

**Park  
Commission**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: 734-544-3800  
Fax: 734-544-3888  
www.ytown.org



David Streeter, Chair  
Edward Burnett, Vice Chair  
Sage Payzamor, Secretary  
Elizabeth Corder, Treasurer

Commissioners:  
Brad Cannon  
Gloria Peterson  
Debbie Swanson

*Charter Township of Ypsilanti*

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**YPSILANTI TOWNSHIP PARK  
COMMISSION**

**REGULAR MEETING**

Date: Monday, June 1, 2020

Time: 6:30 P.M.

**LOCATION**

Online via Zoom Webinar  
Ypsilanti Township Civic Center  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

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**Charter Township of Ypsilanti  
Public Meeting Notice  
Park Commission Regular Meeting  
June 1st, 2020 at 6:30pm**

**PLEASE TAKE NOTICE** that the Charter Township of Ypsilanti Park Commission will hold a Regular Meeting scheduled for June 1st, 2020 at 6:30pm. This meeting will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020- 21.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

If you need any assistance due to a disability please contact Mike Hoffmeister at least 48 hours in advance of the meeting at [mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org) or 734-544-3515.

**Meeting Information:**

You are invited to a Zoom webinar.  
When: June 1st, 2020 06:30 PM Eastern Time (US and Canada)  
Topic: Charter Township of Ypsilanti Park Commission

Please click the link below to join the webinar:  
<https://ytown.zoom.us/j/93936756086>

Webinar ID: 939 3675 6086

Or iPhone one-tap :  
US: +13126266799,,93936756086# or +19292056099,,93936756086#

Or Telephone:  
Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

International numbers available: <https://ytown.zoom.us/j/aJXjr2xBX>

### **Zoom Instructions for Participants**

#### **To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided above.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.

#### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

#### **To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

**AGENDA OF THE JUNE 1, 2020 REGULAR MEETING**

- I. Call to Order**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Approval of Minutes**
- VI. Citizens Participation**
- VII. Public Hearing**
- VIII. Reports**
  - A. Staff Reports**
  - B. Commissioner Reports**
- IX. Unfinished Business**
- X. New Business**
  - A. #1 Request to set a public hearing at the [July 6th](#) Park Commission meeting for Spicer Group to apply on behalf of Ypsilanti Township for a Land and Water Conservation Fund MDNR grant to make improvements to Community Center Park at approximately 6:30 p.m.
  - B. #2 Request to set a public hearing at the [July 6th](#) Park Commission meeting for Spicer Group to apply on behalf of Ypsilanti Township for a Recreation Passport MDNR grant to make improvements to Clubview Park at approximately 6:30 p.m.
- XI. Announcements**
- XII. Recommendations to the Township Board**
- XIII. Adjournment**

**CHARTER TOWNSHIP OF YPSILANTI  
PARK COMMISSION  
PROPOSED MINUTES OF THE May 4, 2020 REGULAR MEETING**

*Park Commission Agendas and Minutes are available on the township website at <https://ytown.org/park-commission>*

**I. Call to Order**

Commission Chair Streeter called the meeting to order at 6:41pm via virtual public Zoom meeting

**II. Roll Call**

**Commissioners Present:** Edward Burnett, Elizabeth Corder, David Streeter, Sage Pazyamor, Gloria Peterson, and Debbie Swanson

**Commissioners Not Present:** Brad Cannon

**Staff Present:** Mike Hoffmeister, Robin Castle-Hine and Angela Verges

**Township Trustees Present:** none

**III. Determination of Quorum**

Quorum present

**IV. Approval of Agenda**

Motion to approve the agenda with additions made by Swanson

Seconded by Peterson

Motion Carried Unanimously

**V. Approval of Minutes – March 2<sup>nd</sup>, 2020**

Motion to approve March 2, 2020 minutes made by Peterson

Seconded by Burnett

Motion Carried Unanimously

**VI. Citizens Participation**

None

**VII. Reports**

**A. Staff Reports**

Hoffmeister shared Burns Park tennis court is going forward on renovation. Tentative completion date of July. Green Oaks Golf Course is open on walking basis only unless person needs accommodation due to disability. Hoffmeister also shared that there will be a meeting May 5, 2020 with Verges and Castle-Hine on process of opening parks in the near future safely. Grove Road project will also be starting shortly. Clubview and Community Center project resolutions have been approved by Board of Commissioners. Corder asked Hoffmeister about bathrooms. For now, best practices are to keep closed for safety. Corder also asked about opening playgrounds, which Hoffmeister stated is decided on the state level what is allowed. Streeter asked where we are in staffing for the season. Hoffmeister says that he expects they will be understaffed for a variety of reasons. Swanson inquired about cleaning schedule and requirements in light of pandemic. Hoffmeister says they are exploring this, and are working on reviewing what changes will be made. Hoffmeister also shared that cleaning chemicals used are strongly reviewed with MSDS guidelines. Swanson and Hoffmeister discussed collaborating with other parks regarding best practices and guidelines for park users to clean up for themselves before use of play surfaces.

Hoffmeister also shared that there will be a COVID 19 screening pop up site available at Ypsilanti Township Community Center on May 9.

Verges spoke about park shelter rental rentals. The May rentals were canceled and refunded. The applications for park shelters in June are on hold, upon further review of how they may be utilized safely, especially in regards to occupancy.

**B. Commissioner Reports**

Swanson expressed thanks to parks and recreation staff for all the good work they do. Streeter also expressed gratitude for their work, including getting set up for the Zoom public meeting. Peterson also inquired about format of meetings going forward. If in person, want to make sure precautions are taken and distancing continues.

**VIII. Unfinished Business**

None

**IX. New Business**

None

**X. Announcements**

None

**XI. Recommendations to the Township Board**

None

**XII. Adjournment**

Motion to adjourn made by Pazyamor

Seconded by Corder

Meeting Adjourned at 7:07pm

Motion Carried Unanimously

*Supervisor*  
BRENDA L. STUMBO  
*Clark*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
HEATHER JARRELL ROE  
MONICA ROSS-WILLIAMS  
JIMMIE WILSON, JR.



Charter Township of Ypsilanti  
Residential Services Department

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-0073  
Fax: (734)544-3501

[www.ytown.org](http://www.ytown.org)

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## MEMORANDUM

**To:** Ypsilanti Township Board of Trustees and Park Commissioners  
**From:** Mike Hoffmeister, CPRP, Residential Services Director  
**Date:** May 18, 2020  
**Re:** 2020 Park and Facility Opening Plan

### Discussion

Although park facilities are generally considered to be non-essential, they are critical to the health and general well-being of Township residents. Acknowledging the importance of parks to the community, the Governor has specifically allowed increasing levels of outdoor recreation with each updated executive order that is released. As the Governor's "Stay Home, Stay Safe" executive order is starting to show steady and positive results, we are developing plans to open more facilities and programs, while adhering to the important social distancing protocols. As this pandemic remains a very fluid and evolving situation we continue to base our opening/operations plans on the most current directives from Federal and State Government, guidance from the County Health Department, and best practices from other parks and recreation agencies around the state and country. The health and safety of our park staff and patrons are paramount in our park opening and operations plans.

Although subject to future executive orders and social distancing protocols, our current plan for summer 2020 park openings includes the following:

**Gated Community Parks** – have remained open to passive recreation (Ford Lake, Ford Heritage, North Bay, Loonfeather, North Hydro, Lakeside and Boathouse)

- Gate opening and closing resuming May 23, 2020

**Community Center** – TBD until Phase #4 of the MI Safe Start Plan. Based on Safety Committee and Township Administration restricted programming and group sizes)

**Green Oaks Golf Course** – opened on May 1<sup>st</sup> to walking only. Golf carts were made available on May 11<sup>th</sup>.

### General Park Amenities

- Restrooms remain closed (portable restrooms placed the week of May 18, 2020 at Community Parks)
- Playgrounds remain closed (until TBD)
- Basketball Courts remain closed (until Phase #4 of MI Safe Start Plan)
- Tennis and Pickleball courts remain closed (until Phase #4 of MI Safe Start Plan)
- Pavilions are closed to gatherings that exceed the social gathering numbers dictated by the state

### Recommendation

Based upon the evolving COVID-19 crises, executive orders from the Governor, and directives from Township Administration and the County Health Department it is my recommendation that the Ypsilanti Township Park Commission approve the parks and facility opening plan outlined above for the summer of 2020.

*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**KAREN LOVEJOY ROE**  
*Treasurer*  
**LARRY J. DOE**  
*Trustees*  
**STAN ELDRIDGE**  
**HEATHER JARRELL ROE**  
**MONICA ROSS WILLIAMS**  
**JIMMIE WILSON JR.**



**Recreation Department/  
Community Center**

2025 East Clark Road  
Ypsilanti, MI 48198  
Phone: (734) 544-3807  
Fax: (734) 544-3888  
50 & Beyond: (734) 544-3838  
ytown.org

*Charter Township of Ypsilanti*

## **Reconnection/Reopen Plan Ypsilanti Township Parks & Recreation Facilities As of **May 19, 2020****

The following is a plan for reopening Parks & Recreation facilities following our shut down due to COVID-19.

### **Phase 1 (May 11<sup>th</sup>)**

#### **COMMUNITY CENTER**

- Bring staff back with staggered shifts; working 40 hours, half from home
- Remain closed to the public
- Digital Programming ONLY

### **Phase 2 (May24- 26th)**

- Staff coming back full-time (May 26<sup>th</sup>)
- Facilities Remain closed to the public
- Digital Programming ONLY
- Portable restrooms in Parks
- Park gates opened and closed regularly

### **Phase 3: Improving (Phase 4 of the MI SAFE PROGRAM; TBD DATE)**

#### **Community Center**

- Open to the public for walking, in person registration, etc.
  - Have Shield guard installed area of front counter near register; other areas of front counter will have the metal pull down window closed
- Continue to offer activities/classes online
- Continue to practice social distancing and ppe requirements
  - Staff wear gloves and face mask when interacting with customers
- Allow small gatherings – Gym rentals, Racquetball/Walleyball; Room rentals – (TBD number)
- All small attended programs to reconven – youth dance, Jump-a-Rama, Karate, art classes etc. (TBD number)
- Allow for specialty camps to resume (TBD number)
- Allow for sports field rentals and practices (TBD number)
- Continue to sanitize common areas after each use (front desk phone, front register)
- Work on fall programming
- Indoor Pickelball allowed (no large gatherings in areas)

## **Parks**

- Follow any and all social distancing or PPE requirements
- Shelter rentals allowed for small groups and parties (no more than 35)
- Reopen playgrounds and remove caution tape
- Reopen sport courts (monitor completed by Rangers, Recreation staff, Township staff)
  - Tennis is allowed
  - Pickleball is allowed
  - Reopen basketball courts by affixing rims

## **Phase 4: Containing (Phase 5 of the MI SAFE PROGRAM: TBD DATE)**

### **Community Center**

- Open full swing to customers
- Rebuild revenue – offer classes online, begin with small gathering programs outside
- Workout Room – remove free weights; block every other piece of equipment; have staff supervise this area (extra wipes, custodians clean often, etc.). Consider checkout of equipment (balls, weights)
- Allow Outdoor programming, ball diamonds, youth sports, etc.
- Begin phase #1 of the senior center reopening procedure as developed by KovirPage
- Allow Room Rentals – up to 50
- Country Music & Wednesday Music (both for Seniors)
- Offer Camp in a Box
- Lockerrooms Available – sanitize more frequently
- Speciality Camps Allowed (scheduled to begin June 22)

### **Parks**

- Follow any and all social distancing or PPE requirements
- Parks open entirely to patrons

## **Phase 5 (TBD)**

- Summer Camps (collaboration with the Y-Center) – No field trips, bring in guest speakers
- Camps will operate according to CDC guidelines for Camps during COVID-19. This will include having recommended health and safety actions in place, as well as ongoing monitoring – examples below (detailed list attached)
  - Promote healthy hygiene practices, such as hand washing and employees wearing a cloth face covering
  - Intensify cleaning, disinfection, and ventilation of facilities
  - Develop and implement procedures to check for signs and symptoms in children and employees daily upon arrival, as feasible
  - Encourage anyone who is sick to stay home
  - Plan for if children or employees get sick
  - Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
  - Train all employees on health and safety protocol

**\*This plan will continue to be updated**