

**CITY OF WIXOM
49015 PONTIAC TRAIL
PARKS AND RECREATION COMMISSION MEETING
MONDAY, APRIL 11, 2016**

ROLL CALL:

The Parks and Recreation Commission meeting was called to order at 6:08 p.m. with the following individuals in attendance:

COMMISSION: Tom Menzies (Vice Chairman), Maryann Chupa, Tom Marcucci, Mary Walsh and Jason Martinez
ABSENT: John O'Brien (Excused), Lisa Ferrari (Excused), Fred Lorenger (Excused) and Mark Wright (Excused)
OTHERS: Deanna Magee (Community Services Director) and Nancy Fisher (Recording Secretary)

Determination of a Quorum:

A quorum of the Parks and Recreation Commission was present for this meeting.

Agenda:

No additions or changes were made to the agenda.

Approval of the January 11, 2016 Parks and Recreation Commission Meeting Minutes:

MOTION and seconded by Board members Marcucci and Martinez to approve the January 11, 2016 Parks and Recreation Commission Meeting Minutes.

VOTE:

MOTION CARRIED

Correspondence:

There was no correspondence.

Call to the Public:

There were no comments made by the public.

Unfinished Business:

There was no unfinished business listed on the agenda for this meeting.

New Business:

1. Renewal of Parks & Recreation Master Plan in 2016

Ms. Magee noted that the Parks and Recreation Master Plan is valid for 5 years and is required by the Michigan Natural Resources Trust Fund to apply for grants. It needs to be approved by the Parks and Recreation Commission and City Council by December 31, 2017. Beginning in 2017 we will start the Master Plan Update process which includes parks, park resources, planning, and development and/or improvements. Any action items or improvements are dependent upon funding allocations in future years. Ms. Magee distributed a copy of the Master Plan Action Plan to the Commissioners and asked them to review it. In response to Commissioner Martinez's question, Ms. Magee said that the City has a city-wide Master Plan and sections of the Parks and Recreation Commission's Master Plan

are within the City's Master Plan. The City Master Plan is available on the City website. <https://issuu.com/cityofwixom/docs/masterplan?viewMode=doublePage&e=4329777/2734545>

Commissioner Marcucci noted that the park ball fields require work. Ms. Magee said that she will need to estimate costs for this work.

Ms. Magee noted that the Master Plan process can be utilized as a tool for residents' input on park issues. There will be time allotted for public commentary on the Parks and Recreation Commission's Master Plan. Commissioner Walsh said that this usually takes the form of a brainstorming session with big poster boards. Ms. Magee noted that she will hire a professional Planner to do the Master Plan Update.

Commissioner Martinez inquired about the time frame for the City-wide Master Plan since the Parks and Recreation Master Plan is being discussed it also involves development on the City's behalf.

Commissioner Chupa inquired whether the Parks and Recreation Commission will meet more next year. Ms. Magee said probably yes, due to the public input sessions. It will be designed to be an open forum and an exchange of ideas.

2. Appointment of Vice Chairman Tom Menzies

MOTION and seconded by Board members Walsh and Chupa to appoint Commissioner Menzies as Vice Chairman of the Parks and Recreation Commission.

VOTE:

MOTION CARRIED

3. Event Update

A. Wine Tasting

Ms. Magee noted the February wine tasting was the most popular ever since its beginning and had 130 attendees.

B. Easter Egg Hunt

Ms. Magee noted that the egg hunt was also a huge success with 283 children.

C. Bunny Hop

Very successful with 133 participating in the family Bunny night of music, pizza, and greeting the bunny.

4. Upcoming Events

A. Founder's Day, Sunday, May 22nd (Volunteers Needed)

Ms. Magee advised the Commissioners that if they are interested in volunteering for Founder's Day, we will need assistance with registration, the kid's pie eating contest, parking cars and tractors, and coordinating the entertainment. It will run from 1-4:00 p.m. with set-up usually starting at 8:30-9:00 a.m. Melissa is heading up this event.

B. Summer Concerts – Begin June 9th

Ms. Magee noted that the concerts will begin on June 9th and she distributed the concert schedule to the Commissioners. Prior to the concert, we will be hosting a City Volunteer Recognition and Senior Graduation picnic in appreciation of our volunteers and graduating seniors. Gary's

Catering will be catering the picnic. Commissioner Chupa noted it's a nice event and the food is very good. Commissioner Marcucci asked whether Ms. Magee attempted to retain 50 Amp Fuse. Ms. Magee responded, as you may be aware, the Summer Concert budget is \$18,000 and 50 Amp Fuse is too expensive for our current budget. James Gietzen from JAG Entertainment is the City's contractor responsible for booking the entertainment for the summer concerts. JAG also contracts with Northville and Plymouth for their concerts and he negotiates the contracts with the entertainers for all three communities.

Commissioner Chupa asked whether Ms. Magee requires help for the concerts. Ms. Magee said staff could use help for "Lite the Nite" and "BBQ & Blues". Those volunteer shifts could be as short as 2 hours.

Ms. Magee noted that there will be no farmer's market this year since it did not work out last year but she will do a Family Night focusing on families instead with activities to include the Michigan Fun Tent, bike parade, ice cream sundaes, Super Hero and Princess Night, Sand Art & Water Fun night, and a Magic show with pizza. Commissioner Menzies asked Ms. Magee to send an email requesting volunteers a couple weeks prior to each event.

C. Lite the Nite (June 30th) – Fireworks Contract Confirmed

Ms. Magee noted that Lite the Nite will still be held downtown; however, the fireworks will be shot from Gunnar Mettala Park this year. The Fireworks contract is \$8,500 and has been approved and confirmed. It is more expensive because they have to use larger shells to go over the tree line.

5. Michigan Airline Trailway Update

Ms. Magee noted that they still have not closed on the acquisition of the railway. The grant reimbursement paperwork is currently at the Michigan Department of Natural Resources (MDNR). The MDNR and the Michigan Department of Transportation (MDOT) have met and they are reviewing the reimbursable items on the grant. The MDNR will do an audit and withhold 10 percent of the monies until the audit is complete. The railroad owner has up fronted the due diligent costs for the purchase such as appraisals, environmental studies etc. for the project acquisition. It was the intent of the three communities (Walled Lake, Commerce, & Wixom) to not spend tax dollar money on this project and it was to be paid for by grants. The Three communities have only prepaid \$1,000 each for a total of \$3,000 to the Trailway Council to get the project started. The trailway acquisition includes 5.45 miles and will be a major trail connector across the State of Michigan from the East to the West side. The Trailway Council is planning to apply for Trailway Development Grants in 2017.

Ms. Magee noted that MDOT is installing a pedestrian/trailway bridge on M-5 which will be completed in 2017.

Ms. Magee stated that the Oakland County Planner has been putting together the Development Grant information for the Trailway Council. The Trailway Agreement states that all three communities pay for the upfront costs such as engineering and design and overhead expenses; however, each community pays for its portion of the trail for construction.

INFORMATION:

1. Event Sponsorship Program for 2016

Ms. Magee included a report in the Commissioners' meeting packet which tells who is contributing and to which events the sponsors want their monies to be applied. Genysis Credit Union is contributing \$20,000 which includes \$6,000 in cash and \$14,000 in advertisement and radio announcements. Other major contributors are Adept Plastics (\$6,000), Nu Dance Company (3,000), and Oak Creek Corporate Center (\$3,000). The Event Sponsorship program began 5 years ago and it generated up to \$45,000 in a single year. Ms. Magee sends Sponsorship letters to all the businesses in the City in February and then follows up in May. Commissioner Menzies noted that perhaps the businesses' budgets are already set in February and suggested sending letters in September to those who have not contributed.

COMMISSIONER COMMENTS:

Commissioner Walsh inquired when the next meeting is. She wondered whether having a July meeting makes it too late for a lot of the summer activities and suggested perhaps holding the meeting in June. Ms. Magee noted that most of the planning has already been done for the summer but she is flexible with the scheduling of the Commission's meetings. A special meeting could always be called for Gunnar Mettala Park issues if needed. It was the Commission's consensus to leave the meeting scheduled as is for July.

Commissioner Marcucci asked whether the trees at Gilbert Willis Park ballfield have been cut. He noted that baseball will start on April 22, 2016.

STAFF COMMENTS:

There were no comments made by the staff.

ADJOURNMENT:

This meeting of the Parks and Recreation Commission was motioned and adjourned at 6:53 p.m.

Nancy Fisher
Recording Secretary