

PARKS & RECREATION COMMISSION
MINUTES FOR THE
MEETING OF

February 9, 2011

Present: Jim Austin, Bob Cook, Eric Hartfield, Jerry Hopkins, Dan Lavengood, Rod Van Oeveren

Absent: Rhonda Buck, Megan Harley, Dave Skinner, Doug Wustman

Staff Present: Nancy Parent, Rebecca Rynbrandt

City Council Liaison Rich Pastoor

Call to order of the Parks and Recreation Commission – Chairman Lavengood called the meeting to order at 7:00 p.m.

Approval of Agenda – Motion was made by Rod Van Oeveren, seconded by Jerry Hopkins to approve the agenda. Carried.

Approval of the Parks and Recreation Commission Minutes of the January 12, 2011 Meeting - Motion was made by Rod Van Oeveren, seconded by Eric Hartfield to approve the minutes of the January 12, 2011 meeting. Carried.

Public Comment on Agenda Item (limit to 3 minutes) – None.

Kent County Parks Subcommittee Report – Becky asked the Commissioners to please read the report and call her with any questions. She advised that her interview with the sub-committee was limited to 20 minutes, shared with Jay Steffen from Grand Rapids Parks and Recreation. It did not appear as the committee's collection of data had any real depth.

Greater Wyoming Community Resource Alliance – Grant Outcomes

Stepping Stones – This program was awarded \$1,000 toward operational expenses.

Family/Youth Programs – The Parks & Recreation Department received \$1,000 for their bounce house request.

Cultural Enrichment Commission – They received \$750 to purchase audio equipment for the concerts in the park.

FY 2012 Budget Update – info just coming in from accounting last week. Tax income has been reduced by 14% since 2008. We are looking at revenues projected at \$3.2 million compared to last year's \$3.6 million. It was affirmed that we don't fund basic operations with fund balance. We have a projected deficit of \$160,000 for basic operations, which is equal to 2 FTE positions. During our master planning processes, past discussions with Council, Parks and Recreation Commission and management, the number one service area for funding is parks, next is the WSC (to leverage our infrastructure investments), then youth, then general recreation. One parks maintenance person is retiring in November and we will not be replacing that position. We are not replacing it because we are going through the merging process with Facilities. With this retirement it reduces the deficit to 1.5 positions. We are also looking at reductions with our activity brochure and other minor cost savings. A couple of additional people

may consider retirements this year. This will still leave one FTE position for elimination, which will be in Administration or Recreation. Staff is aware of the situation.

Becky reviewed the handout showing the proposed use of fund balance and recommendations for use of it next year. The tentative estimate is there will be \$140,000 to transfer into fund balance from FY 2011. The current fund balance is approximately \$1,000,000 and the estimated for 2012 is \$1.2 million. Slated for capital projects are the Pinery Park parking lot and tree replacement. We have identified a significant tree removal need because of diseased or dying trees in the amount of \$22,000. The parcel by Ideal Park that we are looking to acquire may be \$30,000-50,000 with grants, and equipment replacement of a John Deere Gator is \$6,000. This is a total of \$293,000. Becky reviewed the additional capital project considerations.

Rod Van Oeveren recommended that we put motion sensor switches in park restrooms rather than a ceiling light sensor for a lower cost.

A discussion was held on what percentage of the total revenue is in fund balance. This is approximately 25%. There is a consensus of the Commission that they are in agreement of adding the 76,500 of capital projects listed in the additional capital/project considerations.

Capital Projects Update

WSC Phase II Renovation – We received a low bid of just over \$70,000. The pre-construction meeting will be held in March. The project will take approximately 9 weeks with the grand re-opening in June. We are converting the WSC to wireless. The seniors have contributed \$25,000 to the project for the furnishings. We received \$38,000 from the CDBG fund and the rest from the Parks and Recreation fund for the renovation project.

DNR Trust Fund Grant 2011 – Acquisition for Ideal Park Progress –

Nancy has been working on getting appraisals for the property adjacent to Ideal Park. Becky is working on an update to the master plan and composing a grant. Most of the money in the trust fund is for acquisition.

Housekeeping/Informational Items –

Becky will work to keep the Commissioners advised of the status of Senate bill 34.

Commissioner Concerns and Suggestions – None

Public Comment in General (Limit to 3 minutes) – None.

Motion to Adjourn the Parks and Recreation Commission Meeting – Motion to adjourn was made by Rod Van Oeveren, seconded by Eric Hartfield. Meeting adjourned at 7:35 p.m.

Recorded by _____
Nancy Parent
Recording Secretary