



PARKS DEPARTMENT
Brent De Ruyter, Parks Director
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PARKS COMMITTEE MEETING MINUTES April 15, 2024

1. **ROLL CALL:**

Members Present: Mayor; Scott Korthuis, Councilors; Chair: Gary Vis and Nick Laninga

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

Guest Present: Park & Rec. Commissioner Bob Johnson

2. **ACTION ITEMS:**

A. **Approval of Parks Committee Minutes- January 16, 2024**

Vis motioned to approve the January 16, 2024, minutes, Laninga concurred Parks Committee approved the motion to approve the Parks Committee January 16, 2024, Minutes.

B. **Approval of the Renewal of Terms for Advisory Committees**

Berthusen Advisory Committee: Approve reappointments of Harlan Kredit, Mike Lewis, and Marlin Hendricks to the Berthusen Advisory committee.

Action: Parks Committee recommends Council and the Mayor accept the Reappointments of Harlan Kredit, Mike Lewis, and Marlin Hendricks to the Berthusen Advisory Committee.

Park and Trail Advisory Committee: Approve reappointment of Rena Rudy, and Tanya Assink to the Park and Trail Advisory committee.

Action: Parks Committee recommends Council and the Mayor accept the Reappointments of Rena Rudy, Tayna Assink to the Parks and Trail Advisory Committee.

C. **Review and Approval of Donation for Schoolyard Park**

The Parks Committee reviewed and approved the donation for Schoolyard Park and accepted the project and the value of the donation for the value of the project.

3. **INFORMATION ITEMS:**

A. **Information on Benson Barn**

Looking for contractors interested in the south wall, doors, and windows. Jerry Roosma will be sending in a bid and more specific scope of the work May 6, currently he is 5-7months out before he can start.

B. Updates on Parks and Trails

Benson Park

The barn being used for leftover bridge supplies and windmill is almost complete. Timber for the new Schoolyard project will most likely be stored here in the coming months.

Grant money being pursued through RCO and committee meeting update Director DeRuyter applied for a Athletic Grant through ROC this grant is to be awarded by the end of April, the other grant that Director DeRuyter applied for is a Youth Athletic Grant is a 50/50 match, should be revealed by the end of May.

Schoolyard

Finalizing architectural plans and permits once the donation is approved for a pavilion and entryway. Once the donation is accepted the permits will be processed.

Trails

Depot-8th St. construction on Phase 1 is complete and work on the bridge (Phase 2) is down to the completion of floor planks and railings.

Phase 3 is out for bid and Parks and PW will be completing the removal of the VGL side buildings after May 1. VG lumber trees have been removed.

Mitigation has gone very well on both sides of the creek, and we will be off the easement area well before the May deadline LC Students and NSEA are finishing the planting along the creek. The letter is ready to be sent.

Parks Department Shop Addition Project

Additional contractors are still being pursued, looking into the possibility of an in-house supervisor for the project once we find a contractor. Mark Bratt and Bill Diephuis and Jerry Roosma will be looking at this project.

C. Signs Update,

Director DeRuyter presented a signs proposal for Schoolyard Park. This sign will be in the NE corner of the park. The other sign will be for City Park, the pillars will come down and the park entrance apron widen, the sign will be placed on the south side. Both signs are double sided.

D. Updated Project List *Under Design:*

- Schoolyard Park Amenities -- Interested donors have moved forward with designs/costs for bathrooms/park signage and an outdoor pavilion. Received a tentative irrigation plan for the park until plans are turned in for permits. Permits for a pavilion and a “front entrance” building are in the Planning and Development Office. Currently working with Public Works on timing and placement of utilities. Awaiting Donation approval

- Benson Barn – Scope being written for small works project to replace south wall and make necessary upgrades to windows and power inside building to use for storage and projects. DeYoung & Roosma interested in a ~200,000 project.

- Bender Shop/Office Extension – Currently looking for interested contractors to complete the project in 2024. Mark Bratt and DeYoung & Roosma are working together to make a bid for the project. Awaiting a call from DJ Williamson on interest as well

- Bender Field Concession/Announcer’s Booth—Beginning design phase with willing donor group.

Under Construction:

- Batting Cages at Bender Fields – Working with Christenson Nets to complete project this spring.

- ADA Accessible Swing at Bender Fields – Swing will be installed once the crew is caught up on field and trail upkeep and when the ground thaws out.

- Depot to 8th Trail Section – Bridge is over 2/3 completed and Phase 3 will begin next month.

- Dog Park at Patterson Park—Staff has removed most of the middle section of overgrown shrubbery by the parking lot and will be putting up fencing as time allows using seasonal employees starting soon.

E. Staff response to Berthusen Park safety concerns

The department supervisor is looking into larger LED light on the current pole near the park entrance for more visibility from the road.

The request for a full-time employee residing at the park is on hold for budget reasons for this year.

F. Benson Lease Update

The Benson house lease expires April 30, the lease is going to be extended for 6months at the current lease rate, while a new lease is drafted, the rates will increase, to the current market value. The roof of this house needs to be replaced, and a few other upgrades are needed as well.

G. Building Survey of Parks Facilities and Other City-Owned Facilities

Councilmen Vis and Wohlrab would like to see a building plan for all City owned facilities, showing the needed improvements, and prioritize funding for needed

improvements. They are asking for this survey to be conducted and prepared to add to the 2025 budget.

H. Parks Committee 2025 Priorities Discussion

Discussion in no order included: Bender bathroom/concessions, Berthusen lighting, Dickinson playground, Tennis Courts turned into pickleball courts, sports court at Northwood Indian Jim.

I. Advisory Committee Updates

Berthusen Advisory March 2024 minutes and Park and Trail Advisory April 2024 minutes included in packet reviewed by Parks Committee.

J. New Seasonal Hires

Dale DeVries and Lane Dykstra are the new park seasonal hires for 2024.

4. ITEMS ADDED

The Lions Club asked to put in a donation bench at Dickinson Park in memory of Nancy Kuelz as you come off the walking bridge on the landing by the lower lawn area. There will be no message on it, only honoring her by name.

Meeting Adjourned 5:55PM

NEXT MEETING- ~~Monday, May 20, 2024~~ Change to Monday May 6, 2024

****Possible Change Due to WRPA attendance**