



CITY OF ANN ARBOR – PARKS ADVISORY COMMISSION
MEETING MINUTES
September 15, 2009

The regular meeting of the Park Advisory Commission was held on Tuesday, September 15, 2009 at 4:00 p.m. at the Washtenaw County Administration Building in the County Board of Commission Public Meeting Room, 220 N. Main St., Ann Arbor, Michigan.

I. The meeting was called to order at 4:08 p.m. by Chair S. Rosencrans.

II. Roll Call:

Members Present: (8) S. Rosencrans, J. Lawter, S. Offen
G. Nystuen, T. Berla, D. Barrett, J. Grand,
D. Chapman

Ex-Officio Members Present: (2) M. Anglin, C. Taylor

Ex- Officio Members Absent: (0) None

Members Absent: (0) none

Staff Present: (6) C. Smith, M. Warba, D. Borneman, C. Hupy,
A. Kuras, L. Bowen

APPROVAL OF AGENDA – Commissioner Rosencrans stated there would be a change in the agenda with two additions in new business: The Commission approved the agenda with the proposed additions.

C-1 will be added with the nomination of the Budget & Finance Chair.

C-2 will be added to review the by-laws for the Commission.

PUBLIC COMMENTARY - AGENDA ITEMS (3 Minutes per Speaker)

A - APPROVAL OF MINUTES

The Commission moved to approve the minutes of the August 18, 2009 meeting with a correction on page 2, line 98. The minutes of August 18, 2009 were approved unanimously with the mentioned correction.

SPECIAL PRESENTATIONS

PUBLIC HEARING

B - UNFINISHED BUSINESS

B-1 Quarterly Financial Review & Forecast

52 **C. Smith** reviewed the quarterly financial review & forecast for Parks and
53 Recreation Services in depth.. C. Smith stated there would be a delayed
54 opening date for Buhr Park skating rink due to repairs that would result in a
55 loss in net revenue.
56

57 **S. Rosencrans** asked if there was a proposed opening date for Buhr Park
58 skating rink.
59

60 **C. Smith** stated the proposed date is December 14, 2009.
61

62 **S. Offen** asked if the user groups were notified of the delay.
63

64 **C. Smith** stated yes.
65

66 **S. Offen** complimented C. Smith on the format used for the financial reports.
67

68 **C. Smith** explained the revenue decrease at the Argo Livery/ canoe
69 rental trips were due to the river level being high and posing a safety
70 hazard that limits the types of trips that people can take.
71

72 **G. Nystuen** expressed confusion regarding certain line items in the Field
73 Operations budget and asked for an explanation.
74

75 **M. Warba** updated the Commission regarding field operation's budget in
76 depth.
77

78 **C. Smith** stated staff will work to clarify and condense the Field Operation Cost
79 Centers.
80

81 **B-2** Update on F.I.T.S.
82

83 **E. Cooper** provided an overview on the proposed Fuller Inter-Modal
84 Transportation Station along with presenting concept drawings to the
85 Commission.
86

87 **S. Offen** asked how large would the proposed structure be compared to the
88 Amtrak station.
89

90 **E. Cooper** stated the proposed structure will be approximately 9,000 -10,000
91 square feet.
92

93 **S. Offen** stated space for retail in the proposed structure would be a good
94 idea providing activity and vibrancy in the evening for those who are waiting
95 for transportation.
96

97 **G. Nystuen** asked for an explanation regarding the land for the proposed
98 structure being parkland since it has been used as a parking lot.
99

100 **E. Copper** explained the City has accumulated the land holdings over a period
101 of time. E. Cooper also stated the City has evaluated individual transactions
102 and at this point is City owned land.
103

104 **C. Smith** explained the land is in the Pros Plan and identified as park land; the
105 area that is a parking lot is rented to the University of Michigan. The rental
106 revenue is recognized in the Park and Recreation Services budget.
107

108 **A. Kuras** stated the parks departments' views and concerns were well
109 represented at concept meetings held regarding this project.
110

111 **J. Lawter** asked if there is a plan to replace the parking spaces for the users
112 of the parking lot.
113

114 **E. Cooper** stated the available parking will be expanding with the proposed
115 project.
116

117 **S. Offen** asked how many levels the structure would have.
118

119 **E. Cooper** stated possibly 4-5 levels.
120

121 **D. Barrett** asked who would be responsible for the security of this area.
122

123 **E. Cooper** stated the area would be patrolled by the Ann Arbor Police
124 Department.
125

126 **B-3** Review of PAC goals set annually at planning retreat
127

128 **S. Rosencrans** stated the Commission would be holding a retreat on Oct 10,
129 2009 to set goals for the coming year. S. Rosencrans also stated the
130 Commission would review the goals set at the last retreat and asked that a
131 brief description be given on the accomplishments.
132

133 **S. Offen** spoke on the Financial Information Task Force. S. Offen explained
134 the goal of the committee was to improve and clarify the financial reports and
135 to improve the budget process. S. Offen felt both goals were accomplished.
136

137 **S. Rosencrans** spoke on the Capital Expenditures and Park Development
138 Process Task Force. S. Rosencrans stated there has been a clear
139 understanding of the upcoming projects for the parks as well as how the
140 mileage monies are used.
141

142 **S. Offen** spoke on the Parks and Recreation Organization Issues Task Force.
143

144 S. Offen stated C. Smith provided a organization chart for the parks staff and
145 feels this task force should continue with the operational side of parks being
146 included in the flow charts.
147

148 **J. Grand** spoke on the Public Interface Task Force. J. Grand stated the City
149 has done a very good job with improvements in communication to the public.
150

151 **T. Berla** stated there has been a great improvement to the web site and the
152 signage at the parks.
153

154 **J. Grand** complimented staff on the improvements to the City's web sites.
155

156 **S. Rosencrans** complimented staff regarding the Park Advisory Commission
157 email which provides the public a direct link to the Commission.
158

159 **D. Barrett** spoke on the Athletic Field Conditions Task Force. D. Barrett stated
160 the renovated fields look great and suggested the Commission stop by and
161 look at them; D. Barrett also mentioned the baseball field conditions could
162 improve.
163

164 **J. Grand** spoke on the Golf Course Task Force. J. Grand stated many positive
165 developments took place this year at the golf courses. J. Grand complimented
166 staff on the many improvements to the golf courses
167

168 **T. Berla** spoke on the City and Recreation and Education Relationship Task
169 Force. T. Berla explained the ball field agreement fee process between the
170 City of Ann Arbor and Recreation and Education in depth.
171

172 **C. Smith** expressed the relationship and communication between the two
173 entities has improved in the past year, and the goal is for discussion to
174 continue in a positive way.
175

176 **S. Rosencrans** spoke on the Park Advisory Commission and City Council
177 Interface Task Force. S. Rosencrans explained the goal was to improve the
178 communication process between this body and the City Council and feels it is
179 proving to work very well.
180

181 **M. Anglin** stated the update reports provided by the Commission have been
182 very helpful to City Council.
183

184 **J. Lawter** asked if the public can be made aware of the Commission's
185 upcoming goals.
186

187 **C. Smith** stated the upcoming goals can be posted on the Park Advisory web
188 site.
189

190 **C - NEW BUSINESS**
191

192 **C-1** Nomination of Budget & Finance Chair
193

194 **S. Rosencrans** nominated S. Offen for the position of Budget & Finance
195 Chair. S. Rosencrans stated the Commission would vote to approve this
196 nomination at the October 20, 2009 meeting.
197

198 **C-2** Review of By-laws
199

200 **S. Rosencrans** stated the Commission is to review the by-laws in September
201 of every year.
202

203 **C. Smith** stated another purpose of reviewing the by-laws each September is
204 to ensure administrative changes such as titles and department names can be
205 addressed by the Commission.
206

207 **S. Rosencrans** asked for clarification regarding page 3; section 6; article 5.

208
209 **C. Smith** stated he would speak to the Attorney's office for clarification.
210

211 **S. Rosencrans** also asked for clarification regarding page 4; article 7
212 regarding meetings. The Commission discussed this issue.
213

214 **D. Chapman** stated a cancelled meeting could be re-scheduled by the Chair.
215

216 **S. Rosencrans** stated per the by-laws in the future a vote will be showed by
217 both a voice vote and a show of hands.
218

219 **D - COMMISSION PROPOSED BUSINESS**

220
221 **E - REPORT FROM PARKS AND RECREATION MANAGER**

222
223 **F - REPORT FROM MANAGER OF FIELD OPERATIONS**

224
225 **M. Warba** stated there is City Works on the web site for citizens to be able to
226 communicate maintenance concerns and issues with the City staff. There is a Parks &
227 Recreation email address that is checked regularly and maintenance activities can be
228 sent there as well.

229 **M. Warba** also explained there is an agreement between Ann Arbor Public Schools
230 that articulates the responsibility regarding the upkeep of the baseball fields.
231

232 **D. Barrett** stated he will follow up on this issue.
233

234 **M. Warba** presented an update regarding the renovated athletic fields
235

236 **T. Berla** complimented **M. Warba** on the conditions of the renovated fields.
237

238 **D. Barrett** also complimented **M. Warba** on the renovated fields.
239

240 **M. Warba** explained the use of the fields in depth. He also stated the intent is for staff
241 as well as the users to work together to ensure the fields remain in good condition.
242

243 **G - REPORT FROM RECREATION ADVISORY COMMISSION**

244
245 **H - REPORTS FROM RELEVANT COMMISSIONS, COMMITTEES, BOARDS AND/OR TASK**
246 **FORCES**

247
248
249 **I - PUBLIC COMMENTARY – GENERAL (3 Minutes per Speaker)**

250
251 **J - CLOSED SESSION TO DEAL WITH PRIVELEDGED CLIENT ATTORNEY INFORMATION**

252
253 **K - TRANSMITTALS**

254
255 **K-1** City Council Items Update

256
257 **K-2** Park Project Update
258

259 **K-3** City of Ann Arbor 2008 – 2013 Park Maintenance and Capital
260 Improvements Millage Status

261
262 **K-4** Argo Facilities Report

263
264 There being no further business to come before the Commissioner Offen moved that the
265 open meeting be adjourned at 6:11 p.m.

266
267
268