

PARKS, RECREATION AND CEMETERY BOARD AGENDA

Regular Meeting

October 28, 2025 at 5:30 PM



- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by board action.
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
 - A. 8-26-25 Meeting Minutes
- 5) **PUBLIC COMMENT** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes.
- 6) **OLD BUSINESS**
- 7) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. **Stolen Cemetery Urns**
- 8) **RECREATION REPORT**
- 9) **PARKS REPORT**
 - A. Skate Park Update
 - B. Rotary Splash Pad and Oaklawn Pickleball Complex Update
 - C. Parks Maintenance Supervisor
- 10) **BOARD REPORTS**
- 11) **ADJOURNMENT**

PARKS, RECREATION AND CEMETERY BOARD MINUTES

August 26, 2025

Regular Meeting - 5:30 PM

1) CALL TO ORDER

IN A REGULAR SESSION held on Tuesday, August 26, 2025, at 5:30 PM in the Training Room of the Public Services Building, 900 S Marshall Ave, Marshall, MI 49068, the Marshall Parks, Recreation and Cemetery Board was called to order by Justin Miller at 5:35 pm.

2) ROLL CALL

Roll was called by: Justin Miller

Board Members Present: Jim Coury, Natalie Rector, Kaeli Hill, Alex Culver, and Council Liaison Jacob Gates

Staff Present: Deputy Clerk Urquhart. Superintendent Miller, DPW Superintendent Phil Smith.

Absent: Mitch Robbins, Zacahry Shippell, Gerald Underhill

3) APPROVAL OF AGENDA - Items can be added or deleted from the Agenda by board action.

Approve Agenda as amended: Add Election of Officers and Add Pickleball subcommittee.

Moved by Natalie Rector, supported by Gates to approve the agenda as amended. On a voice vote: **Motion carried.**

Election of Officers:

Chairman: Nominate Mitch Robbins for Chair. Moved by Coury, supported by Rector. On a voice vote, **Motion carried.**

Vice Chair: Nominate Culver for Vice Chair. Moved by Natalie Rector, supported by Kaeli Hill. On a voice vote, **Motion carried.**

4) APPROVAL OF MINUTES - Items can be added or deleted from the Agenda by board action.

Moved by Rector, supported by Hill to approve the minutes of the April 22, 2025. On a voice vote: **Motion carried.**

5) PUBLIC COMMENT Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes.

None

6) OLD BUSINESS

A. Skate Park

All Skate Park Update - by Miller

The fence has been removed, and new equipment has been ordered.

Anticipated equipment delivery: October 27–28, 2025.

Some purchasing/material supply issues noted; if materials are not received by November 10, 2025, installation will be delayed until Spring 2026.

The park has been renamed to All Skate Park; overall appearance will remain similar.

Approximately 95% of the equipment will be new. Existing grind rails fixed to concrete will remain; additional grind rails will be stored for future use if needed. Landscaping options (bushes, grass, etc.) were discussed; no final decision has been made.

B. Athletic Field Expansion

Athletic Field Expansion Update - by Miller

Expansion includes the Splash Pad and Pickleball Courts.

Concrete was poured the week of August 18, 2025.

Contractor Freedom Construction completed the pour in a single 10-hour session.

Splash Pad is scheduled to open next year.

Landscaping options (bushes, grass, etc.) were discussed; no final decision has been made.

C. Riverwalk

DNR Trust Fund Grant Update -by Miller

Representatives from the DNR Trust Fund Grant visited earlier this summer. Feedback was very positive, which should improve the city's grant scoring.

The city expects to hear by November 2025 whether it can move forward to the next step.

Grant request: \$200,000 from DNR, with a potential \$200,000 City match (details pending).

Project area: entry of Stuart Landing through last year's completed section, plus a portion of the L-shape on South Marshall. Repairs are ongoing, particularly addressing broken boards; challenges remain in matching new boards with older ones.

D. PickleBall Courts - Sub Committee

Pickleball Program Discussion - by Rector

Etiquette & Scheduling:

Discussion included pickleball etiquette, scheduling (in-person and online), skill levels, safety, time slots, lessons, volunteers, and inclusion.

Playtime Scheduler app can be used for scheduling information for any city's pickleball courts.

Emphasis on establishing a positive reputation for Marshall's program.

Communication with Residents:

Clear rules will be posted in the courts and on the city webpage.

A QR code will be displayed on-site for easy access to information.

Plans include weekend tournaments, leagues, and a formal kickoff event

Subcommittee:

A subcommittee of eight members has been formed.

Members bring significant experience from pickleball programs in other cities.

7) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

A. Asphalt Roads in Cemetery

Cemetery Roads and Water Infrastructure -by Smith

Discussion was held regarding paving cemetery roads. Current conditions include a mix of gravel and blacktop.

Proposal:

Pave gravel sections to the blacktop, connect to the Williamston addition.

Purpose: improve driver convenience, reduce maintenance, and enhance aesthetics.

Smith noted heavy traffic use, including residents, visitors, and burial equipment, and

cited grass/weeds growing along gravel areas.
Culver questioned the need, stating the project may be cost-prohibitive.

Requested:

Cost estimate for paving.
Clarification on funding source (possible capital improvement project).
Maintenance cost history for gravel vs. blacktop to evaluate cost-benefit.

Action:

Phil to provide additional information and cost estimates at a future meeting.

Water Infrastructure- by Smith

The city is GPS mapping cemetery water spigots.
Existing lines are galvanized, undersized, and difficult to isolate.
Plan: replace with new waterlines, add sectional shut-offs.
Water service is necessary for resident use and grave management.

8) RECREATION REPORT

Recreation Department Update - by Miller

Staffing: Drue is off for two more months. Ava has been hired to assist during Drue's absence and will continue part-time afterward.

Programs & Activities:

Summer Fun Playground: Successful season, held 10:00 a.m.–4:00 p.m., Monday–Friday at Hughes. Fee: \$70 residents / \$80 non-residents.

Adult Softball: Co-ed and women's leagues offered; no men's-only league. A co-ed fall ball league will be offered on Sundays.

Sand Volleyball: Approximately 60 teams (4-person and 6-person). Rebecca Sparks assisted Justin with team organization.

Flag Football: Beginning soon with approximately 60 participants.

Outdoor Soccer: First-ever summer league with approximately 100 participants. Fee: \$35 per child.

Kayak and Tube Rentals: Slow start this year with revenue of approximately \$2,000. Rentals are \$20 per kayak and \$25 for pickup. No advertising has been done for this program

9) PARKS REPORT

Parks Staffing & Maintenance Update -by Miller

Seasonal Support:

Three individual mowing staff were hired over the summer to cover needs.
Pavilions are rented every weekend; garbage accumulation remains a recurring issue due to lack of weekend staff.
Justin assists with cleanup when back-to-back rentals occur.

Parks Maintenance Supervisor:

The initial job offer extended four weeks ago was declined.
Position reposted; a new candidate has been offered the role, pending background check.
The candidate holds relevant certifications and experience.

Significant maintenance needs to remain in the parks.
The department hopes to expand park staff in the future.

10) CEMETERY REPORT

Tree Maintenance Update - by Smith

Larger trees are being removed with Coury's guidance.

The department is currently down a few staff members; positions are being advertised.

Tree cages are being removed as trees mature. Once trees develop bark, deer are less likely to cause damage.

11) BOARD REPORTS

Dog Park Discussion -by Gates

Gates inquired about the possibility of a city dog park, noting public interest.

Potential locations were discussed, including the Fairgrounds and "A Drive."

Concerns noted regarding maintenance, as there is currently no staff to manage waste.

No decision has been made.

Kanoe the Kazoo

The event was rescheduled for September 21 due to rain on its originally scheduled date.

Ian and Emily were invited to comment.

Tree Planting Recognition

Coury thanked MACC and their efforts in planting over 50 trees, noting they were doing very well.

12) ADJOURNMENT

Motion to adjourn by Rector, second by Hill at 6:55 pm.

Respectfully submitted by:

Linda Urquhart

Deputy Clerk



ITEM 7.A

TO: [AGENDA_OFFICIAL_BODY]
FROM:
DATE: October 28, 2025
SUBJECT: Stolen Cemetery Urns

RECOMMENDATION: