
MEETING MINUTES

DATE: Tuesday, May 25, 2021

COMMISSION MEMBERS: John Query, Commission Chair
Kevin Klynstra, Mayor
Thom Parker, Commissioner
Amy Langeland, Commissioner
Ashley Kiekintveld, Commissioner
Sue Lucas, Commissioner
Lynette Lam, Commissioner

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

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

I. Approval of April 29, 2021 Meeting Minutes

Motion: Amy Langeland
Support: Thom Parker
All in favor, motion approved.

II. Commission Chair John Query welcomed new Commissioner Lynette Lam.

III. 5-Year Parks Master Plan

Tiffany Smith & Melinda Whitten from MC Smith & Associates joined the meeting to review the Draft Master Plan with Commissioners and to receive input on any revisions that they would like made to the document. They will update the plan and forward it to City staff to share with the Commission.

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

The Commission reviewed the revised Rules & Regulations document from City Attorney Jim Donkersloot. Kevin Plockmeyer noted that City Staff would like to take the amended Rules & Regulations to City Council at their June 7th meeting (for final approval and adoption.) The Commission removed one sentence pertaining to not allowing family monuments at the Felch Street Cemetery and Commission Chair John Query made the following motion:
“If there are no further objections to this, I’ll entertain a motion to approve.”
Motion: Sue Lucas
Support: Thom Parker. All in favor, motion approved.

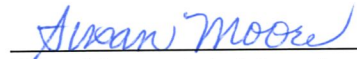
Mayor Klynstra reminded the Commission of the importance of staying on top of a regular review of cemetery rates/fees.

VI. Other Items, Issues

- Burial Report: 6 burials and 15 plot purchases since April 29, 2021. There are a few single plots here and there still available, but not many. Supervisor Nienhuis has received inquiries about plot purchases at the Felch Street site.
- Felch Street Cemetery Building: The Commission still wants to make sure that this gets addressed. The priority for now is the Master Plan however, once that is complete this item and others can be revisited in the fall for prioritizing heading into the budgeting process in January/February 2022.
- Memorial Day/Parade: There will be a ceremony at the cemetery (with stands for participants to sit in). A concern was raised about a group of motorcyclists returning this year, possibly conflicting with the start time of the ceremony.
- Kevin Plockmeyer would like the Commission to move to a more standardized meeting schedule beginning in September similar to other City commissions (i.e., meet every month on a certain date)-if there is no business to attend to, the meeting can be cancelled.

NEXT MEETING: To be determined.

RECORDED BY:



Susan Moore, Administrative Assistant