



## CITY OF WILLIAMSTON

Parks and Recreation Commission Meeting Agenda  
To be held in the Williamston City Hall Council Chambers located at  
161 E. Grand River Avenue, Williamston, MI 48895  
(517) 655-2774

**Wednesday, June 14, 2023, at 7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Audience Participation – Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
6. Approval of Parks & Recreation Commission Regular Meeting Minutes of December 14, 2022
7. Action Items
  - a. **Boy Scout Canoe Rack**
  - b.
  - c.
8. Discussion Items
  - a. Girl Scout Project at McCormick Park
  - b. Daffodil planting Phase II
  - c. Parks and Rec Master Plan Five Year Update
  - d. ~~Boy Scout Canoe Rack~~
  - d. Kayak Landing Kiosk/Bench
  - e.
  - f.
9. Staff Reports
  - a. City Manager
10. Audience Participation – Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
11. Member Comments
12. Adjourn to the Call of the Chair

Outstanding Projects – Grist Wheel Turbine

In Accordance with Public Act 267 (Open Meetings Act) Posted and Copies Given to Newspapers  
Individuals with disabilities requiring special assistance who are planning to attend the meeting should contact the Office of the City Clerk for accommodations. This request must be made two (2) business days in advance of the meeting.

**The next regular meeting of the Parks & Recreation Commission will be held  
Wednesday, July 12, 2023 at 7:00 p.m. in the City Hall Council Chambers**

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CITY OF WILLIAMSTON  
PARKS AND RECREATION COMMISSION  
DECEMBER 14, 2022  
REGULAR MEETING MINUTES

**1. Call to Order:**

The meeting was called to order at 7:03 p.m. in the Williamston City Hall Council Chambers by Chairman Earl Wolf and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chairman Earl Wolf, Commissioners Terry Hansen, Kent Hall, Tammy Scott. Absent: Teri Nelson, John Magee, and Caleb Moody.

Also present: City Manager John Hanifan, Deputy Clerk Barbara Burke, Bob Ford with Landscape Architects & Planners, and citizen John Bollman.

**4. Approval of Agenda:**

Motion by Hansen, second by Hall, to approve the agenda as presented. **Motion passed by voice vote.**

**5. Audience Participation:**

Chairman Wolf called for public comments at this time and there were none.

**6. Approval of Parks and Recreation Commission Regular Meeting Minutes of August 10, 2022:**

Motion by Hall, second by Hansen, to approve the Parks & Recreation Commission regular meeting minutes of August 10, 2022, as presented. **Motion passed by voice vote.**

**7. Action Items**

**7a. Consideration of 2023 Meeting Dates & Times:**

Motion by Hansen, second by Scott, to approve the 2023 meeting dates and times as presented. **Motion passed by voice vote.**

January 11	July 12
February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13

**8. Discussion Items**

**8a. Memorial Park Trail Update – Landscape Architects & Planners:**

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Bob Ford with Landscape Architects & Engineers presented images and ideas for Memorial Park and Trail. He distributed a sheet with probable costs. There are many items to do to move this project forward – timeline, meeting with individuals/schools, etc.

**8b. Miscellaneous Project Updates – Volunteers Park, McCormick Park, Kayak Launch Naming/Community Competition:**

Manager Hanifan stated there was a dedication/ribbon cutting ceremony for Volunteers Park in October; they received a flood plain permit for McCormick Park and can now proceed in replacing the white pavilion; the DDA will hold a naming/community competition for the kayak launch, opening this up after the holidays; today's power outage was due to a tree falling on a line into the river, there has been a temporary fix and DTE will be out to do a more permanent fix.

**9. Staff Reports**

**9a. City Manager:**  
Reported above.

**11. Audience Participation:**

John Bollman expressed his appreciation to the City and all they are doing; it is noticed and appreciated by the community.

**12. Member Comments:**

Commissioner Scott said they are busy at the Williamston Eagles.

Commissioner Hall said he is thankful to be here.

Commissioner Hansen said it was great information tonight.

Chairman Wolf said Heather Galecka received the Rotary service award today and will be honored at the Chamber ceremony. He noted on the agenda under outstanding projects is the Grist Wheel Turbine. This turbine is at DPW and will be placed once a pad is planned.

**13. Adjournment:**

Chairman Wolf adjourned the meeting at 8:13 p.m.

**Meeting Adjourned at 8:13 p.m.**

**Respectfully Submitted by:** \_\_\_\_\_  
**Barbara J. Burke, City Deputy Clerk**

**Date Approved:** \_\_\_\_\_



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### COMMUNITY PARK AND RECREATION PLAN

#### CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 461, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park and Recreation Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

#### PLAN INFORMATION

Name of Plan:  
City of Williamston 2019 - 2023 Parks and Recreation Master Plan

List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
City of Williamston	Ingham	February 2019

#### PLAN CONTENT

**INSTRUCTIONS:** Please check each box to certify that the listed information is included in the final plan.

1. COMMUNITY DESCRIPTION

2. ADMINISTRATIVE STRUCTURE

Roles of Commission(s) or Advisory Board(s)

Department, Authority and/or Staff Description and Organizational Chart

Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming

Current Funding Sources

Role of Volunteers

Relationship(s) with School Districts, Other Public Agencies or Private Organizations

**Recreation Authorities or Trailway Commissions Only:**

Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities

Articles of Incorporation

3. RECREATION INVENTORY

Description of Methods Used to Conduct the Inventory

Inventory of all Community Owned Parks and Recreation Facilities

Location Maps (site development plans recommended but not required)

Accessibility Assessment

Status Report for all Grant-Assisted Parks and Recreation Facilities

Waterways Inventory (if applicable)

4. RESOURCE INVENTORY (OPTIONAL)

5. DESCRIPTION OF THE PLANNING PROCESS

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6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice December 2, 2018

Type of Notice Newspaper Advertisement

Plan Location City Website and at City Hall

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) 32 Days

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice 1/20/19 and 2/3/19 (rescheduled)

Name of Newspaper Williamston Enterprise

Date of Meeting 1/28/19 (cancelled) and 2/11/19 (rescheduled)

Copy of the Minutes from the Public Meeting

7. GOALS AND OBJECTIVES

8. ACTION PROGRAM

9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)

PLAN ADOPTION DOCUMENTATION

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

1. Official resolution of adoption by the governing body dated: 2/11/19

2. Official resolution of the \_\_\_\_\_ Commission or Board, recommending adoption of the plan by the governing body, dated: \_\_\_\_\_

3. Copy of letter transmitting adopted plan to County Planning Agency dated: Same as RPA below.

4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: 2/12/19

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

City of Williamston

(Local Unit of Government)

above and as set forth by the DNR.

Includes the required content, as indicated

Cocoy Shuff  
Authorized Official for the Local Unit of Government

2/12/2019  
Date

This completed checklist must be uploaded in MiRecGrants.



