

VILLAGE OF  
DECATUR PARKS &  
RECREATION  
COMMITTEE  
MEETING AGENDA

Monday  
May 20, 2024



VILLAGE OF DECATUR  
PARKS & RECREATION COMMITTEE MEETING  
Monday, May 20, 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 May 20, 2024

5A.2 – Approval of the Regular Meeting Minutes for April 15, 2024

6. **COMMUNICATIONS – PRESENTATIONS & GUEST**

6A.1 –Katie Vanderhulst, Abonmarche

7. **UNFINISHED BUSINESS**

7A.1 – Request to approve Porta John Venter for Southside Skate Park.

7A.2 – Request to discuss goals and objectives for the Village of Decatur Parks.

7A.2 – Request to review SignComp kit designation.

8. **NEW BUSINESS**

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, April 15, 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 4:30pm

II. **Pledge of Allegiance**

III. **Roll Call**

Trustee Jessica Pelfrey- Chairperson, Trustee Janice Benson (excused), Nicky Fassett, Trustee Harvey Beute, Shantel Pentland- Administrative Assistant (excused), and Megan Duncan- Clerk/Treasurer.

IV. **Public Comment**

None

V. **Approval of Consent Agenda Items**

5A.1 – Trustee Beute offered a motion to approve the consent agenda for April 15, 2024, with support from Fassett, carried unanimously 4-0.

5A.2 – Trustee Beute offered a motion to approve the regular meeting minutes from March 18, 2024, with support from Fassett, carried unanimously 4-0.

VI. **Communications- Presentations & Guest**

6A.1 – Katie Vanderhulst, Abonmarche, provided a brief update regarding the 2 grants being pursued by the Parks & Recreation Committee, a DNR Michigan Natural Resources Trust Fund grant for Red Woolfe Park and a DNR Recreation Passport grant for Fireman’s Park. Both grant applications were submitted on April 1, 2024.

VII. **Unfinished Business**

7A.1 – Review and discuss the Joint 5-year Community Parks & Recreation Plan.

- a. The committee discussed the importance of updating the current plan before its expiration date, the end of 2024. The plan serves as a guide to the Village of Decatur, Decatur Township, and Hamilton Township for the development and maintenance of parks and recreational resources. The plan also increases our chances when applying for grants. It was recommended by the committee that we work with the Southwest Michigan Planning Commission and the two townships with the update of this plan. It was asked that the committee familiarize themselves with the current plan and come up with goals and objectives for the update. The committee will be reaching out to SWMPC for a quote.

7A.2 – Review & approve a quote for a Porta John at Southside Skate Park.

- a. The two quotes were discussed by the committee with additional questions. The questions asked were about handicapped accessible porta johns and the responsibilities if they are damaged. This topic will be placed on next month's agenda as unfinished business.

VIII. **New Business**

- a. No new business at this time.

XIV. **Public Comment- Second Opportunity**

- a. Township resident was inquiring about who maintained Red Woolfe Park and expressed her concerns with the tall weeds next to the beach, the horseshoe pits, the condition of the volleyball court, and seating. Questions were also directed to Katie from Abonmarche, about the grant process.

X. **Members Comments**

- a. No committee comments were made.

XI. **Adjournment**

- a. Trustee Beute offered a motion with support from Fassett to adjourn the meeting at 4:50 P.M., motion approved 4-0.

Minutes submitted by: Megan Duncan, Village Clerk/Treasurer



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Parks and Recreation Committee  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: May 20, 2024  
  
SUBJECT: Southside Skate Park, Porta John Quotes

### Action Requested:

It is requested that the Parks and Recreation Committee review and discuss quotes for a Porta John at the Southside Skate Park, and subsequently approve a vendor.

### Background:

Historically, there was a Porta John placed at the Southside Skate Park for visitors to use. For unknown reasons, this unit was removed. Community members and park visitors have requested to have this option available once again, and the Parks & Recreation Committee is fully agreeable. Staff has gathered two quotes for the following:

- ❖ 1 (one) Porta John Unit, Accessible Unit
- ❖ Mid-May to Mid-November
- ❖ Weekly servicing/cleaning of the unit

### Attachment(s):

Quote from Pride Portable Toilet, Co.  
Quote from Flory Septic

Good Morning,

Our Parks & Recreation Committee has a couple of questions regarding this quote:

- How much would it be for a handicap-accessible unit, per month, including service?
- If there were to be damage to the unit while it is at the Park, is the Village responsible for these damages?

Looking forward to hearing back from you, our Parks & Recreation Committee would like to approve a quote at the May 20<sup>th</sup> meeting, then Council would need to approve the expenditure at the June 3<sup>rd</sup> meeting.

Thank you!

Shantel Pentland

Administrative Assistant

Village of Decatur

### Re: Porta John quote



Ron Colvin <pridecolvin@gmail.com>

To S Pentland

Retention Policy Default Retention (4 years)

Expires 4/16/2028



Start your reply all with: [It does. Thank you!](#) [Yes, it does. Thanks!](#) [Yes, thank you!](#) [Feedback](#)

Hi Shantel,

The price for the handicap is \$200.00. As far as the damages, we are offering a \$3.95 insurance per month that would cover up to \$200 in damages.

Does that make sense? Let me know if you have any other questions.

Michele

Pride the Portable Toilets Co.

269-208-1484

[pridecolvin@gmail.com](mailto:pridecolvin@gmail.com)

[www.prideportabletoilets.com](http://www.prideportabletoilets.com)

### Re: Porta John Quote



ROBERT FLORY JR <floryseptic@yahoo.com>

To S Pentland

Retention Policy Default Retention (4 years)

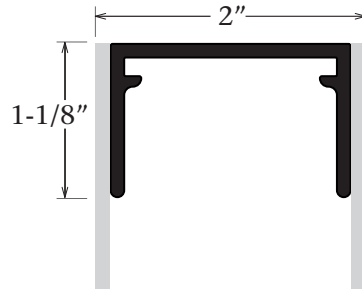
Expires 4/16/2028



Start your reply all with: [Ok, thank you.](#) [Yes, please proceed.](#) [Great, thanks for the info!](#) [Feedback](#)

HI THERE \$165 A MONTH AND YES THE CUSTOMER IS RESPONSABLE DAMANGES FOR THE UNIT



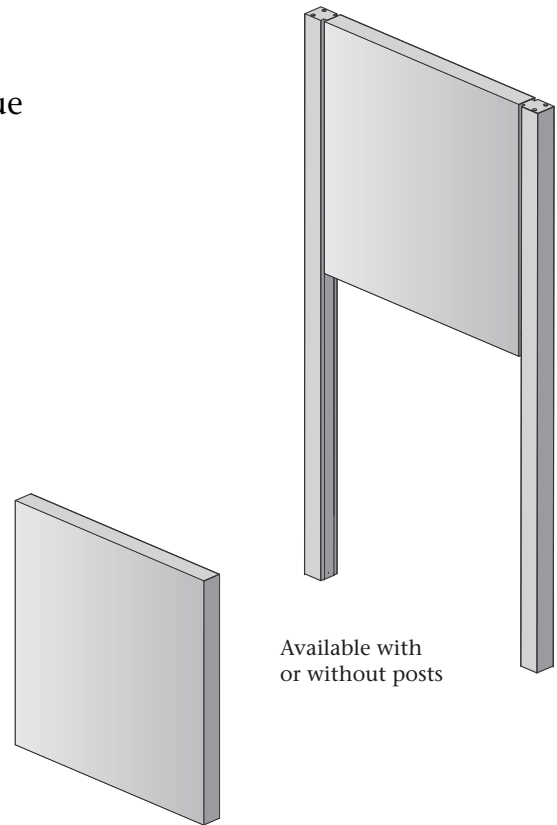


## Features & Benefits

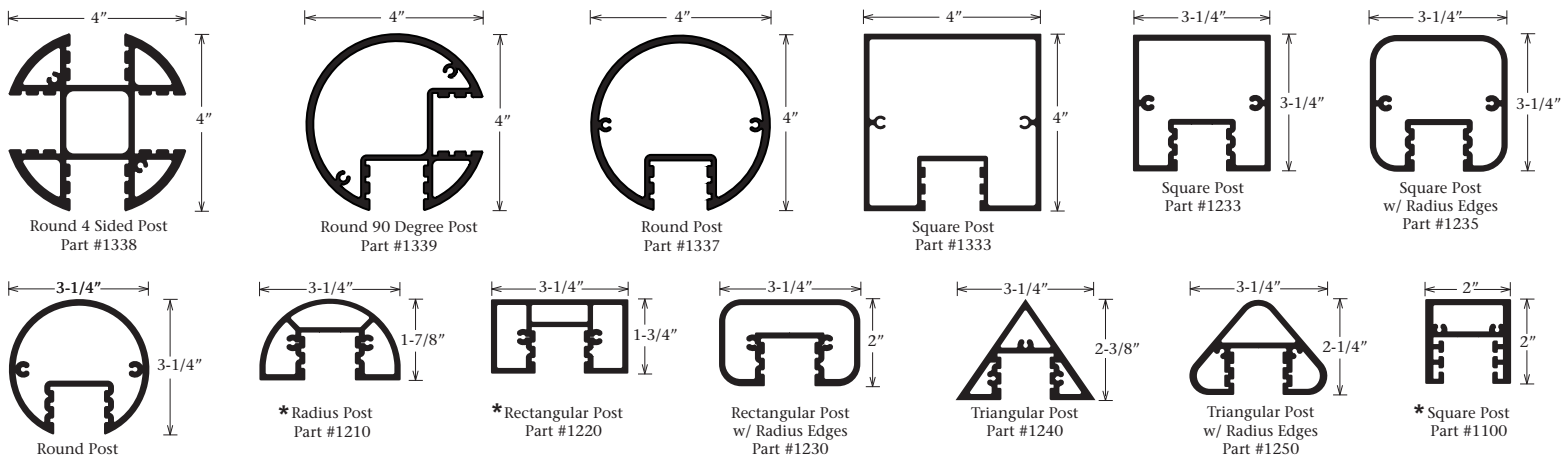
The Series 2 Frameless Body gives the post and panel a true frameless appearance. The Frameless Body has a large bonding area for aluminum faces. Corner angle slot provides ease of assembly and added structure. The body can integrate with any of the 13 post options below. Available in Mill Finish.

## Answers to FAQ's

- Recommended panel thickness .100" - .125"
- Great "C" channel for kerf cutting custom shapes
- Panel size is the same as the height and width



## 13 Post Options



*\* Post options available in a Bronze Finish*