

CITY OF LOWELL
PARKS AND RECREATION COMMISSION
TUESDAY, NOVEMBER 17, 2015 6:00 P.M.
CITY HALL

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. October 20, 2015
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Signage & Websites
 - b.
 - c.
7. NEW BUSINESS
 - a. Banners for Main Street
 - b. Meeting Dates for 2016
 - c. Review Agreements
 - d.
8. PARK UPDATES
 - a. Recreation Park
 - b. Stoney Lakeside Park/Dog Park/Skateboard Park
 - c. Creekside Park
 - d. Richards Park
 - e. Upper Bridge, Moose/Rogers, North Washington Property
 - f. Riverwalk Park
9. COMMISSIONER COMMENTS

Note: The next meeting will be December 15th at City Hall.

10. ADJOURNMENT

**LOWELL PARKS AND RECREATION COMMISSION
TUESDAY, OCTOBER 20, 2015, 6:00 P.M.
City Hall**

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 6:00 p.m. by Commissioner Beachum and the roll was called.

Members Present: Jeff Altoft, Nancy Anderson, Perry Beachum, Paula Mierendorf and Susan Pomper

Members Absent: None

Others Present: Mark Howe, Mike Hoevenaar, Peggy Covert and Luanne Wisniewski

2. APPROVAL OF THE AGENDA

Commissioner Beachum requested to add under New Business Signage & Websites and Ice Rink.

IT WAS MOVED BY MIERENDORF and seconded by ALTOFT to approve the agenda adding item c. Signage & Website and d. Ice Rink under New Business to the agenda.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY POMPER and seconded by ANDERSON to approve the minutes of September 15, 2015 as presented.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

4. REVIEW FINANCIAL REPORT

By consensus the commissioners approved the financial report.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

No citizen comments were received or discussed.

6. OLD BUSINESS

No comments were received or discussed on this item.

7. **NEW BUSINESS**

a. **Park Use Participant Fee**

Howe would like to review the city contracts for the use of the park fields. Currently the city has agreements with each team to pay \$10.00 per participate for the season. The commissioners discussed the cost of preparing the fields and fairgrounds for events. Howe is working on a work order system for the Department of Public Works. This would help show how many hours are spent in each park.

By consensus the park commissioners agreed to keep the agreements at \$10 per player.

b. **Rules and Procedures**

Howe recently attended a workshop Peter Letzman held. Peter recommended all boards and commissions adopt "Rules & Procedures". Howe will be working on putting together a draft for all boards.

c. **Signage and Website**

Beachum brought up the lack of signs to the city parks. He would like to have signs placed on on the major streets to direct people to the parks.

Beachum also would like to see directions and pictures of our parks placed on our websites so people from out of town can easily locate the park when attending an event. Mierendorf mentioned a couple websites that might be helpful, Yelp and Google Maps. She offered her expertise in assisting setting this up. All the commissioners agreed this was a great idea.

d. **Ice Rink**

It is time to get prepare for the maintenance of the ice rink at Richard Park. The Commissioners discussed offering the opportunity to provide the maintenance to a different team. This year Lowell Little League will take over the maintenance of the ice rink. Mierendorf and Pomper suggested a motion be made to allocate the \$1,500 for the ice rink.

IT WAS MOVED BY ALTOFT and seconded by ANDERSON to approve the \$1,500 to the Lowell Little League for the maintenance of the ice rink at Richards Park for the winter of 2015-16.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

8. **PARKS UPDATE**

a. **Recreation Park**

No comments were received or discussed on this item.

b. **Stoney Lakeside Park**

Howe informed the commissioners about a man who was approached by a police officer for not having his dog on a leash. In the city all dogs are required to be on a physical 8' leash.

c. **Creekside Park**

Mierendorf commented the garden was cleaned up for the season and this year there was no complaints.

Hoevenaar commented that everything was picked up on the ball fields and the signs have been removed. The travel teams that come to play on our fields had nice things to say about our park; they appreciated the playground, pavilion, having a concession stand and working bathrooms.

Howe reported that a new lease agreement with Lighthouse has been signed for the path from Foreman Road to Creekside Park. Lighthouse has requested that "No Parking" signs be put up along the parking lot near the path as the parking lot is for Lighthouse employees. Hoevenaar said he would also pass the word out to the parents not to park there.

d. **Richards Park**

No comments were received or discussed on this item.

e. **Upper Bridge, Moose/Rogers, North Washington Properties**

Howe reported the road project to improve North Washington Road from Fremont to the city limits has been completed.

Mierendorf wanted to thank the Department of Public works for taking care of the dead deer she reported down by the river.

f. **Riverwalk Park**

No comments were received or discussed on this item.

9. **COMMISSIONER COMMENTS**

The commissioners discussed the possibility of planting a tree in memory of Councilmember Jim Hall.

IT WAS MOVED BY ANDERSON and seconded by POMPER to adjourn at 8:00 p.m.

Respectfully submitted,
Luanne Wisniewski

LEE FUND
November 16, 2015

	<u>FISCAL YEAR</u> <u>2015 2016 ACTUAL</u>	<u>FISCAL YEAR</u> <u>2015-2016</u> <u>BUDGET</u>	Available
REVENUE:			
Interest Revenue	\$1,986.66	\$10,000.00	
 Total Revenues:	 \$1,986.66	 \$10,000.00	
EXPENDITURES:			
Park Improvements	0.00	\$10,000.00	\$6,835*
 Total Expenditures:	 0.00		
 Ending Balance:			
Net of Revenues/Appropriations	\$1,986.66		

Carr fund II \$71,028.27
KC Youth Fair \$224.75 rec'd 10/6/2015
KC Youth Fair \$771.95 rec'd 6/2015

Capital outlay items paid this fiscal year.
None

***\$6,835 available for park improvements during the fiscal year 2015-2016**

Of this amount, \$1500 committed for ice rink.

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL
 PERIOD ENDING 10/31/2015
 % Fiscal Year Completed: 33.61

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2015	2015-16 AMENDED BUDGET	YTD BALANCE 10/31/2015	ACTIVITY FOR MONTH 10/31/2015	AVAILABLE BALANCE	% BDDT USED
Fund 101 - GENERAL FUND							
Dept 751-PARKS							
Revenues							
101-751-593.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	771.95	3,000.00	224.75	224.75	2,775.25	7.49
101-751-652.000	CREEKSIDE PARK REVENUE	300.00	500.00	750.00	0.00	(250.00)	150.00
101-751-653.000	PARK USER FEES	8,905.00	9,000.00	3,439.50	2,610.00	5,560.50	38.22
TOTAL Revenues		9,976.95	12,500.00	4,414.25	2,834.75	8,085.75	35.31
Expenditures							
101-751-702.000	SALARIES-PERMANENT	29,741.42	25,900.00	10,846.84	3,811.33	15,053.16	41.88
101-751-707.000	SALARIES-TEMPORARY	6,082.79	9,400.00	4,305.02	1,420.00	5,094.98	45.80
101-751-708.000	STANDBY	245.04	500.00	224.44	79.72	275.56	44.89
101-751-709.000	SALARIES-OVERTIME	1,872.88	1,000.00	72.36	0.00	927.64	7.24
101-751-715.000	SOCIAL SECURITY	3,039.80	2,900.00	1,211.33	433.17	1,888.67	41.77
101-751-716.000	HEALTH INSURANCE	5,451.51	5,300.00	2,229.35	977.31	3,070.65	42.06
101-751-717.000	LIFE INSURANCE	88.02	100.00	31.19	10.48	68.81	31.19
101-751-718.000	PENSION	6,333.02	4,500.00	1,540.50	707.08	2,959.50	34.23
101-751-721.000	LONGEVITY	455.01	400.00	0.00	0.00	400.00	0.00
101-751-722.000	WORKERS COMPENSATION	83.50	2,100.00	378.57	132.55	1,721.43	18.03
101-751-723.000	DENTAL INSURANCE	345.00	300.00	121.46	38.13	178.54	40.49
101-751-724.000	EYECARE	149.01	200.00	35.87	13.33	164.13	17.94
101-751-725.000	DISABILITY INSURANCE	222.28	300.00	83.13	27.39	216.87	27.71
101-751-740.000	OPERATING SUPPLIES	4,917.03	6,000.00	2,430.01	424.45	3,569.99	40.50
101-751-802.000	CONTRACTUAL	36,745.00	33,000.00	10,185.00	4,550.00	22,815.00	30.86
101-751-864.000	CONFERENCES & CONVENTIONS	0.00	100.00	0.00	0.00	100.00	0.00
101-751-910.000	INSURANCE	2,618.54	2,700.00	3,122.00	0.00	(422.00)	115.63
101-751-920.000	PUBLIC UTILITIES	15,958.14	25,000.00	4,324.79	1,043.50	20,675.21	17.30
101-751-930.000	REPAIR & MAINTENANCE	4,078.70	6,000.00	535.86	23.99	5,464.14	8.93
101-751-940.000	RENTALS	15,611.95	20,000.00	8,318.88	2,491.47	11,681.12	41.59
101-751-955.000	MISCELLANEOUS EXPENSE	0.00	300.00	0.00	0.00	300.00	0.00
TOTAL Expenditures		134,038.64	146,000.00	49,996.60	16,183.90	96,003.40	34.24
Net - Dept 751-PARKS		(124,061.69)	(133,500.00)	(45,582.35)	(13,349.15)	(87,917.65)	
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES		9,976.95	12,500.00	4,414.25	2,834.75	8,085.75	35.31
		134,038.64	146,000.00	49,996.60	16,183.90	96,003.40	34.24
		(124,061.69)	(133,500.00)	(45,582.35)	(13,349.15)	(87,917.65)	34.14

PARK USER FEES

Sport Group	2013			2014			2015		
	DATE	AMOUNT	PLAYERS	DATE	AMOUNT	PLAYERS	DATE	AMOUNT	PLAYERS
YOUTH FOOTBALL	Oct	\$2,175.00	290	Nov. 2014	1912.5	255	Oct.	\$2,610	261
XTREME SOFTBALL	July	\$500.00	Tournament						
LITTLE LEAGUE	July	\$3,510.00	420	25-Jun	\$ 4,660.00	466	May	\$4,440	444
YMCA	Dec	\$1,980.00	264	Jan (2015)	\$1,750	175			
BACKYARD DREAMS	Sept	\$525.00	70	Jan (2015)	\$225	22 1/2			
LACROSSE	Flood	-		4-Sep	\$ 577.50	77	Sept	\$829.50	79
T-BALL									
TOTALS:									
Kent County Youth Fair	Dec	\$ 500.50					June	\$ 771.95	
							Oct. 2013 to Mar. 2015		
							Oct.	\$ 224.75	
TOTALS:		\$500.50					\$ 996.70		



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2016

PARKS AND RECREATION COMMISSION MEETING DATES

6:00 P.M.

City Hall

GRAND RIVER ROOM (UNLESS NOTED)
SECOND FLOOR
(THIRD TUESDAY OF THE MONTH)

JANUARY	*19 – City Hall	JULY	19 – CREEKSIDE PARK
FEBRUARY	*16 – City Hall	AUGUST	16 – RICHARDS PARK
MARCH	15 – City Hall	SEPTEMBER	20– RECREATION PARK
APRIL	19 – City Hall	OCTOBER	18 – City Hall
MAY	17 – RIVERWALK	NOVEMBER	15 – City Hall
JUNE	21 - STONEY LAKESIDE PARK	DECEMBER	20 – City Hall

*Council Meeting Dates on Tuesdays:

January 19 (Martin Luther King Day)

February 16 (Presidents Day)