

# VILLAGE OF DECATUR PARKS & RECREATION COMMITTEE MEETING AGENDA

Monday  
March 18, 2024



VILLAGE OF DECATUR  
PARKS & RECREATION COMMITTEE MEETING  
Monday, March 18, 2024 – 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 March 18, 2024

5A.2 – Approval of the Regular Meeting Minutes for February 19, 2024

**6. COMMUNICATIONS – PRESENTATIONS & GUEST**

6A.1 –Katie Vanderhulst, Abonmarche

**7. UNFINISHED BUSINESS**

7A.1 – Red Woolfe Park Improvements Project – update on DNR MNRTF application (project elements included, project phasing, costs, etc.)

7A.2 – Fireman’s Park Improvements Project – update on DNR Rec Passport application (project elements included, project phasing, costs, etc.)

7A.3 – Discussion regarding the creation of a Dog Park at the Bergen Building

7A.4 – Signage Update

**8. NEW BUSINESS**

8A.1 – Resignation of Parks & Recreation Committee Member, Charlene Jackson

**9. PUBLIC COMMENTS- SECOND OPPORTUNITY**

**10. PARKS & RECREATION COMMITTEE MEMBER COMMENTS**

**11. ADJOURNMENT**

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## **PLEASE NOTE**

### **AUDIENCE PARTICIPATION:**

In addition to addressing the PRC 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, February 19, 2024, at 4:30 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

I. **Call to Order**

Trustee Pelfrey called the meeting to order at 4:31pm

II. **Pledge of Allegiance**

III. **Roll Call**

Trustee Pelfrey- Chairperson, Trustee Benson, President Pro Tem Jackson, Nicky Fassett, Trustee Beute, Shantel Pentland- Administrative Assistant, and Megan Duncan- Clerk/Treasurer.

IV. **Public Comment**

No public comment.

V. **Approval of Consent Agenda Items**

5A.1 – Fassett offered a motion to approve the consent agenda for February 19, 2024, with support from Trustee Benson, carried unanimously 7-0.

5A.2 – Fassett offered a motion to approve the regular meeting minutes from November 20, 2023, with support from Trustee Benson, carried unanimously 7-0.

VI. **Presentations & Guest**

Katie Vanderhulst from Abonmarche was unable to attend the meeting. There have been no new updates.

VII. **Unfinished Business**

7A.1 – Pentland gave committee members updates on signage for parks. Fast Signs and KalBlue Group are both sign companies willing to make an appointment with the Village and visit all parks and create a couple of sign designs for committee members to review. Those designs and updates will be presented at the next Parks and Recreation meeting.



Trustee Benson mentioned to the committee about a local community she visited that has golf cart friendly signs. She thought that might be something the Village can do since we are a golf cart friendly community.

7A.2 – Pentland gave an overview of Public Spaces Community Places. Public Spaces Community Places program is a grant match program that utilizes donation-based crowdfunding to generate public interest and funding to revitalize or create public spaces. This program is supported through MEDC and has a high success rate. This program does not interfere with other grant opportunities.

VIII. **New Business**

8A.1 – An invitation to the Annual Joint Meeting was discussed with the committee members. The Annual meeting will be held February 26, 2024, at 5:00 P.M. at Village Hall. The annual meeting is for all boards, commissions, and committees to meet and discuss their 2023 accomplishments.

8A.2 – Duncan discussed the 2024 DNR Recreation Grant Applications Workshop. The workshop slides provided to the committee explained the grants available to communities, grant basics, application process, and scoring criteria. The Department of Natural Resources offers many grant opportunities to make communities healthier, safer, and more vibrant for their residents.

IX. **Public Comment- Second Opportunity**

No public comments.

X. **Members Comments**

Pentland updated the committee on the DDA's support to officially blend Midwest Fest and Decatur Day for 2024. This event is being organized by the Decatur Day 2024 Planning Committee, the next meeting is scheduled for March 19, 2024, at 4:00 P.M., located at Village Hall.

XI. **Adjournment**

President Pro Tem Jackson offered a motion with support from Trustee Benson to adjourn the meeting at 5:03 P.M., motion approved 7-0.

Minutes submitted by: Megan Duncan, Village Clerk/Treasurer

## Engineer's Opinion of Probable Project Cost

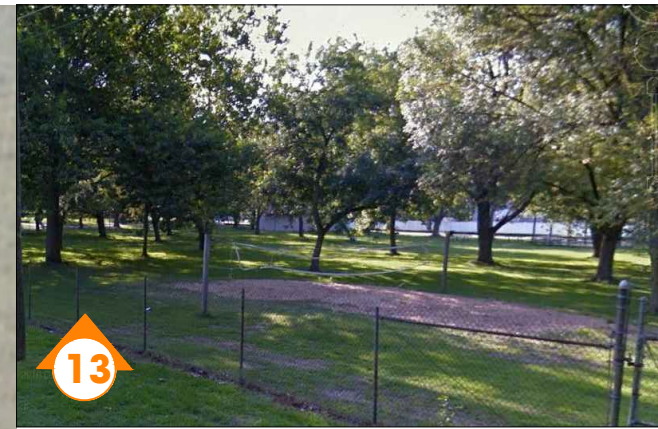
Project:	Red Woolfe Park
Project No:	P24-0022
Description:	Phase 1
Stage:	Feasibility
Date:	3/1/2024
Prepared By:	JJG

Notes: Estimate includes sidewalk as shown on site plan, paved parking lot with signage and pavement markings, beach expansion, landscaping/ evergreen buffer and kayak launch.

Proposed Improvements					
Line	Item	Quantity	Unit	Unit Cost	Item Cost
1	Mobilization, Max \$35,000	1.00	LSUM	\$ 35,000.00	\$ 35,000.00
2	Site Grading	1.00	LSUM	\$ 25,000.00	\$ 25,000.00
3	Minor Traf Devices	1.00	LSUM	\$ 2,500.00	\$ 2,500.00
4	Sidewalk, Rem	75.00	Syd	\$ 25.00	\$ 1,875.00
5	Tree, Rem, 19 to 36 inch	2.00	Ea	\$ 1,500.00	\$ 3,000.00
6	Erosion Control, Silt Fence	600.00	Ft	\$ 2.25	\$ 1,350.00
7	Aggregate Base, Conditioning	1700.00	Syd	\$ 15.00	\$ 25,500.00
8	HMA, 4EML (1.5")	155.00	Ton	\$ 140.00	\$ 21,700.00
9	HMA, 5EML (1.5")	155.00	Ton	\$ 140.00	\$ 21,700.00
10	Sidewalk, Conc, 6 inch	7100.00	Sft	\$ 8.00	\$ 56,800.00
11	Parking Bumper, Conc	2.00	Ea	\$ 300.00	\$ 600.00
12	Slope Restoration, Non-Freeway, Type B	200.00	Syd	\$ 7.50	\$ 1,500.00
13	Trash/Recycling Receptacle	1.00	Ea	\$ 1,500.00	\$ 1,500.00
14	Picnic Table, 4- Universal Accessible, 6 ft	8.00	Ea	\$ 3,500.00	\$ 28,000.00
15	Park Bench, 6 ft	7.00	Ea	\$ 2,500.00	\$ 17,500.00
16	Shade Structures	2.00	Ea	\$ 20,000.00	\$ 40,000.00
17	EZ Launch System	1.00	LSUM	\$ 55,000.00	\$ 55,000.00
18	Landscaping Allowance	1.00	LSUM	\$ 15,000.00	\$ 15,000.00
19	Evergreen Buffer	33.00	Ea	\$ 500.00	\$ 16,500.00
20	Pavement Marking Allowance	1.00	LSUM	\$ 1,500.00	\$ 1,500.00
21	Beach Expansion	1.00	LSUM	\$ 20,000.00	\$ 20,000.00
22	Signage Allowance	1.00	LSUM	\$ 2,500.00	\$ 2,500.00
<b>Subtotal: Proposed Improvements</b>					<b>\$ 394,025.00</b>

Summary		
<b>Construction Subtotal:</b>		<b>\$ 394,025.00</b>
<b>Engineering and Contingency</b>		<b>30.0% \$ 118,207.50</b>
<b>Project Total: Red Woolfe Park - Phase 1</b>		<b>\$ 512,232.50</b>





VIEW LOOKING SOUTHEAST AT VOLLEYBALL AREA



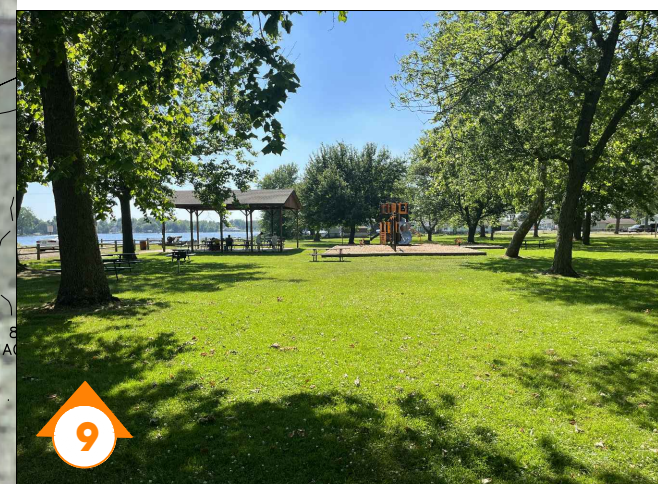
VIEW LOOKING NORTHWEST AT VOLLEYBALL AREA



VIEW LOOKING NORTHWEST AT OPEN SPACE



VIEW LOOKING SOUTHEAST AT PLAY EQUIPMENT



VIEW LOOKING WEST AT OPEN SPACE BEHIND BATHROOM



VIEW LOOKING NORTH AT BATHROOM



VIEW LOOKING EAST AT PICNIC AREA & BATHROOM



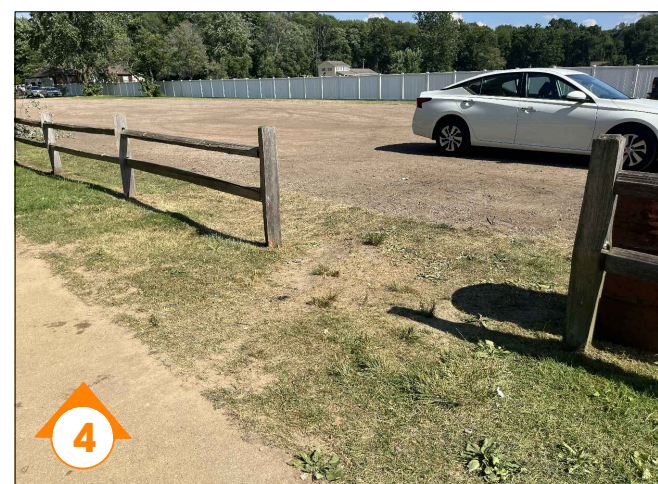
VIEW LOOKING SOUTHWEST AT CANON AND BEACH AREA



VIEW LOOKING NORTHWEST AT BEACH AREA



VIEW LOOKING EAST AT SHELTER AND PLAYGROUND



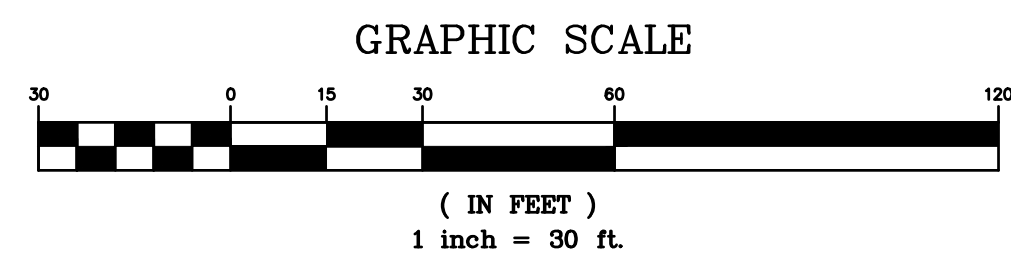
VIEW LOOKING SOUTHEAST AT GRAVEL PARKING AREA



VIEW LOOKING NORTHEAST AT OPEN SPACE AREA



VIEW LOOKING SOUTHWEST IN OPEN SPACE TOWARD BEACH



Abonmarche  
Benton Harbor  
Portage  
Ft. Wayne  
Coshen  
South Bend  
Lafayette  
Hobart  
Vaporisco  
abonmarche.com  
Copyright 2022 - Abonmarche Consulting, Inc. Engineering - Architecture - Land Surveying

RED WOOLFE PARK  
VILLAGE OF DECATUR  
45280 PINE STREET  
DECATUR, MI 49045

EXISTING CONDITIONS

PROJECT:

SHEET TITLE:

DRAWN BY:  
KB

DESIGNED BY:  
KB

PM REVIEW:

QA/QC REVIEW:

DATE:  
MARCH 2024

SEAL:

SIGNATURE:

DATE:

SCALE:

HORZ: 1"=30'

VERT:

ACI JOB #

SHEET NO.

P22-0796

1 of 2

NO.	REVISION DESCRIPTION:	BY:	DATE:
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## PROJECT:

## PHASE I MASTER PLAN

SHEET TITLE:

DRAWN BY: KB

DESIGNED BY  
KB

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PM REVIEW

QA/QC REVIEW

DATE: **MARCH 2024**

SE

SIGNATURE

DA

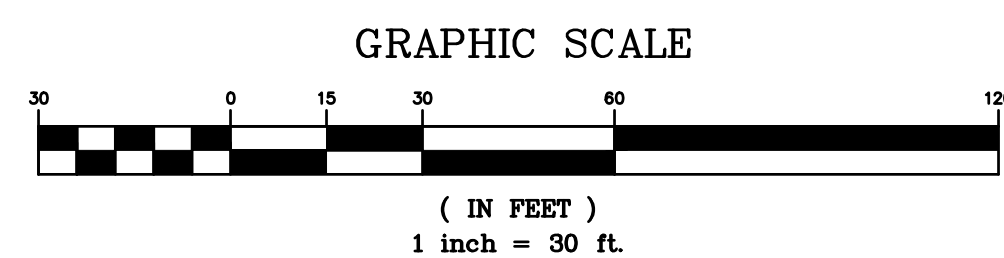
SC

HORZ: 1"=30'

ACI JOB #

P24

**2 of 2**



NO.	REVISION DESCRIPTION:	BY:	DATE:
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## Engineer's Opinion of Probable Construction Cost

Project: Village of Decatur: Fireman's Park  
Project No: P23-0796  
Description: Fireman's Park and Pickle Ball Improvements  
Stage: Feasibility  
Date: 2/29/2024  
Prepared By: CJE

Miscellaneous					
Line	Item	Measured Quantity	Unit	Unit Cost	Item Cost
1	Mobilization, Max 8%	1.0	LSUM	\$ 20,000.00	\$ 20,000.00
2	SESC Permit and Measures	1.0	LSUM	\$ 3,000.00	\$ 3,000.00
Subtotal: Miscellaneous					\$ 23,000.00

Removals					
Line	Item	Quantity	Unit	Unit Cost	Item Cost
3	Boulder/Grill Relocation/Installation	1.0	LSUM	\$ 500.00	\$ 500.00
4	Site Grading	1.0	LSUM	\$ 18,000.00	\$ 18,000.00
5	Sidewalk, Rem	50.0	Syd	\$ 25.00	\$ 1,250.00
6	Water Spigot Removal	2.0	Ea	\$ 250.00	\$ 500.00
7	Playground Removal	1.0	LSUM	\$ 3,000.00	\$ 3,000.00
8	Port-a-John Removal	2.0	Ea	\$ -	\$ -
9	Tennis Court/Fence Removal (Sport Court Const. Estimate)	1.0	LSUM	\$ 26,000.00	\$ 26,000.00
Subtotal: Removals					\$ 49,250.00

Proposed Improvements					
Line	Item	Quantity	Unit	Unit Cost	Item Cost
Parking/Pavillion Area					
10	Subbase, CIP (12 Inch)	220.0	Cyd	\$ 25.00	\$ 5,500.00
11	Aggregate Base, 8 Inch	700.0	Syd	\$ 18.00	\$ 12,600.00
12	HMA, 13A (2 Inch)	80.0	Ton	\$ 125.00	\$ 10,000.00
13	HMA, 36A (2 Inch)	80.0	Ton	\$ 125.00	\$ 10,000.00
14	Pavement Marking/Signage	1.0	LSUM	\$ 2,000.00	\$ 2,000.00
15	Concrete Parking Blocks, 8 Feet	18.0	Ea	\$ 250.00	\$ 4,500.00
16	Sidewalk, Conc, 4 inch	3000.0	Sft	\$ 7.50	\$ 22,500.00
17	Sidewalk, Brick Pavers	280.0	Sft	\$ -	\$ -
18	Mounument	1.0	ALLOW	\$ -	\$ -
19	Site Ammentities (Bench/Trash/Recycle)	1.0	ALLOW	\$ -	\$ -
20	Pavillion Repainting	1.0	LSUM	\$ 3,000.00	\$ 3,000.00
21	Tree	3.0	Ea	\$ 800.00	\$ 2,400.00
22	Shrubs	11.0	Ea	\$ 100.00	\$ 1,100.00
23	General Plantings Around Bench Area	25.0	Ea	\$ 35.00	\$ 875.00
24	Aluminium Edging	40.0	Ft	\$ 6.50	\$ 260.00
Play Ground Area and Sidewalk to Port-A-John					
25	New Playground	1.0	LSUM	\$ -	\$ -
26	DNR Vault Toilet	2.0	Ea	\$ -	\$ -
27	Site Ammentities (4 Benches/Trash Cans)	1.0	ALLOW	\$ -	\$ -
28	Water Service, Long	1.0	ALLOW	\$ 8,000.00	\$ 8,000.00
29	Water Fountain (Most Dependable)	1.0	ALLOW	\$ 10,000.00	\$ 10,000.00
30	Embankment, CIP	75.0	Cyd	\$ 20.00	\$ 1,500.00
31	Tree	5.0	Ea	\$ -	\$ -
32	General Plantings	150.0	Ea	\$ -	\$ -
Pickleball Court					
33	Pickleball Court Surface Improvements/Fencing/Gates (Sport Court Const. Estimate)	1.0	LSUM	\$ 65,000.00	\$ 65,000.00
34	4' High Chain Link Fence with Padded Top	125.0	Ft	\$ 55.00	\$ 6,875.00
35	Site Ammentities (2 Benches/Trash cans)	1.0	LSUM	\$ 8,000.00	\$ 8,000.00
36	Slope Restoration, Non-Freeway, Type B, Modified	1450.0	Syd	\$ 8.50	\$ 12,325.00
37	Signage and Wayfinding	1.0	LSUM	\$ 10,000.00	\$ 10,000.00
Subtotal: Proposed Improvements					\$ 196,435.00

Summary					
Construction Subtotal:					\$ 268,685.00
Construction Contingency/Engineering/Construction Admin:				30%	\$ 80,605.50
Construction Total:					\$ 349,290.50
Anticipated Inflation: Anticipated Construction 2025					0%
Project Total: Village of Decatur: Fireman's Park - Fireman's Park and Pickle Ball Improvements					\$ 349,290.50





EXISTING PARKING AREA



EXISTING PLAYGROUND AREA



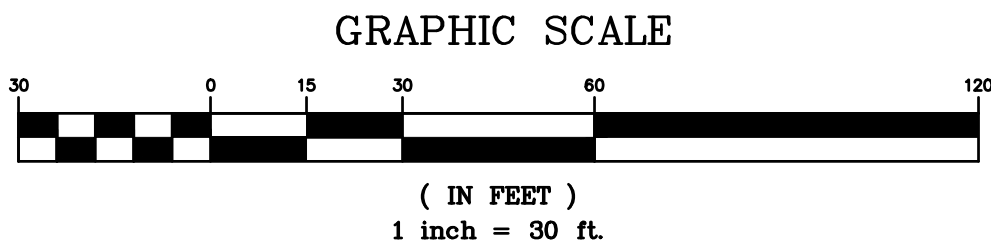
EXISTING PAVILION



EXISTING NON ACCESSIBLE, GATE OPENING AND TENNIS COURTS



EXISTING TENNIS COURTS, FENCING AND PORT-A-JOHNS IN BACKGROUND



NO.	REVISION DESCRIPTION:	BY:	DATE:
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Abonmarche  
36 West Main Street  
Benton Harbor, MI 49023  
T 269.927.2295  
F 269.927.2295  
abonmarche.com

FIREMAN'S PARK IMPROVEMENTS  
VILLAGE OF DECATUR  
DECATUR, MI

EXISTING CONDITIONS

SHEET TITLE:

DRAWN BY:

DESIGNED BY:

KB

PM REVIEW:

QA/QC REVIEW:

DATE:

MARCH 2024

SEAL:

SIGNATURE:

DATE:

SCALE:

HORZ: 1"=30'-0"

VERT:

ACI JOB #

P24-0022

SHEET NO.

1 of 2

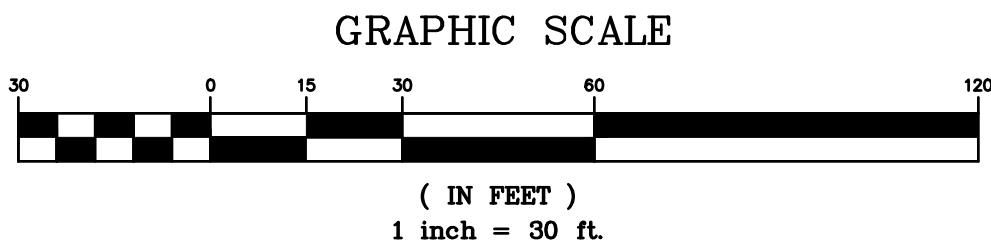
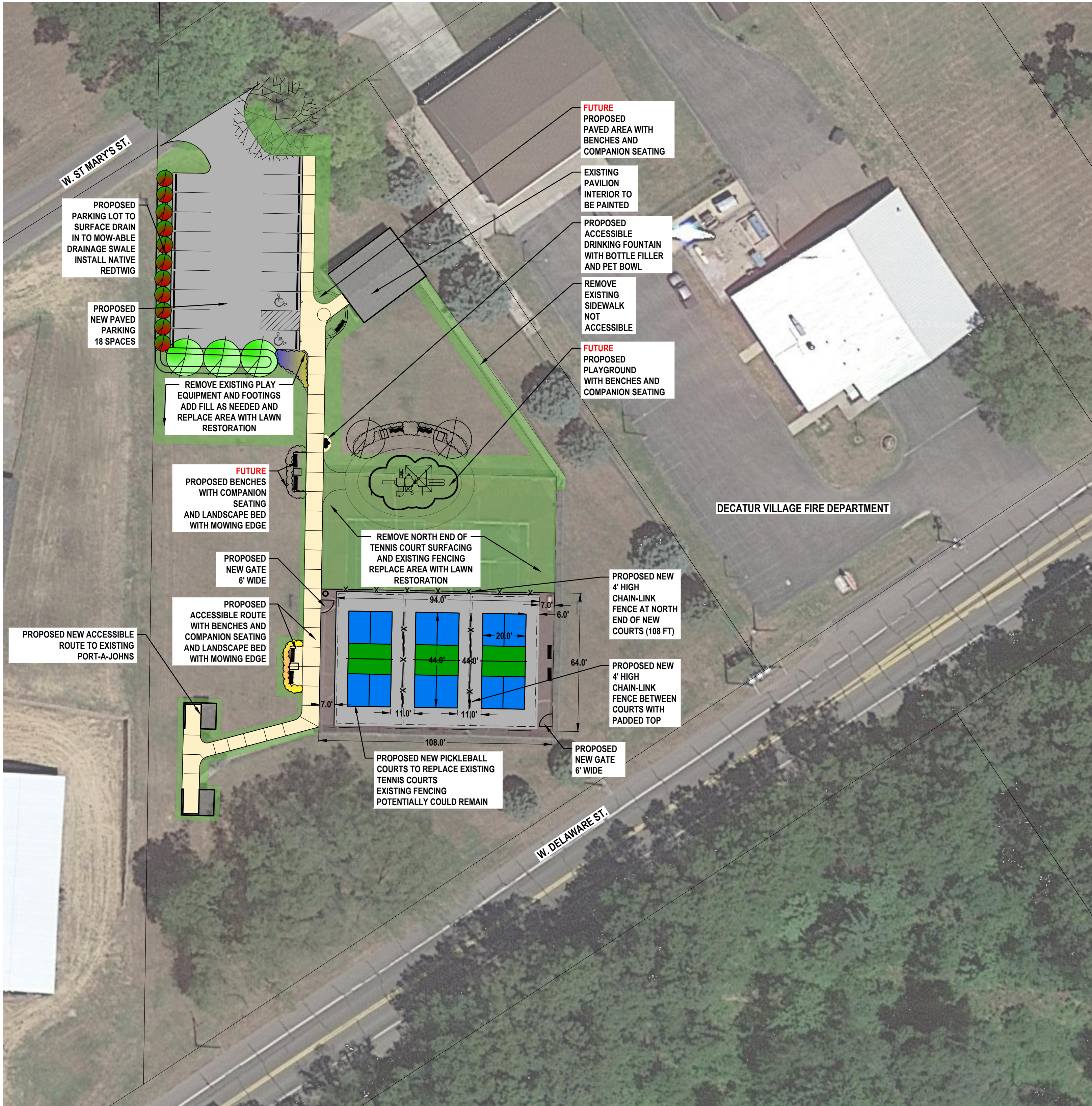




PHOTO EXAMPLE OF PICKLEBALL  
NOT TO SCALE



PHOTO EXAMPLE OF DRINKING FOUNTAIN  
NOT TO SCALE



**FIREMAN'S PARK IMPROVEMENTS  
VILLAGE OF DECATUR  
DECATUR, MI**

**SCHEMATIC OVERALL PLAN**

PROJECT:

SHEET TITLE:

DRAWN BY:

DESIGNED BY:  
**KB**

PM REVIEW:

QA/QC REVIEW:

DATE:  
**MARCH 2024**

SEAL:

SIGNATURE:

DATE:

SCALE:

HORZ: 1"=30'-0"

VERT:

ACI JOB #

**P24-0022**

SHEET NO.

**2 of 2**

NO.	REVISION DESCRIPTION:	BY:	DATE:
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<b>Created Date:</b>	2/22/2024 3:54:36PM	<b>Prepared For:</b>	Cash Customer
<b>Salesperson:</b>	Kyle Roberts	<b>Contact:</b>	Accounts Payable
<b>Email:</b>	kyle.roberts@kalblue.com	<b>Office Phone:</b>	(111) 111-1111
<b>Office Phone:</b>	(800) 522-0541	<b>Fax:</b>	N/A
<b>Office Fax:</b>	(269) 349-0940	<b>Email:</b>	
<b>Entered by:</b>	Kyle Roberts	<b>Address:</b>	914 E Vine St Kalamazoo, MI 49001-3012

**Description: Village of Decatur - Park Signage, Shantel Pentland, spentland@decaturmi.us**

		Quantity	Unit Price	Subtotal
<b>1</b>	<b>Product:</b> OS Color <b>Description:</b> Custom Fabrication - 36"w x 24"h. Direct Embedment, Powder Coated a Standard Brown, Charcoal, Gray, or Black. • 5 Ea., Aluminum Upright Arch Exhibit Bases	5	\$1,192.5000	\$5,962.50
<b>2</b>	<b>Product:</b> OS Color <b>Description:</b> Custom Printing • 5 Ea., 36"w x 24"h .090 Fiberglass Embedded Panels	5	\$409.0020	\$2,045.01
<b>2.A</b>	<b>Product:</b> Creative/Design <b>Description:</b> File Set Up • 5 Files • 0.2 hr Setup Time Per File.			
<b>3</b>	<b>Product:</b> Creative <b>Description:</b> Blue360 Studio Creative Services • 3) Blue360 Creative Services	3	\$110.0000	\$330.00
<b>4</b>	<b>Product:</b> Installation Services <b>Description:</b> Installation Services	1	\$1,875.0000	\$1,875.00

<b>Estimate Total:</b>	\$10,212.51
<b>Subtotal:</b>	\$10,212.51
<b>Taxes:</b>	\$480.45
<b>Total:</b>	\$10,692.96

**Payment Terms:** Balance due upon receipt.

**Client Reply Request**
☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Other: \_\_\_\_\_

☐ Changes required, please contact me.

**SIGN:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Re: Village of Decatur Signage



Creative Vinyl Signs <creativevinylsigns@yahoo.com>  
To S Pentland

Retention Policy Default Retention (4 years)



You replied to this message on 3/6/2024 1:50 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

I will have pricing on Monday for these three types of signs.

Thank you.

**Pam Spivey**

[www.facebook.com/CreativeVinylSigns](http://www.facebook.com/CreativeVinylSigns)

- We can help with Your Promotional Product Projects - ASI Member # 171022

**Creative Vinyl Signs, Inc.**

54950 M-51 North  
Dowagiac, MI 49047

**Phone: 269-782-2833**

Fax: 269-783-1255

On Wednesday, February 21, 2024 at 10:16:34 AM EST, S Pentland <[spentland@decaturmi.us](mailto:spentland@decaturmi.us)> wrote:

Hi Pam,

We are looking for something similar to these examples- lots of room for creative input from you though 😊





Charlene Jackson

To: S Pentland

[Retention Policy](#) [Default Retention \(4 years\)](#)

Reply

Reply All

Forward

Tue 3/12/2024 5:01 PM

Expires 3/11/2028

Please accept this email as my official resignation from the Parks and Recreation Committee. I have several "irons in the fire" currently and must step down. I have every confidence in those who are remaining on the committee.

Charlene Jackson