

**VILLAGE OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING**

Tuesday, November 18, 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

| | |
|----------------------------|---------------------------|
| Becky Murillo - Chair | Katie Koch |
| Randy Hermann – Vice-Chair | John Coy |
| Toni Henkemeyer | Donna Fisher – Ex Officio |
| Ellen Han | |

3. APPROVAL OF THE MINUTES - October 30, 2014

4. APPROVAL OF AGENDA

5. CITIZENS WISHING TO ADDRESS THE COMMISSION

6. REPORTS AND COMMUNICATION

- A. Chair
 - a. 5H – Lion’s Park Play Equipment
- B. Commissioners and Ex Officio
 - a. Tree Board
- C. Staff Report

7. OLD BUSINESS

8. NEW BUSINESS

- A. Consideration of: 2015-2020 CIP

- B. Discussion of: Park Maintenance Requests
 - a) Mill Creek Park, Community Park, First Street Park, Lion’s Park, Peace Park, Monument Park

9. CITIZENS WISHING TO ADDRESS THE COMMISSION

10. PROPOSED BUSINESS FOR FUTURE MEETINGS

11. ADJOURNMENT

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

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.

**VILLAGE OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
October 30, 2014**

The regular meeting of the Village of Dexter Parks and Recreation Commission was called to order at 7:00 pm at the Village Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Ellen Han, Katie Koch, John Coy and Donna Fisher

Other Present: Courtney Nicholls, Village Manager

APPROVAL OF THE MINUTES

Motion by Fisher, Seconded by Han to approve the minutes from September 16, 2014 as presented.

Motion Adopted

APPROVAL OF AGENDA

Motion by Fisher, Seconded by Coy to approve the agenda as amended with the addition of the information from Washtenaw County Parks regarding Border to Border Trail signage.

Motion Adopted

REPORTS AND COMMUNICATION

Chair: Becky asked about the coordination of the trick or treating for kids at downtown businesses. The business owner who previously handled the coordination has retired and the Chamber has declined to take it on. The Commission felt it is an event the downtown merchants should take on since it does not occur in a park.

Commissioners and Ex-Officio

5H – The playground intervention has been submitted. The 2015 plan will be finalized in November. The easement has been submitted to the Dexter Community Schools for their review. Possible additional funding options could be the Dexter Lion's Club, Old National Bank, Menards, and TCF/PNC.

Tree Board – John reported that the Tree Board will be meeting over the winter to develop a maintenance plan for the trees that have been planted over the past several years by the Village and the subdivision developers.

Staff Report: The Commission reviewed the staff report. Discussion was held about the plans for First Street Park. The Commission felt that if the storage structure is constructed it should be accessible to everyone and not locked.

OLD BUSINESS

A. DISCUSSION OF: PARKS AND RECREATION MASTER PLAN PUBLIC PARTICIPATION

The Commission reviewed the public participation comments that have been received so far.

NEW BUSINESS

A. CONSIDERATION OF: BORDER TO BORDER TRAIL WAYFINDING SIGNAGE

Motion by Coy, seconded by Murillo to approve the placement of the signage requested by the Washtenaw County Parks Commission with the following changes: signage should indicate whether it is the Historical Route or the Downtown Route and the Downtown Route signage should have a handicap accessibility symbol on each sign.

B. DISCUSSION OF: PARK MAINTENANCE REQUESTS

None

CITIZENS WISHING TO ADDRESS THE COMMISSION - None

ADJOURNMENT

Motion by Fisher, Seconded by Murillo to adjourn at 8:22 p.m.

Courtney Nicholls
Village Manager

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN

PROJECT NAME: Edison Street Park Play Equipment

PROJECT ID: 03-2.0-2013

PRIORITY: DESIRABLE

PROJECT TYPE: Park Enhancement

TOTAL COST: \$15,000

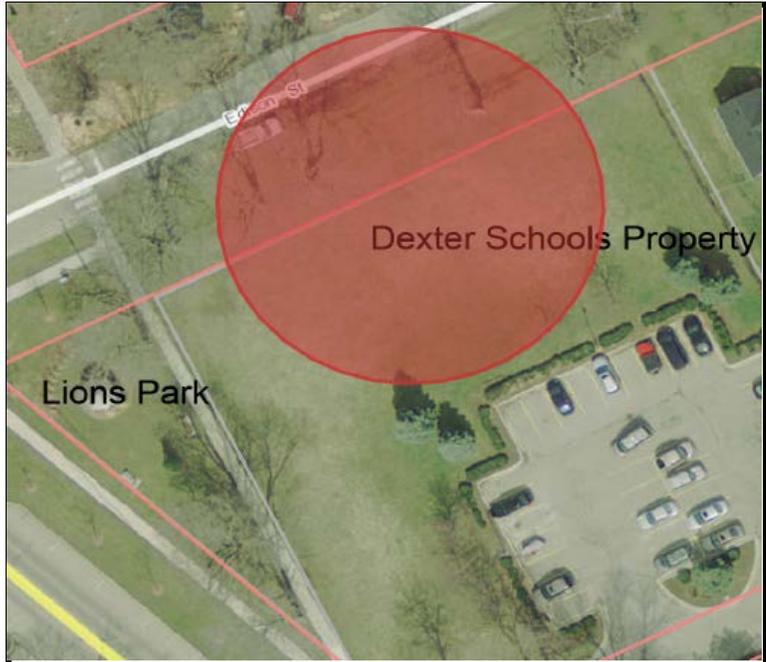
SUBMITTED BY: Parks and Recreation

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

DESCRIPTION:

The PaRC would like to increase access to mini-parks. Mini-parks are defined as serving an area within a less than 0.25 mile walk; being between 0.25-1 acre and it is recommended that 0.25 acres be provided for every 1,000 residents. The Village currently has 1.69 acres of mini-parks, however none have play ground equipment.

LOCATION MAP: Corner of Ann Arbor St and Edison St



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 |
| 2 | Reduce energy consumption, impact on the environment |
| 3 | Enhance social, cultural, recreational, aesthetics opportunities |
| 3 | Improve customer service, convenience for citizens |
| 12 | TOTAL SCORE |

BENEFICIAL IMPACTS:

Creation of vibrant and active mini-parks that promote walking and activity close to home. Property is currently owned by the public (schools).

Combine with Lions Park, place play equipment on school property

MASTER PLAN AND/OR STUDY REFERENCE:

Parks and Recreation Master Plan 2009-2014; 2013 PaRC Goals

SCHEDULE:

SCHEDULE JUSTIFICATION:

Bathrooms

| | Start | | End | |
|---------------------|-------|------|-------|------|
| | Month | Year | Month | Year |
| Study: | | 2013 | | 2014 |
| Design/Acquisition: | | 2014 | | 2015 |
| Construction: | | 2014 | | 2015 |

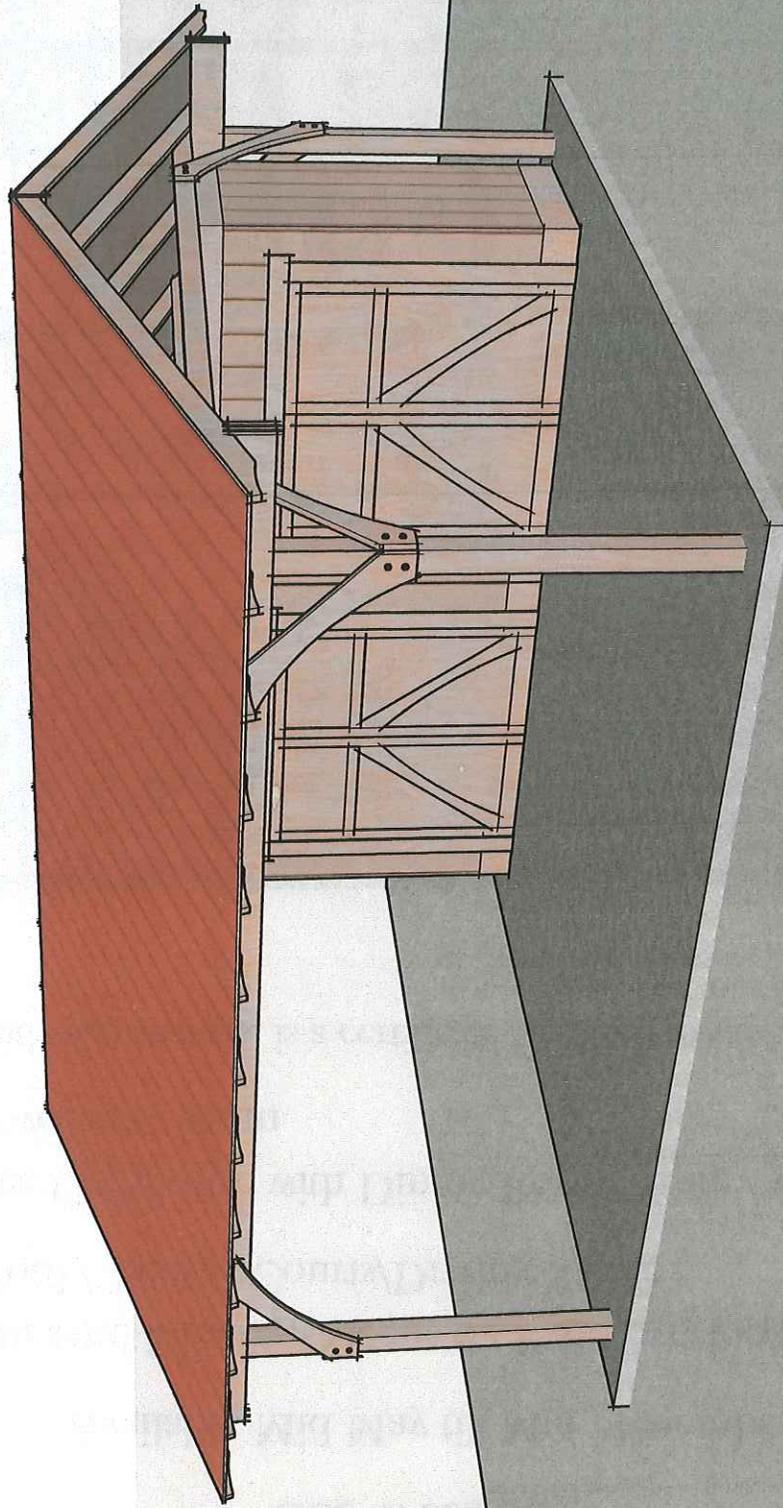
Need for more play equipment and mini-parks and availability of grant funding makes this a priority for FY15-16.

PROJECT COST DETAIL:

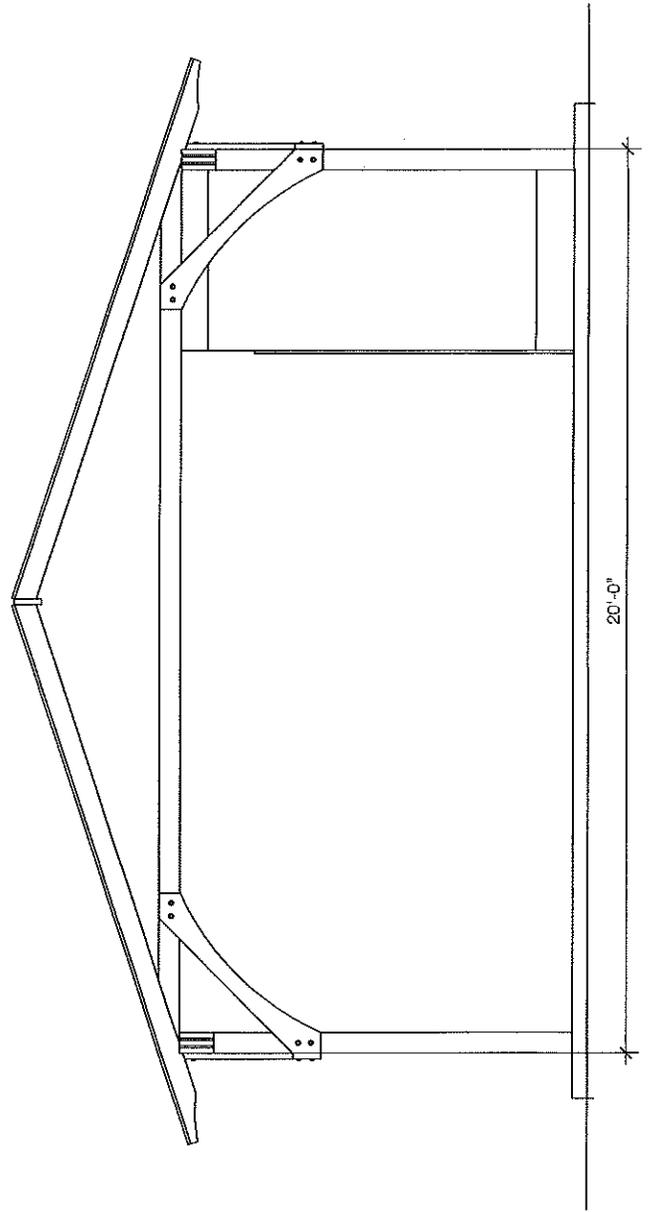
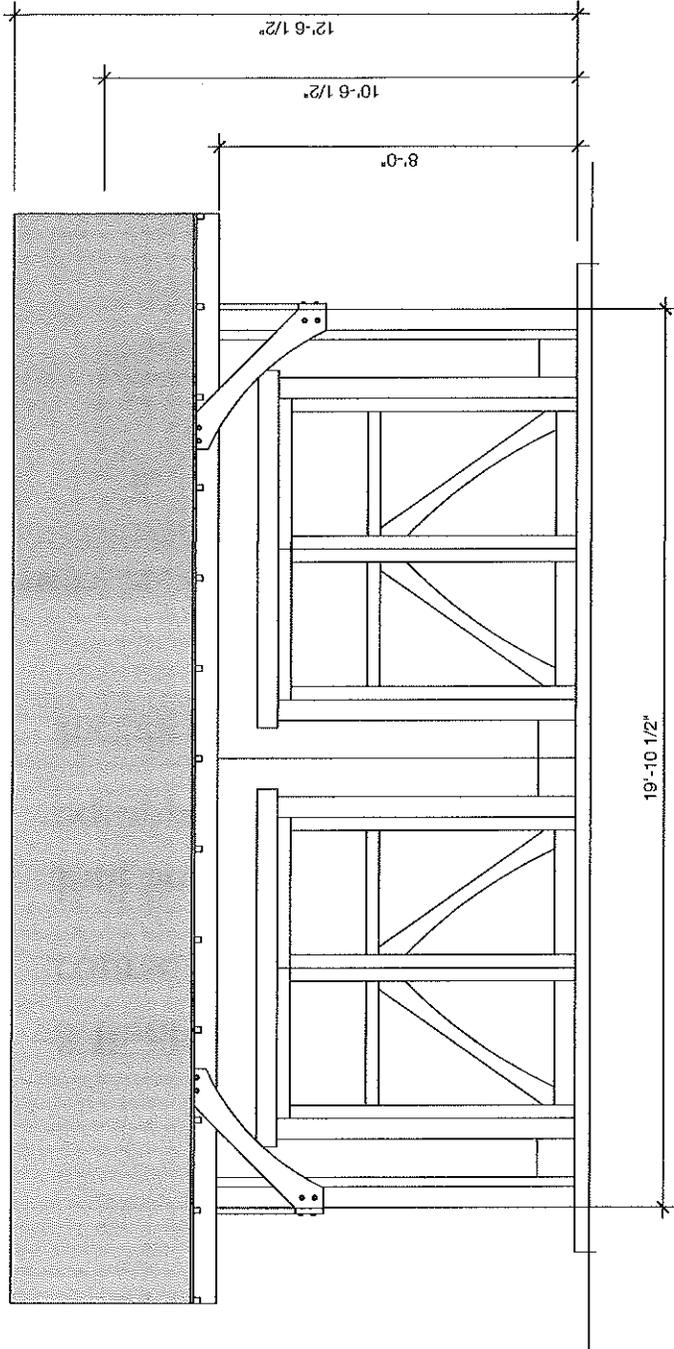
| | | |
|----------------------|---------------|----------|
| Playground Equipment | General Fund | \$15,000 |
| | Grant Funding | \$10,000 |

EXPENDITURES (in thousands)

| Funding Source | Prior Yrs | FY14-15 | FY15-16 | FY16-17 | FY17-18 | FY18-19 | Beyond FY19 | TOTALS |
|----------------|-----------|---------|---------|---------|---------|---------|-------------|--------|
| General Fund | | | \$25 | | | | | \$25 |
| | | | | | | | | \$0 |
| | | | | | | | | \$0 |
| TOTALS | \$0 | \$0 | \$25 | \$0 | \$0 | \$0 | \$0 | \$25 |



DEXTER RINGERS SHED
8 APRIL 2014



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

PROJECT ID: 05-2.0-2010

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:

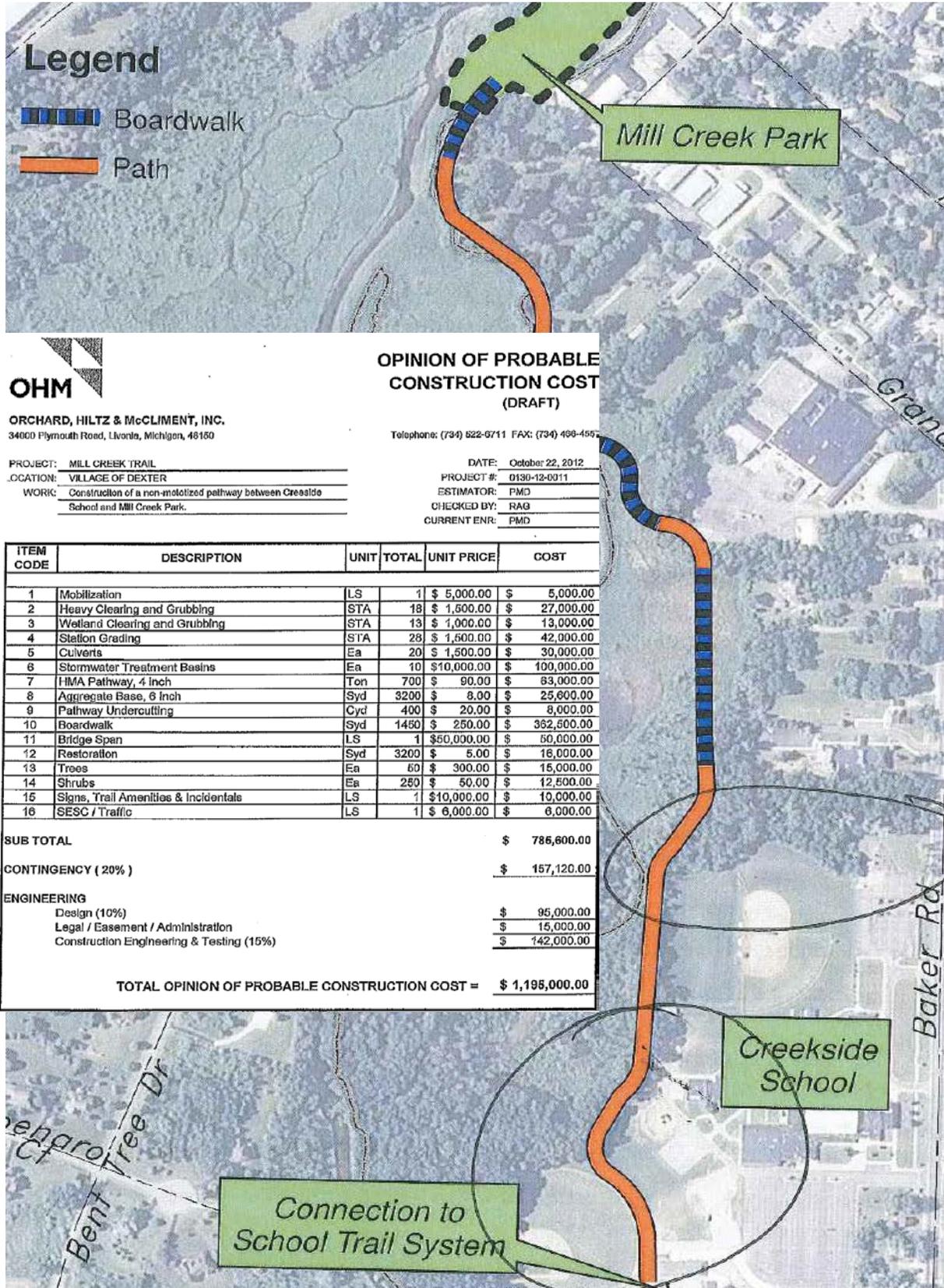
| | | |
|--|---------|-------------|
| Phase 2 Park Development- Grand Street to School | Phase 2 | \$1,200,000 |
| Project 02-7.0-2009 should be coordinated | | \$250,000 |

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.

VILLAGE OF DEXTER * CAPITAL IMPROVEMENTS PLAN



Legend

-  Boardwalk
-  Path



ORCHARD, HILTZ & McCLIMENT, INC.
 34000 Plymouth Road, Livonia, Michigan, 48150

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

Telephone: (734) 622-6711 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 | \$ 1,500.00 | \$ 27,000.00 |
| 3 | Wetland Clearing and Grubbing | STA | 13 | \$ 1,000.00 | \$ 13,000.00 |
| 4 | Station Grading | STA | 28 | \$ 1,500.00 | \$ 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 | \$50,000.00 | \$ 50,000.00 |
| 12 | Restoration | Syd | 3200 | \$ 5.00 | \$ 16,000.00 |
| 13 | Trees | Ea | 50 | \$ 300.00 | \$ 15,000.00 |
| 14 | Shrubs | Ea | 250 | \$ 50.00 | \$ 12,500.00 |
| 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 | | | | | \$ 786,600.00 |
| CONTINGENCY (20%) | | | | | \$ 157,120.00 |
| ENGINEERING | | | | | |
| Design (10%) | | | | | \$ 95,000.00 |
| Legal / Easement / Administration | | | | | \$ 15,000.00 |
| Construction Engineering & Testing (15%) | | | | | \$ 142,000.00 |
| TOTAL OPINION OF PROBABLE CONSTRUCTION COST = | | | | | \$ 1,195,000.00 |

TIMELINE

| | |
|---|--------|
| Consultant Selection | Jan-15 |
| Visioning Session | Feb-15 |
| Public Input | Mar-15 |
| Additional Public Input | Apr-15 |
| Additional Public Input | May-15 |
| Design/Identify Required Permits | Jun-15 |
| Design | Jul-15 |
| Additional Design | Aug-15 |
| PaRC Recommendation | Sep-15 |
| Gather Letters of Support | Oct-15 |
| Publish Public Hearing Notice | Jan-16 |
| Public Hearing- Grant Application | Feb-16 |
| Village Council Certified Resolution | Feb-16 |
| Budget - Documentation of local funding | Mar-16 |
| Notice of Intent | Mar-16 |
| MNRTF Application DEADLINE | Apr-16 |
| Funding Award | Dec-16 |
| Bid Project | Feb-17 |
| Select Contractor | Mar-17 |
| Obtain Permits/Easements | Mar-17 |
| Construction | Apr-17 |

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:

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.

LOCATION MAP: Dexter Ann Arbor Road and Ryan Drive



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 | | \$165 |
| Grants | | \$45 | | | | | | \$45 |
| | | | | | | | | \$0 |
| | | | | | | | | \$0 |
| TOTALS | \$200 | \$60 | \$0 | \$100 | \$0 | \$50 | \$0 | \$210 |

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.

LOCATION MAP:



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.

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 |

