

## **City of Wyoming Parks & Recreation Commission**

### **MINUTES FOR THE MEETING OF September 11, 2013**

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Present: Doug Wustman, Doug Broek, Kenneth Hornecker, Dave Skinner, Alex Smart

Absent: Robert Cook, Eric Hartfield, Oogie LaMar, Megan Harley, Aaron Velthouse, Rich Pastoor (City Council Liaison)

Guest:

Staff Present: Rebecca Rynbrandt, Gloria Pelton

- A. Call to order of the Parks and Recreation Commission** – Chairperson Doug Wustman called the meeting to order at 7:05 p.m.
- B. Approval of Agenda** –A motion was made by Doug Broek to approve the agenda and it was seconded by Alex Smart. Motion carried.
- C. Approval of the Parks and Recreation Commission Minutes of the May 8, 2013 Meeting** – A motion was made by Dave Skinner, seconded by Kenneth Hornecker to approve the minutes of the May 8, 2013 meeting. Motion carried.
- D. Public Comment on Agenda Item (limit to 3 minutes)** – None
- E. FY 2014 TAP Projects Submittals & Grant Award (Ref. Files: Non-Motorized Trail Project Submittal 2013, Cost Est. Trails Project Priorities 2013, FY2014Projects TAP Projects files)** – All projects submitted by the City of Wyoming to the MPO (Metropolitan Planning Organization, locally the Grand Valley Metro Council) were summarized in a letter from Russ Henkel, Asst. Director of Public Works – Engineering for the City of Wyoming. Of the \$1.1 million awarded, \$728,000 of that was awarded to the City of Wyoming for the Interurban Trail & Kentwood Connector. The project will connect two existing trails. The project will compliment the transit work being done on the Silver Line on Division Avenue. Commissioner Kenneth Hornecker voiced his concern with the construction currently being done in the area near Godwin school and the liability with the students near the piles of dirt. Skinner also said that the construction is hampering safety in the Kelloggsville School area also. Rynbrandt will forward Skinner's concerns to Engineering.
- F. Buck Creek Nature Preserve Boardwalk**
- MMRMA Decision – The boardwalk does not qualify for insurance replacement or repair.
  - According to FEMA, boardwalks are exempt from being insured so the City of Wyoming will be moving toward the demolition of the existing damaged boardwalk. FEMA will not fund the replacement of the boardwalk. The trail is directly in the flood plain.
  - Rebecca has asked Engineering to determine feasibility and cost to replace it with a paved path. Alex Smart suggested looking into less expensive replacement projects such as possibly working with other community

organizations to create a natural path or rerouting the path to higher areas.

- A question was raised about our Adopt-a-Park program, its success. Rebecca will organize a presentation by Jeff Anderson and Valarie Brochu, staff assigned to the Adopt a Park program for the October meeting.

**G. CDBG HUD Monitoring/Audit** – FY 2010-11 grant funding was audited by the HUD representative. This included the security camera project for Marquette Park and the Fire Suppression System and Hearing Loop System projects for the Wyoming Senior Center. She was very impressed with the renovations done with the funds.

**H. Capital Projects Update**

- Buck Creek – Lemery Path Improvement – The project is complete however upon inspection there was an area with about a 6 inch lip that will be investigated further by the City of Wyoming Engineering Department. Final payment has not been made.
- Pinery Park Restroom/Concession Building – The bid has been awarded to VanderKodde Construction. The bid came in higher than expected at \$186,000 and will require more of the grant to be used which was marked for the Pinery Park trail and Veteran's Park improvements. Upon inspection by Kent County Health Department, there were required changes to the project such as a mop sink, an over-sized water heater and an air curtain to help prevent bugs specific to Pinery Park Little League's desire to operate a "food service" concession rather than a "pre-packaged" concession. Pinery Park Little League is being required to pay for the approximate \$9,000 food handling level increase. The new structure will be a City of Wyoming facility.
- Wyoming Senior Center Community Room Renovations – The project is on target for an April 1 completion date. \$100,000 will be CBDG funds, \$60,000 will be donated from the Wyoming Senior Fellowship Club, and \$80,000 - \$100,000 will come from the Parks & Recreation millage funds.

**I. June 2013 Preliminary Year – End Financials**

- Year End Recreation Programming Information – Overall we finished the year well. The total budget income was estimated at \$4.3 million and actual amount was \$4.1 million. Since 2007 the property tax revenue has declined 24%. Parks fees surpassed the projected \$59,000 coming in at \$68,000.
- Introduction of Alternate Capital Funding Considerations – Rebecca reported that the department is overall in good shape. She asked for input from Commission Members on what their preference would be to increase capital funds. Should we ask for an overall millage increase, a capital millage in addition to our current millage, or possibly a special assessment district similar to what Grand Rapids is doing? There was much discussion on this issue however, Doug Wustman recommended tabling further discussion until more information is provided. By consensus the matter was

tabled.

**J. Grant Updates**

- Older Adult Transportation Assistance Funding – We have again been awarded \$11,133 in grant funds for FY 14 for this program. The program from the past year ran short of funds and were unable to provide tickets for the past couple months, therefore some of the policies have been adjusted so we are not in the same situation at the end of the FY 14 grant year.
- Kent County Senior Millage (Stepping Stones Program) – There will be a proposal review on October 8 for the 2014 Grant. Rynbrandt and CTRS Kristine Schwab to present.

**K. General Updates**

- Legislative Visit, NRTF Testimony – We received a visit from State House Representatives LaFontane and Victory at Oriole Park. The residents spoke very highly of the park renovations. Following the visit, Rynbrandt presented testimony to the legislative Natural Resources Committee on the importance of the Natural Resources Trust Fund. This presentation was made at Grand Valley State University.
- 2012 Annual Report – All commissioners affirmed that they have received a copy in the mail.
- SKRA Litigation – SKRA's attorney has requested many extensions from the court. The city has now requested a summary judgment which will hopefully occur on December 11, 2013. It was noted that SKRA still has not reimbursed the City for its half of the appraiser cost as required by the Court.

**L. Commissioner Recruitment** – We have a couple openings on the Parks & Recreation Commission. Possible members can be any registered voter in Wyoming or a representative of a Wyoming School District.

**M. Commissioner Concerns and Suggestions** – Dave Skinner asked if there have been any issues with the “open carry” in the parks. He stated that they are having major concerns in the Kellogg Ville School District. They cannot find any laws to back prohibiting it in the school buildings. Rynbrandt indicated she is in communication with the Police Department to establish a protocol for staff when presented with an open carry situation.

**N. Public Comment in General** – None

**O. Motion to Adjourn the Parks and Recreation Commission Meeting** – Motion to adjourn was made by Doug Broek and seconded by Dave Skinner. The meeting was adjourned at 8:50 p.m.

Recorded by \_\_\_\_\_  
Gloria Pelton  
Recording Secretary