



Recreation Advisory Board
MEETING AGENDA
August 9, 2016, at 6:00 p.m.

Members:

*Karen Moore, Chairperson
Randy Kleiman, Vice Chairperson
Joe Kaplan, Board Member
Valarie Norman, Board Member
Vacancy*

*Kim Peterson, Recreation Director
Brooks Bougie, Recreation Assistant
James V. O'Toole, City Manager
Ralph Blasier, Council Liaison*

Meeting Location: Council Chambers, Escanaba City Hall, 410 Ludington Street, Escanaba, MI 49829
Recreation Advisory Board

Tuesday, August 9, 2016; 6:00 p.m.

CALL TO ORDER
ANNOUNCEMENTS
ROLL CALL
APPROVAL/CORRECTION(S) TO MINUTES - Regular Meeting – July 12, 2016
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION
UNFINISHED BUSINESS

1. Non-Motorized Transportation Plan and Investment Strategy Review.

Explanation: The Board will review section priorities within the City for connecting a city-wide non-motorized pathway from the Worksession.

2. Community Action Agency Lease Renewal.

Explanation: The Board will make a recommendation to City Council on renewal of the Community Action Agency lease for the Senior Center located within the Catherine Bonifas Civic Center.

PUBLIC HEARINGS

1. Five-Year Recreation Plan.

Explanation: The Board will hold a Public Hearing to hear citizen comment and suggestion on City park and recreation priorities for the next five-year period. The Five-Year Recreation Plan will be designed to take a long-term view of the City's park and recreation facilities and programs.

NEW BUSINESS

1. Project Updates:

- a. Civic Center Usage Update/Program and Activity Update.
- b. Dog Park.
- c. Various.

MISCELLANEOUS
GENERAL PUBLIC COMMENT
ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted

Kim Peterson, Recreation Director



COUNTY OF DELTA

STATE OF MICHIGAN

WORK SESSION MEETING

OF THE

RECREATION ADVISORY BOARD

PLEASE TAKE NOTICE that the a Work Session of the Recreation Advisory Board to discuss prioritizing the Non-Motorized Pathway, and or any other items to be brought up for discussion is scheduled for:

**August 9, 2016, 5:00-6:00 p.m.
City Hall Council Chambers, C101**

Clerk's Office

This notice is given in accordance with Act 267 of the 1976 Public Acts of the State of Michigan and Chapter II, Section 5, of the Escanaba City Charter.

The City of Escanaba will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the below named City Clerk. Public notice will be given regarding any changes of the above meeting.

Kimberly Peterson, Recreation Director
(906) 786-4141

or

Robert Richards, City Clerk, P.O. Box 948
(906) 786-1194

RSR/bms

posted 7/25/2016 9:29 AM



Excerpt from the Escanaba Planning Commission Recommended Capital Improvement Plan FY2015-2020:

City of Escanaba Non-Motorized Pathway Design

Description: As part of the City of Escanaba Non-Motorized Pathway System Master Plan, a 10' wide pathway system will be engineered to include project costs for the following areas:

- 1) Willow Creek Road between 8th Avenue South to ^{3rd AN} Ludington Street ~~Ludington Street~~ 5200'
- 2) Municipal Dock to North 4th Street 1400'
- 3) North 10th Street from 1st Avenue North to 3rd Avenue North 1400'
- 4) 3rd Avenue North from North 10th Street to Stephenson Avenue 2700'
- 5) Stephenson Avenue to Sheridan Road 2600' 3rd AN to 8th AN
- 6) Sheridan Road to City limit 7200'
- 7) North 26th Street and 16th Avenue North to North 26th Street to Danforth Road 1500'
- 8) 5th Avenue South from South Lincoln Road to Ludington Park 6200'
- 9) Lake Shore Drive from Ludington Park to M35 11,000'

ESCANABA RECREATION ADVISORY BOARD
Meeting Minutes
Tuesday, July 12, 2016

The Escanaba Recreation Advisory Board met in regular session on Tuesday, July 12, 2016. Meeting was called to order at 6:00 p.m. in the Council Chambers of City Hall.

BOARDMEMBERS PRESENT: Chairperson Karen Moore, Vice Chairperson Randy Kleiman and Boardmembers Joe Kaplan, Valarie Norman and City Council Liaison Ralph Blasier

OTHERS PRESENT: Kim Peterson, Recreation Director

PUBLIC PRESENT: Ann Milne, Anita Carlson and Mary Blasier

ANNOUNCEMENTS

Ralph Blasier stated flyball will be taking place at the Fairgrounds on July 30th and 31st.

Karen Moore stated the Delta County Master Gardner's Club is having a garden tour with tickets for sale touring seven different gardens this Sunday from 1 – 4:00 p.m. Tickets can be purchased for \$10 at Gust Asp, Wickert's, Flinn's, Main Event and IGA.

Joe Kaplan stated Jenny Gylock and the Federal Peninsula Credit Union helped weed the recent plantings at Veteran's Park before the Fourth of July holiday. He thanked the group for their help.

APPROVAL/CORRECTION(S) TO MINUTES - REGULAR MEETING OF JUNE 14, 2016

A motion was made by Joe Kaplan, seconded by Valarie Norman, to approve the meeting minutes of June 14, 2016. Motion was approved unanimously.

APPROVAL/ADJUSTMENTS TO THE AGENDA

None

CONFLICT OF INTEREST DECLARATION

None

UNFINISHED BUSINESS

Non-Motorized Transportation Plan and Investment Strategy

Recreation Director Peterson stated she would like the Board's input on prioritizing the missing sections to connect the City with a non-motorized pathway. Once a list is completed based on priority, cost estimates can be obtained. This will allow the opportunity to actively seek funding and be incorporated into the Five-Year Recreation Plan. The Engineering Department is working on a cost estimate for the top priority which was previously discussed at meetings from Sheridan Road to 20th Avenue North west to North Lincoln Road south. This section will also include a tunnel under the viaduct.

The Board will hold a worksession prior to the next regularly scheduled meeting to concentrate strictly on the non-motorized pathway.

Information from the recent Training Wheels – Bicycle Facility Design Training will also be reviewed at this time. The presentation will be placed on the City's website and forwarded to the boardmembers.

Five-Year Recreation Plan

Recreation Director Peterson updated the board on the Five-Year Recreation Plan process. CUPPAD provided a draft Five-Year Recreation Plan for review. The board will have a public hearing at their next regular meeting to seek citizen input. It is anticipated to seek public input and have the board adopt the plan in the late fall and bring to the City Council before end of year for final approval and implementation.

Anita Carlson stated she was in favor of a dog park and has worked on this project for a couple of years. She has a file of information and will share it with the board. Discussed the area at the athletic field being used for dogs, however, the school terminated such use with people abusing the space and not picking up after their dogs.

Various areas were discussed for the possibility of a dog park. The Board was in favor of the Water Department area for a dog park. More information will be needed such as liability, waivers and dog vaccination verifications. Recreation Director Peterson will check with neighboring communities to see how their dog parks are operated. Also discussed separating times for little and big dogs or a separated fence with enough space in between, but not sure if there would be adequate space to do so. Some communities have used a key card to access dog parks and other have used a dog tag on their collar for visual verification that the dogs have had all vaccinations.

Bocce Ball is very popular in Iron Mountain and they provide the court and not the bocce balls. The Civic Center could purchase the balls when time comes and they could be checked out at no cost. A court could be placed within Ludington Park for the greatest exposure.

The board was in agreement with the continued list of possible projects to be included in the Five-Year Recreation Plan. They are as followed:

- Disc Golf Course at Ski Hill Area
- Bocce Ball Within Ludington Park
- Skate Park
- Dog Park Near the Water Department
- City-Owned Property – tree replacement (ash) and maintenance
- City-Owned Property – identify property boundaries
- West Side Ski Park – move ski area access from North 30th Street to behind the sports club off of 19th Avenue North
- West Side Ski Park – reassess ski trails
- West Side Ski Park – define borders on North 30th Street – property inventory (wetlands, uplands, etc.), secure area of unwanted activities, promote growth and wildlife
- Veteran’s Park Development
- Migratory Bird Enhancement Initiative

PUBLIC HEARING

None

NEW BUSINESS

Project Updates

A) Civic Center Usage/Program and Activity Update

Recreation Director Peterson stated figures are needed from the senior center so the report can be complete and will forward it when done. A new facility inventory booklet was distributed and posted on the City’s website and facebook accounts.

B) Dog Park

This was discussed under the Five-Year Recreation Plan agenda item.

C) Various

The Fourth of July Fireworks display was discussed. Due to the winds picking up the show was much shorter than in previous years. More fireworks were

lite at a time, versus one being lite and waiting for another one. The no parking on grass was well received with just a few complaints. The same number of portable restrooms were located throughout the Ludington Park during the Fourth of July, however, some people stated the number was down. Public Safety was commended for their work on controlling the illegal fireworks within Ludington Park.

ANNOUNCEMENTS

None

MISCELLANEOUS

None

GENERAL PUBLIC COMMENT

None

ADJOURNMENT

Boardmember Kaplan motioned to adjourn, seconded by Vice Chairperson Kleiman, meeting adjourned at 7:24 p.m.

Respectfully submitted,

Kim Peterson
Recreation Director

Karen Moore, Chairperson

Date

**COMMUNITY ACTION AGENCY (CAA) LEASE
OF CATHERINE BONIFAS CIVIC CENTER
(September 1, 2016 through August 31, 2017)**

IT IS AGREED, between the CITY OF ESCANABA (City) and the DELTA-MENOMINEE-SCHOOLCRAFT COMMUNITY ACTION AGENCY (CAA), as follows:

The City, in consideration of fees, restrictions and covenants herein specified, does hereby lease to the CAA the following specified areas located in the Catherine Bonifas Civic Center, 225 North 21st Street, Escanaba, Michigan:

1. **ROOM ASSIGNMENTS, USES, AND CONDITIONS**

A. Room Number

- 101 Senior Citizens Center
May be utilized exclusively for Senior General Office activities.
 - 102 Senior Citizens Center – Client Service Room
May be utilized exclusively to carry out client services as related to Senior Center.
 - 103 Senior Citizens Center – Director’s Office
May be utilized exclusively by coordinator to carry out business related to the Senior Center.
 - 104 Senior Citizens Center – Computer Room
May be used for Senior Citizens activities.
 - 106 Senior Citizens Center – Activities Room
May be utilized for the purpose of promoting social, cultural and recreational activities for Senior Citizens. To be made available to Recreation Department if not used for Senior activities.
 - 114 May be utilized, upon request, for Senior activities. Subject to approval of Recreation Director.
 - 115 May be utilized, upon request, for Senior activities. Subject to approval of Recreation Director.
 - 119 Senior Center supplies/storage.
 - 121 May be utilized, upon request, for Senior activities. Subject to approval of Recreation Director.
- Game Room
May be utilized daily during morning and/or early afternoon hours for Senior Citizens recreational activities. May also be utilized for parties and special holiday occasions, subject to approval of Recreation Director.

Gymnasium

May be utilized for Senior Citizen Recreation activities, subject to approval of Recreation Director.

Kitchen Facilities

May be utilized for special occasions for Senior Citizens parties, dances, and social functions at the approval of the Recreation Director.

- B. Activities in the following rooms may be cancelled or postponed, with notice by the City, for its own use or use by another organization:

Room 114 (24 hour notice)
Room 115 (24 hour notice)
Game Room (24 hour notice)
Gymnasium (24 hour notice)
Room 121 (24 hour notice)
Main Room (24 hour notice)

- C. 1. CAA and/or Senior Citizens use of building facilities, other than the 1.A of this document, will be assigned if the space is available. The City retains the right to cancel reservations or refuse any request for space according to the Civic Center Reservation Policy.
2. CAA use of Civic Center facilities for purposes not associated with local Senior Citizen programs shall be subject to reservation fees as outlined in the Civic Center Reservation Policy.
3. Keys for exterior doors shall be limited to Senior Center Director and one assistant.
- D. All Senior Center activities may be conducted between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. Weekend and evening senior activities are encouraged and may be scheduled with prior arrangements made with the Recreation Director.

2. JANITORIAL RESPONSIBILITIES

- A. The Community Action Agency will be responsible for the cleanliness of the following areas:

Room 101 – Kitchen
Room 102 – Client Service Room
Room 103 – Director's Office
Room 104 – Computer Room
Room 106 – Lounge/Activities Room
Room 119 – Supplies/Storage
Restrooms located on the west side of the building

Proper cleaning of all rooms occupied by Senior Citizens after the termination of any activities in the Game Room, Room 114, Room 115, Room 121, Main Room, Gymnasium and Kitchen Facilities. Periodic cleaning of west end hallway commencing from west entrance to Main Meeting Room. Periodic cleaning of trash cans. Periodic cleaning of the west end restrooms.

- B. CAA shall be responsible for the purchase of all janitorial supplies, with the exception of floor cleaning materials.
- C. CAA shall be responsible for shoveling and salting of all sidewalks, including the entrance, located on the west side of the building.
- D. The CAA shall provide a trash dumpster to dispose of all trash and perishable foods generated as a result of the CAA nutrition program and other Senior Center related activities. The size of the dumpster shall adequately accommodate trash from CAA activities. The dumpster shall have a lid and a lock and will be placed by the Recreation Director. Trash from the dumpster shall be disposed of once weekly.

3. **UTILITIES**

CAA shall remit a payment of Two Hundred Twenty-Five Dollars (\$225) payable to the City of Escanaba in payment for electrical use. Said payment shall be due and payable on the 15th of every month.

4. **SENIOR CITIZENS CENTER SUPERVISION**

All CAA – Senior Citizen activities will be under the jurisdiction of the Center Coordinator. Complaints and/or suggestions by Senior Citizens utilizing the facility shall be directed to the Center Coordinator. If the complaint or suggestion involves the City, the Center Coordinator or the Senior Citizen Program Director must contact the Recreation Director.

5. **ABANDONMENT**

The CAA must notify the Recreation Director thirty (30) days in advance if the CAA:

- A. Plans to discontinue use of any room included in this lease document as illustrated under #1; or
- B. Plans to change or alter the activity designated for each leased room as illustrated under #1.

Under no circumstances shall CAA/Senior Citizen Center rooms be altered in use and/or purpose without the knowledge and permission of the Recreation Director.

6. **LEASE TERM, RENTAL, AND REVIEW**

- A. The term of the lease agreement shall be one (1) year, commencing on September 1, 2016, and terminating on August 31, 2017.
- B. An annual fee of Nine Thousand One Hundred Forty-Eight Dollars (\$9,148) shall be due to the City in equal monthly payments.
- C. The City and CAA shall meet at least thirty (30) days prior to the expiration of this lease each year to review and/or modify terms of this agreement.

7. **INDEMNITY**

CAA agrees to indemnify and hold harmless the City, its officers, employees and representatives from any and all loss, expense, damage, demands, claims and liability, for any injury or alleged injury to persons (including sickness, disease, or death) and for damage or alleged damage to property including property of the City and/or loss of use thereof arising out of CAA's use of said premises and CAA further agrees to defend any suit or action brought against the City, its officers, employees or representatives based upon any such injury or damage and CAA agrees to pay all damages, costs and expenses including attorney's fees in connection with such suit or action resulting therefrom; provided, however, that CAA's aforesaid indemnity and hold harmless agreement shall not extend to any loss, expense, damage, demand, claim or liability finally determined to have been due to the sole negligence of the City, its officers, employees, or representatives that CAA's agreement is for the exclusive benefit of the City and shall in no event insure to the benefit of any third party; provided further, that the City shall have the right to defend any action brought against the City or to tender such defense to CAA.

8. **INSURANCE**

The Community Action Agency shall obtain and maintain in force an insurance policy or policies insuring against losses arising from claims or personal illness, injury, death and property damage liability in connection with CAA program activities in the Catherine Bonifas Civic Center in the minimum amount of One Million Dollars (\$1,000,000) Combined Single Limits. The policy or policies evidencing such insurance delivered to the City without delay, and renewals thereof shall be delivered by CAA to the City at least thirty (30) days prior to respective expiration dates. The City of Escanaba shall be named as an "additional insured" to all policies affecting this lease agreement. The lessee shall deliver evidence, insurance certificate, of said insurance prior to occupancy or renewal date.

IN WITNESS WHEREOF, the parties have executed this Lease at Escanaba, Michigan, on the _____ day of _____, 2016.

In the Presence of:

CITY OF ESCANABA, Lessor

By: _____

Marc D. Tall, Its Mayor

By: _____

Robert Richards, Its City Clerk

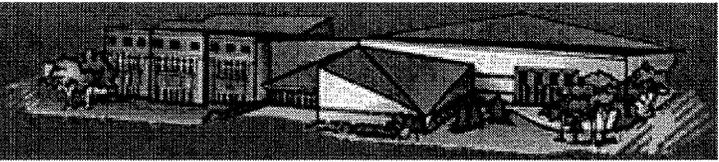
DELTA-MENOMINEE-SCHOOLCRAFT
COMMUNITY ACTION AGENCY,
Lessee

By: _____

Julie Moberg
Its: Deputy Executive Director

By: _____

Sally Kidd
Its: Program Director



**Escanaba Recreation Advisory Board
Public Hearing on Five-Year Recreation Plan
Seeking Input on Park and Recreation Priorities**

The Escanaba Recreation Advisory Board will be conducting a Public Hearing to hear citizen comment and suggestion on City park and recreation priorities for the next five-year period. This Public Hearing, as a prerequisite for the development of the 2017-2021 Five-Year Recreation Plan, is set for Tuesday, August 9, 2016, at 6:00 p.m. in the Council Chambers of City Hall, 410 Ludington Street, Escanaba, MI 49829.

The Five-Year Recreation Plan will be designed to take a long-term view of the City's park and recreation facilities and programs. The Michigan Department of Natural Resources requires the City of Escanaba to set a long-range list of priorities and needs. The 2017-2021 Five-Year Recreation Plan should represent the community's top priorities and most pressing needs. Citizen opinion will be the primary emphasis in defining our City's park and recreation needs and priorities over the next five years.

Escanaba residents can register their opinions and suggestions on the direction and future park and recreation facility development and services as follows:

→Citizens may appear and comment at the Public Hearing scheduled by the Recreation Advisory Board for August 9, 2016.

→Citizens may submit written comment to the Escanaba Recreation Advisory Board, c/o Recreation Department, P. O. Box 948, Escanaba, MI 49829.

→Citizens may submit via e-mail comments to: recreation@escanaba.org.

All written/e-mail comments must contain the name and address of the individual submitting the comment and will be read into record at the August 9, 2016, Recreation Advisory Board Meeting.

You are cordially invited to attend this meeting, should you have any comments concerning any of the agenda items. If you have comments, but are unable to attend this meeting, please submit your written concerns to the Escanaba Recreation Advisory Board, c/o Recreation Department, P.O. Box 948, 410 Ludington Street, Escanaba, MI 49829, prior to August 9, 2016. All written correspondence will be entered into the public record.

Karen Moore, Chairperson
Escanaba Recreation Advisory Board