
PARKS, RECREATION AND CEMETERY BOARD MINUTES

March 19, 2024

Regular Meeting - 5:30 PM

1) CALL TO ORDER

IN A SPECIAL SESSION held on Tuesday, March 19, 2024 at 5:30PM in the Conference Room at the Public Services Building, 900 S Marshall Ave, Marshall, MI 49068, the Marshall Parks, Recreation, and Cemetery Board was called to order by Mitch.

2) ROLL CALL

Roll was called:

Present: Baker, Coury, Culver, Rector, Robbins, Shippell, J. Underhill,

Also Present: Ryan Underhill, Council Liaison
Justin Miller, Parks and Rec Superintendent
Jennifer Pickford, City of Marshall Deputy Clerk

Absent:

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

Moved Baker, supported J. Underhill to approve the agenda as presented. On a voice vote:
MOTION CARRIED

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

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 comment.

6) OLD BUSINESS

A. ATHLETIC FIELD EXPANSION

Member Rector discussed her concern over the lack of communication with the board regarding the expansion of the athletics fields. Also questioning when the grant money must be used that was already awarded for the Eaton park project.

Staff Miller stated he would ask for status updates be sent from staff more regularly.

Member Shippell asked about camera surveillance of the new park to deter vandalism. Staff Miller stated that it had been discussed previously about quoting surveillance of all city properties. However, there has not been execution of those proposed changes at this time.

Member Culver expressed that he is willing to assist in bidding process reform and future bidding, giving examples of his qualifications and experience with bidding projects.

7) NEW BUSINESS

A. 5 YEAR PARKS AND REC MASTER PLAN

Staff Miller presented the verbiage provided to him by Staff Zuzga. As well as requested, the board members fill out the provided sheets for their wishes for the various parks to be included in the planning process.

Member Coury questioned if public feedback will be sought when developing the Master Plan.

Staff Miller confirmed that A&E is doing citywide surveys and having meetings proceeding their creation of the Master Plan.

Member Rector expressed concern over the lack of timeline provided in the information provided to the board.

Member Culver questioned the purpose of the Parks and Rec Master Plan.

Member Rector questioned the status and plan for the Riverwalk repair.

Staff Miller confirmed the funds currently planned to repair the section from Stuart's Landing halfway to S Marshall.

Member Rector commented on the current community environment and possible future mileage to fund needed updates at the parks.

Member Robbins questioned if there are meetings for board members to attend to further their involvement in community development. Additionally, Member Robbins requested a list, if applicable, be sent to board members so they are able to stay updated and attend.

Member Rector voiced concern over the lack of communication by staff to the board pertaining to the Master Plan development.

Member J. Underhill spoke on the need and importance of communication for a cohesive relationship between the board and staff members.

Member Shippell questioned if Marshall could apply to be a trail town based and what it entails to qualify and if what that status could be beneficial.

B. BACKGROUND CHECK UPDATE

Staff Miller requested feedback from the board on possible updates to the background check process.

Member Culver suggested if wording to give discretion to the Parks and Rec Superintendent about the discretion of coach and volunteer positions would be the best course of action.

Staff Miller reiterated the need to be specific verbiage to give discretion without allowing room for favoritism in the future.

Member J. Underhill commented that the policy and discretion is bound by the law.

Member Robbins questioned if the City attorney could revise the current policy and provide recommendations to achieve the desired future policy.

Staff Miller indicated that he had attempted contact with the City attorney twice and had not heard back.

Board Liaison R. Underhill suggested calling the attorney or adding the City manager to any additional attempts to contact the City attorney.

Member Coury suggested searching for City's similar to Marshall and modeling their recreation policies to enhance the current policies in place.

8) RECREATION REPORT

Staff Miller gave Rec report.

9) PARKS REPORT

Staff Miller provided Parks Report

Member Coury voiced concern over the amount of trees being removed by the City at

various locations. Expressing the potential need to attend Council sessions to ask for more information on why they are being removed and any plans to replenish what has been removed.

10) CEMETERY REPORT

No Cemetery Report provided

Member Coury expressed his appreciation for the upkeep of the mowing in the cemetery. Further advising that trees are still being planted with trees around them in the Cemetery.

11) BOARD REPORTS

Staff Miller reported that the part-time seasonal maintenance worker begins April 1st.

12) ADJOURNMENT

The meeting was adjourned at 7:05PM

Respectfully submitted by,

Jennifer Pickford
Deputy Clerk