

# MEETING MINUTES – KENTWOOD PARKS & RECREATION COMMISSION

## MEETING INFORMATION:

---

**Date:** Tuesday, January 9, 2018  
**Time:** 5:15 pm  
**Location:** Kentwood City Hall (4900 Breton Rd SE)

## PRESENT:

---

**Members:** Ed Kape (Chairman), Bob Coughlin (City Commissioner), Olivia Jenison Bailey, Mimi Madden, Wallace Massie, Trent Meyer, David Moore II, Dustin Moseley, Kevin Small

**Staff:** Val Romeo, Parks and Recreation Director  
Lorraine Beloncis, Parks and Recreation Assistant Director

**Guests:** Stephen Kepley, Mayor  
Mark Rambo, Deputy Administrator

## ABSENT (WITH NOTIFICATION):

---

**Members:**

## AGENDA ITEMS:

---

Three new Parks and Recreation Commissioners were appointed and welcomed: Wallace Massie, Trent Meyer, David Moore II.

### 1. **Comments: Mayor Stephen Kepley**

- a. Over the past 5 years the City has invested in the growth of the Parks and Recreation Department with park improvements and maintenance, Activities Center improvements, adding and restructuring staff positions, adding community events and programs, and professional quality marketing for the department.
- b. Pro's Consultants has been contracted to update the Parks and Recreation Business Plan which will gather information from the community to develop a vision, action plan and guide for future improvements and implementation in parks and programs. As an example, the Farmers Market was created as a direct result of the community's priorities in the 2014 Parks and Recreation Business Plan.

### 2. **Presentation: Mark Rambo, Deputy Administrator**

- a. Parks & Recreation Business Plan 2014-2017: A detailed timeline was presented as a benchmark framework for improvement following the business plan.

Highlights include staffing changes & additions (director change, new parks and trails administrator position, office assistant PT to full time, open coordinator position restructured as marketing & events, added a full time recreation coordinator position), reinventing and refocusing of department, equipment and improvements to three parks, added a dog park, 50<sup>th</sup> anniversary planning and events, campus master planning (farmers market structure, splash pad, destination playground, event lawn with stage, soccer field, shelter, concession, restrooms), Kentwood Activities Center improvements with CDBG grant, Veteran's Park master plan, Old Farm restroom demolition, application for Veteran's Park Phase I.

- b.** Community Development Block Grant (CDBG) Veterans Memorial Park – Master Planning: MC Smith Associates and Architectural Group, Inc. was hired for the project. Existing park elements were evaluated. After evaluation, a preliminary concept sketch was submitted after discussion and engagement with the city. The master plan was developed and divided into four phases, along with the cost estimates of each phase. The plan has been initiated by submitting a CDBG Grant application for phase one of Veteran's Memorial Park. A community center is still desired and necessary, but data is being collected to make the best possible decision on location, costs, funding, amenities, etc.
- c.** Parks and Recreation Business Plan Update: Pro's Consulting has been hired to update the current data community values model business plan. Focus areas include: Community Mandates (safety & health, wellness, principles of community, mandatory elements for facilities, programs & services); Standards (programs, facilities, maintenance, operations, land & open space); Levels of Service (levels of service delivery, core services, role in delivery vs. other service providers); Financial/Revenue (funding mechanisms to support operations & capital); Partnerships (public/public, public/not-for-profit, public/private); Governance/Organization (design/align organization to support vision and values to community).
- d.** Master Planning Parks: Discussed the physical master plan updating park standards including replacing Old Farm Park bathrooms. The planning process (10 months) will be done by a committee consisting of the P & R Commission, Planning Commission, or City Commission, public outreach meetings and with direction from the updated business plan. Work tasks including the evaluation of existing conditions, program development, concept plan development and master plan preparation.
- e.** Discuss Options: Good information yields good decisions to position the City for successful improvement. A sample "what if" schedule was presented for planning for the parks and recreation business plan update and the parks master planning (2018-2021). Funding options include existing capital, grants, millage, and bonding.

### **3. Update: Business Plan**

- a.** The business plan update will kick off on January 19 and will take 4 months to complete. It will cover where we are, staffing plan, demographics, statistics, service assessment, facility gaps, provider assessment, financial management, funding and revenue, sponsorships and partnerships, parks classifications.

- b. Involves meetings with commissioners, stake holders and focus groups and data gathering through surveys.

#### **4. Update: KAC Construction & Veteran's Park Master Plan**

- a. The Kentwood Activities Center construction is one week ahead of schedule. The demolition and framing are done. Improvements include: heating & air, new boiler, state of the art kitchen (teaching and rental), led lighting, restrooms enlarged, storage room, tile, paint. The building is scheduled to re-open the first week of March.
- b. Veteran's Park Master Plan: the first phase of the master plan will be to replace the splash pad and remove the storage building, followed by an event center, soccer fields and garden. Application for funds for phase one was submitted to CDBG and we should find out if we are awarded the grant by the middle of January.

#### **5. Update: Programs & Events**

- a. The Tree Lighting Ceremony and Elves Express Gift Shop in December was a success! Despite the cold and snowy weather, a large number of community members and their families came out to celebrate the season.
- b. 110 Seniors, dignitaries and sponsors attended and enjoyed the Christmas Lunch in December with entertainment provided by Tiny Young.
- c. MKL Day of Service is scheduled for Monday, January 15 with a food drive benefiting families in need in the Kentwood Community and a ceremony at the Kentwood Library. A proclamation by Mayor Kepley and residents, Pastor Kyle Ray from Kentwood Community Church will speak, music provided by Craig Tyson, refreshments provided by The Candied Yam. Food collection sites include Family Fare (6127 Kalamazoo Ave SE) and Celebration Cinema South (1506 Eastport Dr SE).
- d. NEW! Winter Concert Series: Thursdays 6:30pm, Kentwood Library Community Room (4950 Breton Rd SE). One food truck will be on site at each concert.  
January 18 Matt Gabriel (folk & blues)  
February 15 Olivia Mainville (multi-instrumentalist, dark vintage folk)  
March 22 Drew Nelson (Americana, roots-rock, traditional folk music)
- e. Valentines Dash 5K: Saturday, February 10, 2018 11:00am start at the Kentwood Library (4950 Breton Rd SE).
- f. Daddy Daughter Dance "An Evening in Candy Land": Saturday, February 10, 2018 6-8pm at the Kentwood Library Community Room. Pre-registration required.
- g. Freeze Fest: Saturday, February 24, 2018 9:00am registration at Jaycee Park. Bring your own partner. Best shot doubles tournament. All funds raised will go towards Kentwood Parks and Recreation Youth Programs and all food items donated will go to The Pantry.

#### **6. Commissioner Reports**

- a. Several commissioners commented that they enjoyed the food truck rally and events where food trucks are in attendance (Summer Concert Series, etc).

Meeting adjourned 6:40pm

Next Meeting: Monday, February 12, 2018 5:15pm City Hall (4900 Breton Rd SE) 1/10/18 LB