
MEETING MINUTES

DATE: Wednesday, June 10, 2026

COMMISSION MEMBERS: Sally Gruppen, Mayor Pro Tem
Thom Parker, Commissioner
Lynette Lam, Commissioner
Ashley Kiekintveld, Commissioner
Sue Lucas, Commissioner
Sabina Otteman, Commissioner

ABSENT: John Query, Commission Chair

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

GUEST: Tiffany Smith, MCSA Group
Melinda Whitten, MCSA Group

I. Approval of March 11, 2026, Meeting Minutes

Motion: Thom Parker

Support: Sabina Otteman

All in favor, minutes approved.

II. 5-Year Master Plan

Tiffany Smith & Melinda Whitten from MCSA Group presented the first draft of a new 5-Year Master Plan for the city's park system. This plan is needed for the city to be eligible for grants from the State of Michigan. It also helps guide staff in determining future capital improvement projects and gauge public opinion, etc. MCSA Group is planning to focus on an online public survey (to go live in July and run through most of that month) rather than open houses. Staff will work with MCSA Group to get survey comments to commissioners prior to their August meeting. Staff will provide a link to commissioners of the current master plan and Kevin Plockmeyer requested that they review the goals and objectives in the plan to determine if that is still the direction the commission wants to pursue. He also encouraged everyone to re-visit the city's parks. Next steps: review survey results at August meeting-incorporate any feedback from commissioners and get into goals & objectives; at September meeting create an action program and capital improvement schedule based on the goals and objectives. Complete plan would then go out for the public to review and then submission of the final plan to the DNR by the last week in January (2027).

III. Public Input Item

The commission has been asked to review the qualifications in the current Cemetery Rules & Regulations to meet city resident status when purchasing a cemetery plot. Kevin Plockmeyer provided some history as to how those requirements were determined back in 2021. Commissioners did not wish to change the requirements.

VIII. Burial Report:

Burials: Lincoln: Resident – 2	Non-Resident – 8
Felch: Resident – 1	Non-Resident – 2
Sales: Lincoln: Resident – 0	Non-Resident – 0
Felch: Resident – 8	Non-Resident – 5
Sellbacks: 1	
Transfers: 5	

Other Items:

- **Church Street Project:** Kevin Plockmeyer updated the commission on this project. It is a little behind schedule and that is why restoration hasn't been able to be completed yet in the cemetery.
- **Hoogland Park Fence/Gate:** Staff have received some feedback earlier this year regarding fencing in the park and that there is not a gate at the corner of Maple & Rich. Some want gate access there however, 1) the city wants the park to feel open & accessible and 2) placing a gate there would create a false sense of security (i.e., that the gate would always be shut) – do not want to start installing gates at one park but not at others. There hasn't been any more feedback since early April. Commissioner Lam asked about traffic on Maple and children crossing-possibility of a lighted crosswalk sign. Kevin Plockmeyer responded that the playground signs were put back up and that there are strict guidelines for installing rapid flashing beakers (would have to meet certain traffic & pedestrian crossing counts, and that area likely would not meet those). When Maple is milled & resurfaced staff will likely look at things like bump outs and other traffic calming devices.

The meeting was adjourned @ 6:20 PM.

NEXT MEETING: Next regularly scheduled meeting is Wednesday, July 8, 2026, at 5:00 PM.

RECORDED BY:



Susan Moore, Administrative Assistant