

**CITY OF WIXOM
PARKS AND RECREATION COMMISSION MEETING
Monday, January 10, 2022
6:00 p.m. Wixom Community Center**

CALL TO ORDER BY CHAIRMAN:

ROLL CALL: John O'Brien, Chairman
Maryann Chupa
Lisa Ferrari
Tom Menzies
Peggy VanSickle
Jeff Winters

CITY STAFF:
Community Services Director: Deanna Magee
Parks & Recreation Supervisor: Kathy Venegas
Recording Secretary: Mona Freiburger

GUESTS: None

Absent: None

DETERMINATION OF QUORUM:

Quorum was met.

CHANGES OR ADDITIONS TO THE AGENDA:

MOTION by Board Member Menzies and second by Board Member Ferrari to approve the Wixom Parks and Recreation Agenda, as submitted

VOTE: MOTION CARRIED

All in favor.
Motion passes.

APPROVAL OF MINUTES: October 11, 2021

MOTION by Board Member Menzies and second by Board Member VanSickle to approve the October 11, 2021, minutes, as presented.

VOTE: MOTION CARRIED

All in favor.
Motion passes.

CORRESPONDENCE:

CALL TO THE PUBLIC: See Rules of Conduct listed at the end of Agenda

None

TABLED MOTIONS

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Approval of 2022 Calendar Events, subject to cancellation due to health restrictions
 - o Wine Trip versus Tasting: Supervisor Venegas commented the last wine tasting event was held in February, 2020. It is a really nice event, and classy evening. With the COVID aspects, hopefully, this event can be held in the future. Staff is looking at the option of doing a bus tour with local wineries in the Jackson area. Supervisor Venegas was in contact with wineries. There are different packages and options for February/March. The details need to be finalized.

2. Review of Events:

- o Tree lighting - December 3, 2021: Director Magee indicated the Tree Lighting event really well; despite the fact the band and choir were not able to make it due to the schools cancelling all student activities Board Member VanSickle commented the event was awesome; she helped with the kids and Santa Claus. It was a wonderful event.

Director Magee commented they used to have several tables and serve treats, etc., but this was cut due to the COVID situation. The kids did not sit on Santa's lap; they sat on cushions and chairs in front, so they could get pictures. They were handed a gift bag. It was very clean, no clean up, and the event went smoothly, despite a couple of glitches for having the first major event with the tent and music. The event was well attended; everyone seemed to enjoy themselves. There were positive comments from the community.

There haven't been any decisions made on the Daddy/Daughter dance and some of the indoor events.

3. Projects

- o Michigan Airline Trail - Phase II <http://www.miairlinetrail.com>

Director Magee gave an update on the Michigan Air Line Trail Phase II. Bids are going out for Phase II. MDOT does the bidding process. Construction will start in the Spring and completed by Fall, 2022. Included in the packet is good information on how much the project is funded by grants including SEMCOG, MDOT, TAP and DNR grants. The funding portions are very low from the City and Milford.

- Disc Golf Course at Gilbert Willis Park - Phase II to begin in Spring

The next nine holes will be installed in the park in the Spring, 2022. A lot of people play disc golf and the course is used regularly.

During the winter months, DPW will trim the trees. The next nine holes will be going in and out of the woods.

- Civic Center Walking Path - Bids out by February: The bids will be out by February, 2022 and the project is moving forward.
 - Tot Lot Replacement with CDBG Funds 2022: Director Magee commented the total lot will be replaced with funding from block grants as well as general operating money. As far as the design, input will be given by Parks and Recreation as far as what they would like to see at that location in its design, etc. The target zone for the playground is between \$80,000 and \$100,000. The tot lot is 22 years old and needs to be replaced. The current tot lot was built with block grant funds long ago. Good things are coming forward.
 - Gilbert Willis Ball Field Backstop Fencing Replacement: Bids will be going out shortly for redoing all of the backstops with fencing at Gilbert Willis.
4. Discussion of a P&R Board member DDA Board: Director Magee commented some of the projects the DDA is looking to fund are Parks and Recreation projects. Within the DDA District, there are three parks. The DDA is interested in possibly funding some sections/portions of those park projects. Director Magee thought it is important if there was a representative on the DDA Board so the communication goes forward in one direction.

Assistant City Manager Benson indicated the DDA, for a long time, did not have much money; most of their funds went toward bond payments for infrastructure that is now downtown. Starting next fiscal year, their budget will open up a bit; the DDA is looking to get involved in capital improvement projects. A key requirement is the DDA can only spend their capture funds within the district. Over the last year, the DDA has talked about, in conjunction with the walking path, looking to update and possibly expand the total lot area and the back section of City Hall campus as more of a destination. They have had a lot of ideas and gone so far as talking to potential vendors. This is an opportunity to partner much like the walking path. He commented this would be a great opportunity, not just for this one project, but keeping the Parks and Recreation infrastructure capital investment component on the DDA's radar.

Chairman O'Brien indicated he was not familiar with the DDA and asked if other DDAs were involved with the parks, as well, or are they doing more infrastructure business. Assistant City Manager Benson indicated they do tend to be only focused on commercial property. Our DDA is actually very unique in how large it is, geographically, speaking. Our DDA incorporates all of the residential that have been built here in the last 15 years, all the way to Gunnar Mettala Park. It is a big

district. As a point of reference, Assistant City Manager Benson commented the DDA meetings are held on the fourth Tuesday of every month except December and July, at 7:30 a.m.

Chairman O'Brien asked if the City Council has defined roles for the Parks and the DDA as it relates to the parks. Assistant City Manager Benson indicated yes, in the mission statements or ordinances, but the Parks and Recreation Commission acts as an advisory committee to City Council on matters related to Parks and Recreation. The DDA has more statutory powers because they actually capture tax revenue from other entities. Ultimately, their budgets and expenditures are still subject to City Council approval, but in that sense, they function a little differently. The DDA's ultimate purpose is to use funds, collect tax revenues from participating parcels to invest in that district.

The current DDA plan was enacted in 2003 and set to expire in 2028. There have been some discussions on the City's side of amending the DDA's plan for eligible activities. Play structures, park related things, etc., were laid out in the original 2003 plan. For now and at a minimum, the DDA will continue to exist and capture funds from the City and Oakland County, and others for the next six years.

Chairman O'Brien inquired if the spot on the DDA Board would have to be one person appointed or can they have a spot and rotate for whoever is available. Assistant City Manager Benson believed it is a one-person appointment; ultimately, all of the DDA Board Commission seats are appointed by the Mayor with the consent of City Council.

Assistant City Manager Benson commented the purpose of tonight's conversation regarding the DDA Board is to gage the feelings on this interest, or if there is some interest. If there is some interest, he would talk to Mayor Beagle, share the outcome of the discussions tonight and move forward. Chairman O'Brien indicated it would be nice we had someone on the DDA Board, so they are aware of the master plan, what works, the DDA's plan, and how they could partner with the DDA. The intention is a full voting member.

Assistant City Manager Benson indicated Item 5 on this agenda will discuss the DDA Design Committee. The Design Committee is an ad hoc committee of the DDA. There are, currently, two voting members and then other members of the community who are interested in participating, maybe not to the degree of being a full member but something they may be passionate about a project. This might be a good alternative, as well; specifically, right now, this would be a major project and it may make sense to have a Parks and Recreation Commission member be a part of that Committee. The Design Committee meets monthly.

Director Magee commented, as the Chairman mentioned, Parks and Recreation want to define a clear-cut priority basis of the Parks and Recreation projects. She indicated she cannot be a voting member; she can attend and give information or answer questions but her train of thought was to move forward together. Assistant City Manager Benson commented as the City gets into the budgeting season, the

DDA has been talking about what they want to budget for; Parks and Recreation projects are in the capital improvement plans in the next ten years. The first step would be to formalize a relationship and mutual understanding.

5. Discussion of a P&R Board member DDA Design Committee: This topic was discussed during Item #4 above.

INFORMATION:

- Downtown Hanging Basket Flower Program -- DDA is taking over this program and adding 12 additional poles/24 baskets for a total of 42 poles and 84 flowering baskets. Director Magee indicated this program turned out well and now it is sync and will stay for quite a while.
- 2021 Sponsorship Program: Director Magee commented Parks and Recreation is continuing the joint sponsorship program with the DDA. The sponsorship program will go out towards the end of January with both Parks and Recreation and the DDA event sponsorships.

COMMISSION COMMENTS:

No comments.

STAFF COMMENTS:

Assistant City Manager Benson indicated there is a new tenant going in the former 7/11 space. They are in the process of getting permits. It will be 11/11 Burgers and Fries. 11/11 Burgers and Burgers and Fries have a location on Haggerty and 10 Mile Road in Novi. Assistant City Manager Benson commented the red farmhouse on the south side of Pontiac Trail before the train tracks, used to be an insurance agency, building permits have been approved for a new dentist for this building. They are retrofitting the building. Both businesses should open in the Spring of 2022.

ADJOURNMENT:

MOTION by Commissioner Ferrari and second by Commissioner VanSickle Winters to adjourn the meeting at 6:45 p.m.

VOTE:

MOTION CARRIED

All in favor.

Motion passes.