

# VILLAGE OF DECATUR PARKS & RECREATION COMMITTEE MEETING AGENDA

Monday  
November 21,  
2022



VILLAGE OF DECATUR  
PARKS & RECREATION COMMITTEE MEETING  
MONDAY, NOVEMBER 21, 2022 – 4:30PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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4:30PM PARKS & RECREATION COMMITTEE MEETING (Action to be taken by PRC on the following agenda items)

**Note: Please be courteous and turn cell phones off during the meeting.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL (Excused Absences if Any)**

**4. PUBLIC COMMENT**

**5. APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 - Approval of the Regular Meeting Agenda for November 21, 2022

5A.2 – Approval of the Regular Meeting Minutes for October 17, 2022

**6. COMMUNICATIONS – PRESENTATIONS & GUEST**

6A.1 –Katie Vanderhulst, Abonmarche

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

8A.1 – Request to adopt Resolution 2022-011

8A.2 – Request to review rules/regulations/signage at all Village owned parks

**9. PUBLIC COMMENTS- SECOND OPPORTUNITY**

**10. DDA MEMBER COMMENTS**

**11. ADJOURNMENT**

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## **PLEASE NOTE**

### **AUDIENCE PARTICIPATION:**

In addition to addressing the DDA during public hearings and under “Public Comment,” members of the audience may address the PRC, please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
  2. Verbal report provided by staff.
  3. Chairperson asks PRC members if they have any questions for staff to clarify the staff report.
  4. Motion is made by a PRC member and seconded by another PRC member.
  5. Chair then calls on PRC members to discuss the motion if PRC members wish to discuss.
  6. Chair calls for a vote on the item after discussion has occurred.
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Village of Decatur  
Parks & Recreation Committee Meeting Minutes  
Monday, October 17, 2022, at 4:30 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

I. **Call to Order**

Christopher Tapper called the meeting to order at 4:32 p.m.

II. **Pledge of Allegiance**

III. **Roll Call**

Jessica Pelfrey- Chairperson, Janice Benson, Charlene Jackson (excused), Nicky Fassett, Kande Hawks (excused), Shantel Pentland- Administrative Assistant, Megan Duncan- Clerk/Treasurer, Christopher Tapper- Village Manager, Katie Vanderhulst- Business Development Specialist from Abonmarche (excused)

IV. **Public Comment**

None

V. **Approval of Consent Agenda Items**

5A.1 - Benson offered a motion to approve the consent agenda for October 17, 2022, with support by Duncan, carried unanimously 5-0.

5A.2 - Benson offered a motion to approve the regular meeting minutes for September 19, 2022, with support by Duncan, carried unanimously 5-0.

VI. **Presentations & Guest**

Katie Vanderhulst from Abonmarche was unable to attend this meeting. Manager Tapper shared some information from Katies presentation, and was provided with a list of questions regarding the Splash Pad- Red Woolfe Park Project.

VII. **Unfinished Business – Splash Pad Designs/ Red Woolfe Park Project**



The proposed site plan was reviewed and discussed. It was agreed that the added expenditure of the walking path was not necessary at this time.

PR Committee members considered the restrooms/concessions building at Red Woolfe Park, and discussed if it was more feasible to reconstruct or rebuild- final determination will be made after estimates for both are reviewed.

There was discussion about the fence line along the property alongside the parking lot. Members agreed some small trees/shrubs should be removed, pending property line determination. Native habitat buffers and visually appealing landscaping are preferred in this area.

Committee members were all in favor of the proposed tree removal plan.

There was lengthy discussion about the proposed natural habitat area on the site plan. PRC Members agreed that if the area is not conditionally necessary for our design and grant opportunities, the preferred placement of these native plants would be with the proposed evergreen buffer to give more privacy to neighboring properties.

Committee members were asked to provide feedback and input on the Community Engagement Survey.

VIII. **New Business**

None

IX. **Members Comments**

There was a conversation regarding the flooding at Red Woolfe Park, especially in the Splash Pad and playground areas.

X. **Adjournment**

Tapper offered a motion with support from Duncan to adjourn the meeting at 5:41pm., motion approved.

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Parks and Recreation Committee  
FROM: Shantel Pentland, Administrative Assistant  
DATE: November 18, 2022  
REVIEWED BY: Christopher Tapper, Village Manager  
  
SUBJECT: Request for Public Support

### Action Requested:

It is requested that the Parks and Recreation Committee review the Request for Public Support Document

### Background:

The PRC, with the help of Abonmarche, is submitting an application for a Spark Grant for the Red Woolfe Park Project. A condition of the Grant is documentation showing community support. A copy of the attached letter has been sent to the following:

- Newell Agency
- VFW Post 6248- Kevin Conklin
- Webster Memorial Library- Dan Hutchins
- Van Buren Conservation District- Emily Hickmott
- Pastor Ron Coleman
- Ryan Rarick, Kalamazoo Excavating
- Kevin Kusmack, Decatur Township
- Lake of the Woods Association- Marcia Ellis
- Decatur Athletic Boosters- Brian Southworth
- Decatur Public Schools- Patrick Creagan
- Market Van Buren- Zack Morris
- Bronson Family Care- Decatur
- Decatur Downs- Rebecca Winters
- Decatur Human Services
- Decatur Township Hall
- Decatur-Hamilton Fire Department
- Carl Druskovich, Hamilton Township
- First State Bank



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- Honor Credit Union

The Spark Grant application will be submitted before the deadline of December 19, 2022

Attachments:

Request for Public Support document



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

November 17, 2022

VFW Post 6248  
560 N. Phelps St.  
Decatur, MI 49045

RE: Request for Feedback and Support – Village of Decatur Red Woolfe Park Project

To Whom It May Concern:

The Village of Decatur is pursuing a grant opportunity through the Department of Natural Resources (DNR) for improvements at Red Woolfe Park located at 45280 Pine Street, Decatur, MI 49045. The Michigan Spark Grant Program aims to help communities improve and redevelop existing public recreation facilities, and we see no better fit than the proposed project.

We have been working with landscape architects, engineers, and grant writers to prepare an application to this program for funding. The proposed improvements include the following:

- New evergreen buffer at both south and west edge of the property along fence line;
- New native habitat proposed to be located at west side of property;
- New ADA accessible splash pad proposed to be located at west side of property;
- New ADA accessible seating areas proposed to be located at several locations at west side of property;
- New trash and recycle bins proposed to be located at west side of property;
- New “foot shower” and drinking fountain proposed to be located at west side of property;
- New ADA accessible route connecting parking lot area to beach and kayak launch, splash pad and concession stand / restroom area;
- New kayak rack and kayak launch proposed to be located at southwest corner of property;
- Expanding existing beach area further northwest of property.

Please refer to the attached planset for more details regarding the proposed improvements.

It is our goal as a Village to solicit feedback from constituents who utilize this space, and your organization has been identified as a possible user given your proximity to the park.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

We value your contribution to the community and wish to better service your mission by providing thoughtful upgrades to Red Woolfe Park.

We are respectfully requesting any comments, suggestions, feedback, and hopeful support for these improvements. Feedback in the form of email, a letter, or a meeting with staff would be appreciated by **Friday, December 9<sup>th</sup>**. A letter of support for this program would go a long way in helping secure funding for these improvements.

For more information regarding the grant application, please refer to the link below:

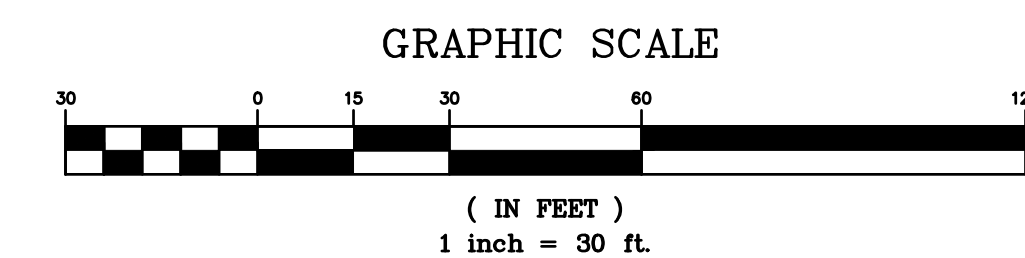
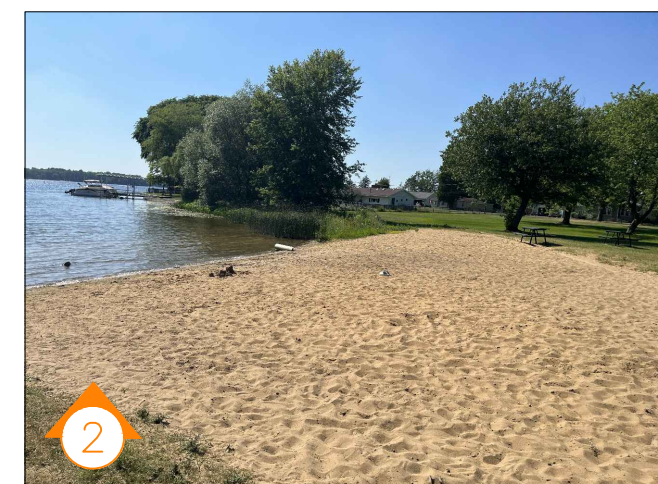
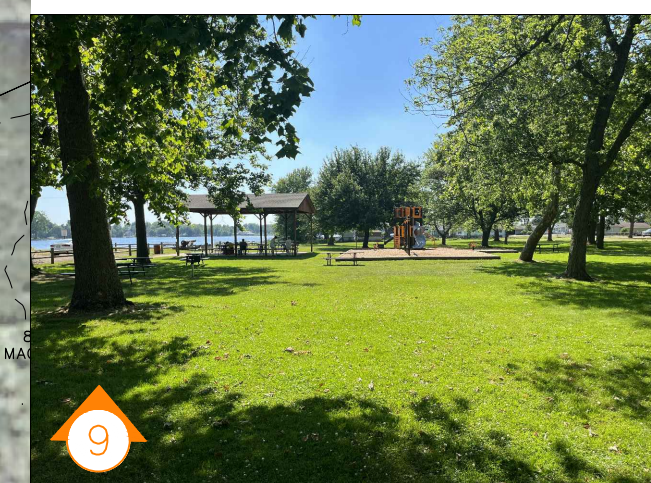
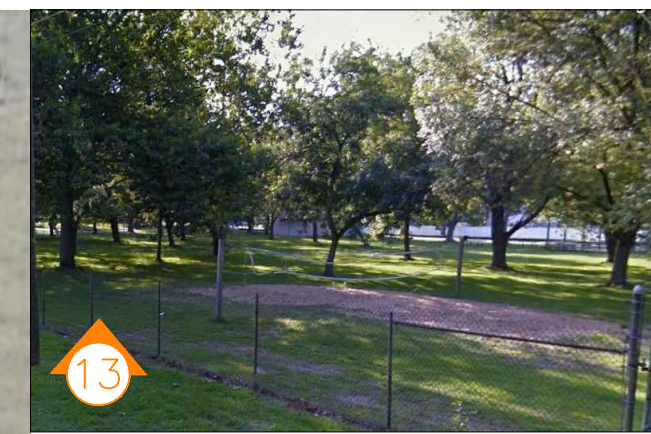
**<https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants>**

Please don't hesitate to contact us via email, phone, or in-person regarding your comments, support, and suggestions to make these park upgrades a benefit to all who visit this space.

Sincerely,

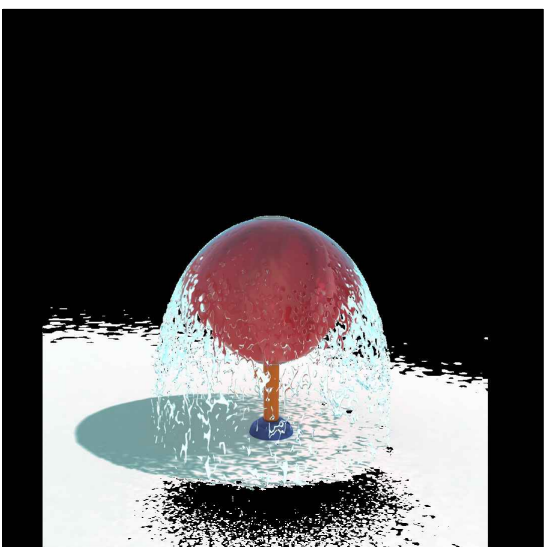
Shantel Pentland  
Administrative Assistant  
[spentland@decaturmj.us](mailto:spentland@decaturmj.us)  
269-423-6114





NO.	REVISION DESCRIPTION:	BY:	DATE:
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Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Parks and Recreation Committee  
FROM: Shantel Pentland, Administrative Assistant  
DATE: November 18, 2022  
REVIEWED BY: Christopher Tapper, Village Manager  
  
SUBJECT: Resolution 2022-011

### Action Requested:

It is requested that the Parks and Recreation Committee review and approve Resolution 2022-011

### Background:

The PRC, with the help of Abonmarche, is submitting an application for a Spark Grant for the Red Woolfe Park Project. This Resolution will ultimately be approved by the Village Council at the December 5, 2022 Council Meeting, and the Spark Grant application will be submitted before the deadline of December 19, 2022.

### Attachments:

Resolution 2022-011





**VILLAGE OF DECATUR  
COUNTY OF VAN BUREN, STATE OF MICHIGAN  
A RESOLUTION TO APPROVE THE SPARK GRANT APPLICATION  
FOR THE RED WOOLFE PARK PROJECT  
RESOLUTION 2022-011**

WHEREAS, the Village of Decatur supports the submission of an application titled “Red Woolfe Park Project” to the Spark Grant program for improvements to the park located at 45280 Pine Street, Decatur, MI 49045; and,

WHEREAS, the location of the proposed project is within the jurisdiction of the Village of Decatur; and,

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

WHEREAS, with this resolution of support, it is acknowledged that the Village of Decatur is not committing to any obligations; financial or otherwise.

NOW THEREFORE, BE IT RESOLVED that the Village of Decatur hereby supports submission of a Spark Grant Application for improvements to Red Woolfe Park, by the DNR.

AYES: NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of the Village of Decatur at their regular meeting held on December 5, 2022, at 7:00 p.m. in 114 North Phelps Street, Decatur, MI 49045, with a quorum present.

\_\_\_\_\_  
Megan Duncan, Clerk

\_\_\_\_\_  
Date



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Parks and Recreation Committee  
FROM: Shantel Pentland, Administrative Assistant  
DATE: November 7, 2022  
REVIEWED BY: Christopher Tapper, Village Manager  
  
SUBJECT: Review of park rules/regulations and updating signage

### Action Requested:

It is requested that the Parks and Recreation Committee review and update the current signage at it pertains to park rules and information.

### Background:

With many future plans for the use of our parks, a clear, concise and uniform set of rules should be posted at each location. At this time, The Southside Skate Park, Red Woolfe Park, and Raider Romp all have a variety of signage that shares some similarities, but many of these signs are worn and in need of replacement.

Please review current signage rules and regulations. Consider updating park rules so one sign could be used at all locations. Condensing all information (hours, rules/regulations, contact information) would allow for fewer signs to be posted.

Updating and posting such rules would result in less litter (trash, cigarettes, containers, etc.) in our parks, and make using them more desirable for future events.

### Attachments:

Photos of current signage at Red Woolfe Park, South Side Skate Park, General Park Rules examples



# South Side Skate Park Signage 10-18-22





## Red Woolfe Park Signage 10-18-22





# Welcome to City Hall Park



**Open 6am to midnight • Ouvert de 6 heures à minuit • बिहान ६ बजे देखि राति १२ बजे सम्म खुला हुन्छ । • Mở cửa từ 6 giờ sáng đến nửa đêm • OTVORENO OD 06:00 DO PONOCI • Hufungua saa 12 za asubuhi hadi saa 6 za usiku • Waxaa lafuraq 6am ilaa habeenka kalbarkisa • အနက်ပိုင်း နံနက် ၆နာရီ မှ ည ၁၂ နာရီအထိ •**  
 تفتح من الساعة ٦ صباحا وحتى منتصف الليل



**Dispose of all trash • Veuillez jeter vos déchets dans les receptacles prévus à cette fin • सबै फोहोर-महिलाहरु फोहोरको टोकरीमा पार्नुहुनेछ । • Don sàch rác • ODLOZITE SVE SMECE •**  
 Tupa takataka zote • Kushub qashinka qashin qubka •  
 အမှိုက်အားလုံးကို စနစ်တကျ စုပုံရန် • التخلص من النفايات



**Dogs must be on a leash • Les chiens doivent être à l'attache • कुकुरहरु शरीरले बाधेको हुनुपर्दछ । • Chó phải có dây xích • PSI MORAJU BITI NA POVODCU - KAISU • Mbwa lazma awe kwenye mkanda • Eeyga waa in uuxernaado •**  
 අප්පු-කුටුම්භයන්ගේ පාලනය කළ යුතුය • يجب ان تكون الكلاب مربوطة



**No glass containers • Récipients en verre interdits • कुनै मादक पेय पदार्थहरु निषेध छ । • Không có chai lọ bằng thủy tinh • ZABRANJENO STAKLENO POSUDJE • Hakuna Vyombo vya kioo •**  
 Lama ogala in shey dhala ah lagu tuuro • မှန်ပုလင်းများ လုံးဝမလွှဲလှဲဘဲ  
 يمنع استخدام العبوات الزجاجية



**No camping • Défense de faire du camping • कुनै शिविर वा डेरा हाल्न निषेध छ । • Không cắm trại • ZABRANJENO KAMPOVANJE •**  
 Hakuna kufanya kambi • Halkaani degannsho lama ogaola •  
 ညခိုက် ညစုတ်ခြင်း မပြုရန် • يمنع التخييم



**No alcoholic beverages • Boissons alcooliques interdites • कुनै मादक पेय पदार्थहरु निषेध छ । • Không nước giải khát có chất cồn • ZABRANJEN ALKOHOL • Hakuna pombe • Halkaan qamro lama ogala •**  
 အရက်သား/ရေခဲ/မူးယစ်ဆေးများ လုံးဝမလွှဲလှဲဘဲ • المشروبات الكحولية ممنوعه



**No smoking • Défense de fumer • धुम्रपान निषेध छ । • Không hút thuốc • ZABRANJENO PUSENJE • Hakuna kuvuta • Halkaan sigaar laguma cabi karo •**  
 ဆေးလိပ်လုံးဝမသောက်ရန် • التدخين ممنوع



[enjoyburlington.com](http://enjoyburlington.com)



# PARK RULES



**PARKS OPEN FROM  
6:00 A.M. UNTIL 11:00 P.M.**  
ANYONE ON PARK PROPERTIES OUTSIDE THESE  
TIMES IS CONSIDERED TO BE TRESPASSING  
ORDINANCE 19-75



**NO AMPLIFIED MUSIC  
ALLOWED\***  
ORDINANCE 19-42  
\*EXCEPT BY SPECIAL PERMIT



**SMOKING/VAPING IS  
PROHIBITED**  
ORDINANCE 14-128



**NO ALCOHOLIC BEVERAGES\*  
OR CONTROLLED SUBSTANCES**  
ORDINANCE 19-61  
\*EXCEPT BY SPECIAL PERMIT



**PLACE ALL LITTER IN  
RECEPTACLES**  
ORDINANCE 19-40



**NO CAMPING**  
ORDINANCE 19-46



**ALL PETS MUST BE ON A LEASH  
CLEAN UP AFTER YOUR PET**  
ORDINANCE 19-59



**NO PEDDLING OR SALES ON  
PARK PROPERTY\***  
ORDINANCE 19-50  
\*EXCEPT BY SPECIAL PERMIT



**NO DESTRUCTIVE OR  
DISORDERLY CONDUCT**  
ORDINANCE 19-42



**NO GRILLS**  
ORDINANCE 19-52



**NO FIREWORKS, WEAPONS,  
OR FIREARMS**  
ORDINANCE 19-44



**NO SLEEPING**  
ORDINANCE 13-56



**NO VEHICLES ALLOWED ON  
GRASS OR SIDEWALKS/TRAILS**  
ORDINANCE 19-71



**NO MOTORIZED SCOOTERS  
OR MOTORBIKES**  
ORDINANCE 19-64

HELP US MAINTAIN THE BEAUTY OF THIS PARK BY RESPECTING THE LANDSCAPING AND CLEANING UP AFTER YOURSELF.



SCAN THE CODE FOR:  
• COMPLETE LIST OF RULES  
• REGLAS EN ESPAÑOL



EMERGENCIES: CALL 911  
NON-EMERGENCIES: CALL (574) 286-6827  
MAINTENANCE/INFO: CALL 311

Ord. 125  
Ch 22-Nuisances  
Article III - Noise  
Sec. 22-53

Ord. 130  
Chap 4-Alc. Liquors  
Article III - op cont.  
Sec. 4-56

Ch. 6-Animals  
Article V-An. Wds.  
Sec 6-73  
Ch. 6-Animals  
Art. III Dogs  
Sec. 6-50 (1)



# General Park Rules

PARK HOURS: 5:00 A.M. - 11:00 P.M.

## PETS ON LEASH



Municipal Code requires dogs to be restrained on a leash no longer than 8' at all times except in designated areas. Clean up pet waste.

## ALCOHOL BY PERMIT ONLY



Consuming alcohol on park property is prohibited except in designated areas with approved liquor permit.

## SMOKING



It is unlawful to smoke tobacco, vape tobacco, smoke marijuana, vape marijuana in any city park.

## NO UNAUTHORIZED MOTORIZED VEHICLES ON TURF



Vehicles are to be driven on designated park roads and parking areas only.

## SPECIAL EVENTS BY PERMIT ONLY



A special event permit is required for activities that impact the general use of a park.

## GARBAGE DISPOSAL



Trash receptacles are for park use and not for residential or commercial waste.

## INFLATABLES/ CANOPIES/TENTS APPROVAL REQUIRED



Use of inflatable play structures and shade canopies/tents on park property is prohibited without prior approval.

## FACILITY RENTALS



Reservations made for a park facility have priority. If facility is not reserved, it is first come, first serve. Use facilities at your own risk.

All other park rules apply. Refer to City of Walla Walla Municipal Code.

For questions, reporting park concerns or obtaining a permit/approvals, call 509.527.4527 or email [parks@wallawallawa.gov](mailto:parks@wallawallawa.gov).

