

# PARKS, RECREATION AND CEMETERY BOARD AGENDA

## Regular Meeting

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February 24, 2026 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. ARBOR DAY FOUNDATION AWARD SUBMISSION
- 8) **RECREATION REPORT**
- 9) **PARKS REPORT**
- 10) **BOARD REPORTS**
- 11) **ADJOURNMENT**

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# PARKS, RECREATION AND CEMETERY BOARD MINUTES

October 28, 2025

Regular Meeting - 5:30 PM

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[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

## ADMINISTRATIVE REPORT

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**TO:** HONORABLE BOARD MEMBERS  
**FROM:** Marguerite Davenport, Director of Public Services  
**DATE:** February 24, 2026  
**SUBJECT:** ARBOR DAY FOUNDATION AWARD SUBMISSION

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Annually, the City submits to the Arbor Day Foundation for the Tree City USA certification. Tree City USA is an annual national recognition program designed to raise awareness of the value of community trees, set foundational standards for communities of all sizes and celebrate community improvement. This certificate has four standards that qualify a community for the certification if it demonstrates the standards were met throughout the applicable year. The City of Marshall has met the standards for the 2025 calendar and submitted a Tree City USA certificate. Although not officially awarded, city staff believe the certificate will be awarded. It has been approved by the state coordinator and is now under review at the Arbor Day Foundation level.

The highlights of the City's tree work this year include:

- \$13,327 spent in tree planting
- \$43,067 spent in tree maintenance
- \$89,846 spent in tree removal (includes stump removal)
- \$10,807 spent in tree management
- 1,160 volunteer hours coordinated
- 60 trees planted

Coming up on April 25, 2026 the Spring Tree Planting Event will occur in partnership with Marshall Area Conservation Corp (MACC). The goal is to plant 100 trees this year at the event.

**RECOMMENDATION:**