

CITY OF LOWELL  
PARKS AND RECREATION COMMISSION  
WEDNESDAY, JANUARY 18, 2017 AT 6:00 P.M.  
CITY HALL – GRAND RIVER ROOM

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. November 2, 2016
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a. Master Plan Update – Dave Austin
  - b.
  - c.
  - d.
7. NEW BUSINESS
  - a. Meeting Dates for 2017
  - b.
  - c.
8. PARK UPDATES
  - a. Recreation Park
  - b. Stoney Lakeside Park/Dog Park/Skateboard Park
  - c. Creekside Park
  - d. Richards Park
  - e. Scout Park/Upper Bridge
  - f. Riverwalk Park
9. COMMISSIONER COMMENTS

Note: The next meeting will be February 21, 2017 at City Hall.

10. ADJOURNMENT

**LOWELL PARKS AND RECREATION COMMISSION**  
**WEDNESDAY, NOVEMBER 2, 2016, 6:00 P.M.**  
**CITY HALL**

**1. CALL TO ORDER; ROLL CALL**

The meeting was called to order at 6:02 p.m. by Perry Beachum and roll was called.

Members Present: Nancy Anderson, Perry Beachum, Alan Teelander

Members Absent: Susan Pomper and Paula Mierendorf

Others Present: Mike Burns, Scott Fosburg, Rich LaBombard, Bob Rogers (left 6:45)  
Mike Hoevenaar, Bob Richardson and Nate Post (left 6:20)

IT WAS MOVED BY TEELANDER and seconded by ANDERSON to excuse the absence of commissioners Susan Pomper and Paula Mierendorf.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY ANDERSON and seconded by TEELANDER to approve the agenda as written.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

IT WAS MOVED BY TEELANDER and seconded by ANDERSON to approve the minutes for September 20, 2016 as written.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

**4. REVIEW FINANCIAL REPORT**

By consensus the commissioners approved the financial report.

5. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Nate Post with Lowell Youth Football would like to replace the scoreboard at Burch Field. Post would like to change the new scoreboard to face north. Beachum suggested Post look into applying for grants.

6. **OLD BUSINESS**

a. **Stoney Lakeside Playground Update**

Bob Rogers updated the commissioners on the fundraising for the new playground. Their goal is to raise \$14,265.62, twenty five percent of the total cost. They will be accepting donations until December 1<sup>st</sup>. The total raised to date is \$6,060.00. Bob and his wife, Amanda, will be meeting a professional fundraiser to help them with this project and future projects. The commissioners discussed donating \$1,500 this year to the playground and reserving \$1,500 for next year's maintenance.

A motion was made for the Parks and Recreation Board to donate \$1,500 to the new Stoney Lakeside playground.

IT WAS MOVED BY ANDERSON and seconded by TEELANDER to donate \$1,500 to the new Stoney Lakeside playground.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

b. **Master Plan Options – Wish List for all Parks**

LaBombard explained this will be a six step process and the first one will be meeting with Dave Austin with Williams & Works.

c. **Parks Pamphlet Update**

A rough draft was presented of the parks pamphlet. It was suggested we look into adding a scanner icon for smart phone users.

7. **NEW BUSINESS**

a. **Recreation Sports Contracts**

Bob Richardson with Lowell Schools would like to use Creekside Park fields May 12<sup>th</sup> and 13<sup>th</sup> for a varsity softball tournament. Mike Hoevenaar with Lowell Little League agreed to work with Richardson for that weekend in May. The commissioners discussed the tournament fee of \$100 per day.

A motion was made to waive the fee of \$100 per day for the schools tournament May 12<sup>th</sup> and 13<sup>th</sup> of 2017.

It was moved by ANDERSON and seconded by TEELANDER to waive the \$100 per day fee for the Lowell Schools Varsity Girls Tournament May 12<sup>th</sup> and 13<sup>th</sup> of 2017.

YES: 3. NO: 0. ABSENT: 2. MOTION CARRIED.

b. Kent County Youth Fair Contracts

The commissioners discussed with Mike Burns the upcoming renewal of the contract and changes that they would like to have considered.

8. PARKS UPDATE

a. Recreation Park

No comments were received or discussed on this item.

b. Stoney Lakeside Park

James Carey is going working on adding a gazebo in the small dog run area.

c. Creekside Park

Arbor Board approved evergreen trees to be planted this fall.

d. Richards Park

Lowell Little League will take care of the maintenance for the Ice Skating rink for the 2016-2017 winter seasons.

e. Upper Bridge, Moose/Rogers, Scout Park

Arbor board approved replacing the trees that have died on the Moose/Rogers property.

f. Riverwalk Park

A tree sleeve was installed in preparation for the City of Lowell's Christmas tree that is being donated.

The tree selected to be planted to honor Jim Hall will be a Crimson King Maple.

9. COMMISSIONER COMMENTS

No comments were received.

THE MEETING WAS ADJORNED BY BEACHUM AT 8:10 p.m.

Respectfully submitted,  
Luanne Wisniewski

**LEE FUND**  
January 18, 2017

	<b><u>FISCAL YEAR</u></b> <b><u>2016 2017 ACTUAL</u></b>	<b><u>FISCAL YEAR</u></b> <b><u>2016-2017</u></b> <b><u>BUDGET</u></b>	<b>Available</b>
<b>REVENUE:</b>			
Interest Revenue	\$275.67	\$5,000.00	
 Total Revenues:	 \$275.67		
<b>EXPENDITURES:</b>			
Park Improvements	\$2,800.00	\$5,000.00	
 Total Expenditures:	 0		
 Ending Balance:			
Net of Revenues/Appropriations	\$-2,524.33		
 <b>Capital outlay paid:</b>			
Sidewalk to women's restroom	\$1,050.00		
Stoney Lakeside playground	\$1,500.00		
Lowell granite Jim Hall sign	<u>\$250.00</u>		
	<b>\$2,800.00</b>		

**\*\*The auditors have determined the Lee Fund has \$9173.00 to spend for the fiscal year ending 6/30/17.**

**Carr fund II \$71,076.79**  
**KC Youth Fair \$729.00 rec'd 11/7/2016**

01/18/2017 10:10 AM  
 User: SUE  
 DB: Lowell

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2016  
 % Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2016	2016-17 AMENDED BUDGET	YTD BALANCE 12/31/2016	ACTIVITY FOR MONTH 12/31/16	AVAILABLE BALANCE	% BDDT USED
Fund 101 - GENERAL FUND							
Dept 751-PARKS							
Revenues							
101-751-593.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	1,186.85	300.00	729.00	0.00	(429.00)	243.00
101-751-652.000	CREKESIDE PARK REVENUE	1,175.00	750.00	0.00	0.00	750.00	0.00
101-751-653.000	PARK USER FEES	10,509.50	7,000.00	6,580.00	0.00	420.00	94.00
<b>TOTAL REVENUES</b>		<b>12,871.35</b>	<b>8,050.00</b>	<b>7,309.00</b>	<b>0.00</b>	<b>741.00</b>	<b>90.80</b>
Expenditures							
101-751-702.000	SALARIES-PERMANENT	27,093.44	28,000.00	13,549.39	1,820.98	14,450.61	48.39
101-751-707.000	SALARIES-TEMPORARY	7,780.14	9,400.00	4,894.88	270.00	4,505.12	52.07
101-751-708.000	STANDBY	272.68	500.00	144.72	0.00	355.28	28.94
101-751-709.000	SALARIES-OVERTIME	243.84	1,000.00	94.78	40.51	905.22	9.48
101-751-715.000	SOCIAL SECURITY	2,787.21	3,300.00	1,463.97	164.14	1,836.03	44.36
101-751-716.000	HEALTH INSURANCE	5,503.68	6,000.00	2,586.26	476.60	3,413.74	43.10
101-751-717.000	LIFE INSURANCE	80.06	100.00	41.98	9.25	58.02	41.98
101-751-718.000	PENSION	5,560.50	5,400.00	3,126.82	583.02	2,273.18	57.90
101-751-721.000	LONGEVITY	195.00	500.00	13.01	0.00	486.99	2.60
101-751-722.000	WORKERS COMPENSATION	879.67	2,100.00	469.35	53.86	1,630.65	22.35
101-751-723.000	DENTAL INSURANCE	303.96	400.00	144.07	23.23	255.93	36.02
101-751-724.000	EYECARE	98.25	200.00	48.22	11.10	151.78	24.11
101-751-725.000	DISABILITY INSURANCE	211.11	300.00	112.41	24.16	187.59	37.47
101-751-740.000	OPERATING SUPPLIES	4,985.61	6,900.00	906.59	114.45	5,993.41	13.14
101-751-744.000	UNIFORMS	0.00	350.00	336.12	0.00	13.88	96.03
101-751-802.000	CONTRACTUAL	27,071.00	36,830.00	24,536.18	1,133.79	12,293.82	66.62
101-751-864.000	CONFERENCES & CONVENTIONS	0.00	1,500.00	200.00	0.00	1,300.00	13.33
101-751-910.000	INSURANCE	3,122.00	3,300.00	0.00	0.00	3,300.00	0.00
101-751-920.000	PUBLIC UTILITIES	9,362.06	16,000.00	6,428.72	1,115.83	9,571.28	40.18
101-751-930.000	REPAIR & MAINTENANCE	8,763.45	9,000.00	3,205.36	0.00	5,794.64	35.62
101-751-940.000	RENTALS	15,163.82	20,000.00	11,270.33	2,226.18	8,729.67	56.35
101-751-974.000	LAND IMPROVEMENTS	0.00	0.00	1,050.00	1,050.00	(1,050.00)	100.00
<b>TOTAL EXPENDITURES</b>		<b>119,477.48</b>	<b>151,080.00</b>	<b>74,623.16</b>	<b>9,117.10</b>	<b>76,456.84</b>	<b>49.39</b>
<b>Net - Dept 751-PARKS</b>		<b>(106,606.13)</b>	<b>(143,030.00)</b>	<b>(67,314.16)</b>	<b>(9,117.10)</b>	<b>(75,715.84)</b>	
TOTAL REVENUES							
TOTAL EXPENDITURES							
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>12,871.35</b>	<b>8,050.00</b>	<b>7,309.00</b>	<b>0.00</b>	<b>741.00</b>	<b>90.80</b>
		<b>119,477.48</b>	<b>151,080.00</b>	<b>74,623.16</b>	<b>9,117.10</b>	<b>76,456.84</b>	<b>49.39</b>
		<b>(106,606.13)</b>	<b>(143,030.00)</b>	<b>(67,314.16)</b>	<b>(9,117.10)</b>	<b>(75,715.84)</b>	<b>47.06</b>

# PARK USER FEES

Sport Group	2016			2017			2018		
	DATE	AMOUNT	PLAYERS	DATE	AMOUNT	PLAYERS	DATE	AMOUNT	PLAYERS
YOUTH FOOTBALL	Oct-16	\$2,790	279						
<b>XTREME SOFTBALL</b>									
LITTLE LEAGUE	May-16	\$5,150	515						
YMCA	Nov-16	2,500	256						
BACKYARD DREAMS	Oct-16	\$100	10						
LACROSSE	Aug-16	\$830	83						
<b>T-BALL</b>									
<b>TOTALS:</b>		\$11,370			\$0			\$0	
Kent County Youth Fair	Oct-16	\$ 729.00	rentals						
<b>TOTALS:</b>					\$0		\$	-	



## MEMORANDUM

**To:** City of Lowell Parks & Recreation Committee  
**Date:** January 16, 2017  
**From:** Andy Moore, AICP; Dave Austin, P.E.  
**RE:** **5-Year Parks and Recreation Plan Update**

The purpose of this memorandum is to describe the process involved to update the City's 5-Year Parks and Recreation Plan. The Parks and Recreation Plan is important to the City in that it helps in the provision of recreational facilities, services and programming. Additionally, having a complete and up-to-date five-year recreation plan is required in order to establish eligibility for grants from the Michigan Department of Natural Resources, which are available annually.

The City's Parks and Recreation Plan was last updated in 2010, so a review and update is necessary at this time. The 2010 Plan meets most of the DNR's requirements for content, so a complete rewrite of the document is not necessary. However, it is important that the City follow the DNR's required planning and adoption process. We suggest the following timeline:

Kickoff meeting (January). This step consists of an overview and discussion of the planning process, a cursory review of the existing Recreation Plan document, and a discussion pertaining to the methodology for soliciting public input.

Data Update (January-February). We will perform a detailed review of the existing plan and offer comments or corrections to the plan. This will include updates to demographic data, the recreation facility inventory, and any other sections as needed.

Public input (March). The DNR requires that a Five-Year Recreation Plan include at least one form of public input in addition to the required public hearing at the conclusion of the process. This can be in the form of a survey, open house, visioning workshop or another format intended to solicit public input with regard to parks and recreation in the City. We will work with the Committee to decide upon a suitable technique.

Review of Goals and Objectives, Action Strategies (April). After the public input is received and analyzed, we will review the Goals and Objectives and Action Strategies in the Recreation Plan in light of the public input received. The goals and objectives and action strategies should be founded on the opinions and needs of the residents. After edits are made to this section, a draft Plan will be ready for review by the Committee.

Finalization (May). Once the draft plan is complete, it will need to be made available for public review for 30 days, after which a public hearing can be held by the City Council. After the hearing, the Plan can be adopted.

We are looking forward to reviewing this memorandum with you on the 18<sup>th</sup>. Please feel free to contact us if there are any questions.



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# 2017

## PARKS AND RECREATION COMMISSION MEETING DATES

6:00 P.M.

City Hall

GRAND RIVER ROOM (Unless Noted)  
SECOND FLOOR  
(Third Tuesday of Every Month)

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

\*Council Meeting Dates on Tuesdays:

January 17 (Martin Luther King Day)

February 21 (Presidents Day)