

VILLAGE OF DECATUR
PARKS & RECREATION
COMMITTEE MEETING
AGENDA

Monday
February 20,
2023



VILLAGE OF DECATUR
PARKS & RECREATION COMMITTEE MEETING
MONDAY, February 20, 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 February 20, 2023

5A.2 – Approval of the Regular Meeting Minutes for January 16, 2023

6. COMMUNICATIONS – PRESENTATIONS & GUEST

6A.1 –Katie Vanderhulst, Abonmarche, Red Wolfe Park Restroom/Concession Stand Estimate.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

8A.1 – Community Development Block Grant Public Gathering Spaces Initiative opportunity.

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, January 16, 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 (arrived at 4:43pm), Shantel Pentland- Administrative Assistant, Megan Duncan- Clerk/Treasurer, Christopher Tapper- Village Manager, 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 January 16, 2023, with support from Jackson, carried unanimously 5-0.

5A.2 - Benson offered a motion to approve the regular meeting minutes for November 21, 2022, with support from Jackson, carried unanimously 5-0.

VI. **Presentations & Guest**

Katie Vanderhulst from Abonmarche presented the preliminary construction estimate for renovating the restrooms at Red Woolfe Park to bring them to ADA compliance. The estimate also included the replacement of the sidewalks that surround the restrooms.

VII. **Unfinished Business**

No unfinished Business currently.

VIII. **New Business – Discuss Trail and Sidewalk Connections Throughout the Village.**

Vanderhulst, Abonmarche, discussed the possibility for future trail connections with the Village and the sidewalks that the Village currently has.

Manager Tapper stated that a section of sidewalks will be constructed with the USDA Project along Cedar Street and Pine Street. He also discussed completing sidewalks along John Street, from Clark to Pine.

IX. **New Business – Discuss Fundraising for the Red Woolfe Park Project.**

Committee members discussed the possibility for fundraising for the Red Woolfe Park Project and agreed to wait until we know the funding we will be receiving for the project.

X. **New Business – Discuss improvements to street lighting.**

Committee members discussed the lighting at the parks and throughout the Village. Red Woolfe Park and Raider Romp were discussed needing more lighting to help with security. Street lighting with in areas of the Village need additional lighting.

XI. **New Business – Discussion regarding Fire Station Park-Tennis courts/pickle ball.**

Committee members discussed the condition of Fireman’s Park. The tennis courts need improvements, the space for parking need to be increased, and what would draw attention to the residents to make them want to use the park. Committee agreed that discussion will be continued.

XII. **New Business – Discuss lack of amenities near S, George Street past the railroad tracks.**

Committee members discussed that there are no parks or recreational facilities within that area of the Village. Ideas on where we would put the park or recreational facility and what would fit well with residents. Committee agreed that discussion will be continued.

XIII. **Public Comment**

No public comment given.

XIV. **Members Comments**

Discussion about the DDA and Events survey, DDA leaving it open to the public for the month of February.

The entryways into the Village need to get the attention of the travelers, inviting them to visit and explore.

XV. **Adjournment**

Jackson offered a motion with support from Hawks to adjourn the meeting at 5:41pm., motion approved 6-0.

Minutes submitted by: Megan Duncan, Village Clerk & Treasurer

MEMORANDUM

DATE: January 30, 2023

TO: Village of Decatur

FROM: Katie Vanderhulst

**RE: Village of Decatur
Red Woolfe Park Restroom/Concession Stand Estimate**

Project Background

We understand the Village of Decatur has decided to move forward with planning the reconstruction of the restrooms and concession stand building at Red Woolfe Park. The Village has requested that Abonmarche prepare a preliminary estimate and delineate scope of work for this project.

Preliminary Estimate Overview

To reconstruct the restrooms and concession stand building, Abonmarche is proposing the following;

1. *Size of Building:* 500 sf
 - Two (2) restrooms each with three (3) toilets and two (2) sinks
 - Each restroom to be 16" X 9'
 - Concession stand to be approx. 16" X 9'
2. *Scope of Work:*
 - Simple uninsulated CMU building with wood trusses and concrete slab floor
 - CMU walls to be painted
 - Ceiling to be water/mold resistant drywall
 - Flooring to be epoxy coated
 - Fixtures to be standard porcelain commercial type
 - Roofing to be standard asphalt shingles with PVC or metal trim and soffit
 - Doors to be aluminum along with an aluminum roll-up door at the concession window opening
3. *Exclusions:*
 - Site work (ADA accessible paths leading to restrooms and concession stand building) is not included in this estimate. ADA accessible paths are currently included in the improvements planned for the overall Park.
 - Water and sewer connection is not included in estimate.
4. *Project Cost:* \$225,000 (includes fees & contingency and accounts for projected cost increase).

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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: February 20, 2023

SUBJECT: Request to review Community Development Block Grant Public Gathering Spaces Initiative

Action Requested:

It is requested that the Parks and Recreation Committee review the Community Development Block Grant Public Gathering Spaces Initiative.

Background:

Michigan Economic Development Corporation (MEDC) Community Development Block Grant (CDBG) Public Gathering Spaces Initiative (PGSI) funds improvements intended to increase usability, accessibility, and seasonality within new or existing community spaces on publicly owned property. By supporting the creation or expansion of public gathering spaces in communities on MEDC's Low and Moderate Income Community Customers list, PGSI will create and enhance recreational places that will allow residents to gather, relax, celebrate, and commemorate. PGSI funds projects including, but not limited to - parks, streetscapes, town squares, playgrounds, amphitheaters, and farmers markets.

The PGSI program will award CDBG funding to eligible Units of General Local Government (UGLG) between \$750,000 and \$2,000,000. Eligible UGLGs will be required to provide a minimum of a 10 percent financial match based on the project's total cost.

Attachment(s):

Community Development Block Grant Public Gathering Spaces Initiative program guidelines.

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC GATHERING SPACES INITIATIVE

PROGRAM GUIDELINES



**MICHIGAN
ECONOMIC**
DEVELOPMENT
CORPORATION



Program Description:

Michigan Economic Development Corporation (MEDC) Community Development Block Grant (CDBG) Public Gathering Spaces Initiative (PGSI) funds improvements intended to increase usability, accessibility, and seasonality within new or existing community spaces on publicly owned property. By supporting the creation or expansion of public gathering spaces in communities on MEDC's [Low and Moderate Income Community Customers list](#), PGSI will create and enhance recreational places that will allow residents to gather, relax, celebrate, and commemorate. PGSI funds projects including, but not limited to - parks, streetscapes, town squares, playgrounds, amphitheaters, and farmers markets.

The PGSI program will award CDBG funding to eligible Units of General Local Government (UGLG) between \$750,000 and \$2,000,000. Eligible UGLGs will be required to provide a minimum of a 10 percent financial match based on the project's total cost.

In an effort to create an equitable and transparent program, the PGSI will award funding to eligible applicants based on a competitive application round.

Program Goals:

- Enable communities to make critical permanent improvements to new and/or existing public spaces.
- Enhance usability of public spaces by supporting projects that improve accessibility for all residents through the incorporation of universal design (see Appendix C on the [PGSI webpage](#) for more details).
- Expand the seasonal operations of public spaces across Michigan.

Applicants must meet all of the following eligibility requirements:

- Must be a non-entitlement Unit of General Local Government (UGLG) with a population of less than 50,000
- Community must be listed on the [CDBG Low/Mod Income Community Customers and Project Areas List](#)
- Must have a project that is located on municipally-owned property that demonstrates the ability to meet that LMI Area-Wide Benefit National Objective
- UGLG is able to meet the minimum 10 percent financial match requirement

How the Fiscal Year 2023 PGSI Funding Round Works:

Step 1: Decide to Apply for Funding

Who can apply?

Eligible applicants for the CDBG PGSI will include non-entitlement small cities, townships, and villages with a population of less than 50,000 that are listed on MEDC's [CDBG Low/Mod Income Community Customers and Project Areas list](#).

Eligible Applicants for the 2023 PGSI funding round will need to meet the LMI Income Area Benefit national objective, meaning that projects must demonstrate that the project benefits all residents within the LMI community. This benefit is also known as LMI Area Benefit (LMA) Projects. For more information regarding LMI Area Benefit Projects, please reference the [Community Development Block Grant Funding Guide](#).

What types of activities are considered eligible?

Eligible activities for the 2023 PGSI funding round include:

Step 1: Decide that your community wants to apply



Step 2: Complete the Public Gathering Spaces Initiative Application



Step 3: MEDC Review



Step 4: Awardees Announced

- **Permanent infrastructure** required for the successful creation and/or operation of a public gathering space such as utility infrastructure, playground equipment, pavilions, public restrooms, drinking fountains, streetscapes, sidewalks, etc.
- **Permanent amenities** including, but not limited to, outdoor speaker systems, exterior heating systems, lighting, affixed tables, benches, public art, etc.
- **Universal Accessibility design elements** that enable public spaces go above and beyond the Americans with Disabilities Act (ADA) and create welcoming public spaces for residents of all abilities, such as, accessible playground equipment, modified restrooms, etc.
- **Other** permanent infrastructure or amenities, deemed eligible by HUD, necessary to support the accessibility and seasonality of a public gathering space

What is the required match to receive a grant?

The minimum required match for PGSI is 10 percent of the project’s total cost. For example: if the project’s total cost is \$1,000,000, then the UGLG would provide a financial match of \$100,000 and request \$900,000 from MEDC’s PGSI funding.

Step 2: Complete CDBG PGSI Application

What type of information is required to be included in the application?

The application for PGSI funding round will be available on the miplace.org/pgsi website. A copy of the full application is also available for reference in Appendix A. The first section of the application will ask questions to determine an applicant’s eligibility to participate in the program. The second section will ask narrative questions and may require document submissions that will be used to score applications. The last section will ask applicants to certify their application for submission.

Required Materials for Application Submission:

All Attachment Materials will need to be clearly labeled at the heading of each document.

- 1) Completed PGSI Application.
- 2) Before Photos of the Proposed Site (minimum of three)
- 3) Site Plan
- 4) Project Location Map (Aerial map or Google map showing project location & boundaries)
- 5) Project Rendering
- 6) Detailed Project Budget
- 7) Third-Party Cost Estimate (Davis Bacon will apply to the entire project.) See the “Program Requirements and Compliance” section of the CDBG Funding Guide for more information.)
- 8) Project Maintenance Plan
- 9) Marketing/Promotions Plan
- 10) Authorizing Resolution
- 11) Public Participation Form
- 12) Public Hearing Notice – Published
- 13) Public Hearing Minutes or Summary of Meeting
- 14) Certification by the UGLG Applicant Form
- 15) Statement of Assurances Form
- 16) Anti-Displacement and Relocation Plan
- 17) *Optional Attachment:* Design Review from an organization representing people with disabilities (needed for Universal Design points).
- 18) *Optional Attachment:* Opinion of a licensed professional engineer (P.E.) that plans meet Green Infrastructure criteria.
- 19) *Optional Attachment:* Excerpts from local plan identifying the project as a priority.

Where do applicants submit their completed applications?

The application for PGSI will be available online at miplace.org/pgsi. To reference the application prior to submitting online, please refer to Appendix A. Completed applications should be submitted to publicgatheringspaces@michigan.org after the application goes live.

Step 3: MEDC Review

How will the MEDC be evaluating applications?

Applications will be evaluated and scored on a variety of factors, including but not limited to:

- **Recent MEDC CDBG Grant Awards & LMI Communities:** In an effort to disperse funds widely across the state to LMI Communities, MEDC is looking to prioritize applications from UGLGs that do not currently have an open CDBG project with the organization (including projects under a Letter of Intent); however, having an open CDBG grant project with MEDC does not automatically disqualify UGLGs seeking financial support. ****Please note that communities awarded a PGSI grant in 2022 will be ineligible for this funding round.***
- **LMI Population** - UGLGs with a higher percentage of LMI residents will receive preference.
- **Fit with community vision/priority/strategy:** Competitive applicants will describe the location of the project, highlight the purpose and need of the proposed improvement and/or creation of the public gathering space, articulate who will benefit from the project, provide a detailed scope of the project, and articulate how the project aligns with the UGLG's master plan (or other locally approved document).
- **Fit with initiative priorities:** MEDC is looking to prioritize public gathering spaces projects that address the seasonality and accessibility of new or existing public spaces across Michigan communities. Competitive applicants will identify how the scope of their project meets both objectives by provided specific and detailed examples.
- **Community Benefit:** Competitive applicants will be able to articulate how the creation and/or expansion of the public gathering space benefits all residents by providing project specific examples.
- **Project Location:** Consideration will be given to the location of the public gathering space within the community, with additional scoring points provided to projects located within a downtown area or high impact corridor/gateway.
- **Project Sustainability:** Projects will gain additional scoring points for the incorporation of green infrastructure elements.
- **Partnership and Resource Leveraging:** Competitive applicants will articulate how they have leveraged outside funding sources to enable the project to come to fruition.

Step 4: Awardees Announced

What is the timeline for announcement of awardees?

MEDC is planning to notify applicants of grant award decisions in Summer 2023.

What is the anticipated timeline for the Public Gathering Spaces Initiative?

Please reference Appendix E: Timeline for an updated program timeline. All dates are subject to change.

Compliance and Reporting Requirements

An Applicant agrees to adhere to HUD, CDBG and MEDC rules, regulations, and the [Grant Administration Manual \(GAM\)](#) policies, procedures and reporting requirements including [Davis Bacon](#) wages. In agreeing to this, the entity will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration. If an application is approved for funding, PGSI funding round – grantees must verify that they are willing to comply with all additional MEDC requirements, including but not limited to, marketing, promotions and reporting. A background check will be

conducted on the applicant and staff managing the grant for the applicant. Additional terms and conditions related to these requirements will be defined in the final grant agreement.

Need Assistance?

Prior to the application going live, contact your local [Community Development Manager](#). Once the application goes live, please email publicgatheringspaces@michigan.org for support. Answers to questions received will be posted publicly on a weekly basis on miplace.org/pgsi.