



**CITY OF LOWELL  
PARKS AND RECREATION COMMISSION  
TUESDAY, JUNE 21, 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. May 10, 2022
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. NEW BUSINESS
7. OLD BUSINESS
  - a. Update on Recreation Plan Survey
  - b. Update on Community Garden
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 July 19, 2022 at City Hall.



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085  
[www.ci.lowell.mi.us](http://www.ci.lowell.mi.us)

**LEE FUND**  
June 1, 2022

**FISCAL YEAR**  
**2021-2022**

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

Approved: 7/19

**LOWELL PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
TUESDAY, MAY 10, 2022 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: Chairperson Paula Mierendorf, Casey Butler, Theresa Mundt, Susan Pomper,  
Councilperson Leah Groves

Members Absent:

Others Present: Tanya DeOliveira from Williams & Works, Mike Miner Lowell Little League,  
Dan Czarnecki

**2. APPROVAL OF THE AGENDA**

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

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

IT WAS MOVED BY GROVES and seconded by MIERENDORF to approve the minutes from the March 15, 2022, regular meeting, as amended.

YES: 5. NO: 0. ABSENT: 0. 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. Lowell Area Little League, Mike Miner

Miner discussed baseball usage at Creekside Park. Would like to see water turned on for opening day next year so bathrooms and building can be used. Baseball starts early April. Bathroom building is not insulated so water does not get turned on until after last freeze, typically 2<sup>nd</sup> week in May. Would need to insulate building to have water on during any freezing temps.

Miner asked if the parking area at Rec Park baseball field could be graded to remove the large ponding area of water. DPW has been working on filling the area and grading the gravel to the grassy areas.

Miner pointed out the gates to the Creekside east and south baseball fields have had the outfield gates removed. Would like to have them put back on. DPW will look into.

Miner asked if money little league pays to City for use of the parks can be put back into the park maintenance for them. ✈

## **7. OLD BUSINESS**

### **a. Continued Work on Recreation Plan Update, Tanya DeOliveira**

DeOliveira went over the online survey. The board members finalized approval of the survey questions. Survey will be placed on City website and Facebook at start of June, with a second reminder or push at about 2 weeks. Started discussing focus groups and how to do the meeting. Most likely will be held at City Hall, maybe with an online or Zoom option. Discussed more groups to be involved. Will continue pulling together group names to try and include in the discussions..

### **b. Community Garden**

Went over an update on the Community Garden. Having a garden shed installed. Looking at having a few projects completed during Love Week. Updated to help make use easier and to give everyone good information on expectations. Discussion on Garden Manager vs Garden Committee. At this time only have one person who runs garden and looking for others to help. Paperwork will be updated from the discussion notes and made ready to send out to past garden members and if plots remain then to potential future members who have shown interest.

## **8. PARK UPDATES**

### **a. Recreation Park –**

### **b. Stoney Lakeside Park/Dog Park/Skateboard Park – Bathroom is open.**

### **c. Creekside Park – Park is very busy with baseball and soccer. Bathrooms are open. Community Garden is ready.**

### **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**

None

**10. ADJOURNMENT**

IT WAS MOVED BY MUNDT, seconded by POMPER to adjourn the meeting at 7:00 p.m.

Respectfully submitted,  
Dan Czarnecki



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**LEE FUND**  
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06/16/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/2022	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Revenues</b>						
Dept 751 - PARKS						
101-751-599.000	KENT COUNTY YOUTH FAIR CONTRIBUTIONS	1,000.00	750.00	0.00	250.00	75.00
101-751-652.000	CREEKSIDE PARK REVENUE	0.00	0.00	0.00	0.00	0.00
101-751-653.000	PARK USER FEES	6,500.00	2,370.00	0.00	4,130.00	36.46
101-751-690.000-PK1301	PARKS GRANTS	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		7,500.00	3,120.00	0.00	4,380.00	41.60
<b>TOTAL REVENUES</b>						
		7,500.00	3,120.00	0.00	4,380.00	41.60
<b>Expenditures</b>						
Dept 751 - PARKS						
101-751-702.000	SALARIES-PERMANENT	35,710.90	20,284.37	2,532.01	15,426.53	56.80
101-751-707.000	SALARIES-TEMPORARY	11,733.00	10,324.93	65.00	1,408.07	88.00
101-751-708.000	STANDBY	650.00	480.30	0.00	169.70	73.89
101-751-709.000	SALARIES-OVERTIME	300.00	553.49	0.00	(253.49)	184.50
101-751-715.000	SOCIAL SECURITY	3,702.00	2,485.06	203.42	1,216.94	67.13
101-751-716.000	HEALTH INSURANCE	5,845.56	3,263.92	426.88	2,581.64	55.84
101-751-717.000	LIFE INSURANCE	96.65	51.76	5.81	44.89	53.55
101-751-717.001	OPEB CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
101-751-718.000	PENSION	10,711.00	11,392.40	884.64	(681.40)	106.36
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	0.00	0.00	0.00	0.00	0.00
101-751-721.000	LONGEVITY	227.50	227.50	0.00	0.00	100.00
101-751-722.000	WORKERS COMPENSATION	2,000.00	1,003.04	83.33	996.96	50.15
101-751-723.000	DENTAL INSURANCE	378.07	202.96	27.39	175.11	53.68
101-751-723.001	OPEB CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
101-751-724.000	EYECARE	110.18	52.71	8.02	57.47	47.84
101-751-725.000	DISABILITY INSURANCE	293.24	125.96	13.84	167.28	42.95
101-751-726.000	ACCRUED WAGES	0.00	0.00	0.00	0.00	0.00
101-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-751-740.000	OPERATING SUPPLIES	6,000.00	1,970.77	168.64	4,029.23	32.85
101-751-744.000	UNIFORMS	750.00	232.99	0.00	517.01	31.07
101-751-802.000	CONTRACTUAL	40,000.00	34,369.12	873.75	5,630.88	85.92
101-751-850.000	COMMUNICATIONS	500.00	305.92	38.24	194.08	61.18
101-751-864.000	CONFERENCES & CONVENTIONS	1,000.00	0.00	0.00	1,000.00	0.00
101-751-910.000	INSURANCE	4,000.00	4,656.00	0.00	(656.00)	116.40
101-751-920.000	PUBLIC UTILITIES	9,500.00	8,437.02	430.23	1,062.98	88.81
101-751-930.000	REPAIR & MAINTENANCE	10,000.00	2,675.64	0.00	7,324.36	26.76
101-751-931.000	VANDALISM	0.00	0.00	0.00	0.00	0.00
101-751-940.000	RENTALS	21,000.00	17,586.73	3,017.88	3,413.27	83.75
101-751-941.000	DATA PROCESSING	0.00	0.00	0.00	0.00	0.00
101-751-955.000	MISCELLANEOUS EXPENSE	500.00	0.00	0.00	500.00	0.00
101-751-971.000	LAND	0.00	0.00	0.00	0.00	0.00
101-751-974.000	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
101-751-975.000	BUILDING IMPROVEMENTS	65,000.00	59,600.00	0.00	5,400.00	91.69
101-751-990.000	GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		230,008.10	180,282.59	8,779.08	49,725.51	78.38
<b>TOTAL EXPENDITURES</b>						
		230,008.10	180,282.59	8,779.08	49,725.51	78.38
<b>Fund 101 - GENERAL FUND:</b>						
TOTAL REVENUES		7,500.00	3,120.00	0.00	4,380.00	41.60
TOTAL EXPENDITURES		230,008.10	180,282.59	8,779.08	49,725.51	78.38
NET OF REVENUES & EXPENDITURES		(222,508.10)	(177,162.59)	(8,779.08)	(45,345.51)	79.62