

**PARK BOARD MINUTES
Foster Community Center
April 14, 2010**

MEMBERS PRESENT: Rick Kibbey, Paul Carrier, Cynthia Ward, Luke Canfora, Patrick Murray (left at 8 p.m.); Ron Lott (arrived at 8:05 p.m.)

MEMBERS ABSENT: Dusty Fancher (excused)

OTHERS PRESENT: Murdock Jemerson, Parks Director; Brett Kaschinske, Manager Leisure Services, Parks and Recreation; Dick Schaefer, Landscape Architect, Lansing Parks and Recreation; Loretta Stanaway, Friends of Lansing Historic Cemeteries (FOLHC); Kellie Brown, Interim Board Secretary

CALLED TO ORDER: 7:10 p.m.

ADDITIONS/DELETIONS TO THE AGENDA:

Rick Kibbey asked to add that the Parks Millage language needs to be due in May. Murdock Jemerson removed New Business item IV A - Sale of Oak Park due to the lack of the completed ACT 51.

STATEMENT OF CITIZENS

None

BOARD MEETING MINUTES

March 10, 2010 Public Hearing Park Board minutes were approved as submitted by Pat Murray, seconded by Luke Canfora. 5 yeas; 0 nays

Motion carried

March 10, 2010 Regular Park Board minutes were approved with two corrections, page 3, line 17 Luje to Luke and page 3, line 39 comprise to compromise. Approved by Pat Murray, seconded by Luke Canfora. 5 yeas; 0 nays.

Motion carried

NEW BUSINESS

Sale of Oak Park – removed from agenda

OLD BUSINESS

First Tee o f Mid-Michigan/Sycamore Driving Range

Murdock Jemerson stated according to the addendum to the contract with the First Tee, the City split their contribution of \$45,000 into two payments and the First Tee received their first payment today. The First Tee program is at Sycamore and is operational. Groesbeck staff is providing technical support. Jemerson reviewed the advertised programs listed in the Lansing Parks and Recreation spring/summer activity guide.

Parks Budget Hearing

Budget Hearing

Murdock Jemerson stated Parks was originally scheduled for 9:00 a.m., however he requested and was granted to have Public Service put on the agenda first. It will be difficult to estimate when Parks will present, but if board members are interested in attending 11:00 a.m. may be a good time to arrive.

Murdock Jemerson reviewed the proposed plan for the consolidation of Oak Park staff and Public Service. The Public Service Department is in need of assistance. They have vacant positions and will be reducing some of their staff. Jemerson provided draft copies of the proposed organizational chart to board members. Public Service has five divisions, the new division will be grounds maintenance; there is also surface, waste reduction, streets and sewers. Park staff will be placed in grounds maintenance, which will also include supervisors Paul Dykema, Grounds Manager; Mark Mayhoe, manages park mowing; John Bauer supervisors maintenance of the downtown parks and river trail; and Irene Cahill who is a forester and oversees the cemeteries. Forestry will be placed under the surface division which includes supervisor Dominic Fucciolo.

Murdock Jemerson stated one of his tasks is to make sure Public Service is aware of the performance metrics we require for maintaining our parks and he is working with Paul Dykema to complete the metrics which includes the performance responsibility, seasonal time frames involved, frequency of task, locations, materials needed, description of task involved and staffing level needed. This will create a unique system to ensure all of the metrics are met for general maintenance, mowing, repairs and over 800 ball field fittings and over 180 special events.

Luke Canfora inquired what will happen if the performance metrics are not met.

Rick Kibbey stated when this matter arose he had the opportunity to meet with the budget director, public service director and parks director. This is a major deal and parks have set a level of performance that has been highly satisfactory to the residents of Lansing. The first step is to provide a description of the level of service and what will be done if service is not maintained; and at this time there is no answer to this question. Kibbey also stated he does not know to what degrees this can be contingent, reversible, or what role collective bargaining plays in this.

Murdock Jemerson stated he has been assured by Jerry Ambrose that this is what has to be done and the performance metrics are being put together for additional assurance.

Luke Canfora inquired if a resolution could be put together stating the importance of ensuring the performance metrics are followed and met.

Pat Murray asked how Parks Millage money is going to be kept out of Public Service work.

Murdock Jemerson stated he will continue to be in charge of Parks and Public Service will serve as the city's contractor for these services such as mowing. He needs to make sure Public Service understands this involves a lot more than mowing and having Forestry CDL drivers plowing. The Parks Department will continue working with community groups to put together their park plans. The Parks Department will also continue to be in charge of how the parks look and if the "contractor" (Public Service) is not doing the job right he will meet with Jerry Ambrose and Chad Gamble from Public Service to ensure the work is done properly. Jemerson will continue to work with the Park Board and managing the Park Millage budget. One half of the millage goes to pay for activities of the Parks and Forestry Divisions and the other half for park projects; Public Service can not charge more than what is already being charged now.

Kibbey stated the points he tried to bring up during the meeting with administration was to borrow or coordinate the use of Forestry's CDL drivers for a plow out, in fact it was recommended in the Mayor's transition plan. The metrics system is the first step to describe our expectations and the Board may wish to have a discussion before the budget hearing to decide what an appropriate response is to this step.

Kids Camp

Brett Kaschinske, Manager of Leisure Services, stated the proposal the Board had originally received with the four community centers and four playground sites, is the plan that will be implemented with the exception of Wainwright being a site instead of Woodcreek and the cost per week will be \$10 instead of \$50. The program is scholarship eligible with a co-payment and the camp will include the cost of the field trips. There is a \$40 scholarship limit per season, per child. The pre and post camp charges remained the same.

Paul Carrier inquired about the bus transportation and if the pick up was still 9 a.m. Kaschinske stated we could not do two pick-ups and we could not do a later pick-up. The community center and playground sites will be on the same hours. Kaschinske stated with the work schedule the city is proposing the camps will be running Monday through Thursday. The issues with the city's proposed 36 hour work week is that he has one full time staff at Letts Community Center and one full time staff for the four playground camps and he is not comfortable with the camps being run when a full time staff person is not available.

Brett Kaschinske stated for the fall, winter and spring the community centers will be open the same hours they currently are, but summer has to be reduced.

Rick Kibbey stated one of the sites he is familiar with is Baker Donora and it was a site that would have 90 to 100 kids that would walk from the neighborhood. He can not imagine how this schedule would work for them and is there some way to make it a site.

Brett Kaschinske stated he knows it qualifies for CDBG money and he could meet with Planning and Neighborhood Development (PND) to see if funds could be found. Baker Donora does have their programs and we will try to accommodate doing something at that site.

Rick Kibbey recommended speaking with PND to see if there is money to add to the scholarship fund; \$40 for four weeks of Kids Camp is extraordinarily economical for a quality program.

Brett Kaschinske stated the scholarship budget is already at a deficit; which is a good thing because it shows it is being used and the need for it during these tough economic times. We realize the need is out there and we have not said there are no scholarships available, but we need to find ways to replenish this fund.

Cynthia Ward inquired if this is a department wide scholarship fund and previously kids' camps were free and there was not a need to use the scholarship fund for camp.

Brett Kaschinske confirmed this is a department wide fund and the rules are you must be a city resident, under the age of 18, the scholarship can not be used for a special event, one-day event or team fee.

Cynthia Ward inquired if money could be designated for kids' camp scholarships. Kaschinske stated one example would be Letts Advisory Board paying for trips for Letts youth. Carrier and Ward inquired if funds could be raised and designated for kids' camp. Kaschinske stated we have an example of that; the Tony Noyola Memorial Fund is designated for youth sports.

Garage Consolidation

Murdock Jemerson stated Central Garage will be moving over to O&M and this is part of the reason why the grounds crew is moving over there. The thought is the Parks staff will be incorporated into Public Service creating one whole unit that will provide maintenance throughout the city as well as garage operations throughout the city.

UPDATES

CIP Projects

Dick Schaefer, Landscape Architect, provided the following updates:

Mt. Hope Basin – Projects are still wrapping up from last year which includes the columbarium, fountain, and landscape. The fountain has mostly been completed, along with utilities. The columbarium and landscape should be finished within the next month. This year there will be a walk installed; bids are due next week. The funds for last year and this year are through grants from the Fratcher Foundation. We have applied again for this next year in the amount of \$70,000 for the upper plaza retaining wall.

Rivertrail Map - There have been three proposals received from different firms. Williams & Works has been awarded the project and a kick off meeting has been scheduled for April 19. Sam Quon from Informational Technology (IT) will be working to complete GPS locations for the map. The map will also have the parks that have walking trails in them, which are Davis, Frances, Hunter, and Fenner.

Cynthia Ward inquired the time line for this project; Schaefer stated hopefully June or July.

Rivertrail Repairs - Repairs for fiscal year 2010 have been completed which includes a section from Pennsylvania up to Beech, which backs up to BWL. Two parking lots along the rivertrail at Aurelius and Oakland have been done; also spot repairs have being done. We are asking for \$160,000 for fiscal year 2011.

Frances Park – There was a meeting today with the friends committee; there was \$100,000 budgeted for this year and we were planning on improving the two entrances to Frances Park. The committee has thought about the plan and figured since there is \$100,000 and the \$197,000 from the grant that was not approved they would like to discuss with Public Service how these funds could be used to go 50-50 with Public Service to make the walk connection from the end of the trail at the north entrance all the way up to Cambridge. Some of the \$100,000 would be used to complete landscape projects also. The entrances will not be done year.

INFORMATION

Parks New Recreation Plan – Kibbey stated the new plan was passed by Council by a vote of 8 to 0

Crego Grant Submission – Jemerson submitted the grant which was also passed by Council by a vote of 8 to 0

Meeting adjourned at 8:20 p.m.

Respectfully Submitted: Kellie Brown, Interim Park Board Secretary

Approved May 12, 2010