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## MEETING MINUTES

**DATE:** Thursday, February 11, 2021

**COMMISSION MEMBERS:** John Query, Commission Chair  
Kevin Klynstra, Mayor  
Thom Parker, Commissioner  
Sue Lucas, Commissioner

**ABSENT:** Amy Langeland, Commissioner  
Ruth Berghorst, Commissioner  
Susan Moore, Administrative Assistant *(minutes drafted from recording)*

**CITY STAFF:** Scott Nienhuis, Streets/Parks/Cemetery Supervisor  
Kevin Plockmeyer, Assistant City Manager/Finance Director

**GUESTS:** Tiffany Smith & Melinda Whitten, MC Smith & Associates

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**I. Approval of July 28, 2020 & September 10, 2020 Meeting Minutes**

**Motion:** Mayor Klynstra  
**Support:** Thom Parker  
All in favor, motion passed.

**II.** Commission Chair John Query noted that Commissioner Susan Finney has chosen to resign her Commission seat. Mayor Klynstra has reached out to a couple of people to potentially fill this slot.

**III. 5-Year Parks Master Plan / Huizenga Park Phase III Discussion**

Tiffany Smith & Melinda Whitten from MC Smith & Associates joined the meeting to continue the discussion regarding the 5-Year Master Plan. An updated schedule for potential future meetings was distributed. The online public survey is still available (338 responses total / 58% Zeeland residents, 42% non-residents). A few more respondents would be nice although overall this is a good response. Some results so far:

- Huizenga and Lawrence are most popular, followed closely by the Splash Pad.
- Most used resources – city parks received highest score.
- Which park needs improvement the most? 1. Lawrence Park, 2. Hoogland, 3. Michigan Tot Lot, 4. Three Corner, and 5. Huizenga parks.
- How should park & recreation funding be spent? 1. Upgrade/improve existing park facilities, 2. Maintain existing facilities.
- Which activities would respondents most like to see expanded? 1. Walking & running trails, 2. Playgrounds, 3. Biking trails, 4. New/more splash pads (lots of comments on this), 5. Picnic facilities, 6. Natural/open spaces, 7. Swimming, 8. Workout stations, 9. Dog park, 10. Fishing access.

**Open Ended Comment Section (highlights):** Lawrence Park/Michigan Tot Lot needing improvements (most comments), more ADA accessibility on the playground & natural play

opportunities (like the Outdoor Discovery Center), dog parks, lights @ the pickle ball courts, disc golf, lot of comments about a pool, additional/expanded splash pad, trails. Tiffany Smith reviewed the goals & objectives for the master plan with Commissioners and asked them to take it home and read it, let her know if there's anything they don't like about it, etc. Melinda Whitten then guided the group through a review & discussion of the first 3 parks (Michigan Street Tot Lot/Hoogland Park/Paw Paw Footbridge Park) and recommended improvements for consideration.

#### **IV. Cemetery Rules & Regulations – Adopt for Felch Street Cemetery**

In order to sell plots, a set of Rules & Regulations specific for that site is needed. We can use the current R&R and adopt them for Felch Street however, there are a few things needing clarification:

1. Page 3: City residency determined by a person's domicile (this has been extended to those who own a business/taxpayer, so it should be reflected as such in the rules & regulations).
2. Page 4: Monetary transactions-all transactions shall be in the form of monetary payment, shall be in the form of a written instrument. (Credit cards are now being accepted, would like to modify to reflect this.)
3. Page 4: In lieu of immediate payment, the invoice has needed to be paid within 30 days. In practice, the City has allowed people to pay up to 1 year for certain circumstances (i.e., when families are suffering financial distress, etc.) Commission would like to change it to reflect only immediate payment.
4. Sunday burials – keep the same (no burials)
5. Marker sizes – keep the same
6. Monuments depicting family names (change to a height restriction? Allow in Felch Street?) – Supervisor Nienhuis will research height restrictions @ other cemeteries before clarifying this item.
7. Who can be buried in a grave at a resident rate (limit to just family)? (this item is from the City's Municipal Code)- keep it to family only. This should also be added to the Rules & Regulations document.

#### **VI. Other Items, Issues**

- Supervisor Nienhuis was approached about placing wreaths on all of the veteran's grave markers at Christmas. He was also asked by the City's Marketing Department about being able to put luminary displays at the grave markers of all Veteran's grave markers for Veteran's Day. Commission Chair Query will connect with the individual regarding the wreaths and report back to the Commission at the next meeting. The Commission would like to invite City Marketing Director Abby deRoo to attend a future meeting to expand a bit more on the proposed luminary project.
- Burial Report: 26 burials since September 10, 2020. Supervisor Nienhuis estimates there are perhaps 30 plots left in the Lincoln Street Cemetery available for sale.
- Kevin Plockmeyer noted that the most pressing issue for the Commission for now is the 5 Year Parks Master Plan with the goal of completion by the end of the year so the Commission has the time to do it right. As far as Huizenga Park improvements & the Felch Street Cemetery storage building, there is time for these in the future. From a budgetary standpoint, Huizenga Park Phase III improvements may have to be delayed until spring of 2023. Is Phase III still the next major investment to be addressed (i.e., over other park needs, etc.)? This is something to think about. Commission Chair Query reported that Zeeland Recreation has put together a summer pickle ball clinic schedule & the response has been great – things are full with a wait list. It was suggested that some signs posted at the courts and on

social media listing when the courts are reserved for this usage would be helpful. Taking into consideration their popularity, more pickle ball courts may be a priority as far as park improvements.

**NEXT MEETING:** Thursday, March 11, 2021 @ 5:00 PM / City Hall, Council Chambers *(subject to confirmation)*.

RECORDED BY:



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Susan Moore, Administrative Assistant