



213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor

Parks and Recreation Committee Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Approval of the May 6, 2013 Meeting Minutes
4. Approval of the Agenda
5. Citizens wishing to address the Committee on Items on the Agenda (Three-Minute Limit)
6. Citizens wishing to address the Committee on items not on the Agenda (Three-minute limit)
7. Parks Financials
8. Items for Discussion and Consideration
 - a. Depot Park Pavilion Fee
 - b. Amend By-Laws regarding meeting time change from 6pm to 5pm
 - c. Hiawatha
 - d. Xcel Energy Fill Area
9. Project Updates
10. Other Business
11. Next Meeting: July 1, 2013
12. Adjournment



**Proceedings of the Parks and Recreation Committee
Monday May 6, 2013, 6:00 p.m.**

A regular meeting of the Parks and Recreation Committee was held on Monday, May 6, 2013 at 6:00 P.M. in the Conference Room #1, Second Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Chair Davey called the meeting to order at 6:00 p.m.

2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Andresen, Will		X	X	
Burchell, Annette	X			
Davey, Sam – Chair	X			
Frank, Steve	X			
Kangas, Tom	X			
Shackelford, Monie, ex-officio, non-voting	X			
True, Marion	X			
Vuorenmaa, Bruce	X			

Also present, Community Development Director Michael J.D. Brown. Guest Paul Garthwait, Eagle Scout and his Troop leader.

3. Approval of the Minutes:

Motion by Frank to accept the Minutes of April 1 and the Special Meeting of April 18, 2013. **Second** by True. **Motion Carried 5 – 0.**

4. Approval of the Agenda:

Burchell arrived. **Motion** by True to approve the Agenda. **Second** by Kangas. **Motion carried 6 - 0**

5. Citizens wishing to address the Committee on Items on the Agenda (Three-Minute Limit):

None

6. Citizens wishing to address the Committee on items not on the Agenda (Three-minute limit):

None.

7. Eagle Scout, Paul Gathwaite:

Paul Garthwait, 323 Eagle Scout: Mr. Garthwait introduced himself and explained what he was going to be doing at Norrie Park. He noticed that the benches weren't out or had been moved. He is going to be working on the benches and placing wood chips on the trail; they are looking bad. The wood chips have been donated. Would anyone mind if he puts woodchips on the Pavilion? He will be receiving help from the R.O.T.C., from Ironwood High School. They will begin the work as soon as the ground dries up. True asked how this will help the environment. Mr. Garthwait stated that it will help maintain the water by keeping erosion at bay. Mr. Garthwait passed around pictures that he had showing the condition of the trail now. Mr. Garthwait was looking for a signature from the City on these projects so that as soon as the ground is thawed they can start work. Kangas asked how the wood chips would be brought in. Mr. Garthwait indicated that they would be wheel-barrowed into the spots.

Frank indicated that the trail signage and bench are faded and Mr. Garthwait indicated that he would be willing to look at that project. True stated that the work should match the color and design of what is currently there. Mr. Garthwaite also offered to mark the trees with their botanical names on the boardwalk area. The last tree identification was seven years ago. A disk was given to Bessemer resident, Allan Archie, with the trees and names. True stated that there are signs that ABR may want to assist with?

The Committee commended and thanked Mr. Garthwait for his service to the Community.

Motion by Frank to allow Mr. Garthwait to repair/replace/paint benches in Norrie Park as well as to put down wood chips. Also, allow Mr. Garthwait to identify and label trees. **Second by** True. **Motion Carried 7 – 0.**

8. Park and Recreation Financials: (Monie Schackleford arrived 6:12 p.m.) Finance Director Linn unable to attend meeting. Director Brown indicated that the schedule for the new budget should happen in June for the July 2013 fiscal year. Director Brown said that if anyone has questions about the financials, to talk to Paul Linn. Director Brown did submit the Committee's request to the City of Ironwood for \$3,000.00 for the Parks and Recreation for a discretionary fund. Discussion was had on various line items in the current month's financials. The Committee should start having conversations early in the fall season about what projects it would like to pursue.

9. Items for discussion and consideration:

- a. Xcel Energy: Dawn Schultz from Xcel in audience. Director Brown explained that Xcel is working on expanding their substation at Ayer Street and Easy Street outside Industrial Park. Part of the property is owned by the City of Ironwood and Xcel wants to purchase the property. Planning Commission reviewed a part of this. There is an old trail in the parcel; it's not an official trail. It is used to get to Trail 2. The Committee wanted to know what the purchase price is. Ms. Schultz explained that it is about \$3,000.00 acres and there is approximately 1.35 acres.

Kangas: Where did they come up with the \$3,000.00 per acre? Director Brown stated that in the Industrial Park and the IIDC, sell acreage for \$2,000.00 acre.

Kangas is worried that the City of Ironwood will be losing a trail as what happened in Ashland. In Ashland, they blocked off part of the trail and they were unable to get it re-opened.

Motion by Frank to recommend to the City of Ironwood Commissions that they sell this parcel to Xcel and that the funds be used to fund Parks and Recreation for things to do this summer. **Second by Davey. Motion carried 5 to 2** with Burchell and Kangas dissenting.

- b. Trail Map: Director Brown presented the City of Ironwood's trail map. He brought a working copy of the non-motorized trail map. Included in the map were the bicycle and the park plans. He also included the trail included in the Depot Park plan. Monie could provide a clear GIS shape file; Director Brown would like to get whatever documents that Will Andresen has. On the southern portion proposed routes possibly existing there on the old railroad grades. There really isn't anything in Jesseville. Frank would like to see a trail from Jesseville connecting up to our Trail area somehow. Davey stated that some of this goes through Luppino's property out by Wal-Mart. Frank stated that this plan looks very good. Director Brown stated this is non-motorized, walking and biking. In a few months Director Brown hopes to bring back the motorized to the Committee. Davey stated that this is a lot of trail for non-motorized.

The Committee took no action on this item. Schackleford will provide a shape file in GIS. Director Brown will work on this and tweak it a bit. It is a work in progress.

- c. Depot Park Pavilion Fee: Davey: The City of Ironwood would like to know what kind of a fee we should charge such as at the Norrie Park Pavilion. We don't have a full kitchen, but there are outlets to plug in items. There is a sink and counters. This preparation area will be locked when not in use. Frank stated he'd like to abolish the fee at Norrie and the fee for the downtown Pavilion, except for the locked area. Director Brown indicated that the fee schedule is usually amended during the budgeting process. Davey stated that more research needs to be done on the fee for the Depot Park Pavilion. Bring back before the Committee next month.

Davey spoke and said Curry Park's electrical is not sufficient for newer motorhomes, campers. It will be difficult to raise fees at this time. Until we get and receive a grant for this, we can't really raise the fees.

- d. Sidewalks (Frank):
1. Frank: Spoke about the sidewalk on the 200 block of East Ash. He specifically asked for the City of Ironwood Manager to be here tonight to explain why the sidewalk was removed. This was for the water sewer project. The City of Ironwood Commission and Parks and Recreation were not informed that these sidewalks had been removed. Why? He brought this up at the City of Ironwood Commission meeting last November. Coleman engineering told him this didn't happen. He performed research over the winter and spoke with the homeowners, who indicated that the City of Ironwood contacted them and said, and asked if they wanted to keep or get rid of their sidewalks. The homeowners were told by a City Official it was a way to save the City of Ironwood money. Other's considered keeping, but began to worry about maintenance, so they had the sidewalks removed.
 - a. How did this happen?
 - b. City of Ironwood never informed.
 - c. Committee never informed.
 - d. We talk about safety walks to school and I am upset about this.
 - e. He will be contacting the granting agencies and letting them know of this. They spent the money on the water and sewer and the sidewalk should be redone.
 - f. This is setting a horrible precedence. He feels that the public needs to know about this.True asked if this was Frank's property involved. Frank indicated he walks there and it is a public issue.

- h. Frank stated that homeowners were contacted about removal of the sidewalks and told the homeowners that this would save the City of Ironwood money. He believes that this is a Parks and Recreation issue because people walk, hike and bike down these sidewalks. He has heard that this has happened in other areas.

Franks indicated that the Grant says that any sidewalk and/or curbing that is damaged needs to be replaced. Another block of sidewalk that was not hurt by the water sewer work was dug up and replaced. Frank is contacting the granting agency as this is a very serious violation of the Grant.

Vuorenmaa stated that the sidewalks need to be replaced. Shackelford asked if funding can be obtained to replace the sidewalks? Director Brown stated that there are not many grants available for sidewalks. You could apply for sidewalk improvements grants for say, around school areas (safety zones).

Frank stated that we need the comprehensive plan. Frank wanted to know who ultimately maintains the sidewalks?

Director Brown was directed to find out what happened to the sidewalks on E Ash and bring back to the next meeting.

11. Other Business:

- a. Depot Park: City of Ironwood Commission did allocate \$20,000 towards reducing the amount of the bid by deleting bid items from the timber sale fund.
- b. The trail grant received for the Trust fund of the trails. Director Brown has been reviewing the lease from the DNR. There are hopes that the trail can be completed this fall, but if not, next year. The City of Ironwood, City of Bessemer and City Wakefield, Ironwood Township, Bessemer Township and Wakefield Townships are setting up a recreational Board. City of Ironwood staff was in Lansing and were talking to MDOT and DNR and they asked where our grants were to finish the trails. So we are providing those grant applications to the State.
- c. Davey commented that the Committee should change its meeting time to earlier, possibly 5:00 p.m. **Motion** by True to change the time of the Park and Recreation Meeting to 5:00 p.m. **Second** by Frank. **Motion carried 7 to 0.**

Director Brown indicated that Andresen will not be re-applying for appointment to the Committee and that Frank and Davey's terms on the Board are expiring. Frank indicated that this will be, in all likelihood, his last meeting as he doesn't expect the Mayor to re-appoint him.

Shackelford indicated that the Minor's Memorial clean-up is May 18, 2013. The Miners group has 200 trees to plant, approximately 100 white spruces and 100 red pines, donated by an Ashland attorney.

10. Next Meeting:

June 3, 2013.

11. Adjournment:

Motion by True. **Second by** Kangas. Motion Carried 7 to 0. Adjournment 7:20 P.M.

Respectfully Submitted

Sam Davey, Chair

Kim M. Coon, Community Development Assistant

Memorandum

To: Parks and Recreation Committee
CC: Michael Brown, Community Development Director
From: Paul Linn, Finance Director/Treasurer *PL*
Date: 5/29/2013
Re: Parks Maintenance Department Budget

Memo of Understanding – Parks Maintenance Department Budget

The Parks Maintenance Department is a General Fund department. Like other General Fund departments, the City Commission approves an expenditure budget for parks maintenance. Its purpose is to track expenditures related to the preservation of the City's parks. All expenditures of General Fund departments are paid for using General Fund revenues (i.e. property taxes, state revenue sharing, use and administration fees, etc.).

Expenditures for parks maintenance are monitored by the Department of Public Works Supervisor, Finance Director/Treasurer and the City Manger. All expenditures of the City, including the Parks and Maintenance Department, are approved by the City Commission. Individuals from the Department of Public Works charge their time (and benefits) to this department when they perform duties related to park maintenance. Equipment rental, contracted services, maintenance structures and new equipment are among other common expenditures related to the upkeep of City parks.

In the past, park related projects were also budgeted in the Parks Maintenance Department. Recent examples include the Norrie Park Playground Project, Curry Park Project and the Michigan's Western Gateway Trail Project. Going forward, the City will create separate departments to better track projects.

In summary, the Parks Maintenance Department's budget is approved and maintained by the City Commission. It is monitored by City staff. The Parks and Recreation Committee does not have any authority over the Parks Maintenance Department's budget.

INCOME STATEMENT

APRIL

City Of Ironwood

YEAR: THROUGH APRIL

YTD Amd. Bud.

YTD Actual

Fund: 101 - GENERAL FUND		
Expenditures		
Dept: 751.000 PARKS MAINTENANCE		
702.000 SALARIES AND WAGES	18,300.00	15,723.12
703.000 OVERTIME WAGES	0.00	170.04
715.000 SOCIAL SECURITY	1,400.00	1,216.44
716.000 HOSPITALIZATION	8,600.00	0.00
716.006 ADMIN HEALTHCARE	0.00	10.00
718.000 RETIREMENT	3,700.00	4,135.97
718.002 RETIREE HEALTH CARE	2,820.00	0.00
719.000 OTHER FRINGE BENEFITS	100.00	100.00
728.000 OPERATING SUPPLIES	2,500.00	784.56
777.000 CUSTODIAL SUPPLIES	300.00	183.81
800.000 NORRIE PARK GRANT EXPENSES	0.00	41,474.20
800.004 SKATE BOARD PARK	0.00	209.80
800.006 CURRY PARK GRANT PROJECT	50,700.00	0.00
801.000 CONTRACTUAL SERVICES	10,000.00	4,806.41
803.000 DEER HUNTING PROGRAM	1,000.00	1,724.67
806.000 TRAILWAYS	375,000.00	0.00
851.000 ADVERTISING AND PROMOTION	200.00	566.40
853.000 TELEPHONE/COMMUNICATIONS	500.00	0.00
910.000 INSURANCE AND BONDS	2,500.00	2,296.10
917.000 WORKERS COMPENSATION	480.00	396.10
920.000 PUBLIC UTILITIES	8,000.00	4,680.11
930.000 MAINTENANCE STRUCTURES	300.00	0.00
933.000 MAINTENANCE EQUIPMENT	300.00	32.06
940.000 RENTALS OTHER	250.00	0.00
943.000 EQUIPMENT RENTAL DPW	14,000.00	11,913.71
956.000 MISCELLANEOUS EXPENSE	0.00	921.87
977.000 NEW EQUIPMENT	2,000.00	2,678.00
PARKS MAINTENANCE	<u>502,950.00</u>	<u>94,023.37</u>

