

**CITY OF WILLIAMSTON
PARKS AND RECREATION COMMISSION
SEPTEMBER 12, 2018
REGULAR MEETING MINUTES**

1. Call to Order:

The meeting was called to order at 7:00 p.m. by Chairman Earl Wolf and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Earl Wolf, Vice Chair Teri Nelson, Commissioners Cheryl Hall, Kent Hall, and Tammy Scott. Absent: Amie Brown and Jeff Markstrom.

Also present: City Manager Corey Schmidt and City Deputy Clerk Barbara Burke.

4. Approval of Agenda:

Add item 8b under Discussion – Parks and Recreation Master Plan Subcommittee.

Motion by **Nelson**, second by **C. Hall**, to approve the agenda as amended.

Motion passed by voice vote.

5. Audience Participation:

None.

6. Approval of Parks & Recreation Regular Meeting Minutes of August 15, 2018:

Motion by **Nelson**, second by **Scott**, to approve the Parks & Recreation Commission rescheduled regular meeting minutes of August 15, 2018 as presented. **Motion passed by voice vote.**

7. Action Items:

None.

8. Discussion Items

8a. 5-Year Parks and Recreation Master Plan Survey:

Manager Schmidt gave an update that Council authorized payment not to exceed \$1,000 to McKenna for assistance with the master plan update.

Manager Schmidt asked for feedback from the Commissioners on the draft survey. Each question was discussed and reviewed. Manager Schmidt will make the edits and send to the Commissioners via e-mail for any final comments. He would like to launch the survey by the week of September 24.

Manager Schmidt stated the survey can be done on-line or by hard copy. The survey would remain open for a 30-40 day time span. Service organizations will be contacted to help get the word out, as well as the library, senior center, co-op

communities, etc. Other suggestions include - posters at the park with a link to the survey, and a QR code to scan for a link to the survey.

8b. Parks and Recreation Master Plan Subcommittee:

There was discussion as to if a subcommittee should be established to review items prior to official Committee meetings to look things over. This topic will be tabled until after the survey.

10. Staff Reports

Manager Schmidt gave an update on the grants and the preliminary scoring for Volunteers Community Park and Memorial Park/Honor for All.

11. Audience Participation:

None.

12. Member Comments:

Commissioner Nelson stated Kiwanis made \$1,100 at their recent rummage sale. This will enable them to give children books.

Commissioner Hall said there is \$5,000 at Home Depot that needs to be spent by September 20. He is trying to determine what materials to order for later for Memorial Park. Manager Schmidt will discuss with the City Engineer.

The Commission welcomed new Commissioners Tammy Scott and Cheryl Hall.

Chairman Wolf thanked the City employees that attended the Garden Club dinner. The Williamston Depot Museum is having their history day on Sunday, October 7, and this year railroads will be featured. Taste of Williamston is Thursday, September 20 at D & G Equipment with seven restaurants participating along with Burgdorf's Winery, Merindorf Meats, and Old Nation Brewing. The bandshell door has been ordered. He said on September 26 there is an event in the park to support the current school board. He thanked Deputy Clerk Burke for her work.

13. Adjournment:

Meeting Adjourned at 8:16 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A PARKS AND RECREATION COMMISSION MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: _____

Barbara J. Burke, City Deputy Clerk

Date Approved: _____