
MEETING MINUTES

DATE: Wednesday, January 15, 2025

COMMISSION MEMBERS: John Query, Commission Chair
Sally Gruppen, Mayor Pro Tem
Lynette Lam, Commissioner
Thom Parker, Commissioner
Sue Lucas, Commissioner
Ashley Kiekintveld, Commissioner

ABSENT: Amy Langeland, Commissioner

CITY STAFF: Kevin Plockmeyer, Assistant City Manager/Finance Director
Susan Moore, Administrative Assistant

I. Approval of December 11, 2024, Meeting Minutes

Motion: Thom Parker

Support: Sue Lucas

All those present in favor, motion approved. (Commissioner Ashley Kiekintveld & Mayor Pro Tem Sally Gruppen arrived at the meeting shortly after the meeting minutes vote.)

II. Hoogland Park Design Discussion

Kevin Plockmeyer presented the most recent set of updated design plans which included a new set of play equipment plans from Sinclair (Game Time) for review by the Commission. Kevin Plockmeyer relayed a resident concern he received about lighting at the park and explained that the lighting photo metrics on the plans do not show any light bleeding onto the street or nearby residential properties.

Play Equipment: The play equipment plans (Sinclair) are more similar with what has been received from Matt Lawton (Play & Park) regarding ADA accessibility. Staff is leaning toward recommending 2 bid options – one for Sinclair structures & one for Play & Park structures. Commissioner Ashley Kiekintveld asked if the colors of the play equipment were negotiable, Kevin Plockmeyer will follow-up with MC Smith on that. He also reported that MC Smith does not recommend bucket breaker play equipment for this park as it typically requires a concrete/asphalt surface.

A safety surface design plan was also reviewed. There were some concerns about the vibrancy of the colors, that they may be too much given the colors of the equipment above it. Kevin Plockmeyer will provide this feedback to MC Smith.

While not the final cost, the estimate currently is down to approximately \$1.4 million from \$1.7 million.

Timeline: 90% design meeting with MC Smith set for February 10th. Kevin Plockmeyer anticipates getting this out for bid in early March with project start hopefully in April/May.

III. FY26 Rates and Fees

Kevin Plockmeyer presented the current fee structure for park rentals and cemetery rates for the Commissions review. No changes were recommended.

Other Items

Burial Report: From the packet – Since December 6, 2024:

- Burials – 5 at Lincoln (2 resident / 3 non-resident) / 0 at Felch (0 resident / 0 non-resident)
- Sales – 1 at Lincoln (1 resident / 0 non-resident) / 0 at Felch (0 resident / 0 non-resident)
- Transfers – 0
- Sale Back to City – 0

Other Items

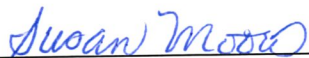
- Kevin Plockmeyer responded to questions/comments on the following:
 - BL196 Crossing: There is currently one outstanding grant request for design work. Working with the Macatawa Area Coordinating Council (MACC) who are in the process of doing a Safety Action Plan which would make them grant eligible for Safe Streets for all grants. Hoping to wrap that process up in March, which would then allow us to be able to submit grant projects in May. This bridge project has been identified as one of the top priorities within the MACC area from a safety perspective. Estimates project within 5 years.
 - Downtown Snowmelt: Commissioner Ashley Kiekintveld complimented the city on the downtown snowmelt. Kevin Plockmeyer noted there is one area that is being troubleshooted that likely needs more glycol, but overall pleased with how it's going.
 - Budget Process: some top items he anticipates would be VDL Gazebo improvements & Huizenga Park pickleball court lighting (on this item he noted the need to follow-up with the engineer on an updated cost quote). He requested Commissioners to let him know if there is anything parks/cemetery related they'd like the city to consider as the budget process is getting underway.
 - Paw Paw Footbridge Park: the sumac/overgrowth mitigation work (that was recently contracted for with the Outdoor Discovery Center) will start in the spring and he will be sure to include in the budget.

Public Comment: Nothing noteworthy.

The meeting was adjourned at @ 6:05 PM

NEXT MEETING: Next regularly scheduled meeting is February 12, 2025, at 5:00 PM however, it was recommended this meeting be rescheduled to Wednesday, February 19, 2025 @ 5:00 PM. Susan Moore will send out a meeting invite for the rescheduled date.

RECORDED BY:



Susan Moore, Administrative Assistant