
MEETING MINUTES

DATE: Thursday, April 29, 2021

COMMISSION MEMBERS: John Query, Commission Chair
Kevin Klynstra, Mayor
Thom Parker, Commissioner
Amy Langeland, Commissioner
Ashley Kiekintveld, Commissioner

ABSENT: Sue Lucas, Commissioner

CITY STAFF: Scott Nienhuis, Streets/Parks/Cemetery Supervisor
Kevin Plockmeyer, Assistant City Manager/Finance Director
Susan Moore, Administrative Assistant

GUESTS: Tiffany Smith & Melinda Whitten, MC Smith & Associates

I. Approval of February 11, 2021 Meeting Minutes

Motion: Thom Parker

Support: Mayor Klynstra

All in favor, motion passed.

II. Commission Chair John Query welcomed new Commissioner Ashley Kiekintveld and noted that a replacement for Ruth Berghorst, who recently tendered her resignation to the Commission, was in process.

III. 5-Year Parks Master Plan / Huizenga Park Phase III Discussion

Tiffany Smith & Melinda Whitten from MC Smith & Associates joined the meeting to continue the process of reviewing suggested improvements for each park (tonight the focus was on Vande Luyster Square Park and Lawrence Street Park) and obtain Commissioner's input. The Goals & Objectives of the Master Plan was also reviewed. MC Smith will provide a draft plan to Commissioner's prior to their next meeting so they can review it. Prioritization of what to fix & when for each park will be easier to determine once the Master Plan is completed. A future park "field trip" was suggested as a good way for Commissioner's to get a visual of the needs of each park.

IV. Cemetery Rules & Regulations – Adopt for Felch Street Cemetery


The review of this revised document for Felch Street Cemetery use is still being conducted by City Attorney Donkersloot. As soon as it is complete, a special meeting (either electronic or in person) may be needed to approve and forward to City Council for final approval and adoption. Plot purchases at Lincoln Street Cemetery are now minimal (@ 10). Rules & Regs for the Felch Street site are needed to begin plot sales. Commissioners also clarified that they are OK with allowing family monuments at Felch Street provided they follow the same guidelines as those for Lincoln Street Cemetery.

VI. Other Items, Issues

- Burial Report: 19 burials / 19 plot sales (18 residents, 1 non-resident)
- Wind Screens for Pickle Ball Courts: pickle ball players have requested that wind screens be installed at the courts at Huizenga Park. Melinda Smith will email a purchasing source to Supervisor Nienhuis.
- Horseshoe Pits at Huizenga Park: a request was made by residents for horseshoe pits at Huizenga Parks. Commissioners agreed this was a good idea and the following motion was made:
"At Huizenga Park we put two horseshoe pits as described by Scott (Nienhuis)."
Motion: Thom Parker
Support: Mayor Klynstra. All in favor, motion approved.
- Parks Special Permit: After receiving a request from a park renter to sell tickets to their event, a new form was created by City staff and reviewed by City Attorney Donkersloot to be used for these requests.
- Wall heaters will be installed in the restrooms at the Splash Pad due to toilets freezing from the cold weather.
- Warmer weather is needed to resurface the playing surfaces at Lawrence & Huizenga parks.
- Memorial Day/Parade: No official decision made as of yet. Recommendations will be made to City Council at their next meeting.

NEXT MEETING: To be determined.

RECORDED BY:



Susan Moore, Administrative Assistant