

City of Wyoming Parks & Recreation Commission

MINUTES FOR THE MEETING OF September 12, 2012

Present: Doug Broek, Megan Harley, Eric Hartfield, Oogie LaMar, Alex Smart, Rod VanOeveren, Aaron Velthouse, Doug Wustman

Absent: Bob Cook, Dave Skinner, 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 7:00 p.m.
- B. Approval of Agenda** – An amendment was made to the agenda with the introduction of new commissioner, Aaron Velthouse. A motion was made by Megan Harley to approve the agenda with changes and it was seconded by Rod VanOeveren. Motion carried.
- C. Approval of the Parks and Recreation Commission Minutes of the June 13, 2012 Meeting** – A motion was made by Megan Harley, seconded by Oogie Lamar to approve the minutes of the June 13, 2012 meeting. Motion carried.
- D. Public Comment on Agenda Item (limit to 3 minutes) – None**
- E. Parks & Facilities Merger, Staffing Update** – The service areas have been successfully and fully merged. All staff is housed in the Parks & Recreation maintenance building and shall perform work at City Hall, Library, Police and the Court buildings in addition to park maintenance; however, provisions have been made so that the appropriate budget and funds are being tapped. This is being accomplished through our work order system. The five retirements this past year opened several positions. The positions have been renamed, interviews held and promotions have been processed. We will begin hiring for three vacant positions. The City of Wyoming is changing the requirements for entry level job descriptions to include the ability to be on call for the fire department. Once the description is cleared, the jobs will be posted.
- F. 5-Year Community Recreation Master Plan Update** – The August 23rd meeting at the Library was attended by 14 adults and 2 children. This meeting provided the public an opportunity to review the results of the survey, focus groups, etc and to affirm what has been identified as priorities from that information. The comments from those in attendance are now with the consultant. The final draft should be returned by September 27; and October 1, we will begin advertisement for the 30 day comment period for residents. The review with the commission will be at the October 10 Parks & Recreation meeting and then to City Council public hearing on December 3. Following the council approval, it will go to neighboring cities and the State of Michigan. The plan is to be effective on January 1, 2013.
- G. Kent County Parks & Recreation Consolidation Study Update** – The report will be presented to the Kent County Commission on September 27.

H. Wyoming Public Schools

- **Recreation Facilities Use Agreement Changes** – The recent consolidation of Wyoming Park & Rogers High Schools has required the new Wyoming High School to make changes in their athletic programs. The changes have shifted the need of various parks facilities. Lamar Park will still be used for baseball, tennis and soccer. In exchange, the school will continue to provide \$10,000 worth of busing and some reimbursement of costs associated with maintenance of fields, batting cages, etc.
- **Memorial Transfer** – The WWII Memorial which was housed at the former Rogers High School has been moved to Veteran's Memorial Park.

I. Godfrey Lee Public Schools Recreation Facilities Use Agreement Status – Godfrey Lee currently has an agreement to redevelop park property and host baseball practices at Battjes Park. We are in the process of freshening agreements with them. The Mayor and City Manager's office was contacted by a concerned parent about the school districts youth football program and their inability to use park facilities for practices. There were no arrangements made with the City prior to the league forming which did not allow time for a Facility Usage Agreement to be developed. The lack of communication from the Athletic Director resulted in registered children in the program not having a place to practice and there was not time to create a new Recreation Facilities Use Agreement with the City of Wyoming. Some parents undertook a negative social media campaign against the City of Wyoming Parks and Recreation Department. The Superintendents office apologized and sought out the parents and coaches to remove the offending posts. A meeting has been scheduled on October 9 with the school district to review and develop new agreements.

J. Capital Projects Update

- The Jackson Park Storm Water Control Study was approved by council.
- Lamar Park Parking Lot Repair – Maintenance will begin soon. The basic repair in the north main lot will be done this fall.
- Buck Creek Trail/Lemery Park Trail Re-construction – The bid proposal went out with none being returned. Asphalt workers are all being kept busy. We will re-post for bids after January

K. Grants/Informational Items

- 2012 Budget Year End – Finished in a positive manner.
- TEAM 21 – Cohort G funding was received at the last minute. Another of the three grants that supports the program ends this year. Continuation funding will be sought.
- KCSM – The Kent County Senior Millage grant which supports our Stepping Stones Program is up for renewal. The grant hearing is scheduled for October.
- OAA – The grant used for the purchase of Go Bus Tickets has been renewed.
- West Nile Virus – Eight years ago we began the program of treating catch basins throughout the park system for the virus (killing mosquito larvae). This procedure is performed annually.
- GWCRA – We continue to work with the Greater Wyoming Community Resource Alliance. They have funded 76 scholarships over the last two year period. The Alliance will be accepting grant applications beginning in October.
- Preliminary FY 2012 Recreation Program Totals – A spreadsheet was included in

the packet.

- Correspondence
 - Godfrey Lee Public Schools – Sent a thank you for the assistance in securing and positioning a boulder for there 75th anniversary memorial at Godfrey-Lee Field.
 - City of Kentwood sent a thank you for the use of our stage for the recent Tribute to the Vietnam Wall.

L. Election of Officers – A motion was made by Oogie Lamar that the officers remain the same as there were no other nominations. It was seconded by Doug Broek. The motion passed to continue with Doug Wustman as chairperson and Eric Hartfield as co-chair.

M. Commissioner Concerns and Suggestions –

- Eric Hartfield brought in the painting that he has entered in Art Prize and explained that the funds he raises will go to various charitable organizations in Wyoming.
- Oogie stated that the merger of Wyoming Schools has gone very well. Maybe better than expected. Becky suggested that there might be a possible opportunity for school officials to share the success with participants at the WSC.

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 Rod VanOeveren.

Recorded by _____
Gloria Pelton
Recording Secretary