$112,000.00. \$512,000.00 has already been spent. Kay
532 Sicheneder proceeded to explain the report below to the Commission.

533
534 The EAB contract is a two year contract where they removed all the trees labeled as
535 dead and dying on the streets, but also many Parks. Not every park was allocated to
536 the contractors because we had been in so many Parks and done so much work, they
537 were sensitive areas, they were chronically wet, and they would not have been able to
538 reach the trees without causing extreme damage.

539
540 There were 125 trees removed by the contractors, 162 stumps at a total cost of over
541 \$50,000.00.

542
543 The next set of contractors went into the NAP areas, usually they are on citizen's back
544 yards, and they took approximately 224 trees, that contract was almost \$14,000.00.

545
546 Those trees were much less expensive to remove than the other trees because in this
547 case we did not have to remove the wood. The wood was left to rot versus chipping it
548 all, picking it up and taking it all away. This is expensive work to do.

549
550 A contractor on Island Park, being that these trees were enormous, 6 trees and 6
551 stumps cost \$6,300.00. These trees were located by the play structure and were very
552 big Ash trees. The wood was hand carted from Island Park.

553
554 Forestry has been very busy, they did a huge project on Huron River Drive, which is
555 Bird Hills Park, they took out approximately 250 trees that cost approximately
556 \$15,000.00 and removed the wood.

558 Forestry did not account for smaller trees they removed, resulting in an artificially
 559 inflated per tree cost. In Spring 2007 the Forestry Department were stumping in
 560 another set of Parks and there were approximately 270 stumps for \$14,000.00
 561 (approximately \$51.00 per stump).
 562

563 A contractor came into Bandemer Park this winter with Amy Kuras. There were many
 564 dead Ash and Elm trees in an area where they would impact equipment as well as
 565 people in the location of where the Disc Golf Course was put in.
 566

567 Amy Kuras requested those trees be removed, and 110 trees were removed. Because
 568 of improvements done to the area, these trees had become a potential hazard to
 569 people.
 570

571 This information was updated earlier in the week. Work is still being completed at
 572 Sugarbush, NewPort Creek and Traver Creek. With 106 trees expected to be removed
 573 the cost will be \$33,000.00 bringing the total for the trees and the stumps to
 574 approximately \$513,000.00 and we still have approximately \$112,000.00 to go.
 575

576 Kay Sicheneder stated she was very pleased with the work. Anyone that is mowing
 577 the Parks are delighted that the stumps have been removed.
 578
 579

| WORK PERFORMED BY | DATE | PROJECT AREA | TREES REMOVED | STUMPS REMOVED | PROJECT COST | COST PER TREE/STUMP |
|--------------------------|----------------------|---|---|-----------------------|---------------------|----------------------------|
| EAB contractors | 2005-2007 | lawn areas of City parks | 125 | 162 | \$50,473 | \$269/\$104 |
| contractors | winter 2007 | Sugarbush S Sugarbush N Foxfire S Arbor Hills Foxfire E Riverwood Lakewood Dolph, Miller, Hollywood | 64 54 35 10 9 18 15 <u>19</u> 224 | 0 | \$13,948 | \$62.30 |
| contractor | winter 2007 | Island Park | 6 + stumps | 6 | \$6,300 total | |
| Forestry | winter 2007 | Bird Hills/Huron River Dr. | 250 | 0 | \$15,000 | \$60 |
| Forestry | Winter - spring 2007 | Vets, Gallup, West, Cedar Bend, Bandemer, | about 270 | - | \$376,220 | |

| | | | | | | |
|--|---|---|--|-----------|-------------------------|-------|
| | | Riverside, Dolph, Leslie, Buhr, Fritz, Hollywood, Greenbrier, Garden Homes, Glacier Highlands, Frisinger, Redbud, Burns, Sugarbush, Fairview Cemetery | | | | |
| Forestry | Spring 2007 | Placid Way, West, Lawton, Garden Homes, Hollywood, Burr Oak, Plymouth, Baxter, Bromley, Terhune, Gallup, Huron Hills, Bandemer, Vets, Buhr, Allmendinger | | about 270 | \$13,788 | \$51 |
| contractor | winter 2008 | Bandemer Park | 110 | 0 | \$3,900 | \$36 |
| Forestry | winter 2008 | Sugarbush S Sugarbush N Newport Creek Traver Creek | 83 13 3 <u>7</u> 106 | 0 | \$33,000 | \$311 |
| TOTAL COST OF PARK TREE REMOVALS TO DATE | | | \$481,993 | | TOTAL: \$512,629 | |
| TOTAL COST OF PARK STUMP REMOVALS TO DATE | | | \$30,636 | | | |
| WORK TO BE DONE | natural areas: about 2/3 of wood edges remain to be surveyed | Estimated: 850-1,050 remaining trees to be removed, very few stumps if any | Estimated: \$90,950 – \$112,350 | | (\$107) | |

580

581 • The EAB contracted trees, and NAP trees removed by Forestry in 08 are more
582 expensive because the wood/brush could not be left on site.

583 • The Island Park trees were very expensive each because 1. they were HUGE and
584 near park amenities and 2. the stumps are included in the price.

585 • Note that the NAP contracted removals are relatively cheap because all of the
586 wood/brush was left on site. This per tree cost is similar to the Forestry staff
587 removal of Bird Hills/Huron River Dr trees, although the guys reminded me
588 that this site required traffic control and most of the material was removed from
589 site. This is a pretty good comparison of in-house vs contracted cost.

590 • The trees removed in Bandemer Park were related to the development of the Disc
591 Golf Course. Prior to the development of the course, most of these trees were on
592 the interior of the park and would have been left to fall down on their own.

593 **B. Macomber** asked if all the trees removed in Bandemer Park Ash trees or were
594 part of these trees removed to make room for the Disc Golf Course.

595
596 **Kay Sicheneder** stated those trees were not counted in this report, once the Disc
597 Course was completed then Kay Sicheneder came in and was asked if those trees
598 would be an impact on people and equipment.

599
600 **B. Macomber** asked what percentages of trees have been replanted.

601
602 **Kay Sicheneder** stated Rotary has planted approximately 800 trees so far, and will
603 plant approximately 80 more trees this spring. Typically trees taken down in NAP
604 areas do not need to be replanted.

605
606 The estimation is that we have almost completed the neighborhood Parks.
607 We also have an Adopt-A-Park program (volunteers) that are taking care of a lot of
608 the neighborhood Parks, so we are not as far behind as one would think because so
609 many were natural area trees.

610
611 **B. Macomber** asked what the average cost to replant a tree.

612
613 **Kay Sicheneder** stated this cost would vary. Adopt-A-Park often does smaller things
614 if you want natives and those cost approximately \$40.00 each. They often dig those
615 from someone's yard. For us to purchase and for Forestry staff to plant, even with a
616 volunteer it would be approximately \$400.00 for a nice size bare root and \$500.00 for
617 a B&B tree (Bald & Burlap tree) which is probably what you
618 think of with the burlap and the soil with it. A bare root is planted, they seem to
619 acclimate better and are easier to handle.

620
621 **Kay Sicheneder** stated these trees are anywhere from 8 – 16 feet tall, and are
622 somewhat branched.

623
624 **B. Macomber** asked for the total of how many trees were taken out all together. Also
625 asking it the total was approximately 800 – 850 trees.

626
627 **Colin Smith** stated it would be approximately 1,100 trees so far.

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B. Macomber asked if there were approximately 1,100 left to go.

Kay Sicheneder stated approximately 850 more left to go. Actually estimates approximately 2/3 of NAP trees left to go and will also be cheaper to do.

B. Macomber asked for the estimate cost of the trees left to do.

Kay Sicheneder stated approximately \$91,000.00 – 112,000.00.

Kay Sicheneder stated thanks to NAP and the Adopt-A-Park

B. Macomber stated it would be nice to see the numbers on the replanting of the trees.

Kay Sicheneder stated she would prepare an easy to read report and send to Colin Smith for him to disburse to the Commission.

B. Macomber asked how many trees are proposed to replant.

B. Macomber stated one of the big reasons why this information is being asked for as well as the numbers and clarification is because, when this subject for this project first came up approximately three years ago, a millage proposal was put on the ballot for approximately \$2.6 million dollars. The millage did not pass, and money was taken from the Risk Fund. She also asked if Kay Sicheneder knew what amount was taken from the Risk Fund.

Kay Sicheneder stated she would send this question along and try to find the answer to these questions.

B. Macomber stated we will still don't know how much of the Risk Fund money has to be paid back, and where it will come from and this impacts our financial situation.

S. Kunselman asked when the Emerald Ash Borer tree removal project would be considered done. Also asking if the estimated \$112,000.00 be spent this year or next year. How much longer will we be specifically working on this particular project until we say we are just into regular tree removals.

Kay Sicheneder stated the technical language of the contract is dead and dying trees. This is how it was took with the contract and this is how we are working with Forestry as well. Dead and dying Ash, if they are green or not green they have to go.

Any species of dead trees including, Elm, Maple (dead anything, dead and dying Ash). The street tree removals are all but complete; the Parks (the NAP area) is all we have left. Out at the Disc Golf Course area there are some really healthy mature Ash. It was suggested we let them stand, and see what happens since they are not directly impacting anything. We may see those trees come around.

We are very close to being done, and there is no reason with our Park millage money and the EAB money that we can't get this project completed. The person that runs the crews would have to answer this question of when the project would be

679 completely done. This project is high priority and the thought is it will be done
680 shortly.

681
682 **S. Kunselman** stated he understood that someone else would have to answer this
683 question but he would like to know when this money would come back to PAC as an
684 expense, he asked for a definitive time or date set that says we have spent the
685 money.

686
687 Explaining he took down Elm trees when he worked in the Forestry Department as
688 an intern in 1986, and Elm trees are still being taken down, Ash trees will be taken
689 down from here on out.

690
691 The Emerald Ash Borer program should be completed this year and any Ash trees
692 after Fiscal Year 08, or 09 depending on where we are at should be done as regular
693 forestry maintenance.

694
695 **Kay Sicheneder** stated she is sure that the project is appropriated for a certain
696 amount of time, but does not know an exact date.

697
698 **T. Berla** asked if the work on the trees (tree maintenance) come from the Parks
699 budget.

700
701 **Kay Sicheneder** stated yes, but the Emerald Ash Borer project was so much more
702 involved.

703
704 **S. Kunselman** asked what DBH (Diameter at Breast Height) of a tree removal
705 constitutes a tree, is it 2 inches, 3 inches or 4 inches.

706
707 **Kay Sicheneder** stated for her it would be any tree that has a canopy, and would
708 say 4 inches. For the contractors it is usually 8 – 10 inches.

709
710 **S. Kunselman** asked for an explanation in terms of counting the numbers on the
711 report.

712 **Kay Sicheneder** stated the numbers for the AB contractors are any size, if planted in
713 the easement. This includes little trees that someone put in and died, to big trees.
714 The only time this doesn't hold true for all of this information is the Forestry
715 segments where we have all of the Parks listed, because they do not keep those
716 numbers. This may get them motivated to keep those numbers.

717
718 **S. Kunselman** stated this goes back to having a tree inventory.

719
720 **Kay Sicheneder** stated that the tree inventory has not been updated for size for a
721 very long time.

722
723 **B. Macomber** asked if there was a sense of how soon the Commission would get
724 the answers to Steve Kunselman's question regarding the completion date, and also
725 the Risk Fund numbers.

726
727 **Kay Sicheneder** explained that she is not the person that would have the answers
728 but she does know who will be able to answer the questions.

729 She will get this information back to the Commission by the following week. Kay
730 Sicheneder also mentioned that there was never an inventory of Park trees.

731
732 **B-2** Park Operations 08 Budget Report
733 **(This item was moved up on the agenda)**

734
735 **B-3** Budget Committee Update

736
737 **B-4** Golf Advisory Committee Update

738
739 **Colin Smith** stated when speaking to Linda Berauer, she requested this item be
740 placed on the agenda to speak to the fact that City Council passed the Resolution on
741 March 17, 2008 actually naming the Golf Advisory Task Force members.

742 A handout was placed on the seats of the Commissioner's prior to the start of the
743 meeting. Colin Smith also mentioned that Linda Berauer wanted this information
744 shared with the Commission.

745
746 **G. Nystuen** stated that she did not know Council had already done this. When she
747 read the communication she remembered in the discussion regarding the Golf
748 Course. It would have been good to have had a school coach involved.

749
750 **Colin Smith** stated such a person is listed; Harold Simons was the golf coach at
751 Huron High School for a number of years and practiced both at Huron Hills and Leslie
752 Park Golf Course and is familiar with the school usage.

753
754 **S. Kunselman** stated is probably difficult to get a Coach that is actively coaching now
755 since that will keep him pretty busy during the school season.

756
757 **S. Rosencrans** asked Colin Smith how the Commission will interact with this new
758 body because obviously Golf is still within our purview and will be in our budgets, and
759 how will this dynamic take place.

760
761 **Colin Smith** stated Jayne Miller will be scheduling either one or potentially two
762 meetings with this Advisory Task Force Group prior to when she meets with Council
763 on April 14, 2008. At that time discussions will take place regarding the proposals for
764 the Golf budget. Those meeting should be set up in the next week or two with the
765 Golf Course staff and other staff in the City to interact with this group.

766
767 **S. Rosencrans** asked if Colin Smith could share with the Commission regarding who
768 will be managing Golf Operations.

769
770 **Colin Smith** stated Matt Warba who has been with the Golf Courses for 19 years just
771 recently took an opportunity in the Public Service Area; an email was sent City wide
772 to explain how the void would be filled.

773
774 Jason Nealis who will be going to Huron Hills for the entire season.

775
776 Jason Nealis initially started working at Huron Hills in 1998 and worked there until
777 2004. He is very familiar with Huron Hills and with the programs that are run there as
778 well as the needs. He also has a very good working relationship with the greens
779 keeper at Huron Hills.

780
781 Cheryl Saam will be going to Leslie Park Golf Course to oversee the management of
782 the Club House operations there. Returning seasonal staff at Gallup and Argo will
783 maintain the Liveries in her absence.

784
785 **S. Rosencrans** asked if Cheryl Saam has any experience working in Golf Course
786 Operations.

787
788 **Colin Smith** stated no, she did not have any experience in Golf, but in terms of Parks
789 and Recreations.

790
791 **S. Rosencrans** expressed concern over Matt Warba leaving.

792
793 **Colin Smith** stated the plans that the Golf Course staff recommended are still in
794 place. There is a Golf Course staff recommendation, a PAC recommendations and an
795 overall staff recommendation. The backround work is there that was done by Matt
796 Warba.

797
798 **S. Rosencrans** stated a seamless transition is anticipated.

799
800 **Colin Smith** stated that would be nice. In terms of the timing, it is not ideal, but we
801 have staff in place that are willing to step up to a challenge and thinks it will be
802 successful. Although Cheryl Saam doesn't have the Golf expertise as such, she does
803 have a great deal of experience in Parks and Recreation Customer Service,
804 programming and we have returning staff at Leslie Park who have been there
805 previously.

806
807 Mike Rowat has been there 11 years and Jeff Davis has been there 6 years. With
808 their combined 17 years experience and Cheryl Saam's experience, Leslie will be
809 opened and operating successfully.

810
811 **S. Kunselman** clarified Julie Grand was appointed to the Golf Advisory committee
812 and assumes she would be reporting back to the Commission.

813
814 **J. Grand** stated yes, that would be a safe assumption.

815
816 **S. Kunselman** stated there will be that communication from this Commission as well
817 as with Council so that we are all working towards the same common goals.

818
819 In regards to the recommendations that they will be coming up in the work session on
820 April 14, 2008. It is at that point Council will begin to look at some of the other hard
821 core recommendations. One of which will be discussing the possibility of a
822 superintendent of Golf position that would oversee the Courses. This does sound like
823 it will be needed with Matt Warba not being in the position that he was.

824
825 With this information a seamless transition appears to be in good hands. One of the
826 concerns heard was some of the customer service aspects of our Golf Course
827 Operations.
828

829 S. Kunselman also stated he is very hopeful with knowing that Cheryl Saam has done
830 very well with the Canoe Liveries this may be of a great help in bringing customers
831 back to the Golf Courses and enhance customer service.

832
833 **Colin Smith** stated this was one of the ideas behind actually bringing her to Leslie
834 Golf Course, it is strength of hers. Cheryl Saam will be running staff trainings with a
835 focus on customer service.

836
837 **S. Offen** asked when the Golf Courses would open.

838
839 **Colin Smith** stated this is a difficult question to answer precisely. Due to the weather,
840 Leslie Golf Course may open by April 10, 2008 and Huron Hills slightly earlier than
841 that date.

842
843 Huron Hill's front seven holes (the holes located on the Club House side of the road)
844 can traditionally open earlier due to more exposure to sun. The holes on the back
845 nine usually take one to two weeks longer than that due to the ground thawing out.

846
847 **S. Offen** asked if all the administrative issues be in place.

848
849 **Colin Smith** stated yes, the staffing changes are in place. Matt Warba would be on
850 board with the Golf Courses until March 28, 2008. He will be spending his time
851 updating Cheryl Saam and Jason Nealis and giving them an overview of the ongoing
852 projects in Golf.

853
854 **S. Offen** suggested a presentation for the April 15, 2008 PAC meeting regarding the
855 upcoming Golf Course season.

856
857 **Colin Smith** stated there have been weekly meetings with all of the Golf Course staff
858 regarding Golf issues and dealing with marketing. A spreadsheet has been developed
859 that takes us through every month, every event, what is forthcoming to promote those
860 events so there is an extensive calendar that can be viewed to see exactly what is
861 being planned. All of this information can be included in the presentation.

862 **S. Rosencrans** expressed his concern regarding Leslie Park Golf Course being a
863 premier Golf Course. It is also considered being one of the top three in the area, and
864 citizens may be concerned regarding a person that does not have experience in this
865 field, Cheryl Saam coming to the meeting to the meeting will be reassuring to the
866 public as well as the Commission.

867
868 **Colin Smith** stated we have returning staff at Leslie Park Golf Course that have a
869 wealth of experience. Mark Rowat was previously a full time employee within the City
870 and is full time at the Golf Course.

871
872 There is a wealth of knowledge at the Golf Course. Cheryl Saam is aware of the
873 resources available to her, also stating that he also worked at the Golf Course for
874 approximately four years and will assist her with any specific questions regarding the
875 Golf Course.

876
877 City Council is still waiting to approve the 09 budget and until we know what is
878 actually approved, and what recommendations come forward regarding the Director
879 of Golf position, we are in a situation where we have a vacancy in Matt Warba's

880 position. Until we know how this position will be re-posted or what it will actually be
881 called and what it entails, we cannot move forward to fill that position.

882
883 In the meantime, having strong staff that have experience seems to be the best
884 position to take.

885
886 **J. Grand** asked if these issues are going to Council, if these recommendations will be
887 resolved in the next meeting.

888
889 **Colin Smith** stated yes.

890
891 **S. Kunselman** stated the work session would be April 14, 2008.

892
893 **B. Macomber** asked if S. Kunselman could give PAC an update at their next
894 meeting.

895
896 **S. Kunselman** stated yes.

897
898 **B. Macomber** stated the news of Matt Warba leaving is news to her and is sad news
899 for the Golf Courses, and publicly thanked Matt Warba for all of his fine work at the
900 Golf Courses and wished him all the best.

901
902 **B. Macomber** stated the Budget Committee Update was skipped over on the
903 agenda, but the meeting that was held with the Budget Committee along with Tom
904 Crawford, Damon Thompson and Colin Smith explained most of the financial reports.
905 A format was asked for regarding budget reports and is forthcoming from Damon
906 Thompson.

907
908 **B-5** Skate Park

909
910 **Jeff Dehring** spoke to this issue. He explained to the Commission as well as passed
911 out the notification of the upcoming meeting to discuss the future of funding the Skate
912 Park.

913 The skater community have formed a committee. They have a web site, and they
914 have been campaigning throughout the community and are called the Ann Arbor
915 Skate Park Action Committee. He and Amy Kuras have met with the committee. One
916 of the meetings consisted of discussing potential sites considered for the Skate Park.

917
918 The group has elected that their number one choice for the location be at Veteran's
919 Park. Southeast Area Park and Buhr were also discussed.

920
921 The number one choice is Veteran's Park. These plans will be discussed with the
922 public on April 2, 2008 to have dialogue with the Community and receive their input
923 regarding the Skate Park. Information will be exchanged so that the community will
924 be knowledgeable of the plans for the Skate Park. It will be conducted as a City Park
925 meeting. The Skate Park Committee has held their own public meeting and they
926 allowed the community to attend, but this is the first meeting that has been
927 implemented by Parks and Recreation.

928
929 The anticipated results of this meeting will be whether this is an acceptable site by the
930 community for the committee to pursue for future development and fundraising.

931
932 Trevor Staples (one of the key players on the committee) has indicated that they are
933 working very closely with the Ann Arbor Community Foundation to help them with the
934 fundraising. One of the goals the Ann Arbor Community Foundation would like to
935 reach would be to have a site identified and then focus towards building in the
936 specified location. Jeff Dehring also explained a poster illustration regarding the
937 location to the Commission, stating after the meeting PAC would be asked to support
938 this project to possibly start on a preliminary design.

939
940 The funding issue has been explained, clearly stating we do not have any funding to
941 support the development of this project and it is their responsibility to do what they
942 can to raise funds for this project.

943
944 **T. Berla** asked if there was any specific reason that this particular site has been
945 chosen by the Committee, also asking were there any disadvantages with the site
946 being at Southeast Area, Buhr or even Veteran's Parks.

947
948 **J. Dehring** stated Veteran's Park had several amenities that the public was very
949 happy with. It is in close proximity to downtown, Buhr and Southeast Area Park would
950 be further away. There are restrooms buildings available, there is a drinking fountain
951 on the Veteran's site, it is on a bus route, it is close to the highway which they feel in
952 most cases skater's come from all over the community. Their goal is to have a
953 destination Park that draws people from nationwide to come to Ann Arbor to skate at
954 the Ann Arbor Skate Park. One of the amenities is the new Plum Market located
955 across the street where you can purchase beverages; there is a concession stand
956 and parking at Veteran's Park.

957
958 **T. Berla** asked if staff had any recommendations for the site of the Skate Park.

959
960 **J. Dehring** stated there were three sites suggested and the users were allowed to
961 identify these sites. At this point staff has not had any opposition to any of the
962 suggestions at this point.

963
964 **G. Nystuen** asked what the opinions are from the other user's that are also using the
965 softball and baseball fields, and if this would interfere with any of their games.

966
967 **J. Dehring** explained there was a discussion stating there is a potential to have stray
968 foul balls. It was suggested that netting be put up to alleviate the stray balls.

969
970 The other element that has come up in conversation is the parking. During times in
971 which Veteran's Park has ball action on all five fields, the parking lots are full. The
972 hopes are that these details will be worked out.

973
974 **B. Macomber** stated the area shown for the Skate Park did not look like a very big
975 area.

976
977 **J. Dehring** stated the area is approximately 25,000 – 30,000 square feet and an acre
978 is roughly 43,560 square feet.

980 **S. Kunselman** stated this is a great idea. Also stating about a year and a half ago a
981 place for the skate park was being discussed and now the discussion is where to
982 actually build the Skate Park.

983
984 Also asking as this process proceeds, the suggestion has been made for this issue to
985 come back to Park Advisory Commission for support, possibly adding this issue to the
986 Pros Plan. Also asking what type of commitment is expected of Park Advisory
987 Commission, a Resolution, an amendment to the pros plan or a Council Action.

988
989 **J. Dehring** stated he did not know the specifics to that question, other than the
990 committee is seeking support from the Park Advisory Commission as an acceptable
991 site to be able to pursue.

992
993 **S. Kunselman** stated from a staff level at what point would this be expected to get
994 support from City Council or from the Park Advisory Commission. Also asking what
995 kind of commitment would be needed as far as when these projects will actually be
996 implemented.

997
998 **J. Dehring** explained most of the capital projects are usually identified projects that
999 will receive funding through the budget process, which the budgets are established
1000 and the projects are identified with the funds associated with that particular project
1001 and that is approved by City Council.

1002
1003 However with this project since we do not have monies to contribute, it will rely on the
1004 Committee's ability to fundraise and get the revenues generated. The first step will be
1005 to receive the public's input and the reaction to the site. The Park Advisory
1006 Commission acknowledges the site is acceptable, and they can begin the fundraising
1007 and design developments. When the design is complete, the Committee needs to
1008 come back to the Park Advisory Commission to have the design approved, then it
1009 would go to City Council with a Park Advisory Commission recommendation.

1010
1011 **S. Kunselman** asked why the Capital Improvement Plan wouldn't be included for this
1012 project, it doesn't commit funding from the City but it does identify a capital
1013 improvement that would take place on City facilities.

1014
1015 **J. Dehring** stated the Capital Improvement Plan does have the Skate Park identified
1016 as a project, but at this time it would be unidentified funding sources.

1017
1018 **S. Kunselman** stated he thought the City should contribute to this project at some
1019 point, not knowing where the monies would actually come from, but should come
1020 forth at some point.

1021
1022 **J. Dehring** stated this project is something that would be considered in future
1023 budgeting and with the projects that will be identified in future capital. At this point, it
1024 hasn't gotten any identification nor will receive any monies from the millage.

1025
1026 **S. Rosencrans** stated the Committee is doing their own fund raising and are
1027 planning to fund at least most of this project themselves, also expressing concern
1028 regarding parking being problematic at this site and stating it will be interesting to
1029 come up with creative solutions for this issue.

1030

1031 S. Rosencrans asked if Parks and Recreation manages the softball leagues sign ups.
1032
1033 **T. Berla** stated the mowing is done by the City but the actual leagues are done by
1034 Ann Arbor Public Schools, Recreation and Education.
1035
1036 **S. Rosencrans** asked if there was a way to spread news regarding this meeting and
1037 that the ball player's should be aware and encouraged to attend.
1038
1039 **J. Dehring** stated he would contact Larry Dishman to make him aware of the
1040 upcoming meeting regarding the Skate Park.
1041
1042 **T. Berla** stated he was on the Recreation Advisory Commission and would mention
1043 this topic as well.
1044
1045 **J. Dehring** stated this topic has been advertised, and he will email a flyer regarding
1046 the meeting.
1047
1048 **S. Rosencrans** asked if the water table was known and if this land will be suitable dig
1049 10ft deep holes.
1050
1051 **J. Dehring** stated there has been work going on monitoring the wells; this information
1052 can be obtained through System Planning.
1053
1054 **S. Rosencrans** asked if Jeff Dehring's role would be to make sure digging can be
1055 done at all.
1056
1057 **J. Dehring** stated the project has not gotten to this level yet.
1058
1059 **S. Rosencrans** stated he would like to attend this meeting and provide the
1060 Commission a report.
1061
1062 **T. Berla** stated the Commission, and hopefully City Council, needs to provide support
1063 to their Committee on the concept, making it comfortable in going forward with their
1064 design and the process.
1065
1066 **J. Dehring** stated there has been discussion regarding adding a new amenity to the
1067 system, also doing a better job in what we already have. The Committee has
1068 discussed including an escrow and an endowment (within the fundraising) for the
1069 maintenance of the facility.
1070
1071 **J. Grand** stated this group seems to be very sophisticated and is very impressed on
1072 how they have been getting their message out.
1073
1074 **J. Grand** also stated she is not surprised that their plans are so well thought out.
1075
1076 **S. Offen** asked if cost and monies raised has been mentioned.
1077
1078 **J. Dehring** stated in their initial presentation approximately \$500,000.000 to
1079 \$600,000.00, depending on the design that they can fit into the space.
1080
1081

1082 **S. Offen** asked has anyone mentioned who will own and maintain the Skate Park.
1083

1084 **J. Dehring** stated at this point it will be a Park facility and will be on City land, the
1085 other party would be the County Parks staff. They are receptive to possibly partnering
1086 in a similar role to what we have done with the Dog Park; another option would be
1087 operating as non-profit.
1088

1089 **S. Offen** asked if there are any examples of a non-profit owning and operating a
1090 facility in the City.
1091

1092 **J. Dehring** stated yes.
1093

1094 **S. Kunselman** stated the Leslie Science Center and the Michigan Theatre
1095 Foundation. They operate City facilities and this is not unheard of.
1096

1097 **B. Macomber** asked if there is a timeline for a recommendation being made from
1098 PAC at least regarding the site location.
1099

1100 **J. Dehring** stated he would like to see what the outcome is of the upcoming meeting
1101 and then proceed, also stating a Resolution from PAC could wait until the May 20,
1102 2008 meeting.
1103

1104 **B. Macomber** stated she did not have a problem with the timeline and explained in
1105 the past situations there has been times when staff prepared the Resolution and
1106 asked if it was possible for staff to bring a Resolution to the April 15, 2008 meeting.
1107

1108 **Colin Smith** stated he would look into this issue.
1109

1110 **B. Macomber** suggested there should be staff to speak on this issue and have an
1111 official public hearing at the next meeting on this topic.
1112

1113 **J. Dehring** suggested allowing the public to express their opinion at the April 15,
1114 2008 meeting, and possible taking action at the May 20, 2008 meeting. J. Dehring
1115 also stressed that he would like to see how the public April meeting goes regarding
1116 this topic.
1117

1118 **D. Barrett** stated there will be a lot of discussion regarding the soccer fields at the
1119 next meeting and it could be overwhelming to discuss both major issues at the next
1120 meeting.
1121

1122 **J. Dehring** stated the discussion regarding the Skate Park could go to the May
1123 meeting.
1124

1125 **B. Macomber** stated it sounds like the May 20, 2008 meeting would be a better time
1126 to discuss the Skate Park issue.
1127

1128 **J. Dehring** agreed with the discussion being held at the May 20, 2008 meeting.
1129

1130 **J. Lawter** stated the proposed site is almost all commercial and will have a positive
1131 impact, and should not interfere with the residents of the neighborhood.
1132

1133 **C - NEW BUSINESS**

1134
1135 **C-1 Parks and Recreation Service and Park Operations FY 09 Proposed**
1136 **Budget**

1137
1138 **B. Macomber** explained the long budget was included in the packet. The quick
1139 summary version of the budget was discussed with the Budget Committee.

1140
1141 **Damon Thompson** stated he will explain at a high level the targets for Parks and
1142 Recreation.

1143
1144 For Fiscal Year 09 the revenue target is \$2,371,854.00. This is not included in the
1145 packet because this information is in the Brass program. This information comes
1146 from his own "cheat sheet" but can be emailed to the Commission upon their
1147 request.

1148
1149 Parks and Recreation is currently planning for \$2,280,998.00, this is a difference
1150 between what is planned and what we have budgeted of \$90,856.00. The
1151 expenditure target for Fiscal Year 09 is \$3,854,127.00, planned expenditures for
1152 Parks and Recreation (for the General Fund) is \$3,844,838.00. This will put Parks
1153 and Recreation under the expenditure target by \$9,289.00.

1154
1155 Currently as we stand we are over the target by \$81,567.00. This is comprised by
1156 taking the revenue difference versus the under expenditure wise, making revenue
1157 adjustments which leaves us \$90,000.00 under where we were planning, putting in
1158 \$150,000.00 with the proposed consolidation with the Ann Arbor Public Schools.
1159 We are not moving forward with this plan, and did not want Parks to be penalized
1160 for having \$150,000.00 in their budget. By making revenue increases throughout
1161 facilities, we were able to absorb \$60,000.00 of the \$150,000.00 so this leaves us
1162 under the revenue target by \$90,000.00.

1163
1164 **B. Macomber** asked if City Council needs to be asked for the difference or if we
1165 have to find the savings.

1166
1167 **Damon Thompson** stated this is on going and have not been told to make any
1168 changes to the budget at this point.

1169
1170 **S. Offen** asked for an explanation regarding the \$150,000.00.

1171
1172 **Damon Thompson** stated the \$150,000.00 was proposed budgeted savings as a
1173 consolidation with the Ann Arbor Public Schools (Recreation and Education
1174 Division).

1175
1176 **T. Berla** explained that Jayne Miller suggested the idea that Parks and Recreation
1177 and Recreation and Education could consolidate their operations. The model they
1178 used was a City and County Department that somewhat consolidated and received
1179 efficiency and therefore received a lot of savings. This did not happen with the City
1180 of Ann Arbor.

1182 **Damon Thompson** explained in the first year of the two year budget this possibility
1183 was included in Fiscal Year 09, it was taken out due to not moving forward with the
1184 plan.

1185
1186 **T. Berla** explained this was not a cut from the budget, but only an idea that did not
1187 happen.

1188
1189 **Colin Smith** stated it was expected revenue to be collected from the Ann Arbor
1190 Public Schools

1191
1192 **S. Offen** stated, the bottom line is this did not happen.

1193
1194 **J. Lawter** asked if the bottom line was, being under with our expenses, and also
1195 asking if we were running a potential deficit.

1196
1197 **Damon Thompson** explained we are not running a potential deficit, because we
1198 are under on our expense side but we have to take the net. Because the
1199 \$150,000.00 was removed we were able to offset some of it, but we still have
1200 \$81,000.00 in the planned for revenue that we took out of the budget.

1201
1202 **B. Macomber** asked if Damon Thompson knew anything about the Risk Fund
1203 regarding Emerald Ash Borer.

1204
1205 **Damon Thompson** stated he would do research and try to have an answer, also
1206 stating he is aware of the monies allocated out of the Parks and Rehabilitation
1207 Millage for Emerald Ash Borer.

1208
1209 **B. Macomber** stated she would like to know. The concern is how much and when
1210 will this situation come back to haunt the Commission.

1211
1212 **B. Macomber** stated currently there is no Park Ranger in the 08/09 expense area.

1213
1214 **Colin Smith** stated this is correct.

1215
1216 **B. Macomber** stated there is also no money allocated for any other Security
1217 provisions which has been discussed in previous meetings and will be further
1218 discussed in the upcoming meetings.

1219
1220 **B. Macomber** stated City Council voted to return General fund money to Parks in
1221 the amount of \$187,000.00 in 07/08 and has gone to field projects and a variety of
1222 other things. We will receive that same amount in 08/09. B. Macomber asked if
1223 Colin Smith would explain where these monies will be distributed.

1224
1225 **Colin Smith** stated the parks and Recreation Services portion of that will be
1226 \$95,766.00.

1227
1228 **Damon Thompson** spoke on the Park Operation side of the Fiscal Year 08 budget.
1229 There was a grand total allocated by City Council of \$287,586.00, this amount will
1230 also be allocated for Fiscal Year 09.

1232 \$191, 820.00 went to Park Operations, as of January it was slated for Fuller Park
1233 Athletic Field Maintenance for both years.

1234
1235 **D. Barrett** asked if Fuller Park and Olson Park will be refurbished.

1236
1237 **Damon Thompson** stated he did not know, but would ask this question.

1238
1239 **Colin Smith** stated \$95,766.00 has been allocated to the recreation facilities has
1240 been split up. There will be approximately \$25,000.00 used to purchase sports
1241 equipment at the facilities. It can be ice skates, canoes, kayaks and other items that
1242 are used to enjoy the facility.

1243
1244 Approximately \$10,000 has been allocated towards improving the staffing levels at
1245 the customer service centers. \$20,000.00 will go towards the facility maintenance
1246 exterior and \$40,000.00 will go towards advertising and marketing. There is an
1247 extensive plan in place for the current year, 07/08 and have the same amount for
1248 08/09 and has not been determined. It will be determined on the needs at that time.

1249
1250 **Damon Thompson** explained that currently where we are for the Fiscal Year 08
1251 has been duplicated for the Fiscal Year of 09 budget.

1252
1253 **B. Macomber** stated the 07/08 budget had \$250,000.00 coming out of the millage
1254 to pay for Police to provide patrols in the parks, that transaction never occurred; the
1255 Police are providing patrols in the Parks but it was never decided or approved for
1256 the millage money to be used for that.

1257
1258 Currently there is no money coming from the Parks budget to pay for those
1259 additional patrols. The question is still pending as to what will happen in 08/09. Was
1260 the \$250,000.00 millage money for 07/08 spent or was it re-allocated.

1261
1262 **Damon Thompson** stated it has been budgeted but not spent.

1263
1264 **B. Macomber** asked if the monies are in the 08/09 budget. Is it also sitting in the
1265 08/09 budget.

1266
1267 **D. Thompson** stated from his understanding due to us preparing a two year
1268 budget, there is \$250,000.00 budget but it has not been spent in 07/08 and there
1269 has been another \$250,000.00 budgeted for 08/09.

1270
1271 **Colin Smith** explained there is a split of what goes to capital, and what goes to
1272 maintenance from Fund 71, 80% goes to maintenance, and the 20% goes to
1273 capital. The \$250,000.00 has been returned to the Parks Operations maintenance
1274 side of the budget.

1275
1276 It is believed to be expected to use a small portion of approximately \$30,000.000
1277 starting in April 2008 for Park Security with their own staff to lock the Parks.

1278
1279 **B. Macomber** asked when the \$250,000.00 is re-allocated did this change the
1280 percentage; is the percentage supposed to be flexible. It is supposed to be
1281 anywhere from 28% to 40%/60%. It is currently 80% maintenance because the

1282 public stressed to have better Park maintenance as well as the maintenance being
1283 done more often during the millage process.

1284
1285 However, we have discussed the Skate Park and there are also capital
1286 development needs.

1287
1288 **Colin Smith** explained he would speak to Karla Henderson to clarify the amount of
1289 \$70,000.00 - \$75,000.00 versus \$30,000.00 - \$60,000.00 that was discussed.

1290
1291 **B. Macomber** stated the budget will be discussed at the next meeting. Also stating
1292 a written recommendation should be done at the next meeting

1293
1294 **S. Rosencrans** mentioned page 21 of the Cost Center Report (referring to the park
1295 land acquisition), and asked for clarification. Also asked if those figures were the
1296 amount of money available in land acquisitions.

1297
1298 **Damon Thompson** explained those amounts are the difference of what we have
1299 spent versus what we have actually brought in as far as revenue, there is more than
1300 that to spend. As projects are approved, there are appropriations done from the
1301 bond proceeds that generate available monies.

1302
1303 **S. Rosencrans** asked if these numbers are what we have in the bank.

1304
1305 **Damon Thompson** explained there was more money in the bank overall. We do
1306 not budget for all of the money in the Parkland Preservation millage. We budget for
1307 tax levies, as projects are approved there is an appropriation done and funds are
1308 moved.

1309
1310 **B. Macomber** asked one of the items taken out of the 2 year budget cycle was
1311 making park programs more accessible to people with special needs (adaptive
1312 recreation). Hopefully this \$40,000.00 will this be added back in

1313
1314 **Damon Thompson** stated he has not been involved in any discussions regarding
1315 this, but will ask and explain to the Commission.

1316
1317 **B. Macomber** asked if there is a timeline to when the Commission can see this
1318 summary.

1319
1320 **Damon Thompson** stated the goal is to have the summary by the April 15, 2008
1321 meeting.

1322
1323 **C-2** PAC Work Session/Retreat

1324
1325 **B. Macomber** stated this would hopefully be scheduled in April 2008, adding that
1326 generally weekends mornings or afternoons are best and asked the Commission if
1327 this is feasible. B. Macomber stated this retreat can be scheduled by email and
1328 dates can be discussed.

1329
1330 The Commission agreed to these suggestions.

1333 **D - COMMISSION PROPOSED BUSINESS**

1334
1335 **D-1 Athletic Field Lighting Policy Discussion**

1336
1337 **Colin Smith** stated information regarding this topic was not included in the packet
1338 but, answers to questions were emailed.

1339
1340 **T. Berla** stated Karla Henderson answered questions very well and cleared up many
1341 issues.

1342
1343 The invoice situation has been cleared up regarding the lighting. Approximately 10
1344 years ago all of the usage of the lighting at the ball diamonds was not paid for by
1345 Recreation & Education, it was subsidized. The decision was reached that is was no
1346 longer within the large scheme of work.

1347
1348 T. Berla spoke to the Director of Recreation and Education, Sara Aeschbach and
1349 stated approximately 10 years ago both parties were on the same team and we are
1350 hoping to return to this relationship.

1351
1352 Some of the problems from Recreation and Education were scheduling larger block
1353 of time for each game which meant if the game went for the normal amount of time
1354 the lights would be on for a long time and there wasn't any play because the lights
1355 were on a fixed timer and there was not a way to make an adjustment at the time.

1356
1357 The Recreation and Education staff did not have access to where the switches were,
1358 which Karla Henderson explained. There needed to be a detailed record being kept
1359 due to billing. If a game went late, the lights may go out at anytime, some games the
1360 lights didn't come on at all.

1361
1362 The Musco system will be put in so the turning on and off of the lights are essentially
1363 on a computer using the proper passwords, this will allow lights to be turned on and
1364 off.

1365
1366 **Rob Millett** explained the staff is on site for Musco and will be available 24 hours a
1367 day, seven days a week.

1368
1369 The lighting times can be extended, changed or canceled if need be.

1370
1371 If a game goes longer, is finished earlier and even cancelled, Musco can be notified
1372 regarding the lighting.

1373
1374 **T. Berla** stated Musco will provide a report of the usage for the lights on each field.

1375
1376 **Rob Millett** stated an hourly report will be provided for each field as to how many
1377 hours lights were used.

1378
1379 **T. Berla** asked if the report will be specific.

1380
1381 **Rob Millett** stated it would be specific, and will also cover private users.

1383 **T. Berla** stated this will be a great improvement due to being charged whether the
1384 lights have gone off or not. With the report the charges will only be what has actually
1385 been used as well as energy savings.
1386

1387 **Rob Millett** stated that Musco can be contacted as to what fields will be needed and
1388 Recreation and Education can also contact Musco for their lighting needs.
1389

1390 **T. Berla** asked if the cost will be \$19,000.00 to install this system.
1391

1392 **Rob Millett** stated this is correct and the system should be installed, up and running
1393 by April 1, 2008.
1394

1395 **T. Berla** asked if there will be a monthly fee and/or a call fee.
1396

1397 **Rob Millett** explained all the charges are included for the \$19,000.00 for 10 years.
1398

1399 **T. Berla** asked if Rob Millett would come back to the Commission by July or August
1400 2008 and show the reports from Musco.
1401

1402 **B. Macomber** asked if the \$19,000.00 is per year or the one time cost for the
1403 system.
1404

1405 **Rob Millett** stated the \$19,000.00 is a one time cost for the entire 10 years.
1406 Including installation and monitoring.
1407

1408 **B. Macomber** asked if Rob Millett thought this system would save money
1409

1410 **Rob Millett** stated yes this system will save money for the City.
1411

1412 **S. Offen** asked whenever there is a scheduled activity will there be a site supervisor
1413 in attendance.
1414

1415 **T. Berla** explained whenever Recreation & Education has any sport activity; in
1416 addition to the referees there is a sight supervisor to handle any situations that may
1417 take place.
1418

1419
1420 **D. Barrett** asked when the system is set up if there would be a line busy, or will the
1421 system be set up to operate smoothly.
1422

1423 **Rob Millett** explained there will be a team of operator's on duty to maintain this
1424 system smoothly and efficiently.
1425

1426 **D-2** New PAC E-Mail
1427

1428 **Colin Smith** stated the email requested has been set up. This email is a group email
1429 with each of the Commissioner's email address. When an email is sent to the group
1430 email, it will then be filtered out to each of the Commissioner's email address.
1431 Everyone will receive the emails sent to the group email address.
1432

1433 If one Commissioner responds to an email, the recipient only will receive the
1434 response unless “reply to all” is clicked when responding.

1435
1436 **T. Berla** asked about possible Spam items being filtered through.

1437
1438 **Colin Smith** stated the City will be using the same techniques to protect the email
1439 with this group email as the other email system within the City.

1440
1441 **J. Lawter** asked if the email only has the Commissioner’s email addresses and the
1442 two City Councilmember’s email addresses.

1443
1444 **Colin Smith** stated yes, as well as his email being included.

1445
1446 **S. Kunselman** asked if there is a complaint, will all of the Commissioner’s answer.

1447
1448 **T. Berla** stated when answering a complaint, a “reply to all” should be clicked so that
1449 everyone can see the response.

1450
1451 **Colin Smith** stated if citizen’s contact PAC with specific questions regarding
1452 maintenance as well as complaints, the best way to handle this issue would be for
1453 him to respond.

1454
1455 **S. Kunselman** suggested the Commission should let staff respond to complaints.

1456
1457 **T. Berla** suggested creating a separate email address for citizen’s to express
1458 problems. T. Berla also expressed that the City could do a better job with possibly
1459 enhancing our customer service.

1460
1461 **E - REPORT FROM PARKS AND RECREATION MANAGER**

1462
1463 **Colin Smith** stated the issues on his list have come up at the meeting and have
1464 been answered.

1465
1466 The online registration has started on March 17, 2008, this is the first time we have
1467 used online registration for our busy season and had over 150 people register on
1468 line during the first day. We mailed out post cards stating the brochure was available
1469 on line, and we informed the public that the brochures could be picked up at the
1470 facilities.

1471
1472 **F - REPORT FROM MANAGER OF FIELD OPERATIONS**

1473
1474 **G - REPORT FROM RECREATION ADVISORY COMMISSION**

1475
1476 **H - REPORTS FROM RELEVANT COMMISSIONS, COMMITTEES, BOARDS AND/OR TASK**
1477 **FORCES**

1478
1479 **I - PUBLIC COMMENTARY – GENERAL (3 Minutes per Speaker)**

1480
1481 **J - CLOSED SESSION TO DEAL WITH LAND ACQUISITION ISSUES (If Applicable)**

1482
1483 **K - TRANSMITTALS**

- 1484
- 1485 **K-1** City Council Items Update
- 1486
- 1487 **K-2** Park Project Update
- 1488
- 1489 **K-3** PAC Work Session Summary
- 1490
- 1491 **K-4** Parks and Recreation Events for January – February 2008
- 1492
- 1493 **K-5** Parks Advisory Commission 2008 Meeting Schedule
- 1494

1495 There being no further business to come before the Commission, **Commissioner**
1496 **Rosencrans** moved supported by **Commissioner Offen** that the meeting be
1497 adjourned. The regular meeting was adjourned at 6:38 p.m.