



**CITY OF WALLED LAKE
PARKS & RECREATION COMMISSION
MONDAY, FEBRUARY 12, 2018**

The Meeting was called to order at 7:36 p.m.

ROLL CALL: Cheney, Hecht, Moore, Palmer

ABSENT: *Loch, Skronek

OTHERS PRESENT: Recording Secretary Joyce, Financial Advisor Colleen Coogan, DPW Laborer Dan Ladd, Planning Consultant Mike Deem, City Councilman Bennett Lublin

REQUESTS FOR AGENDA CHANGES: None

APPROVAL OF MINUTES:

P&R 01-01-18 APPROVAL OF THE JANUARY 8, 2018, PARKS AND RECREATION COMMISSION MEETING MINUTES

Motion by Hecht, seconded Cheney, CARRIED UNANIMOUSLY: To approve the January 8, 2018, Parks and Recreation meeting minutes.

COMMUNICATION: None

AUDIENCE PARTICIPATION: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Public Hearing**
Parks & Recreation Master Plan

Open public hearing: 7:42 p.m.

AUDIENCE PARTICIPATION: None

Close public hearing: 7:43 p.m.

2. Adoption of Parks & Recreation Master Plan

Financial Advisor Colleen Coogan stated there are a few typos that need to be cleaned up before bringing the Master Plan to City Council. On page 21 and 22 City Council needs to be changed to Parks and Recreations Commission.

The Resolution number needs to also be changed to Resolution 2018-01

*Tamara Loch arrived – 7:46 p.m.

Colleen Coogan stated that she will add a cover letter to the Council packet explaining the importance to the timing in the approval of the master plan for grant applications deadlines.

**P&R 02-02-18 MOTION TO ADOPT RESOLUTION 2018-01 FOR THE PARKS
AND RECREATION COMMISSION**

Motion by Loch, seconded Palmer, CARRIED UNANIMOUSLY: To adopt Resolution 2018-01 for the Parks and Recreation Commission

DISCUSSION

The Commission discussed different opportunities to which they can apply for grants. It was felt that the Action Items on Page 19 or the Long-Range Goals on Page 29 should be looked at so they could be tied in together. Mike Deem was asked approximately how much the grant application process would be for. He said it could run from \$5,000 - \$75,000 range. More than one grant can be applied for. They are matching grants; matching at different rates.

Commissioner Hecht mentioned treating the pond at Hiram Sims Park. Commissioner Loch stated that a lot of the people that utilize the park lot the natural aspect of the park and the pond. They were very upset a few years ago when the brush was cut back.

Commissioner Hecht stated that we maybe able to tie in accessibility to the pond with redoing the path around the pond. Tennis courts and basketball courts also need to be done. Some of the playground equipment also need to be replaced. Commissioner Hecht stated that we have to be specific as to what we want when applying for these grants.

Commissioner Loch stated that she would like to see Hiram Sims Park more ADA. She felt some ADA playground equipment would be nice. Commissioner Hecht stated we could probably tie in the blacktop pathway into ADA also.

Mike Deem stated that these multiple ideas do not have to be linked.

Commissioner Hecht asked how we get quotes/estimates. Mike Deem stated it depends on the estimate that is being sought. Some of it has a standard and other will have set

catalog prices. McKenna has some staff on hand that can give estimates/quotes, i.e. landscapers.

Commissioner Hecht felt that all the requests could be wrapped into one grant request. Everything could be tied in together – ADA benches, playground equipment, pond, pathway. It was felt that the priorities were: the pond, the pathway, and play structures.

Colleen Coogan mentioned the complaints about the number of dogs in Sims Park. Commissioner Loch stated that most of the people that use Sims Park are dog walkers. She stated that most dogs are well behaved and handled by their owners.

Commissioner Hecht asked to add the evaluation of a potential dog park area be added to the list for the Master Plan.

Commissioner Hecht stated that we should also request to update bathroom facilities on the grant request. He stated that the different grants

Direct Passport – Up to \$150,000 – 25% Match
Trust Fund – Up to \$300,000 – 25% Match
Land/Water – Up to \$300,000 – 50% Match

Mike Deem they are working on another grant proposal and the cost of writing the grant for this community is \$4000. There is no guarantee that the grant will be approved.

Commissioner Hecht stated that we need to reapply for grants every year. We may not get them every year but there is no delay in the process. We owe it to the taxpayers to try and get a return on their dollars with grant money.

Mike Deem felt that up \$4000 would cover the cost of the grant writing process. If it is a time and materials up to \$4000 and a contract is not signed it would not have to be taken to City Council for approval. If it were agreed to pay McKenna exactly \$4000 it would be a contract and would have to go to Council.

**P&R 02-03-18 MOTION TO APPROVE TIME AND MATERIALS UP TO \$4000
FOR GRANT WRITING TO McKENNA AND ASSOCIATES**

Motion by Loch, seconded Hecht, CARRIED UNANIMOUSLY: To approve time and materials up to \$4000 to McKenna and Associates for grant writing.

3. Easter Egg Hunt

Secretary Janell Joyce stated that the Easter Egg Hunt flier that the Commission approved last month was rejected by the Walled Lake Schools for distribution. They will not let us use the word “Easter”.

The Commission decided to take out the word "Easter" where ever it is used and call the event the Annual Spring Egg Hunt. The original flier can still be published and distributed at City Hall, the Library, St. Matthews and St. Williams schools.

P&R 02-04-18 MOTION TO APPROVE THE EASTER EGG HUNT FLIER WITH REVISED NAME TO ANNUAL SPRING EGG HUNT.

Motion by Cheney, seconded Hecht, CARRIED UNANIMOUSLY: To approve the Easter Egg Hunt Flier with changes for the Walled Lake School distribution.

Secretary Joyce obtained a quote from Suburban Party Rental for the rental of two bounce houses. Their quote was \$445.02. Finance Director, Colleen Coogan stated that she had budgeted for it. We have also contacted the face painter and she is willing to once again participate.

The Commission went over the Preparation List and will have one more meeting to finalize this event.

4. Memorial Day Parade

A. Memorial Day parade Application

Colleen Coogan said she would talk the City Attorney on how it should be stated on the application that the Commission can deny one's application for the parade.

P&R 02-05-18 MOTION TO APPROVE THE MEMORIAL DAY PARADE APPLICATION WITH THE ADDITION OF THE COMMENT THAT THE PARKS AND RECREATION COMMISSION RESERVES THE RIGHT TO DENY ANYONES APPLICATION BASED ON THEIR CRITERIA

Motion by Hecht, seconded Palmer, CARRIED UNANIMOUSLY: To approve the Memorial Day Parade application with the addition that the Commission has the right to deny one's application based on Memorial Day criteria.

B. Parade Grand Marshall

Chairman Tim Moore suggested the Leo Barris, who is a World War II veteran, be this year's Memorial Day Parade Grand Marshall. He was in the Battle of the Bulge and was a tank jockey. Mr. Barris is a Walled Lake resident and was honored to be asked.

Secretary Janell Joyce will send him a letter regarding the event.

5. Summer Concerts

The Commission went over the schedule and the only change was to switch the dates for “All Directions” and “Secrets”. It was also agreed to pay the “Secrets” an additional one hundred dollars as they do not have a P.A. system.

Pete Fetters Band has asked if the Commission would be willing to pay \$800 this year. The Commission felt that the bands that have been playing for many years for the same amount should be the ones to get any increases. Chairman Moore will let Pete Fetters know that it is not in our budget this year.

There was discussion on putting the basic concert information on the water bills and doing a flier. Colleen Coogan stated that the Library now has a graphic artist on staff and maybe they could get her to design some type of mailer as well as putting it on the water bills. Colleen will contact the Library and see if something can be arranged for her help. She will report back next month.

6. Fireworks/SummerFest/Beach Party

Commissioner Hecht asked if the sub-committee had yet been formed for this event. Commissioner Loch stated that Casey Ambrose was going to mention it at the DDA meeting. She has not heard back from him.

Secretary Janell Joyce stated that she 3 or 4 individuals have inquired about the event as potential vendors. It was mentioned that we made need more vendor space this year. It was felt that preparations for this event need to move forward.

There was discussion on the possibility of Wilson’s displaying some of their boats.

7. Farmers Market

Secretary Janell Joyce stated that she has sent out the applications and the first one came back today. The event starts May 2nd this year.

8. Parks Repair/Maintenance Update

Dan Ladd reported tree removal at Sims Parks is on the agenda and they hope to get to it before everything thaws.

Commissioner Hecht asked about the maintenance on the gazebo. Dan Ladd stated this will be taken care of in the spring. It is project for time and materials up to \$3500.

The waffle iron project was also approved for \$3500 and will be worked on in the spring.

Secretary Janell Joyce stated that Tom Percha, is an electrician who is with one of the bands in our concert series. He is willing to give a quote on the electrical work in Sims Park. He is willing to work with the DPW staff.

Commissioner Hecht stated that his Dad and his friend have licenses to apply chemicals and know how to treat ponds. They may be willing to give a quote on this type of service if we so desired. They are licensed and have the equipment. Dan is willing to meet if them. They would have to be insured.

Commissioner Hecht asked if there was anything resolved with the Foster Farm House. Financial Advisor Colleen Coogan stated that the City Manager did meet with members of the farmhouse committee, but she does not have an update. She stated that the Commission's request to move forward was given to him.


The Commission thanked Secretary Janell Joyce, Dan Ladd and the DPW for their hard work and support to the Parks & Recreation Commission.

P&R 02-06-18 ADJOURNMENT

The meeting adjourned at 8:45 p.m.



Janell Joyce
Recording Secretary



Tim Moore
Chairman