

CITY OF MUSKEGON

PARKS & RECREATION BOARD

MEETING

April 15, 2026 @ 5:30 PM

CITY OF MUSKEGON, ROOM 204

933 TERRACE STREET, MUSKEGON, MI 49440

CALL TO ORDER:

ROLL CALL:

APPROVAL OF MINUTES:

Approval of 1/21/26 Minutes.

A. 1/21/26 Minutes DPW- Parks and Recreation

UPDATES:

A. Parks & Recreation FY27 Budget Update DPW- Parks and Recreation

B. Park Projects Update DPW- Parks and Recreation

C. Summer Recreation & Events DPW- Parks and Recreation

DISCUSSION:

A. 2027 Parks Master Planning DPW- Parks and Recreation

PUBLIC COMMENT:

ADJOURNMENT:

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being

considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com

Parks & Recreation Advisory Committee
Wednesday, November 19th at 5:30 PM
City Hall - Conference Room 204

MINUTES

Present: Roberta King, Sarah De La Rosa, Sidney Long, John Burt, Mayor Johnson, Yancy Weaver, Lynnette Marks, Leann Heywood

Absent: Hillery Ross, David Ruck, Aaron Bodbyl-Mast,

- 1) Call to Order
 - a) Meeting called to order at 5:40 pm
- 2) Action Items
 - a) Approval of 11-19-25 Minutes
 - i) Motion to approve by De La Rosa, seconded Long.
Motion unanimously approved.
- 3) Discussion: Beach Warning System Proposal
 - a) Director Karczewski shows a visual of the beach warning system. There are currently two at Pere Marquette, one at each bathhouse. The proposal is upgrading the system to include additional beach warning systems along the beach. Karczewski goes over potential locations for the additional systems. This includes online access for the public to be able to see conditions in real time.
 - b) Director Karczewski zooms in Jacob from Swim Smart to further explain the beach safety systems proposal and answer questions from the board.
 - c) King has a question about the size of sign and the size of the traffic light. The sign in general is about 4 ft x 3 ft roughly. The stop light is 3.5 – 4 inches in diameter and about a foot in height. King also asks about the visual distance of sign. Jacob explains that the light visibility is about 1000 feet in the most unfavorable light conditions. The light is also targeted in the area you want so as to not interpret the neighborhood.
 - d) Burt asks if the sign has an audio warning and Jacob explains it does not have audio in the current proposal but it could be added. The audio can also be used for purposes separate from the beach warning system if wanted.
 - e) De La Rosa wonders if the light signs stay up year-round and what the shelf life would be. Jacob explains they are designed to stay up year-round. Anything left out in the element is subject to damage. However, removal is not required.
 - f) Jacob explains this proposal would include hardware maintenance on a regular basis for the next 5 years.
 - g) Burt asks Jacob what the system is tied to and is there a place to go if you aren't at the beach to go to be able to see the conditions before heading to the beach. Jacob explains that the system is connected to the weather service and apart of the proposal is working on a landing page with the City for the beach conditions.
 - h) De La Rosa asks with the current proposed sign placement, if you are in the water, how do you know if the conditions have changed. Director Karczewski agrees that is a good

point and there could possibly be a double-sided sign. Jacob says there is an option to have a cylindrical pole that can be seen from all sides but they are more expensive.

- i) De La Rosa asks about language options on the sign. Jacob answers that the default it is English and Spanish but there are the possibilities of other languages.
- j) De La Rosa also asks if this proposed plan can be implemented by summer if approved. Jacob says yes as far as signs. With the antenna needed on top of the filtration plant, they would need to get going on that sooner rather than later due to permits.
- k) Mayor Johnson asks about the cost of a single cylinder. Jacob explains its usually 2-3x more expensive than the standard sign due to the amount of solar power needed.
- l) Director Karczewski asks the committee if they feel comfortable with the current proposed plan with the additional input that we get an additional one to put on by the pier.
- m) Motion by Heywood, seconded by Burt to take the beach safety proposal to the commission as is for approval.

Motion approved unanimously.

- 4) Discussion: Sports League Policy
 - a) Director Karczewski shows the updated sports league policy with the proposed changes for the board. He goes over possible violations for current leagues and reoccurring problems the parks department has with some leagues.
 - b) Mayor Johnson asks about public safety's involvement in these violations and suggests restarting the discussion to get them more involved.
 - c) Director Karczewski explains all the fees in red are the updated fees from the special event application that had not yet been updated on the sports league application.
 - d) Director Karczewski goes over possible new rentable field locations and fees.
 - e) The board discusses resident vs non resident fees as it relates to park assets.
- 5) Discussion: Donation Policy
 - a) Director Karczewski gives the board the overview of the current policy and some problematic areas. The group suggests a lottery system.
 - b) Heywood suggest that this might be a bigger discussion than the time we have allotted tonight. Director Karczewski suggests we revisit this policy at the next meeting.
- 6) Discussion: Park Concession Policy
 - a) Director Karczewski expresses interest in the Parks and Rec Board being the only approval for Pere Marquette concessions. Mayor Johnson says the ordinance would need to be amended by the commission for that to happen. Heywood brings up that since we only meet quarterly there might be a timeliness issue.
 - b) Director Karczewski asks the board how they feel about Chick Fil A coming to the beach as a mobile concessionaire. Marks suggests the possibility of considering an upcharge for corporations and non-resident businesses.
 - c) De La Rosa feels we do need more concession options at the beach. Mayor Johnson suggests maybe a pilot test weekend.
 - d) De La Rosa asks if there are specific parking spots for concessionaires. Director Karczewski says currently concessionaire spots are at his discretion.
- 7) Discussion: Summer Rec Program

- a) For last year's program, the City pitched in \$15,000 for a 4 week program and do we want to stick with our commitment to the program. Marks shares she has had conversation with Superintendent Cortez about the program being longer. Mayor Johnson says this needs to be a conversation on if we want to take it on internally or if we want to contract it out, inviting others to run the program.
 - b) De La Rosa would like to see a program for older kids/young adults for public safety reasons and for a longer time period.
 - c) Marks agrees we need to have a scope for most of the summer.
 - d) Director Karczewski will start the conversation with Superintendent Cortez.
- 8) Update: Park Acquisitions
- a) Mayor Johnson would like to hold off on the conversation until the April meeting.
- 9) Public Comment
- a) The City of Carlsbed, CA puts their beach feed onto the hotels room television.
- 10) Adjournment
- a) Motion to adjourn by De La Rosa, seconded by Marks.

Motion unanimously approved. Meeting adjourned at 7:34 PM

GL Number	Description	26-27 Requested
101-751-702	BUDGETED SALARIES & BENEFITS	306,487.00
101-751-730	PUBLICATIONS & MEMBERSHIPS	500.00
101-751-734	CLOTHING & UNIFORMS	2,500.00
101-751-735	PLAYGROUND & ATHLETIC SUPPLIES	11,000.00
101-751-749	MISCELLANEOUS MATERIAL & SUPPLIES	8,410.00
101-751-772	PROMOTIONAL SUPPLIES	3,000.00
101-751-801	BUDGETED CONTRACTUAL SERVICES	27,500.00
101-751-850	TELEPHONE	6,900.00
101-751-861	CONFERENCE, TRAINING AND TRAVEL	2,500.00
101-751-940	RENTAL OF BUILDINGS	51,508.00
101-751-944	VEHICLE RENTAL	6,820.00
101-751-980	COMPUTER HARDWARE & SOFTWARE	<u>7,800.00</u>
		434,925.00

GL Number	Description	26-27 Requested
101-770-702	BUDGETED SALARIES & BENEFITS	1,126,108.00
101-770-730	PUBLICATIONS & MEMBERSHIPS	309.00
101-770-734	CLOTHING & UNIFORMS	3,750.00
101-770-735	PLAYGROUND & ATHLETIC SUPPLIES	19,000.00
101-770-737	IRRIGATION SUPPLIES	17,000.00
101-770-741	TOOLS	7,500.00
101-770-748	MEDICAL SUPPLIES	2,000.00
101-770-749	MISCELLANEOUS MATERIAL & SUPPLIES	63,800.00
101-770-749-000816	CHRISTMAS SUPPLIES	4,300.00
101-770-751	OXYGEN,ACETYLENE & OTHER GASES	1,720.00
101-770-756	REPAIR SUPPLIES	12,000.00
101-770-758	BUILDING SUPPLIES	4,500.00
101-770-760	CUSTODIAL SUPPLIES	33,000.00
101-770-762	EQUIPMENT SUPPLIES	5,000.00
101-770-767	SEEDING & PLANTING SUPPLIES	3,400.00
101-770-773	LAUNDRY & UNIFORM CLEANING	1,720.00
101-770-801	CONTRACTUAL SERVICES	100,000.00
	FIREWORKS	40,000.00
	KERKSTRA	60,000.00
	BARRYS-HACKLEY PARK REIMBURSED	42,253.00
	SEASONAL STAFF	447,425.00
101-770-801-000021	VETS PARK CONTRACTUAL SERVICES	27,500.00
101-770-804	COMPUTER SERVICES	860.00
101-770-806	REFUSE COLLECTION	25,400.00
101-770-809	MEDICAL SERVICES	300.00
101-770-850	TELEPHONE	3,440.00
101-770-861	CONFERENCE, TRAINING AND TRAVEL	3,000.00
101-770-920	ELECTRICITY	75,000.00
101-770-921	HEAT	6,020.00
101-770-922	WATER & SEWER	215,000.00
101-770-940	RENTAL OF BUILDINGS	304,418.00
101-770-944	VEHICLE RENTAL	350,000.00
101-770-945	OTHER EQUIPMENT RENTAL	2,000.00
101-770-977	EQUIPMENT PURCHASES	60,000.00
101-770-983	EQUIPMENT REPAIR	17,200.00
101-770-986	BUILDING REPAIR	4,300.00
		<u>3,089,223.00</u>

Combined Budget Snapshot

- Recreation (101-751): \$434,925
- Parks (101-770): \$3,089,223
- Combined Total: \$3,524,148

Recreation Key Numbers

- Total: \$434,925
- Personnel: \$306,487
- Rental of Buildings: \$51,508
- Contractual Services: \$27,500
- Supplies Total: \$22,410

Parks Key Numbers

- Total: \$3,089,223
- Personnel: \$1,573,533
- Seasonal Staff: \$447,425
- Vehicle Rental: \$350,000
- Building Rental: \$304,418
- Utilities Total: \$299,460

Major Cost Drivers

- Recreation: Salaries, Rentals, Contracted Services (summer rec support & rec staff)
- Parks: Salaries, Seasonal Staff, Vehicle/Building Rentals, Utilities