



City of Lowell  
Parks and Recreation Commission  
Tuesday, March 19, 2024 at 6:00 p.m.  
Lowell City Hall

1. Call to Order; Roll Call
2. Approval of the Agenda
3. Approval of the Minutes of Previous Meeting(s)
  - a. November 21, 2023
4. Review Financial Reports
  - a. Parks Fund (101-751)
  - b. Lee Fund (714-000)

At the November 21, 2023 meeting, members questioned the existence of another dedicated fund for parks. There are no other dedicated funds for parks; however, there are grant opportunities for the Look fund that could be submitted for specific park projects.

5. Citizen Comments for Items Not on the Agenda
6. Unfinished Business
  - a. None
7. New Business
  - a. YMCA Recreation Program – Request to Amended Agreement – Tyson Hoffman
8. Park Updates (See Attached)
  - a. Creekside Park (including Creekside Kingdom update)
  - b. Recreation Park
  - c. Richards Park
  - d. Riverwalk Park
  - e. Scout Park
  - f. Stoney Lakeside Park - Dog Park - Skate Park
  - g. Miscellaneous Park Properties (Upper Bridge / McMahan / Moose / Rogers)
  - h. LARA Trails (including path construction updates)
9. Commissioner Comments

## 10. Adjournment

Note: The next scheduled meeting is April 16, 2023.

**LOWELL PARKS AND RECREATION COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, NOVEMBER 21, 2023  
CITY HALL**

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 6:00 p.m. and roll was called.

Members Present: Chair Butler, Councilperson Groves, Mundt, Pomper

Members Absent: None (Mierendorf's position is vacant)

Others Present: Rich LaBombard, Bob Rogers

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY GROVES and seconded by MUNDT to approve the agenda as presented.

Yes: 4                      No: 0                      Absent:                      MOTION CARRIED

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY MUNDT and seconded by GROVES to approve the minutes from the October 17, 2023 regular meeting.

Yes: 4                      No: 0                      Absent:                      MOTION CARRIED

4. REVIEW FINANCIAL REPORTS

The financial information was reviewed by the commission. There was question about a second fund available for recreation purposes.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None

6. UNFINISHED BUSINESS

Parks and Recreation Plan Amendment Update - LaBombard provided City Council meeting minutes from November 6, 2023. The minutes showed City Council approved Resolution 20-23

to amend the Parks and Recreation Plan to annex 848 N. Washington, subject to approval from the State of Michigan.

## 7. NEW BUSINESS

Skatepark Fundraising Update – Bob Rodgers presented information about the fundraising and design update for the skatepark at Stoney Lakeside Park. Rogers fundraising efforts have amounted to over \$120,000 to refresh the skatepark. Fundraising totals are listed on [gofundme.com](https://www.gofundme.com). Next steps involve working with Grindline of Seattle, Washington, to get a formal agreement in place. Construction is tentatively set for April or May 2024. Rogers is asking for a Parks Commission representative to be present at the volunteer build event. Pomper offered to set in on zoom meetings with Grindline.

## 8. PARK UPDATES

- a. Creekside Park – 250 mock design proposals have been received from Lowell area kids for the new Creekside Kingdom. Middle school students are interested in working on graphic designs for the playground. \$42,300 have been received toward the \$200,000 fundraising goal. Organizers are meeting with design firm Leathers in the coming week. Resident Perry Beachum provide information about interactive parks he's witnessed.
- b. Lowell Area Recreation Authority Trail – Trail project is broken up in two phases and one phase is held up with railroad crossing issues. LARA had to go back to DNR and MDOT for more funding. Hope to go out for construction bids soon. Estimate 99 percent of funding is in place. Dave Austin may be willing to give a presentation to the commission.
- c. Recreation Park – Resident Beachum pointed out the softball field isn't the best location and supports a parcel swap idea with King Milling.
- d. Richard Park – Ice rink hasn't been successful in many years due to weather conditions.
- e. Riverwalk Park – Barriers are in place to prevent vehicle entry.
- f. Scout Park – Land at 848 N. Washington was annexed into the City and the property was added to the park plan.
- g. Stoney Lakeside Park / Dog Park / Skateboard Park – Small dog structure for the dog park is complete.
- h. Miscellaneous Park Properties (Upper Bridge / McMahan / Moose / Rogers) – Street sweeping piles are located on the Moose property and resident Beachum believes it should be fenced in or signed for liability purposes.

9. COMMISSIONER COMMENTS

10. ADJOURNMENT

It was moved by POMPER, seconded by Mundt to adjourn the meeting at 6:59 p.m.

Respectfully submitted,  
Rich LaBombard  
Assistant City Manager / Director of Public Works

Parks and Recreation  
Financial Report

Parks and Recreation Financial Report (101-751):

The attached budget summary describes budget expenditures to date. At this time, we would anticipate approximately 75 percent of routine budget expenditures to be used. Budget expenditures to date are typical and reflect where we should be in the budget expenditure process.

Lee Fund (714-000):

The Lee Fund is derived from a bequest in the will of Dr. Solomon S. Lee to provide funds for park improvements. The principle investment is used to generate interest income. Interest income is utilized for the described purpose.

For fiscal year 23-34, the Lee Fund investment balance is \$224,350. Interest earnings in the amount of \$4,000 are available for park improvements. There are no expenditures to date from the available interest balance.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDDT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 747 - CHAMBER/RIVERWALK		8,000.00	6,522.11	0.00	1,477.89	81.53
Dept 751 - PARKS						
101-751-702.000	SALARIES-PERMANENT	36,554.92	16,626.75	1,093.62	19,928.17	45.48
101-751-707.000	SALARIES-TEMPORARY	13,000.00	10,555.75	532.00	2,444.25	81.20
101-751-708.000	STANDEY	650.00	0.00	0.00	650.00	0.00
101-751-709.000	SALARIES-OVERTIME	700.00	409.99	0.00	290.01	58.57
101-751-715.000	SOCIAL SECURITY	3,993.68	2,113.88	123.63	1,879.80	52.93
101-751-716.000	HEALTH INSURANCE	12,461.64	2,835.01	241.87	9,626.63	22.75
101-751-717.000	LIFE INSURANCE	86.97	44.23	5.62	42.74	50.86
101-751-717.001	OPEB CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
101-751-718.000	PENSION	0.00	0.00	0.00	0.00	0.00
101-751-718.001	MERS DC PLAN	0.00	0.00	0.00	0.00	0.00
101-751-719.000	ACCRUED VACATION/SICK LEAVE	2,399.69	1,534.53	0.00	865.16	63.95
101-751-721.000	LONGEVITY	0.00	0.00	0.00	0.00	0.00
101-751-722.000	WORKERS COMPENSATION	250.00	0.00	0.00	250.00	0.00
101-751-723.000	DENTAL INSURANCE	2,250.00	777.42	47.93	1,472.58	34.55
101-751-723.001	OPEB CONTRIBUTION	274.32	143.49	10.84	130.83	52.31
101-751-724.000	EYECARE	0.00	0.00	0.00	0.00	0.00
101-751-725.000	DISABILITY INSURANCE	62.92	34.13	5.02	28.79	54.24
101-751-726.000	ACCRUED WAGES	199.22	118.12	14.60	81.10	59.29
101-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-751-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-751-744.000	UNIFORMS	7,500.00	4,725.52	0.00	2,774.48	63.01
101-751-802.000	CONTRACTUAL	750.00	0.00	0.00	750.00	0.00
101-751-850.000	COMMUNICATIONS	47,500.00	25,642.50	0.00	21,857.50	53.98
101-751-864.000	CONFERENCES & CONVENTIONS	500.00	267.68	0.00	232.32	53.54
101-751-910.000	INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-751-920.000	PUBLIC UTILITIES	6,114.08	0.00	0.00	6,114.08	0.00
101-751-930.000	REPAIR & MAINTENANCE	9,500.00	7,686.32	0.00	1,813.68	80.91
101-751-931.000	VANDALISM	17,500.00	8,618.46	0.00	8,881.54	49.25
101-751-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
101-751-940.000	DATA PROCESSING	21,000.00	11,628.62	985.92	9,371.38	55.37
101-751-941.000	MISCELLANEOUS EXPENSE	500.00	0.00	0.00	500.00	0.00
101-751-955.000	LAND	0.00	0.00	0.00	0.00	0.00
101-751-971.000	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
101-751-974.000	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
101-751-975.000	GRANT EXPENDITURES	27,500.00	2,980.32	0.00	24,519.68	10.84
101-751-990.000		0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		212,247.44	96,742.72	3,061.05	115,504.72	45.58

**PARKS AND RECREATION COMMISSION  
MEMORANDUM**



**DATE:** March 19, 2024  
**TO:** Parks and Recreation Commission  
**FROM:** Rich LaBombard  
Assistant City Manager / DPW Director  
**RE:** YMCA Recreation Program

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The YMCA has expressed interest in expanding their recreation offerings at Creekside Park and are interested in amending their agreement. Tyson Hoffman from the YMCA will present the proposal to the Parks Commission. If the Parks Commission is supportive of amending the agreement, they can make a recommendation to City Council to support the amendment.

The current Public Parks Use Agreement with the YMCA is attached for reference.

**Sample Motion: I recommend amending the Public Parks Use Agreement with the YMCA of Greater Grand Rapids to expand programming for children at adults at Creekside Park.**



## Rich Labombard

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**From:** Hoffman, Tyson <[thoffman@GRYMCA.ORG](mailto:thoffman@GRYMCA.ORG)>  
**Sent:** Monday, January 29, 2024 10:06 AM  
**To:** Rich Labombard  
**Cc:** Rozema, Marta  
**Subject:** Expanded YMCA Recreation Programs

Hi Rich,

We emailed briefly back in December about our Field use agreement for Soccer. I wanted to reach back out as we are looking at our options for expanding our program offerings for the community. I am hoping to start two separate programs May-September this year for Children and one for Adults centered around getting those age groups active and moving. This would be a fee based class within the Y and I was hoping we might be able to utilize the fields at Creekside Park. I wanted to make sure there was availability and see if it was possible to extend our soccer agreement in terms of cost per participant?

**Tyson Hoffman**

**Youth and Family Director**

YMCA OF GREATER GRAND RAPIDS – Litehouse Family YMCA

1070 North Hudson, Lowell MI 49331

(P) 616 855 9571

(E) [thoffman@grymca.org](mailto:thoffman@grymca.org) (W) [grymca.org](http://grymca.org)

(O) [Facebook](#) [Twitter](#) [YouTube](#) [Pinterest](#)

**The Y: We're for youth development, healthy living and social responsibility.**



# EXISTING AGREEMENT ENDS MARCH 31, 2025

9/6/22

## PUBLIC PARKS USE AGREEMENT

THIS PUBLIC PARK USE AGREEMENT (the "Agreement") dated as of September 6, 2022, by and between the **YMCA OF GREATER GRAND RAPIDS**, a Michigan nonprofit corporation ("YMCA"), of 1335 W. Main St, Lowell, Michigan 49331 and the **CITY OF LOWELL**, a Michigan municipal corporation (the "City"), of 301 E. Main Street, Lowell, Michigan 49331.

### RECITALS

- A. The City owns Creekside and Recreation Park, public parks (the "Parks"), within the city.
- B. The YMCA has requested permission to use the Parks for the purpose of games and related activities (the "Use").
- C. The City is willing to permit the YMCA to use the Parks for the Use subject to the terms and conditions of this Agreement.

NOW, **THEREFORE**, in consideration of the respective representations, covenants and agreements contained herein, the parties hereto agree as follows:

- 1. **Use of Parks.** The city agrees, pursuant to the terms and conditions of this Agreement to permit the YMCA to use the Parks for the Use.
- 2. **Usage Fees.** The YMCA shall pay the City the following usage fees:
  - A. **Participation Fee.** An annual participation fee shall be paid by the YMCA to the City for each YMCA participant participating in the YMCA activities at the Parks (the "Participation Fee"). The Participant Fee for the 2022 calendar year shall be \$10.00 per participant. The Participant Fee for subsequent calendar years during any extensions of the term of the Agreement shall be established by the City. The City agrees to notify the YMCA of the amount of the Participant Fee on or before November 1 proceeding the calendar year the Participant Fee is to be in effect. The Participant Fee shall be paid by the YMCA to the City not less than 30 days prior to the date the YMCA's activities are scheduled to begin at the Parks. The City will rely on the YMCA's signed written statement of the total number of participants to which the Participant Fee applies, *provided, however*, the YMCA will provide documentation of the number of such participants upon request of the City.
  - B. **Tournament Fee.** The YMCA shall pay the City a fee of \$100 per day for each day the YMCA holds a tournament, play-off games or all-star game and such use prevents the City from renting the pavilion at Creekside Park to another user (the "Tournament Fee"). The YMCA shall pay the City not less than 30 days before such activity is scheduled to be held.

3. **Scheduling of Activities.** The City shall be responsible for coordinating the scheduling of all activities of the YMCA and other users of the Parks. The YMCA agrees to work cooperatively with other users of the Parks. The YMCA agrees not to reserve fields at the Parks and then not use them except in the event of weather conditions or other extraordinary circumstances which prevent such use. The City shall determine the final schedule of activities at the Parks giving priority, in the event of a conflict, to the activities which will have the greatest number of participants.
4. **Maintenance.** During the time it has activities at the Parks, the YMCA shall be responsible for keeping those portions of the Parks it is using including the restrooms clean of litter and other debris and in an orderly and safe condition.
5. **Utilities.** To the extent determinable by the City, the YMCA shall be responsible for the timely payment of the cost of utilities, i.e., water, sanitary sewer, electric, etc., directly related to facilities it is using at the Parks. The City and the YMCA shall mutually agree on the method of measuring utility usage and the cost thereof.
6. **General Maintenance.** The City will be responsible for mowing the athletic fields at the Parks used by the YMCA as needed during the time such fields are being used by the YMCA and for providing routine cleaning and maintenance of the Parks' restroom and other facilities. The City will be responsible for one application per year of fertilizer and weed control to the athletic fields used by the YMCA. The YMCA shall be responsible, under the City's supervision, for repairing or restoring any damage or deterioration of such athletic fields or other facilities in the Parks caused by the YMCA's abnormal use.
7. **Concession Permits.** If the YMCA operates a concession business during its use of the Parks, it shall be responsible for obtaining and keeping current any licenses and permits required by the Kent County Department of Public Health or other governmental body or agency.
8. **Indemnification and Insurance.** The YMCA shall indemnify and hold harmless the City and its officers, councilmembers, agents and employees from and against any and all losses, expenses (including attorney fees and costs), claims and demands sustained by reason of negligence of the YMCA and its members, volunteers, participants, guests and invitees while using the Parks. The YMCA shall obtain and continuously maintain in effect during the term of this Agreement a policy of general liability insurance in the amount of \$2,000,000 per occurrence and in the annual aggregate with an insurance company licensed to do business in the State of Michigan. The City shall be named an additional insured on the policy and the policy shall provide a waiver of subrogation and at least 30 days written notice to the City of any cancellation, termination or material modification of the policy. The YMCA shall provide the City a current copy of the policy or certificate of insurance evidencing such coverage.
9. **Term.** The term of the Agreement shall begin on September 15, 2022, and end on March 31 2025. Thereafter, upon written approval of the City Council and the YMCA, this agreement may be renewed for successive one-year terms.

- 10. Annual Review.** The YMCA and the City agree to meet annually each year, to review this Agreement and the use of the Parks by the YMCA during the prior calendar year.
- 11. Early Termination.** This Agreement may be terminated by either party upon written notice to the other party of failure to comply with the terms of this Agreement and continued non-compliance for 30 days after such notice is given. In addition, this Agreement may be terminated at any time with or without cause upon 180 days advance written notice by one party to the other party. Any notice given to the City shall be by first class mail or personal delivery to 310 East Main Street, Lowell, Michigan 49331, Attention: City Manager and to the YMCA by first class mail for personal delivery to 1250 W. Main St., Lowell, Michigan 49331, Attention: President. Either party may notify the other of a change in the notice address by written notice in accordance with this paragraph.
- 12. Applicable Law.** This Agreement shall be interpreted in accordance with the laws of the State of Michigan.
- 13. Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto related to the subject matter hereto and there are no other representations, promises or agreements, oral or written, expressed or implied between the parties hereto.
- 14. Amendment and Assignment.** This Agreement may not be amended or assigned without the prior written consent of both parties hereto.

IN WITNESS WHEREOF, the City and the YMCA have caused these present by their respective authorized officer(s), all as of the day and year first written above.


**YMCA OF GREATER  
GRAND RAPIDS**

By: 

Its: President/CEO

**CITY OF LOWELL**

By:   
Michael DeVore, Mayor

Attest:   
Susan Ullery, City Clerk

## Park Updates

### Creekside Park (including Creekside Kingdom update):

- The City received a LCTV grant in the amount of \$7,934 to replace bathroom doors at Creekside Park.
- Creekside Kingdom update from Theresa Mundt.

### Recreation Park:

- Demolition of the fair property is nearly complete. The final walk-thru of the demolition punch list items will be on March 21<sup>st</sup>.
- The City is working on drafting agreements with West Michigan Dog Sports and Kent County Youth Fair Dog Project to occupy the Reath Barn and offer dog training classes. The details of the agreements have not been finalized.
- King Milling has expressed interest in continuing to work with the City during wheat harvest. Routinely, King Milling occupies a small area on Broadway to grade wheat trucks prior to offloading. The annual wheat harvest starts in July and lasts approximately one month.
- The week of March 14<sup>th</sup>, I met with community members interested in developing sports fields at Recreation Park. We learned more about their vision and I provided them with information about the review and approval process.
- The City is reviewing maintenance items at the King Building. Items such as lighting, plumbing, and security have been identified as needing improvement. The building is not useable for event space at this time as there is no fee structure established for rentals and no furniture in the facility to accommodate rentals.

### Richards Park:

- Some steps to the slide were replaced for safety. More thought should be put into replacing the entire set of stairs.

### Riverwalk Park:

- The City is asking Williams and Works for a proposal to design improvements to the Riverwalk. Potential improvements may include new bollards, improved walking surface, fire pit area, lighting and landscape.
- The City is advertising for proposals to install decorative lighted fountains in the Flat River adjacent to the Showboat as a DDA funded project. Bids will be opened April 17<sup>th</sup>.

### Scout Park:

- No update

Stoney Lakeside Park - Dog Park - Skate Park:

- Now that fundraising is complete, Bob Rogers is working with Grindline on the design phase of the skatepark project.
- DPW staff have been approached by several volunteer groups looking for projects. There is discussion about using volunteers and an artist to spruce up the exterior walls of the bathroom.

Miscellaneous Park Properties (Upper Bridge / McMahan / Moose / Rogers):

- No update

LARA Trails (including path construction updates):

- Update from Dave Austin