

VILLAGE OF DECATUR PARKS & RECREATION COMMITTEE MEETING AGENDA

Monday
July 17, 2023



VILLAGE OF DECATUR
PARKS & RECREATION COMMITTEE MEETING
MONDAY, July 17, 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 July 17, 2023

5A.2 – Approval of the Regular Meeting Minutes for June 19, 2023

6. **COMMUNICATIONS – PRESENTATIONS & GUEST**

6A.1 –Katie Vanderhulst, Abonmarche

7. **UNFINISHED BUSINESS**

7A.1 – Updates to Fireman’s Park Project design

7A.2 – Staff update on park signage

7A.3 – Discussion regarding dog park locations

8. **NEW BUSINESS**

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, June 19, 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 4:32pm

II. **Pledge of Allegiance**

III. **Roll Call**

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

IV. **Public Comment**

None

V. **Approval of Consent Agenda Items**

5A.1 – Benson offered a motion to approve the consent agenda for June 19, 2023, with support from Jackson, carried unanimously 6-0.

5A.2 – Benson offered a motion to approve the regular meeting minutes for May 15, 2023, with support from Jackson, carried unanimously 6-0.

VI. **Presentations & Guest**

Katie Vanderhulst from Abonmarche presented a short update on the re-submission of the MEDC Public Gathering Spaces Initiative Grant for the Bathrooms/Concession stand project, and what adjustments were made to the application to gain more points.

VII. **Unfinished Business**

7A.1- The Committee continued discussion about a possible dog park and potential locations in the Village of Decatur. Staff will provide Mrs. Vanderhulst a list of Village owned properties.

7A.2 – There was continued discussion on creating new, cohesive signage for all Village parks. Staff will work on the creation of these signs for the next meeting.

7A.3 – Mrs. Vanderhulst provided an update on what changes were made to our previous application to increase our score, which include the following categories: Public Benefit and Anticipated Outcomes, Clarity of Scope and Ability to Execute, and Access to New Opportunities for People of All Abilities.

7A.4 – The site plan for Fireman’s Park was reviewed, much input was given. Mrs. Vanderhulst will send the following feedback to the design team: removal of monument boulder, downsize the amount of courts from 6 to 4, add covered seating courtside, increase the size of the parking lot, and consider other options for the playground and pickleball court surfaces.

VIII. **New Business**

None

IX. **Public Comment- Second Opportunity**

None

X. **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.

XI. **Adjournment**

Hawks offered a motion with support from Benson to adjourn the meeting at 5:29pm, motion approved 6-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Parks and Recreation Committee
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: July 17, 2023

SUBJECT: Updates to Fireman's Park Project Design

Action Requested:

It is requested that the Parks and Recreation Committee review and discuss the updated changes to the Fireman's Park Project design.

Background:

Katie Vanderhulst, Abonmarche, present to Parks and Recreation Committee at the June 19, 2023 meeting Fireman's Park Improvement site plans. It was reviewed and discussed that changes should be made to the design plans. Design changes that were request were removal of monumental bolder, fewer pickle ball courts, increased parking, covered seating courtside, and options for surfacing pickle ball courts and playground.

Attachment(s):

Updated Fireman's Park Project Design
Fireman's Park Cost Estimates



EXISTING PARKING AREA



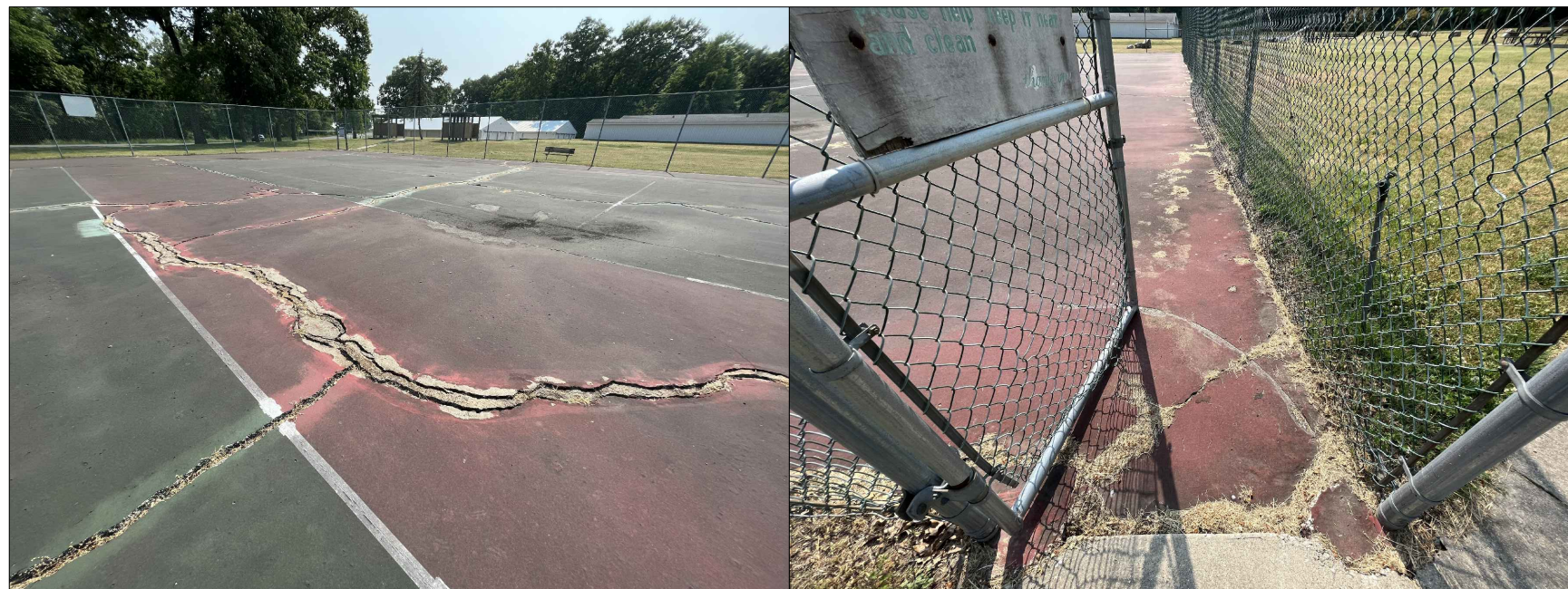
EXISTING PLAYGROUND AREA



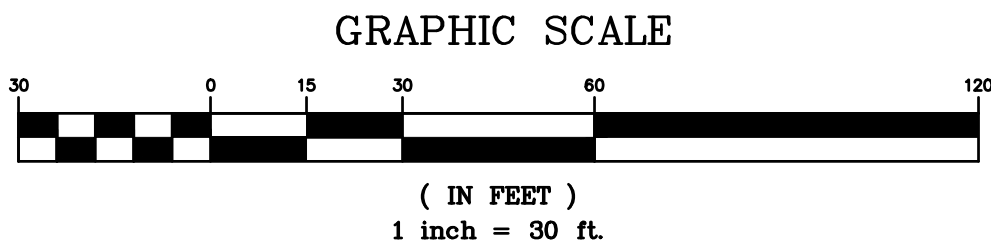
EXISTING PAVILION



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 269.927.2296
abonmarche.com

FIREMAN'S PARK IMPROVEMENTS
VILLAGE OF DECATUR
DECATUR, MI

EXISTING CONDITIONS

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

SHEET TITLE: _____

DRAWN BY: _____

DESIGNED BY: **KB**

PM REVIEW: _____

QA/QC REVIEW: _____

DATE: **JULY 2023**

SEAL: _____

SIGNATURE: _____

DATE: _____

SCALE: _____

HORZ: 1"=30'-0"

VERT: _____

ACI JOB # **P23-0796**

SHEET NO. **1 of 2**



PHOTO EXAMPLE OF PLAYGROUND
NOT TO SCALE

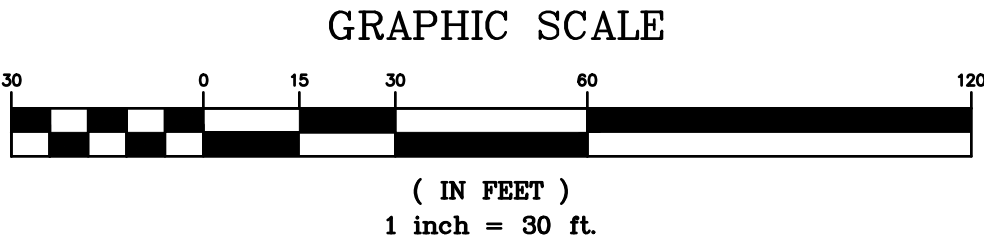
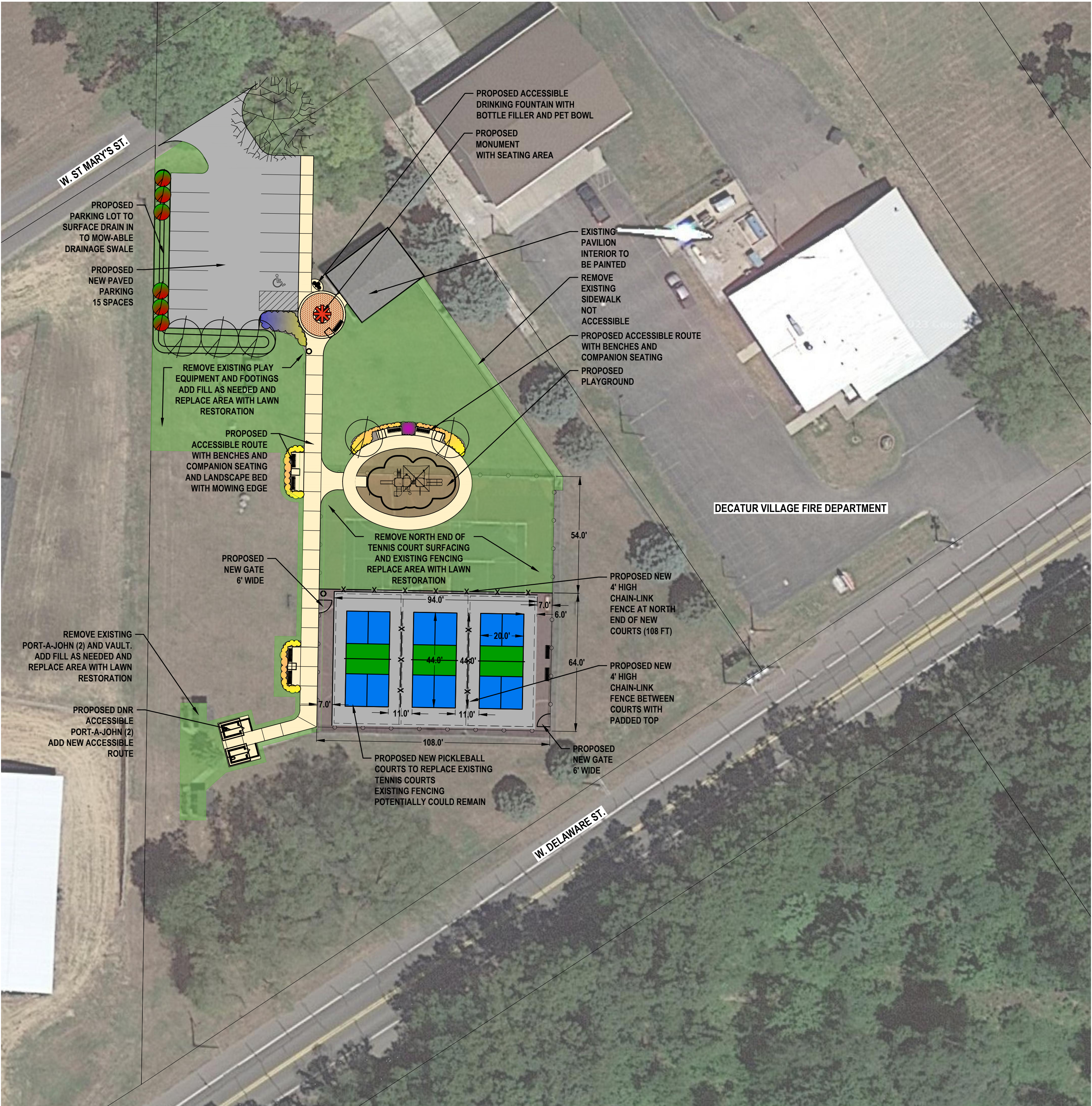


PHOTO EXAMPLE OF PICKLEBALL
NOT TO SCALE



PHOTO EXAMPLE OF MONUMENT BOULDER
NOT TO SCALE

PHOTO EXAMPLE OF DRINKING FOUNTAIN
NOT TO SCALE



NO.	REVISION DESCRIPTION	BY:	DATE:
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Abonmarché
36 West Main Street
Benton Harbor, MI 49023
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F 269.927.2296
abonmarche.com

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

SHEET TITLE:
SCHEMATIC OVERALL PLAN

DRAWN BY:
KB

DESIGNED BY:
KB

PM REVIEW:

QA/QC REVIEW:

DATE:
JULY 2023

SEAL:

SIGNATURE:

DATE:

SCALE:

HORZ: 1"=30'-0"

VERT:

ACI JOB #

P23-0796

SHEET NO.

2 of 2

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: **7/10/2023**
Prepared By: **GJC**

Miscellaneous					
Line	Item	Measured Quantity	Unit	Unit Cost	Item Cost
1	Mobilization, Max 10%	1.0	LSUM	\$ 41,000.00	\$ 41,000.00
2	SESC Permit and Measures	1.0	LSUM	\$ 3,000.00	\$ 3,000.00
Subtotal: Miscellaneous					\$ 44,000.00

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	\$ 5,000.00	\$ 10,000.00
9	Tennis Court/Fence Removal (Sport Court Const. Estimate)	1.0	LSUM	\$ 26,000.00	\$ 26,000.00
Subtotal: Removals					\$ 59,250.00

Proposed Improvements					
Line	Item	Quantity	Unit	Unit Cost	Item Cost
Parking/Pavillion Area					
10	Subbase, CIP	215.0	Cyd	\$ 25.00	\$ 5,375.00
11	Aggregate Base, 8 Inch	635.0	Syd	\$ 18.00	\$ 11,430.00
12	HMA, 13A (2 Inch)	70.0	Ton	\$ 125.00	\$ 8,750.00
13	HMA, 36A (2 Inch)	70.0	Ton	\$ 125.00	\$ 8,750.00
14	Pavement Marking/Signage	1.0	LSUM	\$ 1,500.00	\$ 1,500.00
15	Sidewalk, Conc, 4 inch	545.0	Sft	\$ 7.50	\$ 4,087.50
16	Water Service	1.0	ALLOW	\$ 7,000.00	\$ 7,000.00
17	Water Fountain (Most Dependable)	1.0	ALLOW	\$ 10,000.00	\$ 10,000.00
18	Sidewalk, Brick Pavers	280.0	Sft	\$ 30.00	\$ 8,400.00
19	Mounument	1.0	ALLOW	\$ 5,000.00	\$ 5,000.00
20	Site Ammentities (Bench/Trash/Recycle)	1.0	ALLOW	\$ 8,000.00	\$ 8,000.00
21	Pavillion Repainting	1.0	LSUM	\$ 3,000.00	\$ 3,000.00
22	Tree	3.0	Ea	\$ 800.00	\$ 2,400.00
23	Shrubs	6.0	Ea	\$ 100.00	\$ 600.00
24	General Plantings	50.0	Ea	\$ 35.00	\$ 1,750.00
25	Aluminium Edging	170.0	Ft	\$ 6.50	\$ 1,105.00
Play Ground Area and Sidewalk to Port-A-John					
26	Sidewalk, Conc, 4 inch	3300.0	Sft	\$ 7.50	\$ 24,750.00
27	New Playground	1.0	LSUM	\$ 65,000.00	\$ 65,000.00
28	DNR Vault Toilet	2.0	Ea	\$ 15,000.00	\$ 30,000.00
29	Site Ammentities (4 Benches/Trash Cans)	1.0	ALLOW	\$ 20,000.00	\$ 20,000.00
30	Embankment, CIP	75.0	Cyd	\$ 20.00	\$ 1,500.00
31	Tree	5.0	Ea	\$ 800.00	\$ 4,000.00
32	General Plantings	150.0	Ea	\$ 35.00	\$ 5,250.00
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	\$ 12,000.00	\$ 12,000.00
36	Slope Restoration, Non-Freeway, Type B, Modified	1950.0	Syd	\$ 8.50	\$ 16,575.00
37	Signage and Wayfinding	1.0	LSUM	\$ 10,000.00	\$ 10,000.00
Subtotal: Proposed Improvements					\$ 348,097.50

Summary					
Construction Subtotal:					\$ 451,347.50
Construction Contingency/Engineering/Construction Admin:				30%	\$ 135,404.25

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: **7/10/2023**
Prepared By: GJC

Construction Total:		\$ 586,751.75
Anticipated Inflation: Anticipated Construction 2025	6%	\$ 35,205.11
Project Total: Village of Decatur: Fireman's Park - Fireman's Park and Pickle Ball Improvements		\$ 621,956.86

1. This opinion of probable construction cost is intended for information only and shall not be interpreted as a guarantee regarding actual construction pricing. It is based upon measured/estimated quantities, reasonable assumptions, recent bid costs on similar projects, and judgement regarding project intent and condition.

Notes:

1. Assumed fill for playground removal and Port-a-John Rem
2. Prices from MERL/contractor estimates/manufacture
3. Drinking fountain (Most Dependable) to be connected to existing water service that was previously capped. Allowance accounts for new water service to remain conservative.
4. Courts to be downsized and renovated into pickle ball courts
5. Geotechnical investigation or survey has not been performed. Drainage for impervious areas is anticipated to consist of sheet flow to adjacent vegetated swales.
6. Measured areas were increased by 5% or 10% in quantity calculations as there is no survey.



MEMORANDUM

TO: Parks and Recreation Committee
FROM: Natalie Davis, Deputy Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: July 14, 2023

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 as it pertains to park rules and information.

Background:

Staff has put together a list of general public park rules including:

- No glass containers
- Noise ordinance enforced
- No overnight parking or camping
- No littering
- Pets must be on leash
- Clean up after pets
- Keep vehicles in designated areas
- No fires (unless designated areas are available)
- No alcohol
- Use playground and outdoor structure equipment at your own risk
- No smoking
- No fireworks
- No firearms
- Personal grills may be used in designated areas

Rules specific to The Southside Skate Park

- No bikes or scooters
- No graffiti
- No food or gum
- No personal ramps
- No animals
- No skating when the park is wet, snowy or icy
- Do not hang out on the ramps if you are not skating
- All participants must enter/exit through gates
- Spectators must stay out of fenced area
- The skate park has been designed for all kinds of skating abilities, please be courteous to all skaters



Village of Decatur
114 N Phelps ST
Decatur, MI 49045
Phone: (269) 423-6114
Fax: (269) 423-9047
decaturmi.org

Rules specific to Red Woolfe Park

- No life guard on duty
- Swim at your own risk
- No pushing or horseplay on the rafts
- No swimming under or rocking the rafts
- No throwing of sand, rocks or mud
- Swim suits only on left of line
- Flotation devices on right side of line only
- Do not carry anyone past where you cannot touch
- No dogs on beach

Currently, Red Woolfe Park, The Southside Skate Park and Raider Romp all have a variety of outdated signage. A clear, concise and uniform set of rules should be posted at each location.

Staff has taken the time to check ordinances for specific rules that need to be posted which included smoking violations (Chap. 22-20), noise violations (Ord. 125 Sec. 22-53), overnight (Ord. 156 Sec. 36-35, Ord. 39 Sec 28-27), animals and animal waste (Sec 6-50, 6-73) and open containers (Sec. 4-56).

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 and 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 ၆ နာရီ 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 စုစည်းရန် • 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 လုံးဝမလွှဲလှဲရ • 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 •
 ညခိုက်ခြင်း 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 lomo ogala •
 အသောက်ဆေးများ လုံးဝမလွှဲလှဲရ • المشروبات الكحولية ممنوعة



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



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



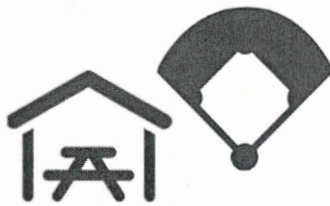
Trash receptacles are for park use and not for residential or commercial waste.

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.

