



**CITY OF LOWELL
PARKS AND RECREATION COMMISSION
TUESDAY, FEBRUARY 15, 2022 AT 6:00 P.M.
LOWELL CITY HALL**

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. December 14, 2021
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. NEW BUSINESS
 - a. None
7. OLD BUSINESS
 - a. Update on Recreation Plan Update
 - b. Update on Skate Park Improvement Project
8. PARK UPDATES
 - a. Recreation Park
 - b. Stoney Lakeside Park/Dog Park/Skateboard Park
 - c. Creekside Park
 - d. Richards Park
 - e. Scout Park
 - f. Riverwalk Park/Showboat
 - g. Miscellaneous Park Properties (Upper Bridge/McMahan/Moose/Rogers)
 - h. LARA Trails
9. COMMISSIONER COMMENTS
10. ADJOURNMENT

Note: The next scheduled meeting March 15, 2022 at City Hall.

**LOWELL PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 14, 2021 AT 6:00 P.M.
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: Casey Butler, Theresa Mundt, Susan Pomper, Councilperson Leah Groves

Members Absent: Chairperson Paula Mierendorf

Others Present: Dan Czarnecki,

IT WAS MOVED BY MUNDT and seconded by GROVES to excuse the absence of board member Mierendorf.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

2. APPROVAL OF THE AGENDA

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

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

IT WAS MOVED BY MUNDT and seconded by BUTLER to approve the minutes from the November 9, 2021, regular meeting, as amended.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

4. REVIEW FINANCIAL REPORTS

The financial information was reviewed by the board

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

No comments were received or discussed on this item.

6. NEW BUSINESS

a. Update of Recreation Master Plan, Williams & Works Proposal

Czarnecki reviewed the Williams & Works proposal for updating the five-year master plan. Williams & Works helped the city five years ago when the last master plan was created. Process will take 6-8 months to work through all the steps. Will look at two ways to collect public input. Will perform an online survey (they did this last time) and will hold 3 focus group type meetings. Will help with setting goals and objectives as well as action plans. Goal is to have everything done and adopted by City Council and submitted to MDNR by the end of 2022.

It was moved by POMPER, seconded by BUTLER to recommend that City Council approves the update of the five-year Parks and Recreation Master Plan, Scope of Services with Williams & Works, as outlined in their letter dated December 2, 2021, with both online survey and focus group options, in an amount not-to-exceed \$10,400.00.

YES: 4. NO: 0. ABSENT: 1. MOTION CARRIED.

7. OLD BUSINESS

None

8. PARK UPDATES

a. Recreation Park – In January will begin review of future park use ideas.

b. Stoney Lakeside Park/Dog Park/Skateboard Park

Groves gave update of November 15th City Council meeting discussion on Bob Rogers and group wanting to improve the current skate park. Council was positive and in favor of project.

c. Creekside Park

d. Richards Park

e. Scout Park

f. Riverwalk Park/Showboat

New bathroom facility is completed. Still waiting for automatic locks. Until they arrive Chamber will open and close bathroom for activities. DPW is cleaning facility in morning after its use for an event.

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

Butler reviewed walk-thru of Rogers Park area with Nick Sanchez from the Land Conservatory of West Michigan. He had several ideas and followed up with an email expressing additional

possible ideas. This will be a good park area to have improvements incorporated into the updated master plan.

h. LARA Trails

Project is trying to finalize plans and approvals with the State of Michigan. Williams & Works is working with MDOT and MDNR on finalizing plans. Was supposed to be a meeting between the engineer and MDOT today at 4:30 to go over project.

9. COMMISSIONER COMMENTS

None

10. ADJOURNMENT

IT WAS MOVED BY MUNDT, seconded by POMPER, to adjourn the meeting at 6:49 p.m.

Respectfully submitted,
Dan Czarnecki



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Lowell, Michigan 49331
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Fax (616) 897-4085
www.ci.lowell.mi.us

LEE FUND
January 14, 2022

FISCAL YEAR
2021-2022

CASH BALANCE:	
Fund balance available 2021-2022	\$9,920.00
EXPENDITURES:	
No expenditures	
Ending Balance:	\$9,920.00

	A	B	C	D	E
1	01/14/2022	BUDGET REPORT FOR CITY OF LOWELL			
2					
3			2020-21	2020-21	2020-21
4			PROJECTED	ACTIVITY	APPROVED
5	GL NUMBER	DESCRIPTION	ACTIVITY		BUDGET
6					
7					
8	ESTIMATED REVENUES				
9	Dept 751 - PARKS				
10	101-751-593.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	6,142.00	5,839.08	3,000.00
11	101-751-652.000	CREEKSIDE PARK REVENUE	0.00	1,050.00	900.00
12	101-751-653.000	PARK USER FEES	1,610.00	1,610.00	6,500.00
13	Totals for dept 751 - PARKS		7,752.00	8,499.08	10,400.00
14					
15	TOTAL ESTIMATED REVENUES		7,752.00	8,499.08	10,400.00
16					
17					
18	APPROPRIATIONS				
19	Dept 751 - PARKS				
20	101-751-702.000	SALARIES-PERMANENT	36,640.29	26,452.21	36,640.29
21	101-751-707.000	SALARIES-TEMPORARY	11,273.91	12,028.27	11,273.91
22	101-751-708.000	STANDBY	650.00	677.76	650.00
23	101-751-709.000	SALARIES-OVERTIME	720.86	903.35	300.00
24	101-751-715.000	SOCIAL SECURITY	3,646.31	3,162.59	3,646.31
25	101-751-716.000	HEALTH INSURANCE	11,434.25	4,127.77	11,434.25
26	101-751-717.000	LIFE INSURANCE	95.84	56.35	95.84
27	101-751-717.001	OPEB CONTRIBUTION	1,310.21	0.00	1,310.21
28	101-751-718.000	PENSION	10,000.00	11,102.56	6,172.01
29	101-751-721.000	LONGEVITY	422.50	227.52	422.50
30	101-751-722.000	WORKERS COMPENSATION	2,000.00	1,416.65	2,000.00
31	101-751-723.000	DENTAL INSURANCE	372.53	231.27	372.53
32	101-751-724.000	EYECARE	160.83	72.82	160.83
33	101-751-725.000	DISABILITY INSURANCE	224.99	159.84	224.99
34	101-751-740.000	OPERATING SUPPLIES	6,000.00	3,119.26	6,000.00
35	101-751-744.000	UNIFORMS	750.00	469.54	750.00
36	101-751-802.000	CONTRACTUAL	35,000.00	33,890.74	35,000.00
37	101-751-850.000	COMMUNICATIONS	300.00	497.12	300.00
38	101-751-864.000	CONFERENCES & CONVENTIONS	750.00	0.00	750.00
39	101-751-910.000	INSURANCE	4,000.00	3,974.00	4,000.00
40	101-751-920.000	PUBLIC UTILITIES	9,000.00	10,258.27	9,000.00
41	101-751-930.000 **	REPAIR & MAINTENANCE	15,000.00	3,830.87	15,000.00
42	101-751-940.000	RENTALS	21,000.00	11,972.13	21,000.00
43	101-751-975.000 **	BUILDING IMPROVEMENTS	6,500.00	0.00	6,500.00
44	Totals for dept 751 - PARKS		177,252.52	128,630.89	173,003.67
45					
46					
47	TOTAL APPROPRIATIONS		177,252.52	128,630.89	173,003.67
48					
49	NET OF REVENUES/APPROPRIATIONS - FUND 101		(169,500.52)	(120,131.81)	(162,603.67)
50	BEGINNING FUND BALANCE		1,193,283.70	1,193,283.70	996,748.64
51	ENDING FUND BALANCE		1,023,783.18	1,073,151.89	834,144.97



December 2, 2021

Mr. Dan Czarnecki, DPW Director
City of Lowell
301 East Main Street
Lowell, Michigan 49331

Re: Update of the Five-Year Parks and Recreation Plan

Dear Mr. Czarnecki:

We are submitting this letter in response to your request to update the City of Lowell's Five-Year Parks and Recreation Plan. As you know, the Michigan Department of Natural Resources (DNR) requires that a community update its Parks and Recreation Plan every five years to maintain eligibility for specific grants. The scope of services outlined below will result in a revised plan before the February 2023 deadline, and it is intended to be flexible and may be further tailored to meet the needs of the City.

Our objective will be an efficient process that achieves a firm consensus and provides meaningful conclusions while meeting all of the DNR's guidelines. We expect the planning process to take 6-8 months, beginning in April and ending with the adoption of the plan in November. Since the Plan will be adopted to coincide with the 2023 – 2027 five-year planning period, we suggest that the planning process follow this timeline to maximize the City's window for grant eligibility.

Work Scope. Following is an outline of proposed work tasks:

1. **Kick-Off Meeting.** The planning team will meet with the Parks and Recreation Commission to facilitate a kick-off meeting. The meeting's purpose will be to review the work scope and explore essential insights into any recreation-related issues that the Plan must address. We have assumed that the Parks and Recreation Commission will work directly with us during the development of the updated Plan. This task will be important in understanding the work scope and updated conditions and issues related to the recreation needs of the community.
2. **Data Gathering and Analysis.** This task includes a data-gathering effort by the planning team. Updating data relative to population growth and other trends and summarizing an inventory of existing facilities and recreational programs is paramount in the recreational planning process. This step will also include reviewing and updating public school facilities and updates to the Accessibility Assessments, as needed. The inventory also includes City properties and any other facilities available for public use, or other sites the community believes are critical to the recreational needs of citizens,

including existing or future trail connections. Finally, this phase of the assignment will also include a review of the Administrative Structure chapter of the Plan required by the DNR, describing the community's implementation of park and recreation functions. We will present our findings and research to the Parks and Recreation Commission in a meeting later in the process.

We assume that significant original research will be necessary for the survey of existing facilities. The effort to update the Recreation Plan in 2017 was a thorough effort, and most of the data from that plan, coupled with information from the Master Plan and other material will be sufficiently complete. However, we understand that some data will need to be updated.

3. **Public Input.** With a clear understanding of the current conditions in the City and with an inventory of existing recreational facilities completed, the planning team will be prepared to solicit citizen input and develop policies designed to guide the City in implementing the Plan.

Citizen participation is critical to this planning effort. The DNR requires a public hearing before the Plan is adopted and at least one other means of public input before completing the Plan. We have presented two options – focus groups and an online community survey – as the means to solicit public participation, as our experience shows the outcomes of these activities to be helpful and cost-effective. The City may choose one or both of these options. Other citizen participation techniques exist as well, which can be explored at your request.

Optional Task – Focus Groups. To meaningfully incorporate public needs and opinions into the process and gain more detailed input on specific issues, we propose holding focus groups that would involve a targeted discussion relative to parks and recreation.

We propose conducting three one-hour focus groups to address park facilities, recreation programming, trails, or other issues as determined by the City. These discussions provide an active discussion platform. The planning team will lead the conversation with community members to receive input on these critical aspects of park and recreation planning in Lowell.

The planning team will lead each focus group. We will direct the meeting and ask a series of discussion questions intended to glean insight into needed improvements in the community. After the discussions, we will provide a written summary of the input received, incorporated into the updated Plan. We anticipate that these will be in-person meetings, but will be prepared to move to an online platform, such as zoom, if needed.

Optional Task – Online Community Survey. The City may opt for a community survey to gather input in support of the Plan. The questions in the survey, crafted to minimize the risk of confusion, provide an excellent forum for public information. Our

objective will be to create a survey instrument that can be completed in five minutes or less. We will work with the City to test the form to ensure that the reader understands the nature of the information sought. Administration of the survey is by posting a link on the City's website, social media, email, postcards, and other methods to ensure as many residents as possible are aware of the survey's availability. An online survey was administered by the City in support of the previous plan, so this instrument may be used again (with adjustments, as needed) if desired. This would allow the Commission to examine possible trends in the data over the last five years.

4. **Goals and Objectives.** Based on input received from the public and the Parks and Recreation Commission we will review and refine the goal statements regarding the future state of parks and recreation in the community. Each goal statement will describe a desirable end state for recreation options in the community supported by several specific objectives. The objectives are milestones on the way to reaching a particular goal. Goals and objectives are a required plan element.
5. **Action Program.** With the goals and objectives in place, the action program will outline specific tasks the City will seek to complete over the life of the Plan (2023-2027). The DNR requires the action program.

With input from the Parks and Recreation Commission, the planning team will review and refine the action program. The creation of the tasks listed in the action program is based on the goals and objectives, the results of the community input phase, the existing facility inventory, and the input of the Parks and Recreation Commission. The action program will contain specific tasks that the City should strive to complete, the timeframe for completion, an estimated cost, and potential funding and resource partners.

While the initial action program will be developed by Williams & Works, active participation by the Parks and Recreation Commission is anticipated. We envision one meeting to discuss both the goals and objectives and the action program, where the planning team will present the initial completed plan draft for review and comment.

6. **Plan Finalization and Adoption.** This task will include assembling the various completed chapters and the components necessary to meet the DNR requirements into a final plan document. The DNR requires the following plan sections:
 - Community Description
 - Administrative Structure
 - Recreation Inventory
 - Description of the Planning and Public Input Process
 - Goals and Objectives
 - Action Program

This task will require the delivery of a draft document for review and adoption and a second final version as adopted. Once adopted, we will provide the Parks and

Recreation Commission with copies of the adopted Plan at cost, or the City may elect to print final plans. We will also provide electronic versions in PDF format, and any maps, if desired

We assume the City will be responsible for the logistics of the public hearing on the Plan. We have also assumed that the City will be responsible for publishing resolutions and notices associated with the Plan's adoption; however, we have templates that we will provide.

Professional Fees. Williams & Works proposes to serve the City in completing this assignment on an hourly reimbursable basis with total fees as fixed below. These fees will include the costs of all direct labor, fringe benefits, out-of-pocket expenses, and overhead. The costs for each task are distributed as follows:

Total price with Focus Group Option:	\$8,400
Total price with Online Community Survey Option.....	\$7,900
Total price with both Online Survey and Focus Groups	\$10,400

If this proposal is acceptable to you, authorization to begin work can be given by signing in the box below, which would extend our existing professional services agreement insofar as the provisions of this proposal.

We are grateful for the invitation to submit this proposal and look forward to continuing our work with the City of Lowell. As always, feel free to contact us if we can provide any additional information.

Sincerely,

Williams & Works

[via email]

Andy Moore, AICP
Executive and Planning Group Lead

c: Mike Burns, City of Lowell
Tanya DeOliveira, AICP, Williams & Works
Dave Austin, PE, Williams & Works

Accepted for the City of Lowell	
Signed	_____
Name	_____
Title	_____
Date	_____
<i>Choose one (or both) of the optional tasks below:</i>	
<input type="checkbox"/>	Online focus groups
<input type="checkbox"/>	Online Survey
<input type="checkbox"/>	Online survey and focus groups