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## MEETING MINUTES

**DATE:** Wednesday, December 10, 2025

**COMMISSION MEMBERS:** John Query, Commission Chair  
Thom Parker, Commissioner  
Lynette Lam, Commissioner  
Ashley Kiekintveld, Commissioner  
Sue Lucas, Commissioner

**ABSENT:** Sally Gruppen, Mayor Pro Tem

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

**GUEST:** Melinda Whitten, MC Smith & Associates

### I. **Approval of September 10, 2025, Meeting Minutes**

**Motion:** Thom Parker

**Support:** Ashley Kiekintveld

All in favor, minutes approved.

### II. **General Updates**

Kevin Plockmeyer provided updates to the commission on the following projects:

- **Vande Luyster Gazebo Design:** Melinda Whitten presented 2 options for a redesign of the existing Vande Luyster Square Gazebo structure. Both have elevated stairs incorporated into the design + ADA accessibility (ramps) and maintain the overall aesthetic of the current gazebo. Option 1 is an octagon shape; Option 2 is a hexagon shape. Commissioners asked questions and provided their first impressions and while they liked the design, they had concerns about the cost (both are in the approximate \$500k range.)

Commissioner Lucas asked for a synopsis of what the master plan involved RE parks-what hasn't been done yet? Kevin Plockmeyer brought up the 2021 COZ 5-Year Parks and Recreation Plan so everyone could look at the priority list created at that time (he also noted that Parks Supervisor Mike Bronkhorst is concerned about the playground equipment at Lawrence Park). This project and playground equipment at Lawrence Street Park are both next on the list (additional pickle ball courts & Hoogland Park improvements having both been completed). Staff will forward this document to commissioners so they can re-visit it as they consider how to proceed and if the vision presented in the gazebo plans is what they wish to pursue.

Kevin Plockmeyer also noted that in a few months (March) he will have a much better idea of how much money could be set aside from a budget standpoint for FY 2027. He will also ask MC Smith to look at options for the playground at Lawrence Park. When asked by Melinda Whitten RE the gazebo plans, commissioners confirmed that the preference is option 1, railings moved from going to the posts to the outside (fancier railing with the diamond pattern), octagon shape with some changes to the roof-pitch. As far as LP playground equipment, Kevin Plockmeyer suggested running some estimates focused on keeping the footprint of the playground the same and what would it be to gut the playground and bring both to the March meeting.

- **Hoogland Park Reconstruction:** This project is complete with a few punch-list items remaining to be addressed.

- **Church Street Reconstruction Project Cemetery Impacts:** This project will begin on January 5, 2026, and this first phase will impact the Lincoln St. Cemetery. Impacts include pond dredging; relocation of the structure used to store green flowerpot holders; tree removals; removal of the Veteran's Monument & flagpoles (by Patten Monument). The contractor will be required to put safety fencing up along both sides of the work areas. Hoping to have this phase cleaned up in time for Memorial Day 2026.
- **Rates & Fees:** Kevin Plockmeyer asked if commissioners would like staff to evaluate rates & fees and they directed staff to do so. Staff will work on getting cemetery rates from surrounding municipalities.
- **Other:** Kevin Plockmeyer reported that the city had a total of 82 park rentals in 2025 (59 public and 23 city events). Staff are also planning to award a bid for the painting of the Lawrence Park Bowl at the next City Council meeting. Commissioner Parker asked Kevin Plockmeyer if anything had been taken out at the Paw Paw Footbridge Park (vegetation management). Yes, the contractor is there regularly, and they continue to tackle the sumac, hoping that the prairie plantings done this fall will begin to establish this spring. He also informed the commission that staff are in the process of getting new lights installed on the bridge as they were damaged by a fire.

**III. Burial Report:**

Burials:	Lincoln: Residents – 5	Non-Residents – 8
	Felch: Residents – 2	Non-Residents – 1
	Columbarium: Resident – 0	Non-Resident-1
Sales:	Lincoln: Residents – 0	Non-Residents – 0
	Felch: Residents – 8	Non-Residents – 10
	Columbarium: Residents – 1	Non-Residents-4

The meeting was adjourned @ 6:20 PM.

**NEXT MEETING:** Next regularly scheduled meeting is Wednesday, January 14, 2026, at 5:00 PM, however, Kevin Plockmeyer recommended holding off on meeting again until March 2026 (to allow staff to get further along into the FY 2026-2027 budgeting process.)

RECORDED BY:

  
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Susan Moore, Administrative Assistant