

# City of Plainwell



“The Island City”

Rick Brooks, Mayor  
Todd Overhuel, Mayor Pro-Tem  
Lori Steele, Council Member  
Brad Keeler, Council Member  
Roger Keeney, Council Member

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
Web Address:  
[www.plainwell.org](http://www.plainwell.org)

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## AGENDA Parks & Trees Commission Thursday, November 17, 2016 5:00pm

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes/Summary Regular Meeting 10/13/16**
4. **Parks:**
  - Sherwood**
    - A: Park Maintenance Report - Marsha Keeler
  - Pell**
    - A: Park Maintenance Report - Bunny LaDuke
  - Hicks**
    - A: Park Maintenance Report - Todd Overhuel
  - Cook**
    - A: Park Maintenance Report - Justin Burchett
    - B. Pickle Ball Courts
  - Kenyon**
    - A: Park Maintenance Report - Sharron Schaafsma
  - Darrow**
    - A: Park Maintenance Report - Sandy Lamorandier
  - Riverwalk Park \ Band Shell \ CBD**
    - A: Park Maintenance Report - Marcus Taylor
5. **Other Business**
  - A. New Commissioner Information Packets review
6. **Open Business**
  - A. Dog Park update
  - B. Park Reservation Rules, Signage, Permit Posting Site
  - C. Pickle Ball Courts in Cook Park (tabled until Spring)
  - D. Plainwell Auto tree removal update
  - E. Bike Rack locations; Downtown, Pell Park, and/or Plainwell Auto
  - F. Trees along Allegan Street
7. **Public Comments**

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- 8. Staff Comments**
- 9. Chairman's Report**
- 10. Commissioners' Comments**
- 11. Next Meeting : Thursday, December 15, 2016.**
- 12. Adjournment**

**MINUTES  
CITY OF PLAINWELL  
PARKS & TREES COMMISSION  
October 13, 2016**

1. Marcus Taylor called the meeting to order at 5:00 PM.
2. Roll Call: Present: Marcus Taylor, Matthew Bradley, Sandy Lamorandier, Justin Burchett, Bunny LaDuke, Marsha Keeler. Absent: Todd Overhuel.
3. Approval of Minutes:

***Marsha Keeler moved to accept and place on file the minutes and summary of the regular monthly meeting of September 15, 2016 as presented. Justin Burchett supported the motion. On voice vote, motion carried unanimously.***

4. Parks:

Sherwood

A: Park Maintenance Report - Marsha Keeler

Marsha reported that some flower pots by the river are starting to fade but the ones by the street are really pretty. The flag at the Veterans Memorial is tattered and needs to be replaced. Sandy will notify Jack Shumaker. Bunny asked that she also ask him how they laid the bricks at the memorial, and if Chula Vista can purchase a brick there.

Pell

A: Park Maintenance Report - Bunny LaDuke

Bunny reported that Pell is looking fine. Sandy noted that DPW installed a storm drain and retaining wall today. A new Flame Amur Maple tree, dedicated to City Clerk Noreen Farmer, was also installed. She reported that the bed around the paper sculpture is not draining; it is basically a concrete bathtub, so it will be necessary to drill drainage holes through the concrete.

Hicks

A: Park Maintenance Report - Todd Overhuel

Todd was not present. Bunny asked to meet with the DPW Friday at 10 AM at Hicks Park to establish the outline of the new groundcover beds in the areas where the grass no longer grows, so that the DPW can install metal edging. Sheryl and Kim will meet her.

Cook

A: Park Maintenance Report - Justin Burchett

Justin reported that everything at Cook looks okay.

Kenyon

A: Park Maintenance Report – Matthew Bradley

Matthew reported that the park has been busy evenings. He noted the dugout fence and one outfield fence are sagging, and asked how the irrigation upgrade would be budgeted and scheduled. Sandy noted that budgeting for park projects is in the hands of the DPW Superintendent and City Manager.

Darrow

A: Park Maintenance Report - Sandy Lamorandier

Sandy reported that Darrow is okay.

Riverwalk Park \ Band Shell \ CBD

A: Park Maintenance Report - Marcus Taylor

Marcus reported that there is a fairly large washout at the river walk in Hicks Park. Commissioners asked that it be repaired or temporarily fenced before Pumpkins in the Park Saturday.

Bunny noted that there is an area that is not a park on which she would like to comment. The Consumers' lot at the corner of E. Bridge and N. Acorn has two flower beds now. The hoses to

irrigate them were left on the ground all the time. It looked very bad. If Chula Vista can get a key for the hydrant lock, they will take over watering there and will keep the hoses coiled and hung.

Bunny noted that she would like to see trees along Allegan Street east of US-131. She feels that small trees or shrubs would soften the aspect and make this entrance to the city more inviting. The east entry to the city looks so nice but the west entry seems barren to her. She asked that the DPW provide a map of this area of Allegan Street to aid discussion at the November meeting

5. Other Business

A. New Commissioner Information Packets

Marcus provided a draft list of inserts for a Parks & Trees Commissioner Packet. Commissioners commented on the list, suggesting a schedule of annual park events, the Annual Parks Report, and the Commission's to-do list be added. This will return to the November agenda as a rough compilation, and to the December agenda for adoption.

B. Parks & Trees to City Council Liaison

Sandy reported that Todd will be able return to meetings if given a little more time to resolve his work conflict. Erik Wilson will be glad to substitute in for the meantime if Commissioners wish. It was noted that Todd is an enthusiastic supporter of parks, flowers and trees, and does an excellent job of representing the Commission at Council.

6. Open Business

A. Dog Park Update

Marcus stated that he has exciting updates. He and Denise are working with Patronicity's coordinator for an online fundraising campaign. They will promote the fundraisers and will do a video presentation. They make a matching contribution if we meet our fundraising goal, e.g, if we need \$25,000, we set the goal at \$12,500. If we reach it, they match it and we have our funding.

Marcus reported that they also have applied for several grants and are awaiting responses. They meet again in two weeks.

B. Park Reservation Rules, Signage, Permit Posting Site

Tabled until November meeting.

C. Pickle Ball Courts in Cook Park

Tabled until spring.

D. Plainwell Auto Tree Removal Update

Matthew presented his drafts for improving this area and accepted suggestions and comments. Commissioners noted that it is hard to dress up the area with the broken windows and window AC unit backing it. They would like to see Plainwell Auto apply for a façade grant to improve the exterior. Other suggestions were a mural on the wall to disguise its imperfections, possibly as a part of Art Fest or as a Design Street promotion; a board fence at the back to block view of the wall. Commissioners noted that they had also discussed a turf area there, possibly a small tree. They suggested brick pavers, rather than a concrete slab, would softer the aspect. Sheryl noted that there are pavers, quantity unknown, in the DPW storage yard.

E. Bike Rack Locations

Tabled until November meeting.

F. Pell Circle Drive Bed

Sheryl presented a layout of the plantings planned here, with pictures of the shrubs and flowers planned. Tom Holmes of Modern Woodsman has volunteers to do the planting, and is funding their purchase.

7. Public Comments

None.

8. Staff Comments

Sandy is in the process of polishing the flower order for 2017.

Sandy left the meeting at 5:30 PM

9. Chairman's Report

Marcus spoke with Shirley Wilfinger, who is sending out agendas for the City Clerk during her absence. They agreed that she will draft the agenda, Marcus will review it, and then Shirley will send it out.

Marcus asked if Matthew would be willing to provide concept drawings for the dog park. Marcus can provide copies of the aerials and the rough drawings from GHD, and is willing to walk the park with Matthew to help him get up to speed with the project. Commissioners suggested Matthew tour Allegan's dog park for ideas, as it was well-planned. Matthew is willing to attempt the concept drawings.

Marcus asked if the 5 PM time slot is working for Commissioners. It is.

10. Commissioners' Comments

None.

11. Items For Next Agenda

- Dog Park Update
- Park Reservations & Rules
- New Commissioner Handbooks
- Plainwell Auto Update
- Trees along Allegan Street

12. Next Meeting

The next meeting will be Thursday, November 17, 2016 at 5 PM.

13. Adjournment

***Marsha Keeler moved to adjourn the meeting. Justin Burchett supported the motion. On voice vote, motion carried unanimously.***

There being no further business, the meeting adjourned at 5:58 PM.

Minutes Respectfully Submitted,  
Sheryl Gluchowski  
Deputy Clerk

**Summary**  
**PARKS & TREES COMMISSION**  
**October 13, 2016**

**Action Items:**

**DPW:**

- Repair hole at Hicks river walk
- Provide key for Chula Vista
- Provide map for Allegan Street east of US-131 at next meeting
- Address drainage in mill sculpture flower bed
- Place metal edging in Hicks Park for Chula Vista ground cover project

**Commissioners:**

- Justin working on P&T Commissioner Information Packet
- Marcus working on Park Reservation & Rules
- Sandy calling Jack Shumaker to replace flag; ask how they laid the Memorial bricks; ask if Chula Vista can purchase a brick.

**Motions:**

- ***Approved minutes and summary of previous meeting***
- ***Tabled action on Plainwell Auto Trees Removal Request until City can negotiate reuse of area.***
- ***Adjourned meeting***

**Open Business:**

- Park Reservation Rules, Guidelines, Signage
- Dog Park
- Cook Park Pickle Ball Courts
- Plainwell Auto request to remove trees
- Bike Rack(s) Location(s)
- New Commissioner Handbooks

**Unfinished Park Work:**

- Address Hicks Park bare ground area
- Power wash and reseal River Walk boards
- Replace dugout fencing at Kenyon Park
- Kayak landing signage at/near Sherwood Park
- Design a "places to eat & drink" map for the canoe/kayak landings.
- Repair spring toy broke and reinstall in Cook Park
- Anchor picnic tables at Cook Park

**Next Agenda:**

- Dog Park Updates
- Park Reservations & Rules
- New Commissioner Handbooks
- Plainwell Auto Update
- Trees along Allegan Street