

SOUTH LYON PARKS AND RECREATION COMMISSION

MINUTES

Wednesday October 14, 2009

Meeting was called to order at 7:05 pm by Chairperson Olando.

Present: Dianne Beagle
Robert McConnell
Lori Mosier
Michael Olando
Erica Wilson

Kristen Delaney - City of South Lyon

Absent: none

Approval of Minutes - Motion by Mosier, supported by Wilson, to approve the minutes of the September 9, 2009 meeting. Motion carried unanimously.

Approval of Agenda - Motion by McConnell, supported by Wilson, to approve the agenda for the October 14, 2009 meeting. Motion carried unanimously.

Citizen Comments – None.

I. OLD BUSINESS

- 1. McHattie Park** - The Commission discussed the fact that the permanent rest room building was constructed to eliminate the need for port-a-potties during the warm weather months. The port-a-potties were being vandalized, tipped over, required frequent maintenance and were unsightly. The Historical Society had wanted them eliminated also due to their unattractive presence in wedding and other event photos taken in the Historical Village. Therefore, the official position of the Commission is that there is no need for port-a-potties (and the expense) as long as the rest room building is open. The port-a-potty that is currently in the park should be removed as soon as possible. Delaney will arrange for its removal with the DPW.
- 2. Drinking Fountain at Paul Baker Park** - Delaney presented information regarding the drinking fountain in McHattie Park and copies of fountain specifications and prices. McConnell inquired if there was a 'Paul Baker Park' organization or other body that would need to approve a fountain and its placement in the park. Delaney stated there was no such body. Commissioners agreed to send a request to the City that an ADA compliant drinking fountain be purchased and installed in the park with its placement to be determined by the existing water lines and the walkways. Delaney and

Mosier will discuss this with the City Manager and the DPW.

3. **McHattie Park Parking Lot Repairs** - Repairing and restriping the parking Lot was discussed at the last meeting. Delaney investigated the costs involved. Commissioners agreed to recommend that if this could be considered a capital improvement and the costs covered by that budget, this work should be performed as soon as possible. The repairs could prevent further damage from occurring over the winter.
4. **Park Usage Requests** - A 'McHattie Park Use Permit' form was discovered on the City's website. Delaney stated that it was used primarily to reserve the pavilion. A deposit is requested and is refunded after the event if there is no damage. Often the deposit is not collected. Commissioners agreed that park usage rules and regulations are needed along with a reservation system and accompanying fees. There are many groups that use/reserve the park facilities and having one system for reserving and monitoring such use is needed.
Delaney will create a draft of a park reservation form along with usage rules and a proposed fee structure for discussion at the next meeting.
Commissioners had set a goal of having a park reservation request system, usage agreement and fee schedule in place by spring of 2010.

II. NEW BUSINESS

1. **Commission Meeting Start Time Change** - Olando proposed that the start time of the Commission meetings be changed from 7:00 pm to 6:30 pm. Commissioners were generally in favor of the change as long as there was the option to move the start time to 7:00 pm if needed to obtain a quorum. Motion by Wilson, supported by Mosier, to change the start time of the Parks and Recreation Commission meetings from 7:00 pm to 6:30 pm, effective with the November 11, 2009 meeting. Motion carried unanimously. Additional discussion took place regarding whether the meeting time as well the number of Commissioners required to constitute a quorum was specified in the Commission by-laws. Delaney will continue her efforts to locate the by-laws. The Commission will re-write the by-laws in the event that the original document cannot be located.
2. **Commission Goals for 2010** - Delaney suggested that the Commission organize its short term goals and create a document to track them. Commissioners also agreed on the need to generate and accumulate funds to help implement both short and long term goals. Delaney and Mosier will investigate if an account can be created for this purpose.
3. **Jingle Bell Walk** - After discussion about the success of the Labor Day Bridge Walk and the desire to hold additional such walks in the community, the Commission agreed to sponsor a walk to coincide with the annual Christmas in the City event on December 5th. All participants will be given a jingle bell to attach to their shoe and will walk together along a pre-planned

route throughout the downtown area.

Delaney will approach the DDA and Chamber of Commerce with this idea to obtain their input. Commissioners will finalize plans and the route at the next meeting.

- 4. Resignation** - Olando informed the Commission that Scott Black had officially resigned from the Commission in order to run for a City Council seat. Black had stated that in the event that he was not elected, he would be interested in returning to his position as a Commissioner. Olando requested that Commissioners direct anyone interested in filling the vacant seat to the City of South Lyon website. Information on the Parks and Recreation Commission along with an application for appointment is easily obtained from the website or by contacting the City directly.

III. Commission Comments - None.

IV. Adjournment – Motion by Wilson, supported by Mosier, to adjourn the meeting at 8:25 pm. Motion carried unanimously.

Upcoming meetings: November 11
 December 5 – Jingle Bell Walk (proposed)
 December 9
 January 13

Submitted by: _____

Michael Olando, Chairperson

Dianne Beagle, Secretary