

# PARKS, RECREATION AND CEMETERY BOARD AGENDA

Regular Meeting

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June 23, 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. 02-24-26 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) **NEW BUSINESS /REPORTS AND RECOMMENDATIONS**
- 8) **RECREATION REPORT**
- 9) **PARKS REPORT**
  - A. NORTH KETCHUM TRUST FUND GRANT APPLICATION
- 10) **BOARD REPORTS**
- 11) **ADJOURNMENT**

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# PARKS, RECREATION AND CEMETERY BOARD MINUTES

February 24, 2026  
Regular Meeting - 5:30 PM

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[IGNORE\_INDENT]

**1) CALL TO ORDER**

IN A REGULAR SESSION held on Tuesday, February 24, 2026 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: Justin Miller at 5:36 pm.

**2) ROLL CALL**

IN A REGULAR SESSION held on Tuesday, February 24, 2026, 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. Roll was called: by Justin Miller

Present: Jim Coury, Alex Culver, Jerry Underhill, Kaeli Hill

Also Present: Parks Maintenance Supervisor - Justin Miller; DPW Superintendent — Phil Smith, Deputy Clerk - Linda Urquhart

Absent: Natalie Rector, Mitch Robbins, Zack Shippell, Liason Jacob Gates

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

An amendment to the agenda was made by Miller to add the N. Ketchum Park bathroom replacement and new pavilion project. Moved by Underhill, supported by Culver. **Motion carried on a voice vote.**

A second amendment was proposed by Culver to discuss the purpose and necessity of the Park, Recreation and Cemetery Board. The motion was moved by Hill and supported by Coury. **Motion carried on a voice vote.**

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

Approval of October 28, 2025 minutes. Moved by Coury, supported by Culver On a voice vote

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.

No public present

**6) OLD BUSINESS**

No old business.

**7) NEW BUSINESS /REPORTS AND RECOMMENDATIONS**

A. ARBOR DAY FOUNDATION AWARD SUBMISSION

**Arbor Day Foundation Award:**

Smith presented the Arbor Day Foundation award submission. He also included as of

Monday, the 2025 designation has been officially awarded to the City of Marshall by the Arbor Day Foundation.

## **B. NORTH KETCHUM PARK BATHROOMS**

### **Ketchum Park Project:**

Justin cited the Ketchum Park project includes replacement of the existing bathroom at N. Ketchum Park and construction of a new pavilion with restroom facilities and a kitchenette, including an electric stove, intended for future rental use. The restroom location will be slightly relocated.

The City is seeking a Michigan DNR Trust Fund grant, with an application deadline of April 1. Staff is currently working with consultants on design and layout, and the design services will be bid out. The project will connect to Kids Kingdom.

Past vandalism at the park was noted, including spray paint and benches being pulled up. Cameras have been installed and are currently in a test phase, covering the parking lot, skate park, and green space. The system captures motion, facial images, and movement paths; this is a trial installation at this time.

The project is contingent upon receipt of the Trust Fund grant and includes a required \$200,000 local match.

## **C. PURPOSE AND NECESSITY OF THE BOARD**

### **Board Purpose and Authority Discussion – Summary**

Culver questioned the overall purpose and usefulness of the board, expressing concern that it currently exercises no real authority and lacks a meaningful role. He stated that the board does not appear to advise or make decisions and questioned whether it is a productive use of members' time. While he does not want to resign, he emphasized the need for clarity on purpose. Culver suggested either granting the board authority to act or transferring responsibilities to another board. He noted that maintaining the board may be necessary to satisfy a BOS requirement and potentially for City obligations, including Tree City USA recognition. He suggested exploring whether Brooks Nature or another group could assume the role.

Miller recommended elevating the issue to the City Manager and potentially bringing it before City Council to either empower the board or formally reassign authority. Miller will also reach out to the Director of Community Development - Strange, and Smith will contact DPW Director Davenport to determine whether the board can be inactivated or granted decision-making authority. Miller also stated he will send an email clarifying that, at this time, discussions are informational only.

Coury emphasized that boards exist to provide citizen input and public engagement. He stressed the importance of maintaining active boards, particularly for Parks and Recreation and in the context of large corporations, tribal interests, and the I-94 corridor. He advocated for reinvigorating the board so it can actively advise and provide direction. Coury referenced a potential "rebirth" of the MAC with younger community members taking on more active roles.

Culver reiterated frustration that the board is only being presented with information and is not advising anyone or influencing outcomes. He suggested the board should have control over meeting schedules and direction if it is expected to be effective.

## 8) RECREATION REPORT

Recreation Report:

Since October, all recreation programs have been successful, with every program reaching full enrollment.

### **Staffing Update:**

Drue's last day will be next Friday, concluding 3½ years of service. Drue has accepted a Director position with Parks and Recreation in Sturgis.

### **Officials / Referees:**

Underhill noted that referees need to demonstrate more confidence on the field, avoid standing next to one another, and consistently blow the whistle when necessary. Current pay rates are \$12.75 per game, or \$26–\$30 per game when hiring external referees. Culver suggested presenting and teaching rules to referees, noting that this approach has been effective with softball and baseball programs.

### **Program Highlights:**

- Jesse Sultana received numerous compliments for his work this year.
- **Daddy–Daughter Dance:** March 14, with 316 couples participating
- **Mother–Son Event:** Scheduled for April 17
- **Care & Play Event:** Scheduled on April 11, focused on special needs participants; it includes fire trucks, a bounce house, and T-shirts for the first 100 attendees. The event is being facilitated by Ava.

## 9) PARKS REPORT

Parks Report

### **Staffing & Maintenance:**

Significant improvements have been noted since hiring additional staff. Equipment availability, including mowers during the summer, has improved and operations are running more smoothly.

### **Facilities & Programs:**

- Pickleball Courts are expected to open mid-April, as soon as nets are installed.
- Pickleball leagues planned for the season.
- Splash Pad is scheduled to officially open Memorial Weekend.

### **Events:**

Luminary Hike: Highly successful turnout, with 300–350 participants. Limited parking noted; portable heaters were used along the 1½-mile route. It was noted at the event some community members expressed opposition to the Data Center on Oliver Drive.

**10) BOARD REPORTS**

No report

**11) ADJOURNMENT**

The meeting adjourned at 6:24 pm. Moved by Coury, supported by Culver on a voice vote.

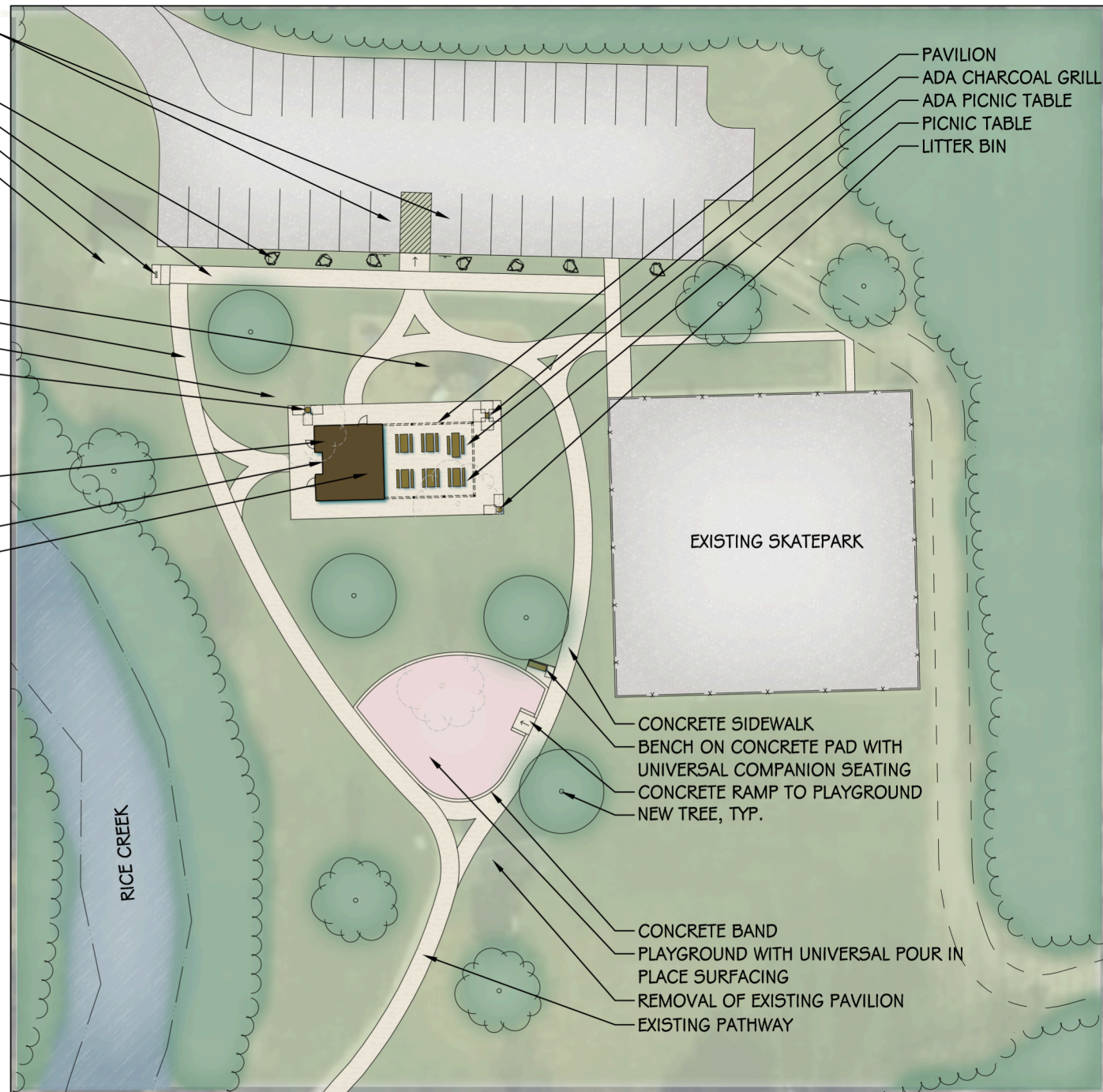
Respectfully submitted by:  
Linda Urquhart  
Deputy Clerk

- (2) ADA VAN ACCESSIBLE PARKING SPACES INCLUDING PAVEMENT MARKINGS AND SIGNS
- EXISTING BOULDER, TYP.
- CONCRETE SIDEWALK
- U STYLE BIKE LOOP
- REMOVAL OF EXISTING RESTROOM

- REMOVAL OF EXISTING PLAYGROUND AND SURFACING
- EXISTING PATHWAY
- REMOVE EXISTING TREE, TYP.
- LITTER BIN

- (2) ADA SINGLE USER ADA RESTROOMS
- ADA BOTTLE FILLER
- KITCHEN

- PAVILION
- ADA CHARCOAL GRILL
- ADA PICNIC TABLE
- PICNIC TABLE
- LITTER BIN



**Site Overview**

1" = 200'-0"

**Site Enlargement**

1" = 50'-0"

# Preliminary Estimate

PROJECT: **Ketchum Park Renovation (MNRTF Grant Application)**  
 OWNER: **City of Marshall, MI**  
 DATE: **March 12, 2026**

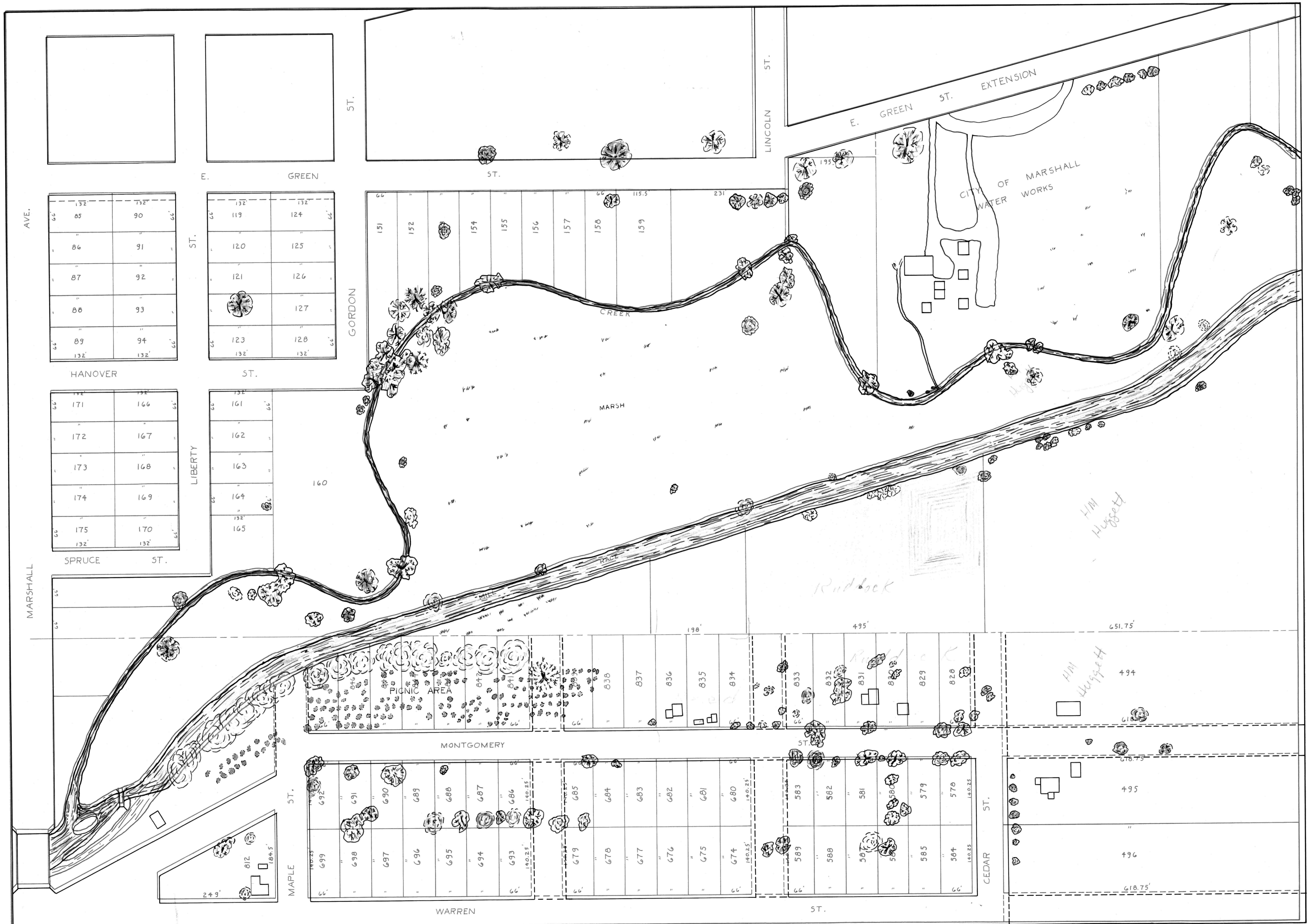
Ketchum Park is a City owned Park located along Rice Creek. The focus of this project is a pocket section of the overall park that is located at the terminus of E Hanover Street and S Gordon Street. The park contains a restroom, pavilion and playground. This project includes removal of the playground that is outdated, damaged and lacks universal access and removal of the restroom and pavilion which are both heaving and no longer have safe ADA accessible route into the facilities. A new universally accessible playground with universally accessible pour-in-place rubber surfacing will be installed along with a new pavilion with an integrated restroom and kitchen. The project also includes ADA parking with signage, native trees and plants, and park amenities such as accessible picnic tables at the pavilion, benches with companion seating, a 180 degree rotating ADA accessible grill at the pavilion, a loop style bike rack, as well as recycling and litter receptacles. All new structures and amenities will be connected with a new 6' concrete walkway to make this area accessible and enjoyable for all once again.

1	LS	Mobilization	@ \$	25,500.00	\$	25,500.00
1	LS	Erosion Control	@ \$	1,275.00	\$	1,275.00
1	LS	Restoration	@ \$	1,275.00	\$	1,275.00
2	EA	Tree Removal	@ \$	1,000.00	\$	2,000.00
1	LS	Demolition of Existing Restroom	@ \$	15,000.00	\$	15,000.00
1	LS	Demolition of Existing Pavilion	@ \$	10,000.00	\$	10,000.00
1	LS	Demolition of Existing Playground	@ \$	8,000.00	\$	8,000.00
2	EA	ADA Pavement Striping + Signs	@ \$	250.00	\$	500.00
1	LS	Pavilion with Restrooms and Kitchen and bottle filler	@ \$	350,000.00	\$	350,000.00
1	LS	Playground Equipment	@ \$	50,000.00	\$	50,000.00
2000	SFT	Pour in Place Surfacing with Concrete Curb and Ramp	@ \$	30.00	\$	60,000.00
1	LS	Grading / Utilities	@ \$	25,000.00	\$	25,000.00
5000	SFT	Concrete Sidewalk, 4"	@ \$	8.00	\$	40,000.00
4	EA	Deciduous Tree	@ \$	650.00	\$	2,600.00
1	EA	Bike rack, U style	@ \$	750.00	\$	750.00
5	EA	Picnic Table, 6'	@ \$	2,000.00	\$	10,000.00
1	EA	ADA Picnic Table, 6'	@ \$	2,000.00	\$	2,000.00
1	EA	Charcoal Grill	@ \$	1,500.00	\$	1,500.00
1	EA	Bench	@ \$	1,500.00	\$	1,500.00
2	EA	Litter Bin	@ \$	2,000.00	\$	4,000.00
2	EA	Recycle Bin	@ \$	2,000.00	\$	4,000.00
1	EA	MNRTF Sign	@ \$	500.00	\$	500.00

<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>		\$	<i>615,400.00</i>
<i>Construction Contingency</i>	15%		<i>92,300.00</i>
<i>Construction Engineering / Grant Management (20% Max)</i>	15%		<i>92,300.00</i>

**TOTAL ESTIMATED PROJECT COST** **\$800,000.00**

<b>GRANT REQUEST (\$400,000 Max)</b>	50%	<b>\$400,000.00</b>
<b>CITY OF MARSHALL MATCH (25% Min)</b>	50%	<b>\$400,000.00</b>



KETCHUM PARK  
 PLOT PLAN  
 SCALE 1"=100'  
 M. J. [unclear]  
 8-1-01



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**CITY OF MARSHALL, MICHIGAN**  
**RESOLUTION OF SUPPORT**  
**FOR THE MICHIGAN NATURAL RESOURCES TRUST FUND GRANT**  
**APPLICATION**  
**FOR NEW PAVILION, BATHROOMS AND PLAYGROUND**  
**RESOLUTION 2026-08**

WHEREAS, the City of Marshall's Ketchum Park located between Montgomery Street and South Marshall Ave, which has served the community members for almost 70 years since being cleared to become the first recreational park in the City of Marshall in 1958. Over the years, disjointed improvements have been steadily added to the park: picnic pavilions, a skate park, and playground and trail developments. The North Ketchum Park project will provide a new pavilion, bathrooms and playground and will unify the space while allowing for future, planned, improvements; and

WHEREAS, the application and improvements are supported the City of Marshall's Parks & Recreation Masterplan 2025-2029 and scheduled in the city's 2026-27 Capital Improvement Plan.

WHEREAS, the City of Marshall seeks funding from the Michigan Natural Resources Trust Fund (MNRTF) to assist with these park renovations, including grading, and accessibility improvements; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marshall, Michigan, supports the submission of a grant application to the Michigan Department of Natural Resources for financial assistance in repairing and improving the area on the North side of Ketchum Park; and

BE IT FURTHER RESOLVED that the City Council of the City of Marshall, Michigan, will make available its financial obligation amount of \$400,000 (50%) of a total \$800,000 project cost, during the 2027-28 fiscal year;

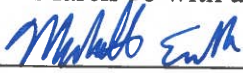
BE IT FURTHER RESOLVED that the City Manager, or their designee, is authorized to take necessary actions to submit the application and fulfill any grant requirements.

Adopted this 16 day of March, 2026.

YEAS: 6  
NAYS: 0  
ABSENT: 1

CERTIFICATION:

I, Michelle Eubank, Clerk of the City of Marshall, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on March 16 with a quorum present.



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Michelle Eubank

City Clerk

City of Marshall, Michigan

March 24, 2026

Grants Coordinator  
 Michigan Department of Natural Resources  
 Grants Management  
 P.O. Box 30425  
 Lansing, MI 48909-7925

Re: Letter of Support for the City of Marshall – Ketchum Park Renovation Project (MNRTF Application)

Dear Grants Coordinator,

On behalf of Disability Network Southwest Michigan (DNSWM), a Center for Independent Living serving individuals with disabilities across our region, we are pleased to offer our strong support for the City of Marshall's Michigan Natural Resources Trust Fund (MNRTF) application for the Ketchum Park Renovation Project along Rice Creek.

DNSWM's mission is to promote independence, inclusion, and full community participation for people with disabilities. Access to high-quality, inclusive outdoor recreation is a critical component of that mission. The Ketchum Park project represents an exemplary approach to advancing equitable access and aligns closely with MNRTF priorities related to universal access, community benefit, and long-term public value.

We commend the City of Marshall for prioritizing universal design—going beyond minimum ADA requirements to create a park environment that is usable, welcoming, and dignified for people of all ages and abilities. The proposed improvements demonstrate a thoughtful and comprehensive commitment to accessibility, including:

- A universally accessible playground featuring inclusive play equipment and unitary rubber surfacing to ensure safe, independent use by children with mobility, sensory, and developmental disabilities.
- A new pavilion with integrated accessible restrooms and kitchen space, supporting inclusive community gatherings and programming.
- ADA-compliant parking and a continuous accessible walkway system, ensuring seamless site access from arrival through all major park amenities.
- Benches with companion seating, promoting social inclusion and usability for individuals using mobility devices.
- A 180-degree rotating ADA-accessible grill, a best-practice feature that meaningfully expands participation in shared recreational experiences.

Importantly, this project reflects not only compliance, but intentional inclusion—a distinction that is strongly valued in MNRTF scoring criteria. By incorporating features that support independent use, social integration, and multigenerational access, the City is creating a destination that will serve a broad and diverse population, including individuals with disabilities, older adults, families, and caregivers.

DNSWM has been consulted to provide input on accessibility and universal design considerations for this project. We appreciate the opportunity to contribute our expertise and confirm that the proposed elements reflect current best practices in accessible recreation design. This collaboration strengthens the project's readiness and ensures that accessibility is meaningfully integrated from planning through implementation. The Ketchum Park Renovation Project will result in a high-impact, community-centered recreational asset that

**KALAMAZOO OFFICE**  
 517 E. Crosstown Parkway  
 Kalamazoo, MI 49001  
 (269) 345-1516

**BATTLE CREEK OFFICE**  
 200 W. Van Buren Street  
 Battle Creek, MI 49017  
 (269) 345-1516

**ST. JOSEPH OFFICE**  
 2900 Lakeview Avenue  
 St. Joseph, MI 49085  
 (269) 985-0111

Disability Network Southwest Michigan is a private, 501(c)(3) nonprofit organization.

enhances quality of life, promotes health and wellness, and ensures that public resources are accessible to all residents and visitors. It is a strong investment in equity, sustainability, and inclusive community development.

We respectfully encourage the Michigan Department of Natural Resources to give this application favorable consideration.

If you have any questions or would like additional information regarding accessibility considerations, please do not hesitate to contact Paul Ecklund at (269) 929-6307, or via email at [ecklundp@dnswm.org](mailto:ecklundp@dnswm.org).

Sincerely,

**Kelley Kellis, MPA**  
President & CEO  
Disability Network Southwest Michigan

**Paul Ecklund, MA, ADAC**  
Accessibility Consultant  
Disability Network Southwest Michigan

DNSSWM's mission is to promote independence, inclusion, and full community participation for people with disabilities. Access to high-quality, inclusive outdoor recreation is a critical component of that mission. The Kalamazoo Park project represents an exemplary approach to attaining equitable access and aligns closely with MNRTP priorities related to universal access, community benefit, and long-term public value.

We commend the City of Kalamazoo for prioritizing universal design—going beyond minimum ADA requirements to create a park environment that is usable, welcoming, and dignified for people of all ages and abilities. The proposed improvements demonstrate a thoughtful and comprehensive commitment to accessibility, including:

- A universally accessible playground featuring inclusive play equipment and safety matting suitable to ensure safe, independent use by children with mobility, sensory, and developmental disabilities.
- A new pavilion with integrated accessible restrooms and kitchen space, supporting inclusive community gatherings and programming.
- ADA-compliant parking and a continuous, accessible walkway system, ensuring seamless site access from arrival through all major park amenities.
- Benches with companion seating, promoting social inclusion and usability for individuals using mobility devices.
- A 150-degree rotating ADA-accessible grill, a best-practice feature that meaningfully expands participation in shared recreational experiences.

Importantly, this project reflects not only compliance, but intentional inclusion—a distinction that is strongly valued in MNRTP scoring criteria. By incorporating features that support independent use, social interaction, and multi-generational access, the City is creating a destination that will serve a broad and diverse population, including individuals with disabilities, older adults, families, and caregivers.

DNSSWM has been consulted to provide input on accessibility and universal design considerations for this project. We appreciate the opportunity to contribute our expertise and confirm that the proposed elements reflect current best practices in accessible recreation design. This collaboration strengthens the project's readiness and ensures that accessibility is meaningfully integrated from planning through implementation. The Kalamazoo Park Recreation Project will result in a high-impact, community-oriented recreational asset that

**KALAMAZOO OFFICE**  
517 E. Crosstown Parkway  
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(269) 345-1516

**BATTLE CREEK OFFICE**  
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(269) 345-1516

**ST. JOSEPH OFFICE**  
2900 Lakeview Avenue  
St. Joseph, MI 49085  
(269) 985-0111

Disability Network Southwest Michigan is a private, 501(c)(3) nonprofit organization.

Dear Grant Review Committee,

On behalf of the Ketchum Park Advisory Committee (KPAC), we are pleased to express our strong support for the City of Marshall's North Ketchum Park Pavilion and Playground Project.

Ketchum Park is one of Marshall's most valued natural recreation areas, providing residents and visitors with access to scenic open space and the Kalamazoo River corridor. The park continues to evolve as a community destination through thoughtful improvements, including the recent renovation of the community skatepark, which has expanded recreational opportunities for youth and families.

The proposed pavilion and playground project represents an important step in implementing the long-term vision outlined in the Ketchum Park Master Plan. The master plan identifies the need to enhance park amenities, create gathering spaces, and expand recreation opportunities while preserving the park's natural character.

The addition of a pavilion will provide a shaded gathering space for families, picnics, and community programming. The playground will add a welcoming recreational amenity for children and encourage families to spend more time enjoying the park and its natural surroundings.

Together with recent park improvements, these additions will strengthen Ketchum Park as a multi-generational recreation destination while continuing the phased improvements identified in the master plan.

The KPAC Committee strongly supports this project and believes it will enhance the long-term recreational value of Ketchum Park while continuing the City of Marshall's commitment to investing in high-quality public parks.

Sincerely,

***Mitchell R. Robbins***

Mitchell R. Robbins

Ketchum Park Advisory Committee

City of Marshall

March 25, 2026

Grant Review Committee Members,

I am writing to express my strong support, as a conservationist, for the proposed improvements to Ketchum Park in Marshall, Michigan, including the addition of new restroom facilities, a pavilion, and an ADA-accessible playground. I am a life-long conservationist that currently serves on the City of Marshall Parks, Rec and Cemetery Board, I am a Natural Resources Consultant and Conservationist for the Brooks Nature Area, a member of the Marshall Area Conservation Corps, and the Ketchum Park Advisory Committee.

Thoughtful investment in public green spaces is one of the most meaningful ways a community can promote both environmental stewardship and public well-being. Ketchum Park, as our oldest and largest park, already serves as an important natural and recreational asset, and these enhancements would significantly improve its accessibility, usability, and long-term sustainability.

From a conservation perspective, well-designed infrastructure such as modern restrooms helps reduce environmental impact by managing waste responsibly and protecting nearby soil and water systems. A centrally located pavilion, co-located with the bathrooms and near the existing skate park, can help concentrate foot traffic and organized activities in designated areas, minimizing the strain on surrounding green space and preserving natural habitats.

Equally important is the inclusion of an ADA-accessible playground. Access to nature and outdoor recreation should be inclusive for all individuals, regardless of physical ability. Creating a space where children of all abilities can safely play, explore, and connect with the outdoors reflects a commitment to both social equity and environmental engagement. Experiences in parks often foster lifelong appreciation for nature, which is essential for future conservation efforts.

These improvements, when thoughtfully planned and implemented, will not detract from the park's natural character but instead enhance its role as a community resource while protecting its ecological integrity. In my opinion this is exactly the type of project that the Trust Fund should be supporting. By investing in durable, environmentally conscious design and materials, the City of Marshall can ensure that Ketchum Park remains both resilient and welcoming for generations to come.

The City of Marshall has been successful in getting grants in the past and staff has performed well in managing those grants. Those projects have had great outcomes for the community and our community parks assets, and I anticipate and look forward to further, similar, success if this project is supported.

I strongly encourage moving forward with awarding the requested Trust Fund Grant and commend the City of Marshall's effort to balance accessibility, recreation, and conservation in one cohesive vision.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "James Coury". The signature is written in black ink and is positioned above the printed name.

James Coury

Ketchum Park Advisory Committee

Marshall Parks, Recreation and Cemetery Board

Marshall Area Conservation Corps