

PARKS, RECREATION AND CEMETERY BOARD AGENDA

Regular Meeting

December 16, 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. **10-28-25 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. **2026 MEETING DATES**
- 8) **RECREATION REPORT**
- 9) **PARKS REPORT**
- 10) **CEMETERY REPORT**
- 11) **BOARD REPORTS**
- 12) **ADJOURNMENT**

PARKS, RECREATION AND CEMETERY BOARD MINUTES

October 28, 2025

Regular Meeting - 5:30 PM

[IGNORE_INDENT]

1) CALL TO ORDER

IN A REGULAR SESSION held on Tuesday, October 28, 2025 at 5:30 PM in the Training Room of Public Services Building, 900 S Marshall Ave, Marshall, MI 49068, the Marshall Parks, Recreation and Cemetery Board was called to order by Zach Shippell at 5:36 pm.

2) ROLL CALL

Roll was called by: Linda Urquhart

Present: Jim Coury, Natalie Rector, Zack Shippell, Liason Jacob Gates

Also Present: Director of Community Development — Marcia Strange, DPW Superintendent — Phil Smith, Deputy Clerk — Linda Urquhart, Parks Maintenance Supervisor — Bob Henning

Absent: Alex Culver, Mitch Robbins, Jerry Underhill, Kaeli Hill

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

Approve Agenda as submitted. **Moved** by Rector, supported by Coury on a voice vote:

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

Motion by Rector, supported by Coury, to accept the minutes of the August 26, 2025 regular meeting as presented. On a voice vote: Motion carried.

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.

No public present.

6) OLD BUSINESS

DNR Trust Fund Grant Update:

Rector inquired about the status of the DNR Trust Fund Grant, noting that an update was expected by November. Marcia reported that no update had been received at this time. She explained that the City recently submitted signage updates and a few other checklist items requested by the DNR to strengthen the application. These materials were sent last week.

Rector asked whether a consultant or grant writer was hired to prepare the application. Marcia clarified that she and Justin prepared the grant submission, utilizing information provided by MSTA (sp?), the architectural firm that developed the project plans used in the grant application.

7) REPORTS AND RECOMMENDATIONS/NEW BUSINESS

A. Stolen Cemetery Urns

Phil reported that there have been several thefts of cemetery urns, primarily metal and cast iron. A police report has been filed, and trail cameras with cellular capability were installed in nearby trees. However, additional urns were stolen, along with one of the cameras. Images were captured prior to the theft. The Police Department is in the process of purchasing a replacement camera and is actively monitoring the stolen device in case it reconnects to the network to help locate it. A press release has been issued regarding the incidents.

8) RECREATION REPORT

Marcia reported that indoor soccer currently has 92 participants, and the October Adventure Club has 8 participants. Archery lessons are ongoing every Wednesday afternoon with the Gull Lake Home School Group.

Registrations are now being accepted for Little Floor Hockey Clinics, and staff are brainstorming future program ideas. A Facebook post was shared asking residents to reach out to the City with additional program suggestions.

Staffing Update: Drue returned this past Monday. Ava and Drue are covering while Justin is on vacation for two weeks.

9) PARKS REPORT

A. Skate Park Update

The Skatepark will be closed on November 3rd for 1–2 days to assess any issues prior to demolition and construction. New equipment is scheduled to arrive on November 13th, and installation is expected to take 1–2 days.

The Skatepark will reopen once construction is completed, with the goal of holding an open house in the spring. Updated signage with park rules is expected to be installed by the end of November.

B. Rotary Splash Pad and Oaklawn Pickleball Complex Update

Marcia shared photos of last month's progress, noting that construction meetings are being held every other week and the project remains on schedule for completion by the end of November. Fencing and plantings have been installed, the asphalt has received its second course, and pickleball court surfaces are in place. The bathroom facilities now have resinous flooring.

Shippell inquired about the installation of cameras at both the pickleball courts and the Skatepark. Marcia explained that a citywide camera project is currently underway, with the Skatepark serving as the initial test site. The pickleball courts are being considered as the second location. The City is testing different camera manufacturers and service providers as part of this process.

C. Parks Maintenance Supervisor

Marcia introduced Bob Henning, the new Parks Maintenance Supervisor, who was hired this past September. Bob noted there are significant maintenance and improvement projects to be completed. However, all park facilities have been winterized with assistance from DPW, Water Department, and Wastewater Department. A section of the Boardwalk was temporarily removed and is expected to be reinstalled early next week. New lights have been installed under the train bridge, which have brightened the area and helped reduce graffiti. Bob mentioned that all lights in the back of the area need replacement. He has been addressing various maintenance issues, such as repairing broken boards and picnic tables—all tables at South Ketchum Park have been fixed. The old hand pump at that location was removed and capped with help from the DPW. The park sign was upgraded, and eventually a new permanent sign will be installed to match City Hall's signage. Stuart's Landing will also receive a new sign.

Bob also shared information about his career background and accomplishments prior to joining the City. The board was very welcoming and pleased that he has joined the City.

10) BOARD REPORTS

None

11) ADJOURNMENT

Motion to adjourn by Rector, second by Coury at 6:01 pm. On a voice vote.

Respectfully submitted by:

Linda Urquhart

Deputy Clerk



ITEM 7.A

TO: [AGENDA_OFFICIAL_BODY]
FROM:
DATE: December 16, 2025
SUBJECT: **2026 MEETING DATES**

The board traditionally meets on the fourth Thursday of every other month starting in February. The proposed schedule for 2026 is below.

THE **MARSHALL PARKS, RECREATION AND CEMETERY** WILL HOLD ITS REGULAR MEETINGS IN THE YEAR 2026 AT 5:30 P.M., AT THE PUBLIC SERVICES BUILDING IN THE TRAINING ROOM, 900 S MARSHALL ST, MARSHALL, MI 49068, ON THE FOLLOWING DATES AS NEEDED TO CONDUCT BUSINESS:

Tuesday, February 24 th	Tuesday, April 28 th
Tuesday, June 23 rd	Tuesday, August 25 th
Tuesday, October 27 th	Tuesday, December 15th

RECOMMENDATION:

Approve the 2026 Parks, Recreation, and Cemtery meeting dates as presented.