

VILLAGE OF DECATUR PARKS & RECREATION COMMITTEE MEETING AGENDA

Monday
June 19, 2023



VILLAGE OF DECATUR
PARKS & RECREATION COMMITTEE MEETING
MONDAY, June 19, 2023 – 4:30PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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 June 19, 2023

5A.2 – Approval of the Regular Meeting Minutes for May 15, 2023

6. **COMMUNICATIONS – PRESENTATIONS & GUEST**

6A.1 –Katie Vanderhulst, Abonmarche

7. **UNFINISHED BUSINESS**

7A.1 – Continue discussion on a location for the dog park

7A.2 – Continue discussion on signage for all parks and start the design process

7A.3 – Update on Spark Grant re-submittal on June 26, 2023

7A.4 – Review site plan for Fireman’s Park provided by Abonmarche

8. **NEW BUSINESS**

None

9. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

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

11. **ADJOURNMENT**

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, May 15, 2023, at 4:30 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. **Call to Order**

Chairperson Pelfrey called the meeting to order at 4:32 p.m.

II. **Pledge of Allegiance**

III. **Roll Call**

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

IV. **Public Comment**

No public comment given.

V. **Approval of Consent Agenda Items**

5A.1 – Benson offered a motion to approve the consent agenda for May 15, 2023, with support from Hawks, carried unanimously 6-0.

5A.2 – Benson offered a motion to approve the regular meeting minutes for March 20, 2023, with support from Hawks, carried unanimously 6-0.

VI. **Presentations & Guest**

Katie Vanderhulst from Abonmarche presented a short update on the submission of the MEDC Public Gathering Spaces Initiative Grant for the Bathrooms/Concession stand project. The committee should have the results sometime in July 2023.

VII. **Unfinished Business**

7A.1- Parks and Recreation Committee continued discussion about a possible dog park and potential locations in the Village of Decatur.

7A.2 – Parks and Recreation Committee continued discussion on the Pickleball Courts and overall updates for Fireman’s Park.

VIII. **New Business –Round 2 DNR Spark Grant For Red Woolfe Park Improvements Project.**

Vanderhulst, Abonmarche, discussed the opportunity to reapply for the DNR Spark Grant Round 2 for Red Woolfe Park Improvement Projects. Our scoring came in at 67 points, Tier 7. Vanderhulst gave potential changes to the application that should help increase our overall score to be awarded the Grant.

IX. **New Business – Grind Rail replacement at Skate Park**

Committee members discussed the replacement of the missing grind rail at the Skate Park. Jackson offered a motion to approve the Grind Rail replacement with support from Benson, motion carried 6-0.

X. **Public Comment**

No public comment given.

XI. **Members Comments**

Pentland presented to the board Decatur Day that will be held on August 5, 2023. Approximately 30 volunteers are needed in 3-hour shift to help with Decatur Day and she asked the Parks and Recreation Committee to help in volunteering and recruiting volunteers to make this day a success.

Hawks stated that within the next few months she will be handing in her resignation, for she will be moving out of Decatur.

XII. **Adjournment**

Jackson offered a motion with support from Hawks to adjourn the meeting at 5:24pm., motion approved 6-0.

Minutes submitted by: Megan Duncan, Village Clerk & Treasurer



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Parks & Recreation Committee
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: June 16, 2023

SUBJECT: Unfinished Business

Action Requested:

It is requested that the Parks & Recreation Committee discuss Unfinished Business, as noted below

Background:

7A.1- The PRC has proposed the installation of a dog park within Village limits. At this time, it is requested that the committee further discuss possible locations for this project.

7A.2- Updating all signage at all Village parks is a project that has been discussed during recent meetings. Staff is ready to begin the design process with input from PRC members.

7A.3- Katie Vanderhulst, Abonmarche, will provide an update on the re-submittal of the Spark Grant for round 2 of funding, due June 26, 2023. Changes have been made to strengthen the first application and potentially increase our score.

7A.4- Katie Vanderhulst, Abonmarche, will present the proposed site plan for the Fireman's Park Improvement Project. It is requested that the committee review and discuss the site plan, and provide input for proposed changes. Vanderhulst will then share information on the next steps for this project.

Attachments:

Site Plan for Fireman's Park Improvements

Additional Information for Re-Submittal of Spark Grant for round 2 funding, June 26, 2023

**VILLAGE OF DECATUR
RED WOOLFE PARK SPARK GRANT
ADDITIONAL INFORMATION FOR APPLICATION RESUBMISSION**

Public Benefit and Anticipated Outcomes

**1b. How will this project contribute to strong healthy communities that promote health and safety?
(Maximum of 8 Points)**

The proposed project will provide an improved recreation opportunity for all residents and visitors to the Village of Decatur. Attractive parks and waterfront access are key to promoting healthy communities -- and the planned improvements will make Red Woolfe Park a recreation area that attracts residents and visitors of all age groups and mobility levels.

Benefits of this Park to community health and safety include:

- 1) Help reduce obesity and incidence of chronic disease by providing opportunities to increase physical activity in a variety of forms;
- 2) Provide a connection to nature which studies demonstrate relieves stress levels, tightens interpersonal relationships, and improves mental health; and,
- 3) Aid in reducing hunger by increasing access to nutritious food options through new access to the fisheries the project will create.

The proposed project will also provide additional outdoor space options for people in the community to gather while still maintaining safe social distancing. Site amenities will be free to all Park users, allowing persons of all socio-economic levels to reap the health benefits associated with the project.

The impacts of COVID-19 underscore the importance of parks and recreational opportunities in communities. People from across the United States have turned to parks and recreation areas for healthy outdoor physical activity and relief from the worries and pressures of the pandemic. Unfortunately, COVID-19 is not our first nor will it be our last pandemic. The proposed improvements will better prepare the community for any future pandemics crisis while continuing to navigate through ongoing impacts COVID-19 as well.

Clarity of Scope and Ability to Execute

4a. Provide your targeted dates for the following project milestones. (Maximum of 10 Points)

	Target Completion Date	Description of Timeline
Public Input	12/19/2022	Village received public input up to date of initial application submission.
Planning and Design	12/31/2023	Project planning and design will be completed by 12/31/2023 in order to prepare documents for bidding and start construction in Spring 2024.

Bidding (must be complete by 12/31/2024)	4/15/2024	Contract will be awarded using the Village's standard practices.
Construction (must be complete by 10/31/2026)	8/16/2024	Project will be completed by or before 8/16/2024.
Programming and activation	8/17/2024	Project will be activated by or before 8/17/2024.

Access to New Opportunities for People of All Abilities

5a. Please select what groups you have received feedback from and upload the associated support documentation. (letters, plan review comments, testimonials, etc.) (Maximum of 5 Points)

In addition to the letters of support included in "Narrative Details – Part 1" and "Narrative Details – Part 2" of the application, the following letter is also attached:

Local or regional Disability Network – see support letter attached.

5b. What specific features make your project unique and can clearly show that input from the above groups has been incorporated? (Maximum of 10 Points)

The Village of Decatur strives to meet the needs of all people, those of all ages, physical abilities, sensory abilities and cognitive skills. Accessibility and universal design has been top of mind when designing the project. The project design will go beyond ADA standards to ensure the Park and its amenities are inclusive of persons of varying skill and mobility levels.

1. The new splash pads is designed as a play environment comprised of features that maximize the cognitive and sensory stimulation for children of all physical and mental abilities and is designed to encourage all children to play together and enjoy the same features. Selected play features are wheelchair height accessible and provide for adequate turn-around space between elements, the concrete pad avoids excessive sloping which would make it difficult for mobility, selected play equipment provides balance between intense and more gentle water play, etc.
2. The new ADA accessible kayak launch will provide an additional inclusive recreation opportunity which is often only available for a portion of the population. Stepped transfer platforms will be present to provide gradual transitions to the kayak from the launch platform. The highest level of the transfer platform will be not higher than 19-inches above the finished floor (AFF), and not lower than 16-inches AFF. A 90-inch by 90-inch turning space will be present on the launch platform. The kayak launch facilities will connect to a firm stable and level concrete or similar route. Launch platform edges will have edge protection that prevents objects 4" or smaller from rolling off the platform. Grab bars will be provided for the transfer platform. Signage depicting instructions and other notifications will be provided. Iconography and text characters will be large, bold, and contrasting. Slopes will be 5% grade or less.
3. New ADA accessible seating areas will provide Park visitors with plenty of resting points nearby the new splash pad and throughout the Park. Benches and accessible seating will be located on firm stable and level surfaces, and connect to sidewalks and accessible routes. Low physical effort will be required to use these seating areas. Seating areas will be inclusive of all persons to avoid segregation and stigmatizing any users.

4. New ADA accessible routes/sidewalks will lead from planned ADA accessible parking to park amenities, including new splash pad, beach area, pavilion, play equipment, and restroom/concession stand. The accessible routes will be 6' wide, exceeding the minimum ADA requirement of 3', with appropriate slopes and turning points. Sidewalk material will be slip-resistant (broom-finished concrete/etc.). Sidewalks near the planned designated accessible parking spaces will be flush with the parking lot surface.

5. As part of Phase II (not funded through this grant request) of the proposed Park improvements, the Village of Decatur is planning on paving the existing parking lot and including two (2) ADA accessible parking spaces that will connect to the ADA routes/sidewalks leading to Park amenities. All parking spaces will be 8' wide with 24" wide or wider access aisles on both sides of the space. All accessible spaces will be 8' wide with 8' wide access aisles on both sides of the space. Sidewalk by the accessible parking spaces will be flush with the parking lot surface. Signage will be mounted with the bottom edge of the sign 60" high.

6. The project design will also go beyond ADA standards by installing simple contrasting signs that are easy to read and understand (i.e.: avoiding highly decorative, condensed, bold fonts; avoiding unfamiliar abbreviations; using symbols whenever possible; using consistent wording, fonts and images throughout the Park; ensuring good contrast between the signboard and any mounting or background surface, etc.).

7. Other fully accessible site amenities are also included in the proposed project (drinking fountain, trash/recycle bins, foot shower, etc.). All these amenities will be fully ADA accessible and follow Universal Design Standards. Drinking fountains will be provided with firm, level, and stable clear floor spaces. The fountains should be marked to contrast with surroundings. Drinking fountain will be provided near restroom facilities. Waste receptacle will be provided with a firm, level, and stable clear floor spaces. The receptacles will also be marked to contrast with surroundings.



EXISTING PARKING AREA



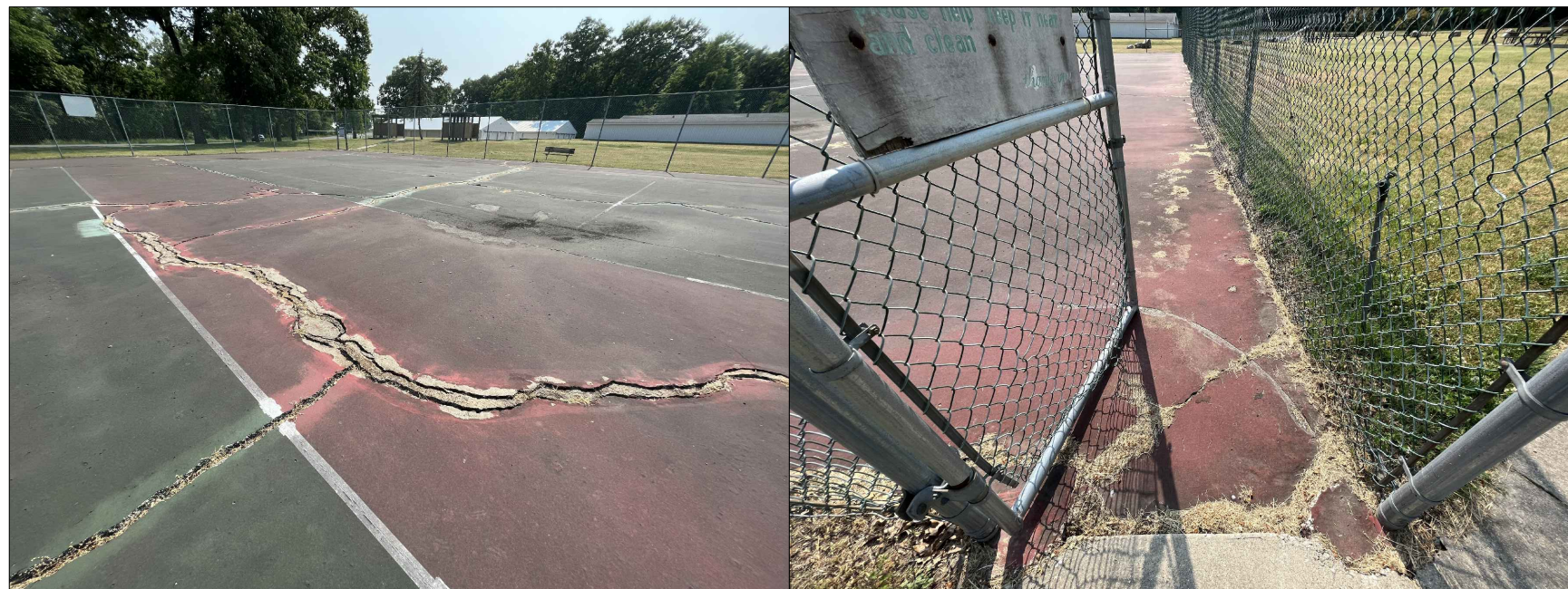
EXISTING PLAYGROUND AREA



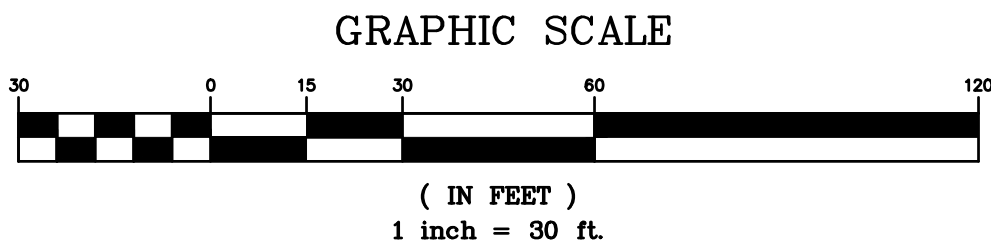
EXISTING PAVILION



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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Engineering - Architecture - Land Surveying

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

EXISTING CONDITIONS

SHEET TITLE:
DRAWN BY:
DESIGNED BY:
KB
PM REVIEW:
QA/QC REVIEW:
DATE:
JUNE 2023
SEAL:

SIGNATURE:
DATE:
SCALE:
HORZ: 1"=30'-0"
VERT:
ACI JOB #
P23-0796



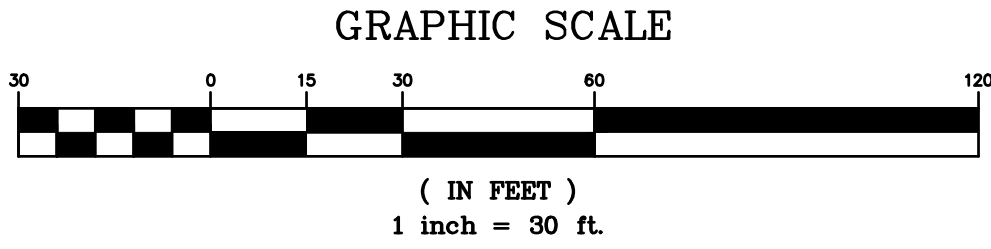
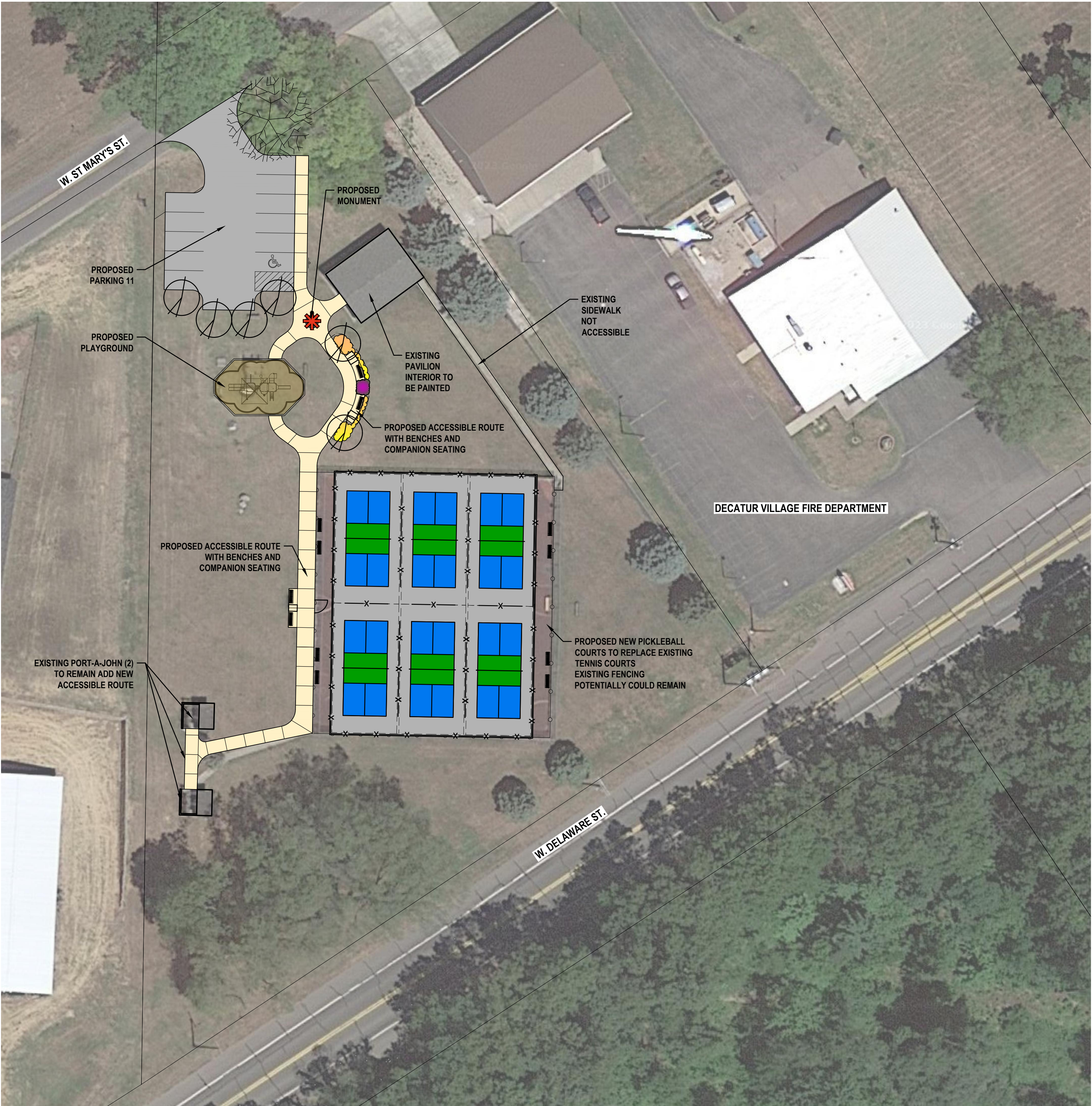
PHOTO EXAMPLE OF PLAYGROUND
NOT TO SCALE



PHOTO EXAMPLE OF PICKLEBALL
NOT TO SCALE



PHOTO EXAMPLE OF MONUMENT BOULDER
NOT TO SCALE



NO.	REVISION DESCRIPTION	BY:	DATE:



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Engineering - Architecture - Land Surveying

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

SHEET TITLE:
SCHEMATIC OVERALL PLAN

DRAWN BY:
KB
DESIGNED BY:
PM REVIEW:
QA/QC REVIEW:
DATE:
JUNE 2023
SEAL:

SIGNATURE:
DATE:
SCALE:
HORZ: 1"=30'-0"
VERT:
ACI JOB #
P23-0796
SHEET NO.: