

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

### **MINUTES FOR THE MEETING OF September 14, 2016 @ Wyoming City Hall, West Conf.**

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Present: Doug Broek, Robert Cook, Ed McGregor, Dave Skinner, Megan Harley, Aaron Velthouse, Kathryn Crow-Deyoung, Lillian L. Cummings-Pulliams, Doug Wustman

Absent: Rich Pastoor (City Council Liaison)

Guest:

Staff Present: Rebecca Rynbrandt, Director of Community Services  
Cindra Barber, Secretary

- A. Call to order of the Parks and Recreation Commission** – Commission Chair, Doug Wustman called the meeting to order at 7:00 pm.
- B. Approval of Agenda** – A motion was made by Ed McGregor to approve the agenda and seconded by Megan Harley. Motion carried.
- C. Approval of the Parks and Recreation minutes from June 8, 2016 Meeting** – Ed McGregor made motion to approve the minutes from the June 8, 2016 meeting and was seconded by Megan Harley. Motion carried.
- D. Public Comment on Agenda Item (limit to 3 minutes)** – None
- E. Tornado Update** –

- **Community and Park impact area** – Rynbrandt gave a visual presentation of the tornado impact to the community and the parks using a Tornado Damage Assessment Map. There were six confirmed tornadoes that had touched down, jumped and then dissipated throughout West Michigan that day. There was significant damage to Pinery Park which lost 50-60 trees. Parks received assistance with clean up from Team Rubicon, volunteers from Grace Bible College as well as volunteers at large. Prairie Park also took significant damage but we were able to open the primary part of the park rather quickly. Lemery Park, Buck Creek Nature Preserve and Battjes Park also sustained minor damage.

Doug Broek inquired about insurance coverage. Rynbrandt explained typically insurance will only cover taking a tree off a house, off a shelter or off a playground and then laying it down. The cutting it up, the chipping and back filling of the hole is not covered.

- **Status update on restoration of facilities and services** – Rynbrandt informed the Commission that the City is still working to remove curbside debris but will be wrapping that up on September 30<sup>th</sup>. She also gave the following updates on the parks affected by the tornado:

Pinery Park – Has two or three more trees to address but the park will be open on Friday, September 16, 2016.

Prairie Park – The primary part of the park (playground, skatepark, restrooms) is open. The area that is still closed is the Prairie Park Trail. Once we get Pinery Park re-opened we will return to finish up along the trail area. We will also be returning over the next couple of months to work on the deadfall that has been set aside.

Buck Creek Nature Trail – Was closed for a small period of time due to trees on the trail. We did prioritize that and get that open relatively quickly and that is now open.

Ferrand Park – Was closed for a period of time with two significant trees that had fallen and the deadhead from old growth and stand up trees. The park is now open.

Tillman Nature Trail – Did not close and remains open.

Battjes Park – was never official closed. Some minor deadfall was cleaned up very quickly and playgrounds were inspected to ensure public safety.

- F. Library-Parks Millage Question** – Rynbrandt shared the same presentation with the Commission that she presented to the City Council to ask if the Library-Parks millage question could be presented to the voters. There was also a hand out that went along with the visual presentation containing the actual proposal that will appear on the ballot for the May 2<sup>nd</sup>, 2017 election. Parks is asking the voters to allow the library millage to be expanded, when appropriate, for Parks Capital use. It is not an increase in taxes; it will just allow for more flexibility of fund use. This request has been approved by the City Council and has been sent to the Attorney General's office for review.

In 2016 the Library has had over \$300,000.00 in improvements done including parking lot replacement, furniture, carpet and HVAC compressor replacement along with the Bookworm Café renovations. This fiscal year another \$300,000.00 will be spent on the community room upgrade, security camera system upgrades, LED sign & lighting upgrades all needed due to the age of the building. The next major investments will be scheduled 10 years out.

Lillian Cummings-Pulliams wondered what is the likelihood or impact of this proposal being defeated if the school districts also have some type of millage proposal on the May ballot. Rynbrandt advised there is always the opportunity that a school district may put something else on the ballot. She reminded everyone that we are not asking for an increase to the residents and that is the message we need to convey to the voters.

Doug Broek asked if there is still time for the schools to get a proposal on the May ballot and Rynbrandt advised him there is time for them to do that yet.

Rynbrandt mentioned that the Kent District Library is aware of the millage proposal and they are in support of this request.

- G. Community Development Block Grant Committee Priorities** – This was an informational item. The Commission recognizing the length of the meeting chose not to discuss.

**H. Informational Updates/Materials –**

- **Recreation Programmer II Vacancy (WSC)** – Rynbrandt informed the Commission that Molly Remenap, the Recreation Programmer II position which acts as the Director of the Wyoming Senior Center, has accepted a position with Byron Center Schools. We are now in the process of filling her position. Over 120 applications were received and nine applicants were selected for the first round of interviews along with two alternates. For this type of position there are always second interviews if not third interviews. If everything goes smoothly, and they find a successful candidate, they hope to have them on board at the end of October. In the interim, Melissa Specht has been given a temporary promotion to assist in administering the WSC and Eric Tomkins, the Parks and Recreation's Recreational Supervisor, and direct supervisor of the vacant position, has been providing a tremendous amount of staffing and facility support.

- **Recreation Services Organizational Review (including WSC)** - The Recreational Services Organizational Review, which includes the WSC will not include Parks maintenance. This review targets administrative front office support, youth, family and adult Senior Center programs. It involves taking a look at the adopted master plan and looking at how we should be re-configuring our organizational chart in our services areas to meet the evolving need for the next 10 years. Rynbrandt also stated that Valarie Mester, Recreational Programmer, will be using the Organizational Review for her Capstone project for her Master's Degree at CMU. Mester will be researching organizational development trends, conducting interviews and doing comparative analysis to other communities not only in Michigan but in other regions in the country. This information will be reviewed by Rynbrandt and compared and enhanced with the work completed by Rynbrandt, Tomkins, and Remenap as part of this process. Mester will present her findings to the Commission as part of her Master's project, most likely in November. Rynbrandt expects to bring forward a final draft recommendation for the Commission in December and City Council in January.

**I. Commissioner Concerns and Suggestions** – Ed McGregor asked if it was possible to purchase another refrigerator for the WSC. He stated that they have had situations when they cannot use any of the other refrigerators located in the WSC and they have needed a place to keep food cold for their potlucks. Rynbrandt advised him she would review the matter with Eric Tomkins and other staff members to identify what processes have already occurred regarding his request for an additional refrigerator. She will report back in the October meeting.

**J. Public Comment in General (limit to 3 minutes)** - None

**K. Motion to Adjourn the Meeting** – Ed McGregor made a motion to adjourn the meeting and Megan Harley seconded. Motion carried. The meeting adjourned at 8:20 p.m.

Next meeting of the Parks and Recreation Commission: October 12, 2016.

Recorded by \_\_\_\_\_

Cindra L. Barber  
Recording Secretary