



## PARKS COMMITTEE MEETING MINUTES

November 20, 2023

### 1. ROLL CALL:

**Members Present:** Mayor; Scott Korthuis, Councilors; Ron DeValois, Nick Laninga and Mark Wohlrab

**Staff Present:** City Administrator; John Williams, Parks Director; Brent DeRuyter, and Parks Admin. Assistant; Nancy Norris

### 2. ACTION ITEMS

#### A. **Approval of Parks Committee Minutes- October 16, 2023**

Wohlrab motioned to approve the October 16, 2023, minutes, Laninga concurred Parks Committee approved the motion to approve the Parks Committee Oct.16, 2023 Minutes.

### 3. INFORMATION ITEMS:

#### A. **SHKS Information on Benson Barn**

SHKS was notified about our future plans but have not received closing paperwork.

SHKS responded by email stating closing documents and invoice will be sent soon.

#### B. **Updates on Parks and Trails projects**

##### - **Benson Park**

The barn will be used for leftover bridge supplies and park equipment this winter.

##### - **Schoolyard**

Awaiting architectural plans to be approved for a pavilion, the pavilion is being built and gifted by a private donor.

DeRuyter is speaking with PWD Jon about adding parking and sidewalks on the south side of the park Spring of 2024.

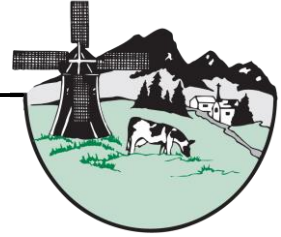
##### - **Trails**

Depot-8<sup>th</sup> St. construction is still moving, and Phase 1 will be complete in December.

VGL Agreement is signed and part of building to be demolished for lot line adjustment this week.

#### C. **Civic Rec**

The financial extract is completed, and the website is now live. Nancy will be meeting with finance for the final training on processing payments etc. The site will go live for taking reservations and payments mid-January.



PARKS DEPARTMENT  
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## **D. Budget Discussion**

No comments have been given by either the Mayor or Council about Parks items and final approval is slated for the December 4 meeting.

DeValois mentioned the discussion of increasing the park facilities fees. Laninga questioned if he missed a facility fee proposal noting he had not seen a fee increase proposal in his agendas for parks or finance committee meetings?

DeRuyter mentioned that he is proposing a \$10 increase to the park kitchens and shelters and is not sure if there will be any field use increases.

Williams mentioned a fee increase schedule will be presented to council at the December 4, 2023, meeting. Laninga asked how a fee increase would affect the new online reservation program. Williams noted the fees would be adopted at the January 2 council meeting. DeRuyter assured the program can easily be revised.

## **Question from Berthusen Advisory about safety in the park and park hours.**

DeRuyter shared the concerns of the Berthusen Advisory about unwanted criminal activity and their concern of the lack of security at Berthusen Park.

BA recommends hiring an onsite park ranger to aid better security by having a park employee securing the park daily and having a bigger presence daily. They also requested an exception to the park hours by changing the gate hours from dawn to dusk or at least closing the park this time of year by 5:00 PM.

The Parks Committee agreed with BAC regarding additional security and public safety concerns and questioned if an exception could be made to the hours this time of year since Berthusen Park is a regional park.

Another suggestion would be to ask if the LPD could send out the STARS or recommend having employees scheduled to secure the parks at night. DeRuyter and Williams will research a solution.

Laniga asked if the Parks Committee could be provided with the minutes from the Berthusen Advisory Committee and Park and Trail Advisory Committee meetings.

DeRuyter will email out the minutes and include any future minutes in the Parks Committee Meeting Agendas.

## **E. Updated Project List**

The Parks Committee reviewed the November 2023 Park Projects list.

## **4. ITEMS ADDED – None**

Meeting Adjourned: 4:37 PM

**NEXT MEETING (if needed)-Monday, December 18, 2023**