



Parks & Recreation

City of Ypsilanti

Parks & Recreation Commission

NOTICE OF MEETING

Date: February 13, 2018

Time: 7:00 p.m.

Location: Ypsilanti Senior Center, 1015 N. Congress St Ypsilanti MI, 48197

AGENDA

1. Call To Order
2. Roll Call
3. Approval of Agenda
4. Approval of the Minutes – January 9, 2017
5. Introductions / Public Comment –
 - a. Jeff Guyton and Joel Rutherford from Rutherford Pool
6. Old Business
 - a. Adopt-A-Park Updates
 - i. Candy Cane – College Heights Neighborhood
 - ii. Peninsular Park
 - iii. Frog Island – Bronze Beauties
 - iv. Frog Island Community Garden
 - b. Friends Group Updates
 - i. Rutherford Pool
 - ii. Senior Center
 - iii. Ypsi Baseball Project
 - c. City of Ypsilanti Updates
 - d. Recreation Programming
 - i. Ann Arbor YMCA Partnership – Summer Park Fitness
 - e. Fall River Day Update – September 23
 - f. Park Priority Projects
 - g. 2018 Commission Goals
 - h. Free Fishing Weekend – June 9 & 10
 - i. mParks Community Service Award Nomination
 - j. Other Old Business
7. New Business
 - a. 2017 Highlights
 - b. Normal Park Neighborhood – Edith Hefley Tot Lot
 - c. WISD & Michigan Fitness Foundation Project



City of Ypsilanti

Parks & Recreation Commission

Parks & Recreation

- d. Tree Planting in City Parks
 - e. Commissioner Committee Placement
 - f. Ypsilanti Proud Day – May 19
 - g. Outdoor Recreation / Canoe Livery Operations
-
- 8. Partner Updates
 - a. Ypsilanti Trail Town
 - 9. Other Business
 - 10. Commissioner Comments / Announcements
 - 11. Adjournment



City of Ypsilanti

Parks & Recreation Commission

NOTICE OF MEETING

Date: January 9, 2018

Time: 7:00pm

Location: Ypsilanti Senior Center, 1015 N. Congress St. Ypsilanti, MI. 48197.

1. **Call to Order:** The meeting was called to order at 7:04pm, January 9, 2018 at Ypsilanti Senior Center, 1015 N. Congress St. Ypsilanti, MI. 48197. Commissioners in attendance were Evan Sweet, Ashanti Harris, Ben Barrie, Conan Malmer and Cathy Thorburn. Also present were Joe Meyer, City of Ypsilanti Commission Liaison and EMU Board Fellow Cristina Neil. Commissioners absent: Delois Wilson, Linda Horne, Kurt Kohlmann and Amanda Marshall.
- 2, **Approval of Agenda:** Agenda was moved for approval by Commissioner Barrie and seconded by Commissioner Malmer. Motion Passed
3. **Approval of Minutes:** Minutes were moved for approval by Commissioner Barrie and seconded by Commissioner Harris. Motion Passed
4. **Introductions:** Ms. Kim, an Ypsilanti Community High School teacher had several students present to observe a governmental meeting for school purposes. Commissioners introduced themselves.
5. **Old Business:**
 - a. Adopt-A-Park Updates
 - i. Candy Cane- College Heights Neighborhood-on hold until Spring.
 - ii. Peninsular Park- Commissioner Barrie reported that per the information online through the City webpage, it appears that the Friends group of Peninsular Park is supporting the removal of the dam.
 - iii. Frog Island-Bronze Beauties- on hold until Spring
 - iv. Frog Island- Garden it is on the City Council agenda, tonight. After tonight's council meeting, Mr. Meyers will have more to report.
 - b. Friends Group Updates
 - i. Rutherford Pool – Commissioner Thorburn reported that there is a board meeting tomorrow night. She reported that Jack and Jill will be donating up to 75 goggles and swim caps to help promote swimming with the African American community.

ii. Senior Center- Commissioner Sweet reported that he has not been in attendance for their last two meetings and has no updates.

iii. Ypsilanti Baseball Project- Commissioner Malmer reported that the Little League paid \$5,000 out of their budget for the new shed. The City was helpful in removal of debris and with the help needed with moving of electrical hook-ups. Little League registration is open.

c. City of Ypsilanti Updates Mr. Meyers reported that there is a meeting on Thursday with the DEQ regarding the opening of the Water Street trail. Mr. Meyers suggested that we vote on whether we wished to include the pool bath house in the Master Plan. Commissioner Conan moved for and Commissioner Barrie seconded. Motion Passed.

Commissioner Sweet will look over the word document from Mr. Meyer regarding priorities for the parks.

d. Recreation Programming- Commissioner Sweet will meet with YMCA staff to work on programming for this year.

e. New Commissioner Packet Commissioner Sweet along with EMU Fellows will continue to work the packet. Hope to have a draft by next meeting.

f. By-laws and Committees- By-laws were approved last meeting. The Committee structure was too large and has now been broken down into three committees:

Park Projects & Funding

Programming & Events

Adopt-A-Park & Commission Development

It is suggested that each Commissioner will serve on a minimum of one committee.

g. Free Fishing Weekend June 9 & 10 Huron River Watershed Council is interested in helping. An area would need to be secured. Possibly borrow equipment from Ann Arbor. Dry land activities could take place also.

h. mParks Conference Feb. 6-9, 2018 Commissioner Sweet will be attending. Open to others. In Detroit.

i. Other Old Business- None

7. New Business

a. Fall River Day Planning-Jan. 22nd At Huron River Watershed Office. Commissioner Sweet will be attending. Open to others. Former Commissioner Bob K. will still continue to help.

b. mParks Community Service Award Nominations-Still time to submit names.

c. Priority Projects- Master Plan Items will be pulled out of the Master Plan

d. 2018 Commission Goals-will be addressed next month.

8. Partner Updates

a. Ypsilanti Trail Town-brochure is still in the process of being finalized.

9. Other Business- None

10. Commissioner Comments/Announcements None from Commissioners. Guests asked clarify questions for their class assignments.

11. Adjournment 7:49 It was moved by Commissioner Barrie and seconded by Commissioner Malmer to adjourn at 7:49pm. Motion Passed.

NEXT MEETING February 13, 2018 at 7:00pm at the Ypsilanti Senior Center
1015 N. Congress St. Ypsilanti, MI 48917

**City of Ypsilanti
Parks and Recreation Commission
Commission Committee Guidelines**

As described in the Commission's By-Laws and Commissioner job descriptions, each member of the Commission is required to join and actively participate in the work of at least one Commission committees. The standard committees are described below. Additional committees may be convened on an ad-hoc basis as needed and determined by the Commission.

Each committee should have at least three members, and no more than five. Commissioners are entitled to decide which committees they join, with the understanding that the Chairperson may, on occasion, override this decision according to the needs of the Commission. Each committee may determine its own meeting schedule, with the understanding that committees should meet no fewer than six times annually.

Commissioners will join a committee for a period of one year, to be determined during the same meeting that Officers are elected each year (typically in June). Each committee will, itself, choose a Chair by vote or consensus. To allow for the separation of duties and development of all Commissioners, Commission Officers shall not serve as the Chair of any committee.

Committees are tasked with carrying out duties under their purview with the approval of the Commission. Committees shall make recommendations about their intended work to the Commission, at which time the Commission shall carry out any necessary discussion and vote.

Park Projects & Funding

- Identifies and pursues potential forms of grant funding
- Identifies and pursues potential private fundraising
- Identify park projects and priorities
- Partner with groups, businesses, and organizations to keep parks clean and safe
- Make recommendations to Commission on allocating funding for specific park projects
- Liaises with Programming, Events & Communication Committee to develop fundraising and sponsorship efforts to support programming and events
- Makes recommendations to Chairperson and Commission on matters of grants and fundraising

Programming, Events & Communication

- Plans, coordinates, and executes Fall River Day
- Plans, coordinates, and executes Commission hosted and/or sponsored events
- Proposes and plans new events, whether regular or one time
- Identifies and pursues potential events partners
- Identifies and pursues potential programming partners
- Plans and executes regular Commission programming
- Liaises with Park Projects & Funding Committee to identify and develop fundraising and sponsorship efforts to support programming and events
- Ensure proper advertisement of Commission programming and events
- Makes recommendations to Chairperson and Commission on matters of programming and events
- Leads Commission social media efforts, primarily through the regular updating of the Commission's Facebook page
- Recommends social media posts to events/programming partners and to the City of Ypsilanti
- Identifies and pursues media and public relations opportunities for the Commission
- Ensures proper advertisement of Commission programming and events
- Liaise with the Adopt-a-Park Committee to ensure proper advertisement of Adopt-a-Park opportunities and to publicize work done by Adopt-a-Park groups
- Makes recommendations to Chairperson and Commission on matters of Communications and Marketing

Adopt-A-Park Committee & Internal Development

- Receives and processes Adopt-A-Park applications
- Ensures Adopt-A-Park groups have appropriate tools, materials, safety equipment, and supervision
- Follow up with Adopt-A-Park group to express thanks and ensure a positive experience
- Check in regularly (at least monthly) with Adopt-A-Park groups/individuals
- Liaise with the Programming, Events & Communication Committee to ensure proper advertisement of Adopt-A-Park opportunities and to publicize work done by Adopt-A-Park groups
- Makes recommendations to Chairperson and Commission on matters of Adopt-A-Park initiatives
- Identifies prospective new Commissioners
- Receives and discusses new Commissioner applications
- Oversees editing and distribution of New Commissioner Packet
- Oversees orientation for new Commissioners
- Plans and manages professional development activities designed to strengthen the Commission and its members
- Coordinates and oversees development of Commission Master Plan
- Makes recommendations to Chairperson and Commission on matters of internal development