

**CITY OF WIXOM  
49015 PONTIAC TRAIL  
PARKS AND RECREATION COMMISSION MEETING  
MONDAY, OCTOBER 8, 2018**

**ROLL CALL:**

The Parks and Recreation Commission meeting was called to order at 6:00 p.m. with the following individuals in attendance:

**COMMISSION:** John O'Brien (Chairman), Maryann Chupa, Tom Menzies, Tom Marcucci, Lisa Ferrari (6:05 p.m.) and Mary Crause (6:10 p.m.)  
**ABSENT:** Mary Walsh and Jason Martinez  
**OTHERS:** Deanna Magee (Community Services Director), Kathy Venegas (Recreation Coordinator) Bill Dungan (Oakland Technical Center) 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 July 9, 2018 Parks and Recreation Commission Meeting Minutes:**

**MOTION** and seconded by Commissioners Menzies and Marcucci to approve the July 9, 2018 Parks and Recreation Commission Meeting Minutes.

**VOTE:**

**MOTION CARRIED**

**Correspondence:**

There was no correspondence to be reviewed.

**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. OTC Playground Enhancement Fund – Mr. Dungan from OTC is planning on attending**

Mr. Dungan noted that he started the Oakland Technical Center (OTC's) playground fund in 2005. He is a former Parks & Recreation Commissioner and was a City resident for 15 years until he moved to Commerce. He and his students have raised \$77,000 although the ultimate goal was \$100,000. Ms. Magee noted that she requested \$25,000 from City Council in order to meet the \$100,000 goal. The playground equipment at Gilbert Willis Park is in need of attention and needs to be replaced. Mr. Dungan told her that he would be interested in helping to sponsor that. Mr. Dungan said that he teaches Marketing at OTC. He noted that when his kids were younger they traveled to other cities to use their playgrounds. He read the minutes of the last Parks & Recreation Commission meeting. He asked the Commissioners whether they are planning on

doing something by the end of this year. He teaches both first and second year students. His students can go off-campus for 4 days per week. They would be available to send out mailings and call City residents to get them to sponsor the program or purchase fundraising bricks.

Ms. Magee said that she and the Commissioners are open in terms of what would work for the students. They think it is important that the students become involved in the design and structure facets and develop ties to the community. Commissioner Marcucci asked whether this is the same project that Commissioner Menzies has been working on. Commissioner Menzies said it is and noted that the options are overwhelming. He suggested that the students can be involved in looking at the bids. Mr. Dungan noted that he can usually arrange for the students to do things outside school. Commissioner Menzies said that he welcomes their involvement. Mr. Dungan suggested generating more funds and getting the community involved, perhaps even pursuing larger donations from companies such as Home Depot. Commissioner Menzies said this would be great since the surface area for the playground can be expensive, approximately \$20,000-\$30,000. Mr. Dungan noted that once they develop a plan for the playground's design, he hoped it could be fenced.

Chairman O'Brien asked Mr. Dungan when the students could start work on this project. Mr. Dungan said that he has students now; he just needs to have their parents sign off on the paperwork. He noted that they can work from the OTC campus or onsite at Wixom. They can also work on events like the Panther Hunt. He wants them to get real world experience. He noted that Milford is currently experiencing difficulty raising money for a skate park. They need \$300,000. Perhaps that could be placed at Gilbert Willis Park. Ms. Magee said that most municipalities do not give monies to other communities. She is comfortable letting the OTC students choose the marketing plan (bricks, billboards, etc.). Mr. Dungan asked whether the playground enhancements will be placed at the Gilbert Willis playground. Ms. Magee said yes. She noted that the playground structure is not up to current standards and they can no longer secure replacement parts for it. She asked whether the students would like to be involved in the design. Mr. Dungan noted that they would require a lot of information regarding practical concerns such as legalities around disabilities, access, etc. Commissioner Menzies noted that the vendors are very knowledgeable in that regard. Mr. Dungan asked whether we would prefer bricks or fence posts as a fundraiser.

Ms. Magee asked whether the students will have design recommendations. She noted the Committee selected three to four different design layouts and the students could be part of the whole process; design, marketing, implementation, and construction. It would be from beginning to end. Mr. Dungan noted that the students are available during class hours which are 7:45 a.m. to 1:50 p.m. Will that align with the City's work hours? Ms. Magee said that daytime hours work better. Ms. Magee noted that if the students will be doing the marketing, they should also be involved in the planning and design process.

Chairman O'Brien asked how many weeks the students will be available. Mr. Dungan asked how long they would be required. Ms. Magee said that from now until spring will give them time to consider all the details. Then they can do the bid process and the equipment which would be another 30-60 days. If they start now, the equipment would be onsite by springtime. Mr. Dungan noted that the sooner the students receive the information, the sooner they can get started creating marketing flyers. Ms. Magee asked how long the students will do the marketing. Mr. Dungan said if they love it, he will keep them on it as long as he can. He may utilize upper and lower level students. Commissioner Menzies said it does not matter if they build next spring but they should start some of the work this year. Chairman O'Brien noted that getting through the design phase takes time.

Commissioner Menzies noted it will be necessary to go back and look at the property. The students can make phone calls to different landscapers who might donate landscaping materials and/or services. Ms. Venegas said that could be a second phase, maybe next year's students. Mr. Dungan noted that the sooner they have something on paper, the easier it will be for his students to sell it. Ms. Magee noted that the City has a brick donation program. The bricks cost about \$20 each but they sell them for \$125. Many of the bricks you see are from prior or current employees or area businesses who donate. Ms. Magee noted that she would like to have the students' input on design. Ms. Venegas noted that the City has done a lot of groundwork and the students should have a good starting point. Commissioner Menzies noted that it has been a while since he and the Commissioners have looked at it.

Ms. Magee asked whether the students can start a committee within 2 weeks to 1 month during the day time. Mr. Dungan said that he has to secure permission from the parents. The students can report onsite at the City and be here from 7:45 a.m. until 1:50 p.m. He wants to ensure that they will have something to occupy them each day during those hours. They can stuff envelopes and create posters. He noted that the kids ran a program at the senior center where they taught the seniors how to use computers. Chairman O'Brien noted that Ms. Magee will have to ensure that the students will be kept occupied while onsite. He asked how many students will be present. Mr. Dungan said that he can send one or two students. Ms. Magee noted that two will probably work better. Mr. Dungan asked whether the playground equipment is designed for ages 2-5 or ages 7-12. Commissioner Marcucci said that it will likely be a combination. Ms. Magee noted that the \$100,000 budget should yield a quality playground. She noted it was designed for around \$75,000 about a year and a half ago.

Mr. Dungan asked Ms. Magee whether she is thinking of doing this as a community build. Commissioner Menzies noted that the manufacturer will be onsite, prepare the site and supervise the construction. Ms. Magee noted that the idea was to have community involvement. Commissioner Menzies asked Mr. Dungan whether more monies might be available. Mr. Dungan said that there may be; however, he has not yet decided what he is doing for fundraisers. Ms. Magee referenced the posters which were designed by Mr. Dungan's students for the Art Squared event.

Commissioner Menzies asked the Commissioners whether they need to set up a game plan. He noted that Mr. Dungan is waiting to hear from the Commissioners and Ms. Magee. He suggested setting a date and pulling out the data they have regarding the previous bids, then developing a timeline and telling Mr. Dungan what they need. Chairman O'Brien asked how many students (which will have to be supervised by Ms. Magee) should be onsite per week. Ms. Venegas said maybe it should just be once a month. Commissioner Chupa said they could get some really terrific kids. Ms. Venegas said ideally the students would be working on the playground project. Chairman O'Brien noted that they need to come up with a timeline for the playground.

**2. New Event – Barkin in the Park**

Ms. Magee noted that this was a new event this year. She referred to the slide show that Ms. Venegas put together with photos from the event. Ms. Venegas noted they offered pet photos. There were 63 dogs photographed and at least that many who did not take advantage of the free photos. She estimates that over 100 dogs and between 400-500 people attended. There was a band from School of Rock in Farmington who did a free concert at the start of the event. A group called the Flying Houndz from Louisville, Kentucky attended and did two shows, at 1:00 p.m. and 3:00 p.m. There were 13 vendors including pet stores, pet boarding places, etc.

They put signs out near the walking trail at Gilbert Willis Park and they opened up Baseball Field No. 1 as a bark park with a puppy pool. It was a fun event and people were excited.

Ms. Magee noted that this is an event that the City will continue next year. It was successful even though it was not a great day weather wise. Commissioner Menzies asked whether they offered pet adoptions. Ms. Venegas said that they were not but they would like to incorporate that next year. Ms. Venegas noted that they put some of the extra resources that they had after the revamping of the Holiday Markt into planning this event starting in August. Commissioner Menzies asked whether it was primarily City residents who attended this event. Ms. Venegas said they marketed primarily through local pet stores. Chairman O'Brien asked how the vendors liked it. Ms. Venegas said that they loved it. She noted the event was held on a Sunday so as not to compete with college football. It was very low key but nice. She noted that the retooled Holiday Markt will include the best of the old event. It will be held onsite more centrally located and will take place on Friday, November 30<sup>th</sup> from 5-11 p.m. She distributed flyers for it. Ms. Magee noted that City Council has approved a 30-foot tree for the holiday tree lighting and they will also be doing the Fire & Ice event again this year. Ms. Venegas thanked the Commissioners for their support. The Commissioners agreed that paring back the Holiday Markt was the right thing to do. Ms. Magee noted that Mayor Ziegler and City Manager Brown listened to Commissioner Menzies when he met with them to discuss his concerns about keeping the Markt as a multi-day event.

### 3. Review of Events

#### ▪ Summer Concerts

Ms. Magee noted that the summer events went well and that people liked the extra two concerts. Commissioner Chupa noted that the concerts went well and everyone liked them.

#### ▪ Family Fun Nights

They may add to the Family Fun nights

#### ▪ BBQ & Blues

Ms. Magee noted that the BBQ & Blues event was a success. Everything went well.

#### ▪ Movie in the Park

Ms. Venegas noted that security for this event may be revamped since there is no police support for it and it ends at 11 p.m. They may need to do something with the streetlights.

### 4. Upcoming Events

#### ▪ Fall Fest – October 13, 2018

Ms. Magee noted that Fall Fest is scheduled for this Saturday. She asked the Commissioners to sign up if they are able to volunteer. Commissioner Ferrari said that she and one of her daughters will help out with the pumpkins.

#### ▪ Monster Mash – October 18

Ms. Magee noted that Monster Mash always fills up, especially with the DJ the kids enjoy.

- **Treelighting Festival – November 30, 2018**

**INFORMATION:**

**1. Michigan Airline Trail Update**

<http://www.mjairlinetrail.com>

Ms. Magee noted that the City received \$2.1 million from the Ralph Wilson Foundation to serve as local match for Phase I of the Michigan Department of Transportation (MDOT) grant. That work is moving along and bids are currently at MDOT. The Trail Manager does an excellent job of moving the project along and keeping the above-referenced website up-to-date. Phase I should be done next fall. They are working with Milford Township to connect to Huron Valley, Phase II.

**COMMISSION COMMENTS:**

There were no comments made by the Commissioners.

**STAFF COMMENTS:**

There were no comments made by the staff.

**ADJOURNMENT:**

This meeting of the Parks and Recreation Commission was motioned and adjourned at 6:44 p.m.

Nancy Fisher  
Recording Secretary