

**VILLAGE OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
Tuesday, April 15, 2014 @ 7:00 PM**

**Location: Village Offices, 8123 Main Street
PNC Bank, Second Floor – Enter at rear door**

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**

Randy Hermann	Becky Murillo	
Toni Henkemeyer	John Coy	
Brian Brassow, Chair	Donna Fisher – Ex Officio	
3. **APPROVAL OF THE MINUTES – March 18, 2014 Parks and Recreation Commission minutes**
4. **APPROVAL OF AGENDA**
5. **PUBLIC HEARINGS - NONE**
6. **CITIZENS WISHING TO ADDRESS THE COMMISSION**
7. **REPORTS AND COMMUNICATION**
 - A. Chair
 - a. Dexter Daze Update
 - B. Commissioners and Ex Officio
 - a. Tree Board
 - b. 5H
 - c. Art Selection Committee
 - C. Staff Report – Verbal Updates
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Discussion of: Easter Egg Hunt
 - B. Consideration of: CIP Projects
 - C. Consideration of: FY 14-15 Budget Requests
 - D. Discussion of: Park Maintenance Requests
 - a) Mill Creek Park, Community Park, First Street Park, Lion's Park, Peace Park, Monument Park
10. **CITIZENS WISHING TO ADDRESS THE COMMISSION**
11. **PROPOSED BUSINESS FOR FUTURE MEETINGS**
 - A. Donation Guidelines and Volunteer Management Plan
 - B. Future-Long Term Maintenance and Volunteer Coordination for Mill Creek Park
12. **ADJOURNMENT**

ANNUAL REVIEW SCHEDULE

*March/July – Annual Budget Review
November – Master Plan, Goals, Objectives and Strategies Review
January – Capital Improvements Plan (CIP) Review*

**VILLAGE OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MINUTES
March 18, 2014**

The regular meeting of the Village of Dexter Parks and Recreation Commission was called to order by Chair Brassow at 7:34 pm at the Village Offices, 8123 Main Street.

ROLL CALL

Present: Becky Murillo, Toni Henkemeyer, Donna Fisher, Brian Brassow-Chair, Courtney Nicholls

APPROVAL OF THE MINUTES – February 18, 2014 Parks & Recreation Commission Minutes

Moved: Murillo Second: Henkemeyer
Motion Adopted

APPROVAL OF AGENDA

Moved: Fisher Second: Murillo
Motion Adopted

PUBLIC HEARINGS: NONE

CITIZENS WISHING TO ADDRESS COMMISSION:

None

REPORTS AND COMMUNICATION

A. Chair

a. Dexter Daze Update: No update

B. Commissioners and Ex-Officio

b. 5H – Becky Murillo gave an update on the last 5H meeting. There was a discussion of the SRSLY group potentially helping to collect trash in the parks. The Coalition will be working on creating a five year plan for project funding.

C. Staff Report: The Commission reviewed the report. The Commission was supportive of the invasive species management plan presented by Plant Wise, including the idea of a controlled burn. 2014-2015 budget requests will be discussed at the April meeting. The Commission requested that a breakdown of the entire Parks & Recreation budget be provided at each meeting.

OLD BUSINESS

None at this time

NEW BUSINESS

A. Discussion of Easter Egg Hunt: The Commission discussed the plans for the Easter Egg Hunt. The Girl Scouts and Senior Center will be working on stuffing eggs. Courtney will order the bags for the children to use to carry their treats.

B. Discussion of CIP: The Commission reviewed their CIP sheets. Completed sheets were removed and the Commission reevaluated the priority ranking for each item. The updated sheets will be presented for a vote in April.

C. Park Maintenance Requests – None

CITIZENS WISHING TO ADDRESS THE COMMISSION - None

PROPOSED BUSINESS FOR FUTURE MEETINGS

FY 13-14 Budget

Donation Guidelines and Volunteer Management Plan

Future Long-term Maintenance and Volunteer Coordination for Mill Creek Park

ADJOURNMENT at 8:45 p.m.

Courtney Nicholls

Assistant Village Manager

MASTER PLAN GOALS

I. GOAL: (Space/Facilities) Meet present and future community needs for parks, greenways, trails, and recreation.

- A. Objective: Plan and develop a system of parks, greenways, open space, and recreation facilities that provides a minimum of 16 acres per 1,000 Village residents.
 - ✓ Current surplus in mini-parks, neighborhood parks and community parks based on July 2008 SEMCOG population estimates.
- B. Objective: Encourage the preservation of green space and the development of new parks and/or recreation assets when opportunities arise.
- C. Objective: Following removal of the Mill Creek dam, plan and develop a linear park along the Mill Creek.
 - ✓ Dam was removed in June 2008, Mill Creek Park Master Plan adopted by Council January 26, 2009
 - ✓ Various grant application applied for in anticipation of 2010 Phase 1 park construction and development

II. GOAL: (Recreation) Encourage healthy lifestyles for Village residents through recreation.

- A. Objective: Offer Village residents a balanced program of active and passive recreation opportunities.
 - ✓ Working on developing a system of trails, implemented ice rink in 2009
- B. Objective: Offer Village residents multiple opportunities to walk, run, bike, skate, or paddle without leaving their community.
 - ✓ Grant applications for boating, walking and pedestrian connections submitted throughout 2009
 - ✓ Awarded Waterways Infrastructure grant for installation of 3 boat launches

III. GOAL: (Accessibility) Strive to make every Village park and recreation site accessible.

- A. Objective: Design and develop a system of all-season, non-motorized pathways, trails, sidewalks, and bike paths linking Village neighborhoods with both Village and adjacent non-Village parks, greenways, pathways, recreation venues, schools, and commercial retail areas.
 - ✓ Working with County Parks and HCMA on regional trail connection and B2B Initiative
- B. Objective: Ensure that all parks and recreation assets are barrier-free and universally accessible.
 - ✓ Barrier free design was incorporated into Mill Creek Park Plan and DDA is providing funding to facilitate ADA access to Mill Creek Park via Jeffords Street.

IV. GOAL: (Environment) Make nature and healthy ecosystems an important characteristic of our Village.

- A. Objective: In designated Village natural areas, enhance and preserve healthy ecosystems for native plants, fish, and wildlife.
- B. Objective: In Village urban areas, enhance the natural feel of each park.
 - ✓ Mill Creek Park has been planned as a passive park with a natural feel.
- C. Objective: Advocate for the enhancement and preservation of natural features within and surrounding our Village.

V. GOAL: (Management) Use sound planning, financial, and operational management practices.

- A. Objective: Deliver on our stated goals and objectives.
- B. Objective: Ensure that our parks and recreation assets remain available for enjoyment, now and in the future.
- C. Objective: Foster smart and efficient management practices.
- D. Objective: Identify and utilize all available Village and non-Village funding resources to meet our goals.
 - ✓ Numerous funding sources were applied for in 2009.

VI. GOAL: (Community) Foster a community-wide sense of pride in and support for our parks and recreation program.

- A. Objective: Promote parks and recreation activities in the community and our broader service area.
- B. Objective: Provide and promote opportunities for individual citizens and community groups to influence the mission, priorities, management, and operations of the parks and recreation program.
 - ✓ Mill Creek Park Master Planning Process and Westside Connector Planning engaged many parties.
- C. Objective: Deliver superior service to citizens and others seeking our help.
- D. Objective: Develop an overall parks and recreation program that makes a positive contribution to the economic sustainability of the Village.
 - ✓ Ice Rink in 2009 helped promote downtown
- E. Objective: Develop and maintain parks and recreation assets that incorporate a high degree of aesthetic appeal.
- F. Objective: Develop and maintain park and recreation assets and recreation programs that meet current industry safety standards and, where standards do not exist, develop and maintain assets and programs with careful consideration for user or participant safety.

**2014
EASTER EGGSTRAVAGANZA
TO DO**

1. Date Selection Confirmation – Saturday, April 19, 2014- No Rain date
2. Donations/Volunteers needed – Starting at 8:30 am (SET UP)
 - a. Contributors – Chelsea Teddy Bear – stuffing 200-300 eggs, Dexter Senior Center – Stuffing 500 eggs, Girl Scouts – Stuffing Eggs, LaFontaine Chevrolet – parking area to be used
 - b. Volunteers – LaFontaine to assist in parking, Lions will also be assisting
 - c. Face Painting Volunteers – Girl Scout Troop 40318
 - d. Easter Bunny Volunteer – Toni Henkemeyer – costume purchased
 - e. Check In Volunteers – _____ (need volunteers)
 - f. Egg Recycling Organizer
 - g. Event Organizer – Egg Hunt Starter/Coordinator – _____ (need volunteer)
3. Advertisement –
 - a. Posted on Facebook
 - b. Sent via Email Update
 - c. Posted on Website
 - d. Sent to Ann Arbor.com, Dexter Leader, Dexter Update, Sun Times
4. Fee to participate; pays for eggs/supplies/bunny costume, etc.
 - a. Pre-ticket sales (\$2/4 in advance or \$3/5 at the door)
 - b. Received donation for 100 tickets
 - c. Photos – bring own camera
5. Set up
 - a. PARKING – stake signs and sandwich board
 - b. EGG AREAS – 2 - Stakes/Caution Tape for area designation; 2 larger areas this year; age group sections (3 and under; 4-10)
 - c. Signage – signs made previously; sandwich board sign to be used
 - d. Decorations – DPW will bring to site day of the event
 - e. Recycle Eggs – Picnic table with bins and signs

6. Purchases – Anticipating 250 kids at 15 eggs each – 3,750
 - a. Eggs –
 - i. 2011 - 3000 eggs
 - ii. 2012 – 1500 empty eggs ordered; 888 filled eggs ordered
 - iii. 2013 – 2000 stuffed eggs ordered; 2000 eggs stuffed
 - iv. 2014 – 1000 stuffed eggs ordered; 2700 to be stuffed
 - b. Bags – Ordered 250
 - c. Sidewalk chalk – Plenty remaining from 2013

7. OTHER?

Join the Easter Bunny for the 4th Annual Easter Eggstravaganza at the

Village of Dexter's Community Park

Sponsored by:

The Village of Dexter

Dexter Parks & Recreation Commission

Chelsea Teddy Bear, LaFontaine Chevrolet, Girl Scout Troop 40653

Dexter Lions Club, Dexter Senior Center, Klumpp Family, Girl Scout Troop 40318

WHEN: Saturday, April 19, 2014 - 10 am

Egg scramble to start at approximately 10:15 by age group (3 and under, 4-10)

WHERE: Community Park, 3575 Ryan Drive

AGES: 10 and under

COST: \$2 per child or \$ 4 for two or more children - advance tickets available at the Village Offices
\$3 per child or \$5 for two or more children - available the day of the event

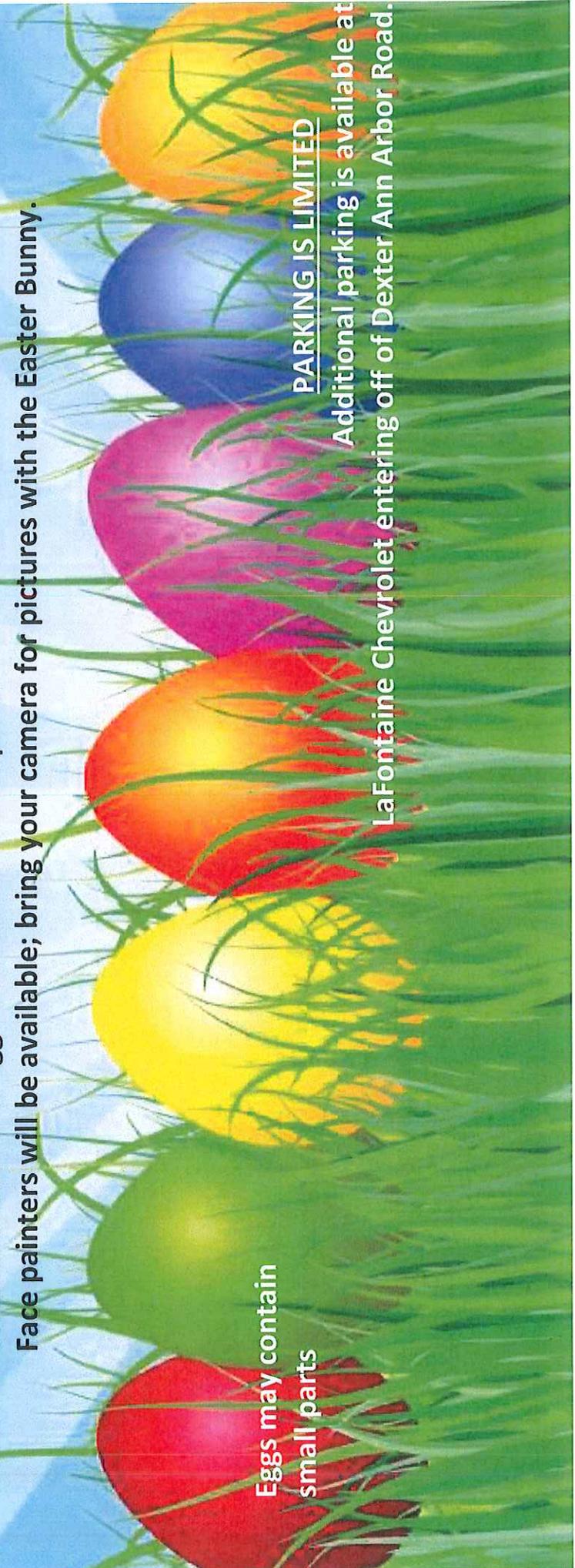
WHAT: Scramble for Easter Eggs with treats and surprises

Face painters will be available; bring your camera for pictures with the Easter Bunny.

Eggs may contain
small parts

PARKING IS LIMITED

Additional parking is available at
LaFontaine Chevrolet entering off of Dexter Ann Arbor Road.



VILLAGE OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 17 Fax (734)426-5614

MEMO

To: Parks & Recreation Commission
From: Courtney Nicholls, Assistant Village Manager
Date: April 11, 2014
Re: Consideration of: CIP Items

At the March 2014 Parks & Recreation Commission meeting, Commissioners reviewed a copy of the Parks Capital Improvement Plan (CIP) sheets and made modifications to the project priority rankings. The updated sheets are included for the Commission's review and approval.

PROJECT NAME: Mill Creek Park Improvements/Construction - PHASE 2

PROJECT ID: 06-2.0-2010

PRIORITY: IMPORTANT

PROJECT TYPE: Park Development

TOTAL COST: \$1,200,000

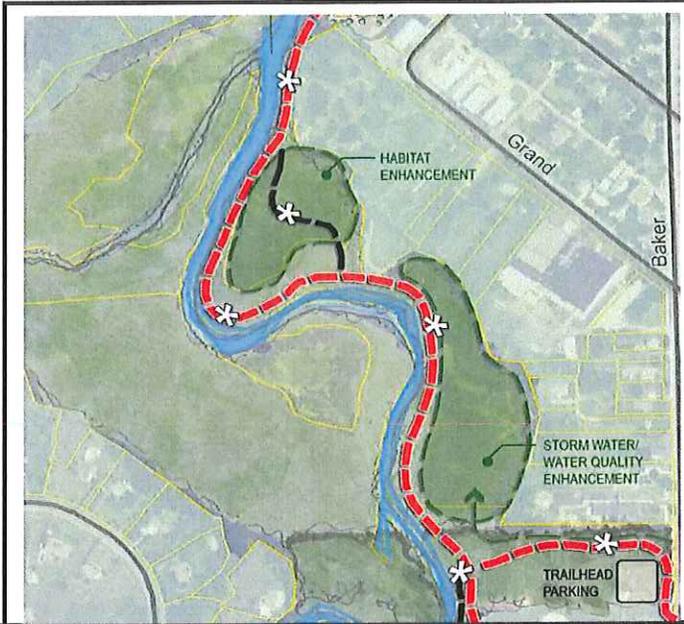
SUBMITTED BY: Parks and Recreation

YEARS IN CIP (Beginning year): 14 (2000)

DESCRIPTION:

Construction of a passive natural trail system south of Grand Street to the Dexter Community Schools property. Provides a major connection to a developing regional trail system and the school outdoor education area. Provides possible trailhead parking opportunity at Shield Road upon completion. Includes stormwater system improvements see project ID 02-7.0-2009. Consider eliminating trail along river at point to reduce cost and reduce impacts to habitat, may also reduce permitting needs.

LOCATION MAP: East of Mill Creek South of Main Street



PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable 1=Somewhat Important 2=Important 3=Very Important

1	Protect health, safety, lives of citizens
3	Maintain or improve public infrastructure, facilities
3	Reduce energy consumption, impact on the environment
3	Enhance social, cultural, recreational, aesthetics opportunities
3	Improve customer service, convenience for citizens
13	TOTAL SCORE

BENEFICIAL IMPACTS:

Preserve and enhance the parkland along the Mill Creek and west of the Village, improve habitat and natural areas, connect parks and provide recreational opportunities to citizens.

MASTER PLAN AND/OR STUDY REFERENCE:

Parks and Recreation Master Plan 2009-2014 AND Mill Creek Park Master Plan 2009; 2013 PaRC Goal to initiate natural trail in future trail location to create access.

SCHEDULE:

SCHEDULE JUSTIFICATION:

	Start		End	
	Month	Year	Month	Year
Study:		2008		2009
Design/Acquisition:		2015		2016
Construction:		2017		2017

Start design work in 14-15 to prepare for MNRTF acquisition grant in April 2015. Coordination with school and outdoor lab advised. Community Connector funding or B2B funding with County should be reviewed.

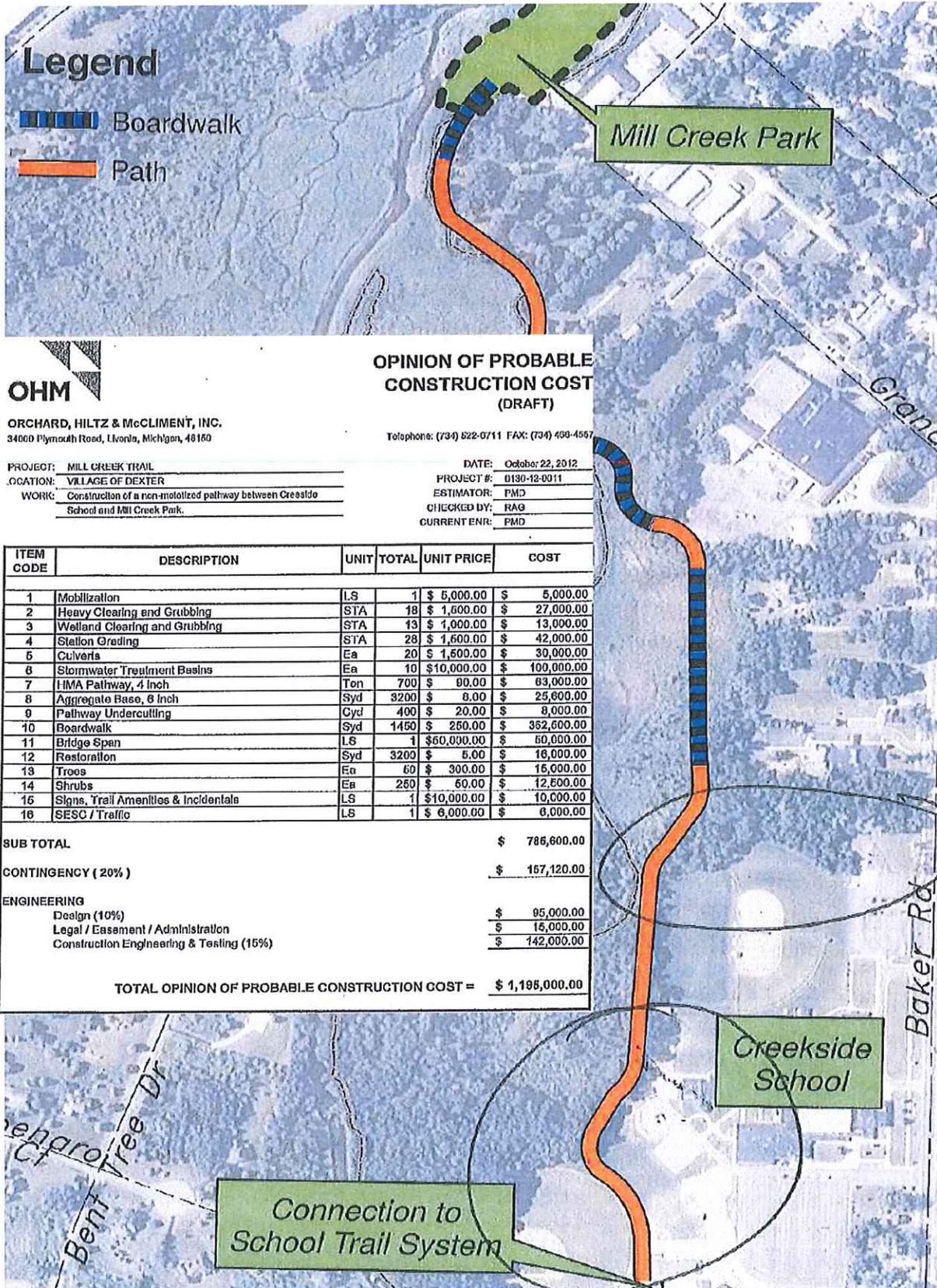
PROJECT COST DETAIL:

Phase 2 Park Development- Grand Street to School	Phase 2	\$1,200,000
Project 02-7.0-2009 should be coordinated		\$250,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Beyond FY19	TOTALS
Village Commitment*		\$7	\$10	\$20		\$500		\$537
MNRTF Grant/Other Grants						\$400		\$400
Other - Unknown						\$100		\$100
Landmark Structure Donation						\$200		\$200
Inland Fisheries								\$0
TOTALS	\$0	\$7	\$10	\$20	\$0	\$1,200	\$0	\$1,237

* Consider adding project back to TIP for future STP-U funding.



Legend

-  Boardwalk
-  Path



ORCHARD, HILTZ & McCLIMENT, INC.
 34600 Plymouth Road, Livonia, Michigan, 48150

**OPINION OF PROBABLE
 CONSTRUCTION COST
 (DRAFT)**

Telephone: (734) 622-0711 FAX: (734) 498-4557

PROJECT: MILL CREEK TRAIL
 LOCATION: VILLAGE OF DEXTER
 WORK: Construction of a non-motORIZED pathway between Creekside School and Mill Creek Park.

DATE: October 22, 2012
 PROJECT #: 0130-12-0011
 ESTIMATOR: PMD
 CHECKED BY: RAG
 CURRENT ENR: PMD

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
1	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00
2	Heavy Clearing and Grubbing	STA	18	\$ 1,600.00	\$ 27,000.00
3	Welland Clearing and Grubbing	STA	13	\$ 1,000.00	\$ 13,000.00
4	Station Grading	STA	28	\$ 1,600.00	\$ 42,000.00
5	Culverts	Ea	20	\$ 1,500.00	\$ 30,000.00
6	Stormwater Treatment Basins	Ea	10	\$10,000.00	\$ 100,000.00
7	HMA Pathway, 4 inch	Ton	700	\$ 90.00	\$ 63,000.00
8	Aggregate Base, 6 inch	Syd	3200	\$ 8.00	\$ 25,600.00
9	Pathway Undercutting	Cyd	400	\$ 20.00	\$ 8,000.00
10	Boardwalk	Syd	1450	\$ 250.00	\$ 362,500.00
11	Bridge Span	LS	1	\$60,000.00	\$ 60,000.00
12	Restoration	Syd	3200	\$ 5.00	\$ 16,000.00
13	Trees	Ea	60	\$ 300.00	\$ 18,000.00
14	Shrubs	Ea	250	\$ 60.00	\$ 15,000.00
15	Signs, Trail Amenities & Incidentals	LS	1	\$10,000.00	\$ 10,000.00
16	SESC / Traffic	LS	1	\$ 6,000.00	\$ 6,000.00
SUB TOTAL					\$ 785,600.00
CONTINGENCY (20%)					\$ 157,120.00
ENGINEERING					
Design (10%)					\$ 85,000.00
Legal / Easement / Administration					\$ 15,000.00
Construction Engineering & Testing (15%)					\$ 142,000.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 1,195,000.00

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Community Park Improvements

PROJECT ID: 01-2.0-1998

PRIORITY: IMPORTANT

PROJECT TYPE: Park Enhancement

TOTAL COST: \$400,000

SUBMITTED BY: Parks and Recreation

YEARS IN CIP (Beginning year): 16(1998)

DESCRIPTION:

LOCATION MAP: Dexter Ann Arbor Road and Ryan Drive

Improvements started 2004, play equipment 2005 Community Build, asphalt path in 2007, gazebo 2008, play court 2009. Remaining improvements include permanent bathrooms, water fountain, court shelter, path reconstruction. Pathway reconstruction required following drainage improvements resulting from LaFontaine stormwater improvements. Park should be complete following installation of above items.



PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable 1=Somewhat Important 2=Important 3=Very Important

3	Protect health, safety, lives of citizens
3	Maintain or improve public infrastructure, facilities
1	Reduce energy consumption, impact on the environment
3	Enhance social, cultural, recreational, aesthetics opportunities
1	Improve customer service, convenience for citizens
11	TOTAL SCORE

BENEFICIAL IMPACTS:

Parks provide citizens will with healthy recreation and open space opportunities within the Village. Safe, enjoyable access to parks and recreation opportunities is an important goal as stated within the Master Plan.

MASTER PLAN AND/OR STUDY REFERENCE:

See Parks and Recreation Master Plan Goals 1, 2 and 6 AND 2012 Village Master Plan.

SCHEDULE:

SCHEDULE JUSTIFICATION:

	Start		End	
	Month	Year	Month	Year
Study:		1998		ongoing
Design/Acquisition:		1998		ongoing
Construction:		2004		2016

The project has been ongoing. Pathway should be first priority following drainage improvements (completed 2012-LaFontaine).

PROJECT COST DETAIL:

Bathrooms and Water Fountain	General Fund	\$100,000
Pavilion/Shelter at Play court	General Fund	\$50,000
Path reconstruction	General Fund	\$60,000
	5-H Mini-Grant	\$0
New Signage	General Fund	\$5,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18	Beyond FY19	TOTALS
General Fund	\$200	\$15		\$100		\$50		\$365
Grants		\$45						\$45
								\$0
								\$0
TOTALS	\$200	\$60	\$0	\$100	\$0	\$50	\$0	\$410

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Dog Park

PROJECT ID: 02-2.0-2013

PRIORITY: IMPORTANT

PROJECT TYPE: Park Development

TOTAL COST: \$23,000

SUBMITTED BY: Parks and Recreation

YEARS IN CIP (Beginning year): 1 (2013)

DESCRIPTION:

The Village owns property on Dan Hoey Road where the Community Garden is located. Development of an off leach dog area (approx. 3/4 acre) on the west side of the 4 acre parcel would meet the needs of a portion of the Village's dog owner population. This project was discussed as a top priority by the PaRC upon Council determination of long term plans for property.

PROJECT JUSTIFICATION:

Value indicates the degree to which the project will help to: 0=Not Applicable 1=Somewhat Important 2=Important 3=Very Important

0	Protect health, safety, lives of citizens
2	Maintain or improve public infrastructure, facilities
1	Reduce energy consumption, impact on the environment
3	Enhance social, cultural, recreational, aesthetics opportunities
2	Improve customer service, convenience for citizens
8	TOTAL SCORE

BENEFICIAL IMPACTS:

Providing additional park facilities/amenities for a variety of citizens. Promotes exercise, healthy relationships and community. The 5-H Coalition may be able to assist in the development.

LOCATION MAP:



MASTER PLAN AND/OR STUDY REFERENCE:

Parks and Recreation Master Plan 2009-2014 AND Dog Park Research in file (2012)

SCHEDULE:

SCHEDULE JUSTIFICATION:

	Start		End		
	Month	Year	Month	Year	
Study:		2013		2013	Study and cost estimates being completed, design, etc. to be done in 2013-2014. Construction slated for 2013-2014 when funding has been secured. 5-H Coalition could assist with mini-grant although project not listed in plan.
Design/Acquisition:		2013		2013	
Construction:		2013		2014	

PROJECT COST DETAIL:

Property Development	General Fund	750 l.f. fencing	\$12,000
		clearing approx. 1 acre	\$6,000
		parking/culvert	\$5,000

EXPENDITURES (in thousands)

Funding Source	Prior Yrs	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Beyond FY19	TOTALS
General Fund				\$23				\$23
Donations								\$0
5-H Mini-Grant (14-15)								\$0
TOTALS	\$0	\$0	\$0	\$23	\$0	\$0	\$0	\$23

VILLAGE OF DEXTER

cnicholls@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 17 Fax (734)426-5614

MEMO

To: Parks & Recreation Commission
From: Courtney Nicholls, Assistant Village Manager
Date: April 11, 2014
Re: Consideration of: FY 14-15 Budget

As requested at the March meeting, provided for the Commission's review is the budget request from FY 13-14 with an update of what has been spent so far. The Village will begin the budget process at the end of April so the Commission needs to discuss the budget requests for FY 14-15.

FY 2013-14 Parks and Recreation Commission Budget Request

	TOTAL PROJECT COST	BUDGET REQUEST	GRANTS	DONATIONS (potential)	Spent as of 3/12/14
Salaries/Benefits					
Full Time		\$28,200			\$22,838
Part Time		\$10,700			\$7,002
Commissioners		\$1,500			\$0
Memberships					\$418
Park Improvement Needs:					
Community Park Path Reconstruction	\$60,000	\$15,000	\$45,000		\$0
Benches at MCP North play equipment	\$4,000	\$4,000			\$3,356
Horseshoe Park Storage		\$5,000			
Bike Racks-coordinate with 5H grant	\$1,000	\$1,000	\$1,750		\$735
Community Park Soccer Nets	\$2,000	\$2,000			\$1,998
Wood Chips - all parks	\$3,000	\$3,000			\$2,980
Operating Supplies	\$1,000	\$1,000			\$722
Mill Creek Park Landscaping Maintenance; other park maintenance	\$5,000	\$5,000			\$754
Plantwise (Mill Creek Park Invasive Species)					\$4,725
Annual Stream Monitoring (5 year MDEQ requirement for MCP rock veins)	\$2,300	\$2,300			\$2,300
JJR - Mill Creek Park Maintenance Memo					\$880
Portable Toilet Rental		\$2,200			\$3,235
Internal Equipment Rental		\$5,000			\$5,355
Event/Promotional Materials					
Ice Rink	\$4,700			\$500	
Installation		\$1,600			\$1,600
Maintenance		\$1,600			\$564
New Liner		\$700			\$696
New Kick plates		\$800			\$692
Easter Eggstravaganza and Geocache	\$700	\$700		\$200	\$834
Misc. Equipment Repairs or Replacement (benches, trash cans, swings, equipment, etc.)	\$6,000	\$6,000			\$6,443
Dexter Daze Event Partnership	\$1,000	\$1,000			
Luminary Support					\$1,000
5H Grant for Walking Maps			\$2,000		\$1,965
5H Grant for Wellness Walks			\$1,000		\$840
Marketing-work with County B2B/Trail maps	\$1,000	\$1,000			
TOTAL	\$91,700	\$99,300	\$49,750	\$700	\$71,932