



City of Lowell
Parks and Recreation Commission
Tuesday, November 21, 2023 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. October 17, 2023
4. Review Financial Reports
 - a. Parks Fund (101-751)
 - b. Lee Fund
5. Citizen Comments for Items Not on the Agenda
6. Unfinished Business
 - a. Parks and Recreation Plan Amendment update
7. New Business
 - a. Skatepark fundraising update - Bob Rogers
8. Park Updates
 - 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 tentatively December 19, 2023.

**LOWELL PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 17, 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, Mierendorf, Pomper, Councilperson Groves, Mundt

Members Absent: None

Others Present: Rich LaBombard, Jeff Phillips

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY MUNDT and seconded by MIERENDORF to approve the agenda as written.

Yes: 5 No: 0 Absent: MOTION CARRIED

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY MIERENDORM and seconded by GROVES to approve the minutes from the June 2023 regular meeting.

Yes: 5 No: 0 Absent: MOTION CARRIED

LaBombard will add the July meeting minutes to the November meeting.

4. REVIEW FINANCIAL REPORTS

The financial information was reviewed by the commission.

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None

6. NEW BUSINESS

Fiscal Year 23-24 Park and Recreation Budget discussion item - LaBombard provided information from the master project list. The master project list will be used on a routine basis to update commission members about project status.

7. UNFINISHED BUSINESS

Creekside Kingdom Update – Mundt provided an update about the project and told the committee she had a zoom meeting the Leathers, the playscape designer, and she received a jump start packet detailing how to organize and fundraise for the project. The rebuild committee received a memorandum of understanding between the City and the Rotary Club detailing roles and responsibilities between the two parties. One of the first objectives will be to involve students from the local schools to help design the playscape and will send out a Facebook invitation to participate in the design meeting.

8. PARK UPDATES

- a. Creekside Park – The gmail account for the rebuild of Creekside Kingdom is rebuildcreeksidekingdom@gmail.com. The committee is seeking fundraising ideas. Set a deadline of November 15th for kids drawing ideas to be submitted. Pomper offered to be a school liaison for the committee. Committee asked about removing brush by the bridge for safety. Phillips stated the restrooms were closed down for the season by the end of the month. Doors need replacement at the restroom. Quoting epoxy floor coating for the restrooms. Community garden has been transferred over to another community representative with Mierendorf's departure. Garden is cleaned up and the main path has been mulched. Showboat garden club has asked to maintain perennial garden.
- b. Lowell Area Recreation Authority Trail -
- c. Recreation Park – Lighting at the football field was being updated, communicating with the fair about the demolition of fair owned structures, the school district donated used field lights to the City.
- d. Richard Park –
- e. Riverwalk Park – Flower pots are being replaced with funds available to the Showboat Garden Club. The plaza is being considered for a redesign. Bollards are being evaluated to improve the safety of the plaza—particularly for events.
- f. Scout Park – 990 N. Washington will be proposed to City Council to annex as park property. Committee asked about use as open space or natural area.
- g. Stoney Lakeside Park / Dog Park / Skateboard Park – Water testing is complete for the season. Considering treating for aquatic invasive weeds. Committee asked to consider planting a wildflower area. Committee asked about the potential to construct a pavilion in the small dog park. Phillips discussed the idea of removing the dilapidated fence around the skate park. Skate park fundraising is ongoing.

h. Miscellaneous Park Properties (Upper Bridge / McMahan / Moose / Rogers) -

9. COMMISSIONER COMMENTS

Commissioners expressed their appreciation to Mierendorf for her years of service to the park commission.

10. ADJOURNMENT

It was moved by POMPER, seconded by GROVES to adjourn the meeting at 7:09 p.m.

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

Parks and Recreation Financial Report

Parks and Recreation Financial Report:

The attached budget summary describes budget expenditures to date. At this time, we would anticipate approximately 30 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:

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

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.

User: RICH

PERIOD ENDING 11/30/2023

DB: Lowell

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YEAR-TO-DATE THRU 11/30/23	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-751-593.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	1,500.00	2,250.00	(750.00)	150.00
101-751-652.000	CREEKSIDE PARK REVENUE	0.00	0.00	0.00	0.00
101-751-653.000	PARK USER FEES	3,500.00	0.00	3,500.00	0.00
101-751-690.000-PK1301	PARKS GRANTS	0.00	0.00	0.00	0.00
TOTAL REVENUES		5,000.00	2,250.00	2,750.00	45.00
Expenditures					
101-751-702.000	SALARIES-PERMANENT	36,554.92	11,412.54	25,142.38	31.22
101-751-707.000	SALARIES-TEMPORARY	13,000.00	8,200.25	4,799.75	63.08
101-751-708.000	STANDBY	650.00	0.00	650.00	0.00
101-751-709.000	SALARIES-OVERTIME	700.00	372.11	327.89	53.16
101-751-715.000	SOCIAL SECURITY	3,993.68	1,530.97	2,462.71	38.33
101-751-716.000	HEALTH INSURANCE	12,461.64	1,908.20	10,553.44	15.31
101-751-717.000	LIFE INSURANCE	86.97	28.99	57.98	33.33
101-751-717.001	OPEB CONTRIBUTION	0.00	0.00	0.00	0.00
101-751-718.000	PENSION	0.00	0.00	0.00	0.00
101-751-718.001	MERS DC PLAN	2,399.69	662.40	1,737.29	27.60
101-751-719.000	ACCRUED VACATION/SICK LEAVE	0.00	0.00	0.00	0.00
101-751-721.000	LONGEVITY	250.00	0.00	250.00	0.00
101-751-722.000	WORKERS COMPENSATION	2,250.00	565.22	1,684.78	25.12
101-751-723.000	DENTAL INSURANCE	274.32	102.53	171.79	37.38
101-751-723.001	OPEB CONTRIBUTION	0.00	0.00	0.00	0.00
101-751-724.000	EYECARE	62.92	21.18	41.74	33.66
101-751-725.000	DISABILITY INSURANCE	199.22	78.00	121.22	39.15
101-751-726.000	ACCRUED WAGES	0.00	0.00	0.00	0.00
101-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
101-751-740.000	OPERATING SUPPLIES	7,500.00	4,433.38	3,066.62	59.11
101-751-744.000	UNIFORMS	750.00	0.00	750.00	0.00
101-751-802.000	CONTRACTUAL	47,500.00	25,392.50	22,107.50	53.46
101-751-850.000	COMMUNICATIONS	500.00	114.72	385.28	22.94
101-751-864.000	CONFERENCES & CONVENTIONS	1,000.00	0.00	1,000.00	0.00
101-751-910.000	INSURANCE	6,114.08	0.00	6,114.08	0.00
101-751-920.000	PUBLIC UTILITIES	9,500.00	4,934.39	4,565.61	51.94
101-751-930.000	REPAIR & MAINTENANCE	17,500.00	4,847.54	12,652.46	27.70
101-751-931.000	VANDALISM	0.00	0.00	0.00	0.00
101-751-940.000	RENTALS	21,000.00	7,920.41	13,079.59	37.72
101-751-941.000	DATA PROCESSING	500.00	0.00	500.00	0.00
101-751-955.000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00
101-751-971.000	LAND	0.00	0.00	0.00	0.00
101-751-974.000	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00
101-751-975.000	BUILDING IMPROVEMENTS	27,500.00	2,980.32	24,519.68	10.84
101-751-990.000	GRANT EXPENDITURES	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		212,247.44	75,505.65	136,741.79	35.57
Fund 260 - DESIGNATED CONTRIBUTIONS					
Revenues					
260-751-569.000-PK1701	SHOWBOAT GRANT	0.00	0.00	0.00	0.00
260-751-569.000-PK2001	STATE GRANT	0.00	0.00	0.00	0.00
260-751-598.000-PK1902	LCTV SHOWBOAT REPLACEMENT PROJECT	0.00	0.00	0.00	0.00
260-751-598.000-PK2002	LCTV SHOWBOAT RESTROOM PROJECT	0.00	0.00	0.00	0.00
260-751-645.000	SKATEBOARD DONATIONS	10,000.00	15,000.00	(5,000.00)	150.00
260-751-671.000	PLAYGROUND DONATIONS	0.00	0.00	0.00	0.00
260-751-672.000-PK2004	BENCH FOR CHERYL STAAL 3749.21	0.00	0.00	0.00	0.00
260-751-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00
260-751-675.000-PK1701	SHOWBOAT DONATION	0.00	0.00	0.00	0.00
260-751-677.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
260-751-690.000	GRAND RAPIDS FOUNDATION GRANTS	0.00	0.00	0.00	0.00
260-751-691.000	LOCAL GRANTS	0.00	0.00	0.00	0.00
260-751-699.598	TRANSFER FROM CABLE	0.00	0.00	0.00	0.00
TOTAL REVENUES		10,000.00	15,000.00	(5,000.00)	150.00
Expenditures					
260-751-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00
260-751-743.000	AMMUNITION	0.00	0.00	0.00	0.00
260-751-801.000-PK1701	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
260-751-920.000-PK1701	PUBLIC UTILITIES	0.00	0.00	0.00	0.00
260-751-955.000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00
260-751-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00
260-751-974.000	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00
260-751-975.000	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YEAR-TO-DATE THRU 11/30/23	AVAILABLE BALANCE	% BDGT USED
Fund 260 - DESIGNATED CONTRIBUTIONS					
Expenditures					
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
Fund 407 - LOWELL TRAIL PHASE 1					
Revenues					
407-751-678.000	REIMBURSEMENT FROM LARA FOR TRAIL	0.00	14,204.92	(14,204.92)	100.00
TOTAL REVENUES		0.00	14,204.92	(14,204.92)	100.00
Total - All Funds:		(197,247.44)	0.00	(153,196.71)	(1,061.0

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YEAR-TO-DATE THRU 11/30/23	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND					
Assets					
714-000-001.000	CASH		0.00		
714-000-040.000	ACCOUNTS RECEIVABLE		0.00		
714-000-056.000	ACCRUED INTEREST		0.00		
714-000-084.020	DUE FROM INVESTMENT		0.00		
714-000-120.000	INVESTMENTS		0.00		
714-000-120.001	INVESTMENT-GNMA'S		0.00		
714-000-120.002	INVESTMENTS - FMV ADJ.		0.00		
714-000-120.004	INVESTMENT FNMA'S		0.00		
714-000-121.000	UNAMORTIZED PREM ON INVESTMENT		0.00		
714-000-122.000	UNAMORTIZED DISC ON INVESTMENT		0.00		
TOTAL ASSETS			0.00		
Liabilities					
714-000-201.000	VOUCHERS PAYABLE		0.00		
714-000-202.000	ACCOUNTS PAYABLE		0.00		
714-000-214.001	DUE TO GENERAL FUND		0.00		
714-000-214.006	DUE TO EQUIPMENT FUND		0.00		
714-000-214.008	DUE TO BUILDING & SITE		0.00		
714-000-214.027	DUE TO FEDERAL REVENUE SHARING-CONT		0.00		
714-000-273.000	UNDISTRIBUTED RECEIPTS		0.00		
TOTAL LIABILITIES			0.00		
Fund Equity					
714-000-384.000	FUND BALANCE-RESERVED		0.00		
714-000-390.000	UNASSIGNED FUND BALANCE		0.00		
714-000-393.000	NON-SPENDABLE FUND BALANCE		0.00		
714-000-393.001	RESTRICTED FUND BALANCE		0.00		
714-000-393.002	COMMITTED FUND BALANCE		0.00		
714-000-393.003	ASSIGNED FUND BALANCE		0.00		
714-000-399.990	CURRENT LOSS/EARNINGS		0.00		
714-000-399.999	CURRENT EARNINGS/LOSS		0.00		
TOTAL FUND EQUITY			0.00		
Revenues					
714-000-665.000	INTEREST	4,000.00	0.00	4,000.00	0.00
714-000-677.000	MISCELLANEOUS	0.00	0.00	0.00	0.00
714-000-690.000	GRAND RAPIDS FOUNDATION GRANT	0.00	0.00	0.00	0.00
714-000-698.000	GAIN ON SALE OF INVESTMENT	0.00	0.00	0.00	0.00
TOTAL REVENUES		4,000.00	0.00	4,000.00	0.00
Expenditures					
714-000-700.000	INCREASE(DEC) IN FMV-INVEST	0.00	0.00	0.00	0.00
714-000-740.000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
714-000-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
714-000-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00
714-000-955.000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00
714-000-970.000	PARK IMPROVEMENTS	4,000.00	0.00	4,000.00	0.00
714-000-971.000	LAND	0.00	0.00	0.00	0.00
714-000-999.999	DUMMY ACCOUNT	0.00	0.00	0.00	0.00
714-965-999.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00
714-965-999.472	TRANSFER TO BUILDING AUTHORITY	0.00	0.00	0.00	0.00
714-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		4,000.00	0.00	4,000.00	0.00