

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

Tuesday, August 18, 2015 @ 7:00 PM

**Location: City 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

John Coy

Julie Knight – Ex Officio

Katie Koch

Toni Henkemeyer

Ellen Han

3. APPROVAL OF THE MINUTES – June 16, 2015

4. APPROVAL OF AGENDA

5. CITIZENS WISHING TO ADDRESS THE COMMISSION

6. REPORTS AND COMMUNICATION

A. Chair

a. 5-H Coalition

B. Commissioners and Ex Officio

a. Tree Board

b. City Council

C. Staff Report

7. NEW BUSINESS

A. Discussion of: Bench/Picnic Table Dedication

B. Discussion of: Master Plan Public Survey

8. OLD BUSINESS

A. Consideration of: Lion's Park Playground Equipment

A. Discussion of: Bird and Bat House Locations – Ian Bell's Eagle Scout Project

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.

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
July 21, 2015**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:46 pm at the City Offices, 8123 Main Street.

ROLL CALL

Quorum was achieved at 7:46 pm

Commissioners Present: Becky Murillo, Ellen Han, Toni Henkemeyer, and John Coy

Commissioners Absent: Toni Henkemeyer, Katie Koch

Other Present: Justin Breyer, Assistant to the City Manager; Ian Bell; Members of the Dexter Lions Club

APPROVAL OF THE MINUTES

Motion by Coy, Seconded by Murillo to approve the minutes from June 16, 2015.
Motion Adopted

APPROVAL OF AGENDA

Motion by Henkemeyer, Seconded by Murillo to approve the agenda with the change of moving Old Business before Reports
Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

OLD BUSINESS

A. CONSIDERATION OF: IAN BELL'S EAGLE SCOUT PROJECT

Ian Bell handed out two packets containing information about his proposed project. Ian presented the schematics of bird and bat houses as well as steps leading off of the boardwalk. According to the presentation, the stairs are proposed to be located opposite of the fishing dock and will have a gravel landing at the bottom. Commissioners asked if Mr. Bell could use weed barrier and he said yes. The Commission discussed the location and height of the bat houses. The Commission recommended that the houses be built at least 15 ft. high and be located only on the Northwest side of Mill Creek.

Motion by Coy, Seconded by Henkemeyer to recommend to City Council the approval of Ian Bell's Eagle Scout project as presented in an amount not to exceed \$1,000, with the following changes:

- Post three to six bat houses on the Northwest side of Mill Creek
- Place two bat houses per post

Motion Adopted

B. CONSIDERATION OF: PLAYGROUND EQUIPMENT VENDOR SELECTION

The Commission reviewed the final three playground options as presented. The Commission discussed the project with the members of the Dexter Lions Club that were in attendance. The Lions stated that their recommendation as discussed at their last meeting was Game Time/Sinclair. The Commission discussed the additional costs of the project, which included grading and wood chips. The Commission also discussed the timing of the project and phasing. The Commission expressed its preference that the City attempt a spring build because the usable time after the playground is built will be greater with a spring build than a fall build. The Commission gave consensus to plan for grading the site in the fall, finalize design and seek additional funding sources through the winter, then conduct a spring build.

C. MASTER PLAN UPDATES

The Commission discussed how to gather public input for the Master Plan. The Commission gave consensus to conduct a public survey beginning in late August or early September. Justin will put together a draft of the survey in preparation for the Commission's August meeting. The Commission would like to provide survey takers the option of being enrolled in a prize drawing. The survey should be posted online and on Facebook.

REPORTS AND COMMUNICATION

A. CHAIR

No report.

B. COMMISSIONERS AND EX-OFFICIO

No report.

C. STAFF REPORT

The Commission discussed the HRWC meeting. Justin Breyer, Becky Murillo, and John Coy provided a summary of the meeting. There were a number of representatives from various stakeholder groups in attendance. There is no way to stop people from parking along the side of the road. The Commission discussed how building a launch or parking would encourage more people and that there may never be enough parking for the number of users. The Commission discussed the outcomes of the HRWC meeting, and the question "do we want a launch at that location?" The Commission gave consensus that it should be a part of the Master Plan discussion. A short-term goal may be to clear brush and debris, and a long-term goal may be to dredge for more depth. The Commission requested that staff contact Elizabeth from HRWC to get guidelines for clearing brush from the Creek and River.

Justin stated that the Michigan Natural Resources Trust Fund Board will be visiting Dexter on August 18th from 2:00 – 3:00pm. The City is working on ways to welcome the Board.

Justin stated that Randy Hermann has resigned as a member of the Parks and Recreation Commission and that the City will be advertising the opening.

Justin also presented a conversation that took place on Facebook regarding splash pads. Murillo commented that in addition to the conversation on splash pads, the Commission should consider including a new play structure for Mill Creek Park as a part of the Master Plan conversation.

NEW BUSINESS

A. CONSIDERATION OF: SELECTION OF COMMISSION VICE-CHAIR

Murillo nominated Han to be the Vice Chair

Motion by Murillo, Seconded by Coy to appoint Ellen Han to be the Vice-Chair of the Parks and Recreation Commission.

Motion Adopted.

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

ADJOURNMENT

Motion by Murillo, Seconded by Koch to adjourn at 9:23 pm

Motion Adopted

Justin Breyer
Assistant to the City Manager



CITY OF DEXTER
PARKS AND RECREATION COMMISSION

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614 • www.Dextermi.gov

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Justin Breyer, Assistant to the City Manager
RE: REPORT
DATE: August 18, 2015

Michigan Natural Resources Trust Fund Board Visit

This is the final reminder that the Board of the Michigan Natural Resources Trust Fund will be visiting Dexter on August 18th from 2:00 – 3:00pm. All Committee and Commission members are invited to attend, but it may be especially important for the Parks and Recreation Commission to attend, as the City received MNRTF grant dollars for Mill Creek Park Phase 1 and will be applying for MNRTF grant dollars for Mill Creek Park Phase 2.

Eagle Scout Project

As noted in the e-mail communications between staff and Commission members, the Ian Bell Eagle Scout project was presented to City Council on Monday, August 9th. There was some confusion regarding the minutes of the motion approved by the Parks and Recreation Commission. Despite this confusion, City Council approved the project at the recommended \$1,000 budget, but the locations of the animal houses were to be coordinated by staff after-the-fact.

Lion's Park Playground Equipment

On July 30th, Becky Murillo and Justin Breyer met with Matt Campanella from Sinclair Recreation regarding the company's revised playground equipment proposal. After reviewing the options for increasing platform space and swing seating, Becky and Justin directed the Sinclair representative to provide revised proposal options. These options are included in the packet for the Commission's discussion. Sinclair and the Lion's Club have also made aware of the Commission's discussion regarding pushing installation back to the spring of 2016.

Dexter Art Gardens Sculptures and DIA Art

As of Friday, August 14th, all of the Dexter Art Gardens sculptures and DIA art have been installed. The locations of the art and sculptures are included on the attached map.

Bench/Picnic Table Dedication

During the week of August 10th, staff was contacted by a resident requesting information regarding dedicating a bench. In the past, the Parks and Recreation Commission has recommended the dedication of picnic tables over benches. Staff would like direction regarding the Commission's preferences for item dedication. What types of items would the Commission prefer to have dedicated and where? For information, the last picnic table to be dedicated cost \$1,034, while the last bench to be dedicated cost \$1,396 (both included plaques).

Master Plan Survey

Staff continues to work on compiling a survey for the first portion of the public input section of the Master Plan. Staff will provide a copy of the survey for the Commission to review during the meeting.

Please feel free to contact me prior to the meeting with any questions, etc.

Thank you.

Map

Public Art



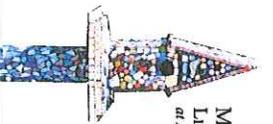
Flight on the Plains
JOE KRALKIEWICZ
Mill Creek Park Plaza Circle



Steel in Bloom
SHANNON SONTIA
Dexter District Library



Mosaic Birdhouse
LISA WADNES • 2011
at Dexter District Library



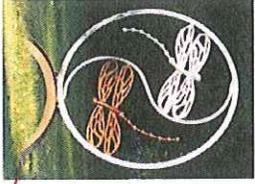
Twisted Fish
PETER GRAZ • 2014
Near boardwalk
along Mill Creek



Great Blue Heron
JOHN GOSS • 2012
Near boardwalk
along Mill Creek



Balancing Act
PAMELA REITHMEIER
Mill Creek Park



Bude Sands at Sunset
JOHN RANDALL BRETT • 1889
at Dexter District Library



View of Le Crotoy
GEORGES SEURAT • 1874
at Monument Park

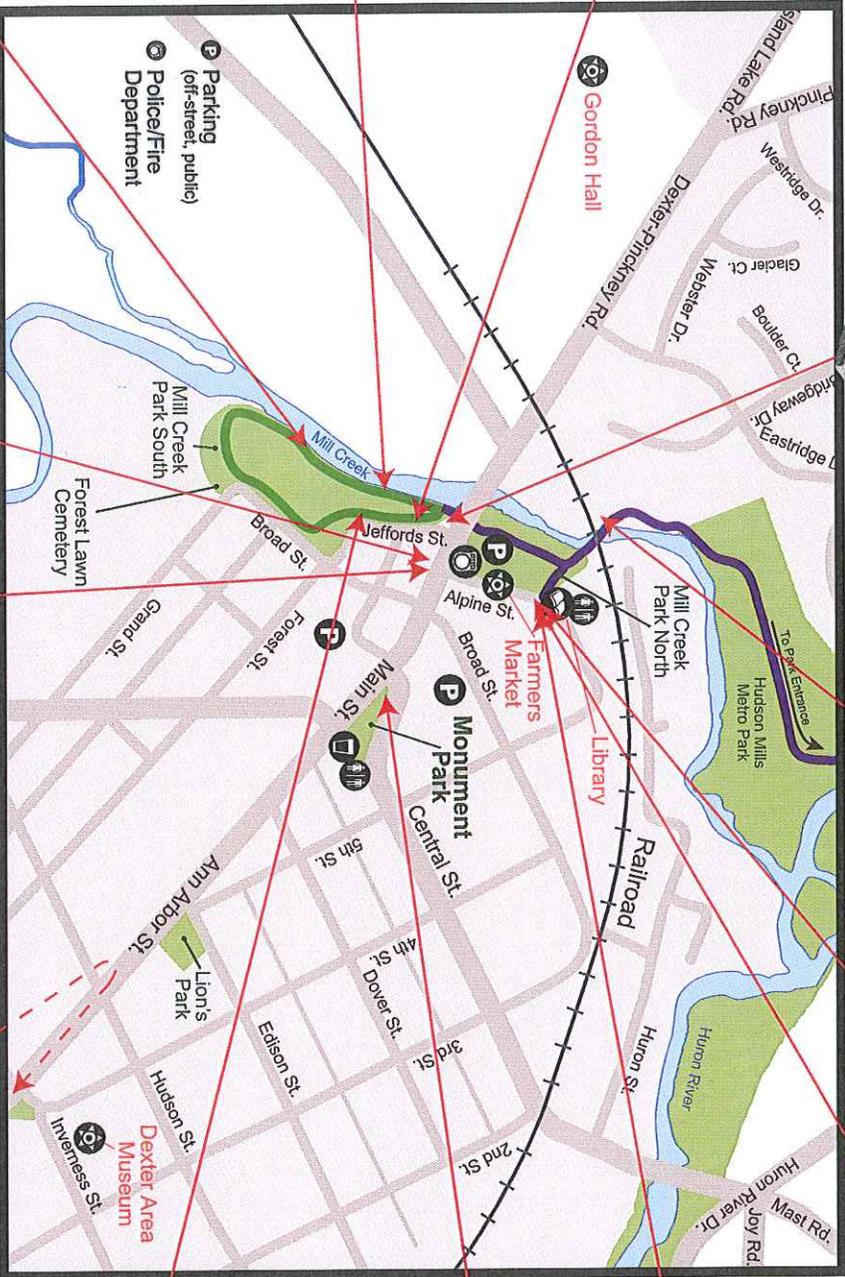


Boy with Plaid Scarf
ROBERT COZAD HENNI • 1916
at South Mill Creek Park

Village of Dexter in 1908
• Mural
at Dexter Bakery



Murals of the Huron River
ZEKE MALLORY • Mural
at Hickory Hardware

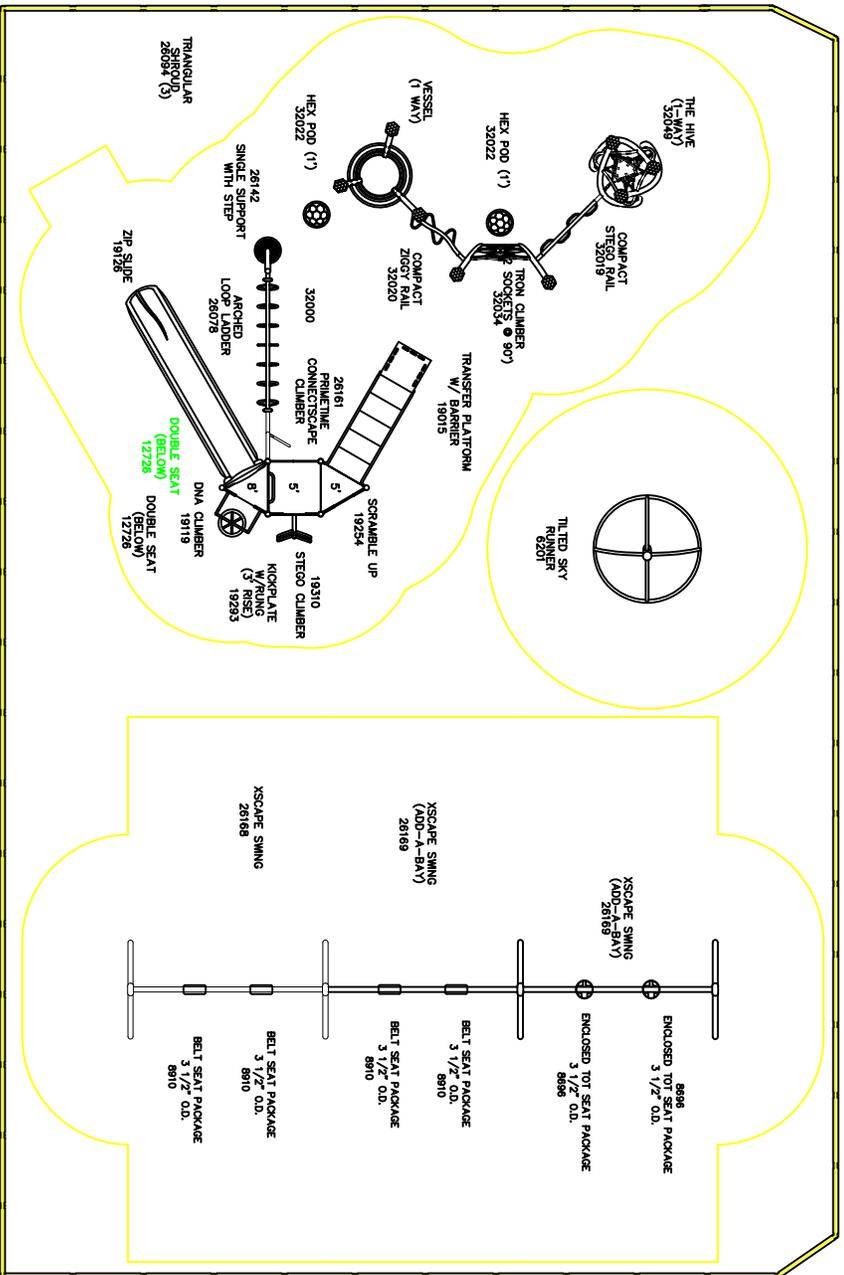


Art Competition, Exhibit, Festival and Art Sale
Monument Park, Dexter, Michigan August 17-22, 2015

Presented by *The Dexter Arts, Culture & Heritage Committee*
PaintDexter.org







Parking Lot

72'

48'



City of Dexter
 Edison Street Park
 Option Five
 Representative
 Sinclair Recreation

This Unit includes play events and routes of travel specific to design for special needs users. It is the opinion of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)

Total Elevated Play Components	0
Total Elevated Play Components Accessible By Ramp	0
Total Elevated Components Accessible By Transfer	0
Total Accessible Ground Level Components Shown	0
Total Different Types Of Ground Level Components	0

This play equipment is recommended for children ages 5-12

Minimum Area Required:
 Scale: 1" = 5'-0"
 This drawing can be scaled only when in an 18" x 24" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F-1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: DLS
 Date: 5-4-15 / 6-24-15 / 7-31-15
 Drawing Name: Dexter - option five



GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63307

08/03/2015

City of Dexter - Edison Street Park - Option Five

City of Dexter
 Attn: Justin Breyer
 8140 Main Street
 Dexter, MI 48130
 Phone: 734-426-8303

Project #: P54279
 Ship To Zip: 48130

Quantity	Part #	Description	Unit Price	Amount
59	4860	Game Time - 12"Playcurb Pkg	\$45.09	\$2,660.22
1	6201	Game Time - Tilted Sky Runner (F/S)	\$3,533.00	\$3,533.00
2	8696	Game Time - Encl Seat 3 1/2"(8696)	\$252.30	\$504.61
4	8910	Game Time - Belt Seat 3 1/2"Od(8910)	\$201.46	\$805.83
3	12026	Game Time - 3 1/2" Uprt Ass'Y Alum 11'	\$178.10	\$534.30
1	18200	Game Time - 36" Sq Punched Deck P/T 1.3125	\$402.35	\$402.35
2	18201	Game Time - 36" Tri Punched Deck P/T	\$263.25	\$526.50
1	19015	Game Time - Transfer Platform w/ Barrier (5')	\$2,324.40	\$2,324.40
1	19119	Game Time - DNA (8')	\$888.55	\$888.55
1	19126	Game Time - 7'6" & 8' Zip Slide (Standard)	\$1,447.55	\$1,447.55
1	19254	Game Time - Scramble Up (4'6" & 5')	\$593.45	\$593.45
1	19293	Game Time - 3' Kickplate w/ Rung	\$403.65	\$403.65
1	19310	Game Time - Stego Climber 5' & 5'6"	\$579.80	\$579.80
1	26078	Game Time - Arched Loop Ladder Overhead	\$368.55	\$368.55
3	26094	Game Time - Triangular Shroud	\$32.50	\$97.50
1	26142	Game Time - Single with Step	\$652.60	\$652.60
1	26161	Game Time - 5'-0" ConnectScape Climber	\$621.40	\$621.40
1	26168	Game Time - XScape Swing 3 1/2" x 8'	\$1,096.51	\$1,096.51
2	26169	Game Time - Xscape Swing Add a Bay 3 1/2" x 8'	\$646.59	\$1,293.17
1	32000	Game Time - Vessel (1-Way)	\$2,070.25	\$2,070.25
8	32009	Game Time - Hex Topper	\$59.80	\$478.40
1	32019	Game Time - Stego Rail (Compact)	\$202.15	\$202.15
1	32020	Game Time - Ziggy Rail (Compact)	\$180.05	\$180.05
2	32022	Game Time - Hex Pod Step (1')	\$336.70	\$673.40
1	32034	Game Time - Tron Climber (Socket @ 90)	\$1,346.80	\$1,346.80
1	32049	Game Time - The Hive (1-Way)	\$4,060.55	\$4,060.55
2	12726	Game Time - Double Seat	\$373.75	\$747.50
3	G12069	Game Time - 3 1/2"Uprt Ass'Y Galv 14'	\$178.75	\$536.25



GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63307

08/03/2015

City of Dexter - Edison Street Park - Option Five

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Installation - Supervised Installation of your volunteers - <i>Supervision Includes:</i> <i>Two Supervisors from Sinclair Recreation</i> <i>Tool Crib with all the tools necessary for the build</i> <i>Concrete for the footings</i>	\$2,500.00	\$2,500.00

Price does NOT include:
 Grading and Leveling of the site
 Woodchips or other matng material

SubTotal: \$32,129.29
 Freight: \$2,370.71
Total Amount: \$34,500.00

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.
 Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.



GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63307

08/03/2015

City of Dexter - Edison Street Park - Option Five

Acceptance of quotation:

Proposed By Diane Sinclair: _____

Accepted By (printed): _____

P.O. No: _____

Signature: _____

Date: _____

Title: _____

Phone: _____

Facsimilie: _____

Purchase Amount: **\$34,500.00**

Order Information:

Bill To: _____

Ship To: _____

Contact: _____

Contact: _____

Address: _____

Address: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Tel: _____

Tel: _____

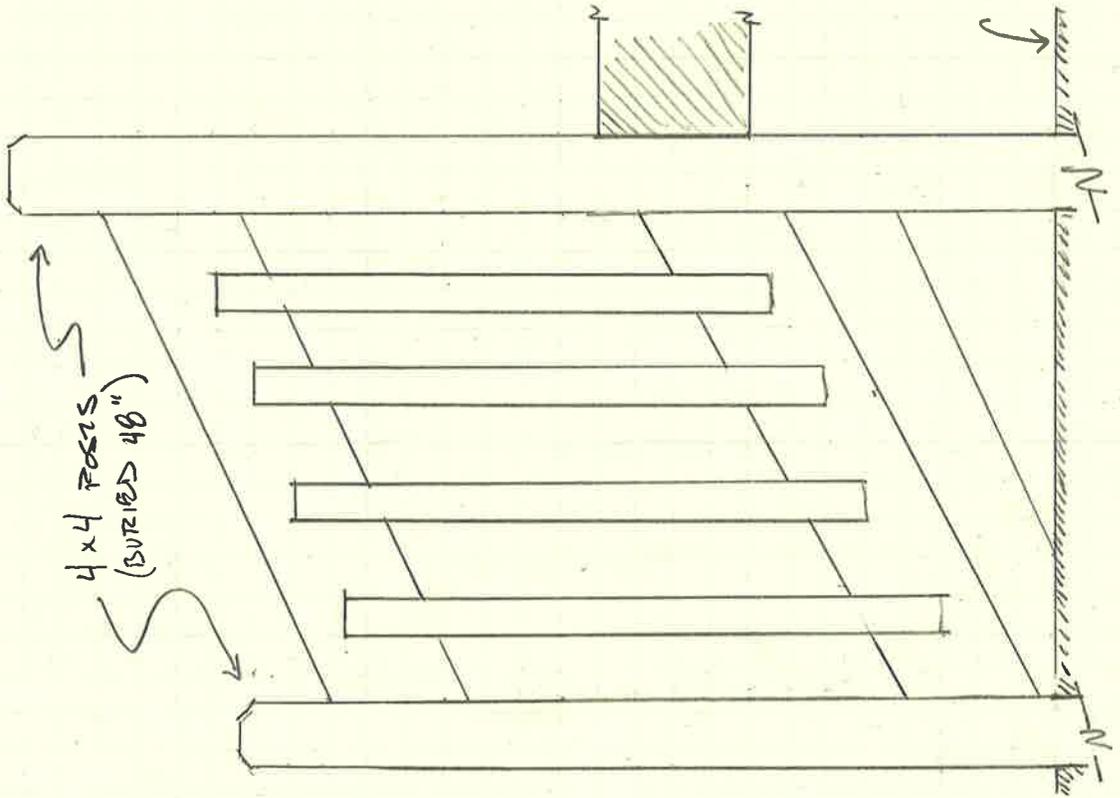
SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)



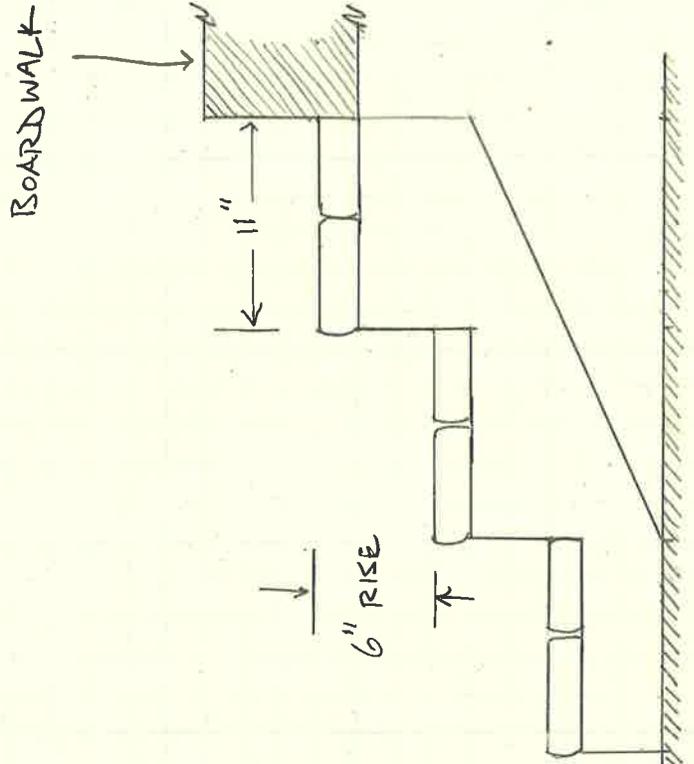


IAN BELL EAGLE PROJECT - MILL CREEK PARK

RAIL PROFILE



STAIR PROFILE



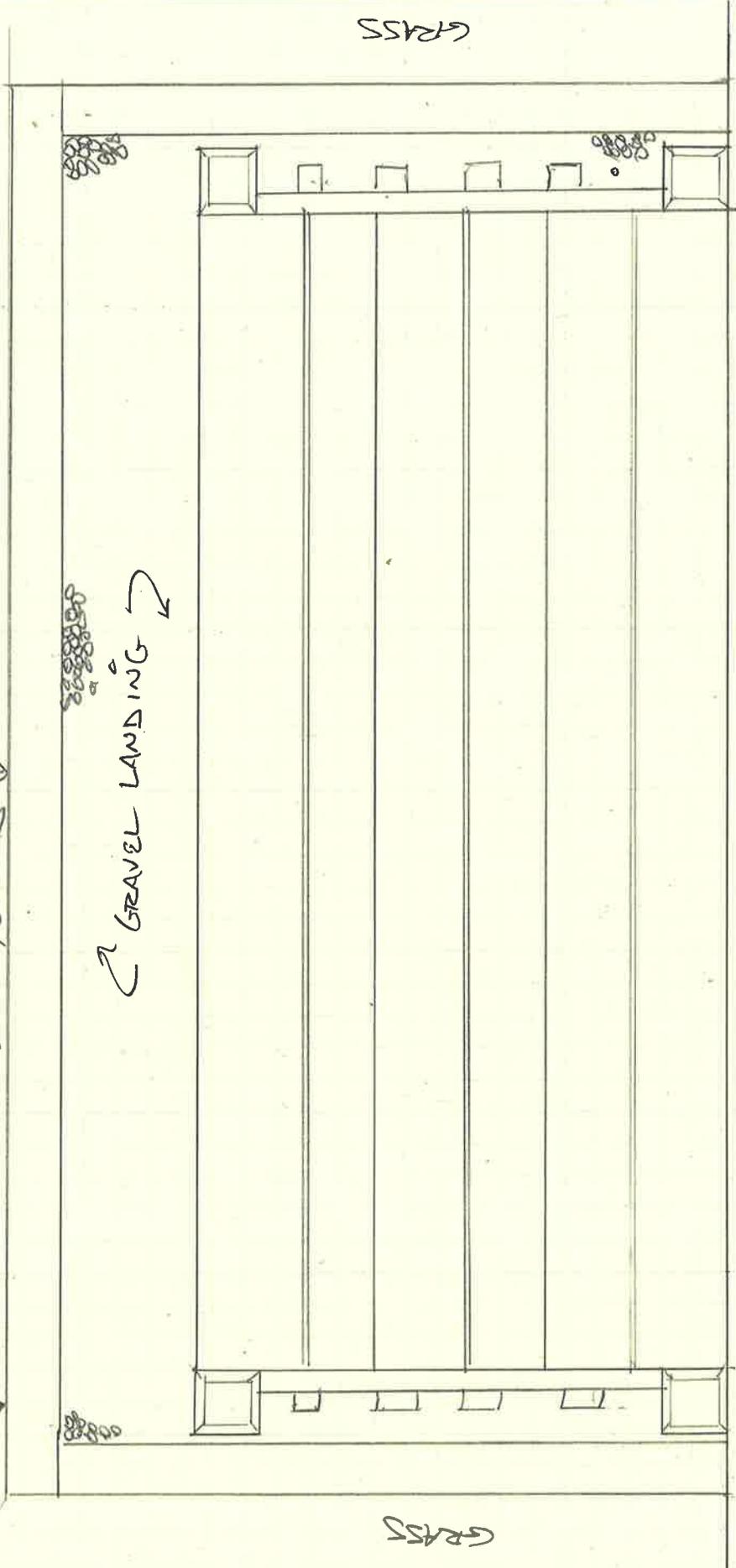
IAN BELL EAGLE PROJECT - MILL CREEK PARK

PLAN VIEW

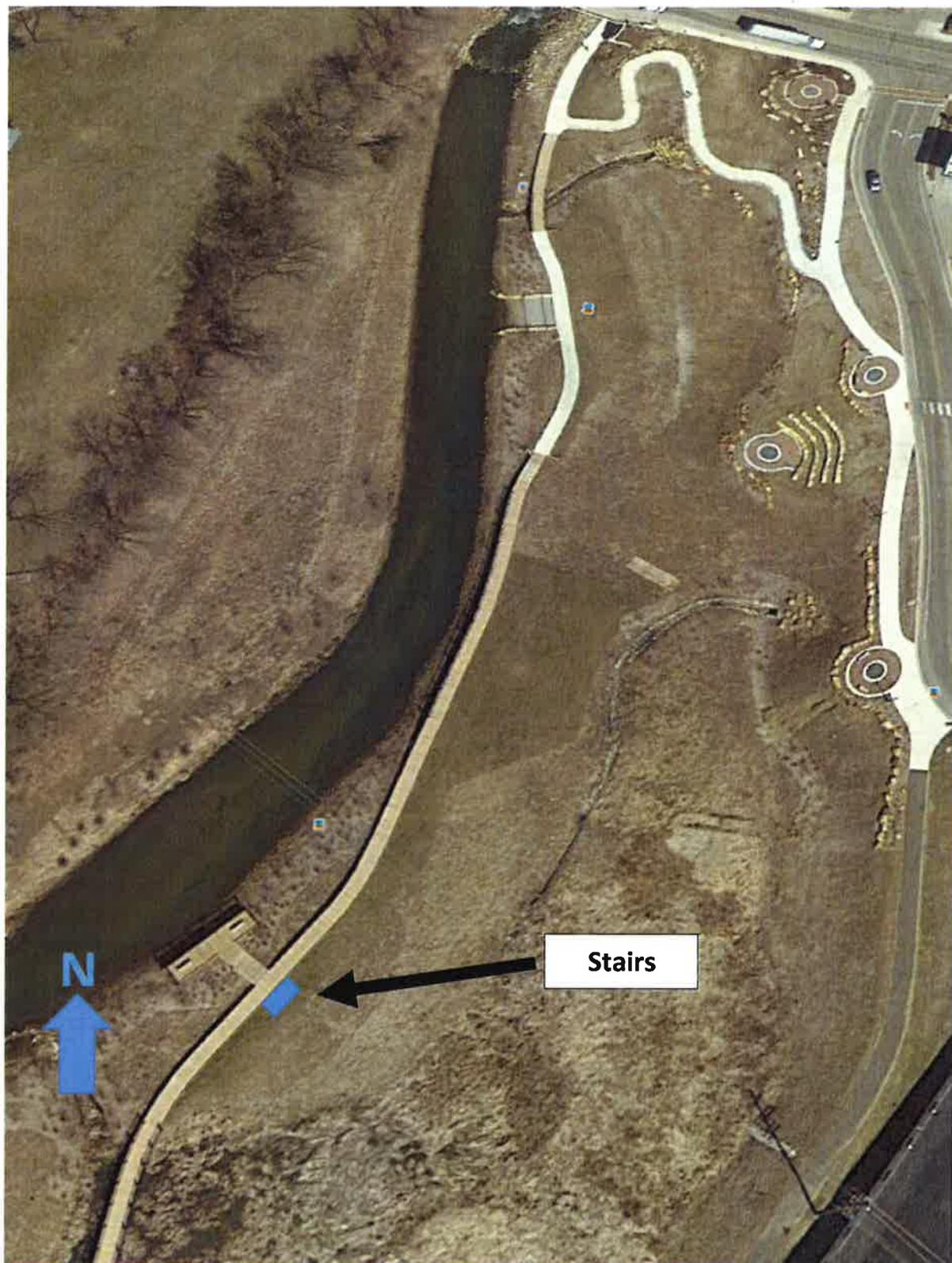
↪ 4x4 TIMBER EDGE - FLUSH W/GROUND ↪

GRASS

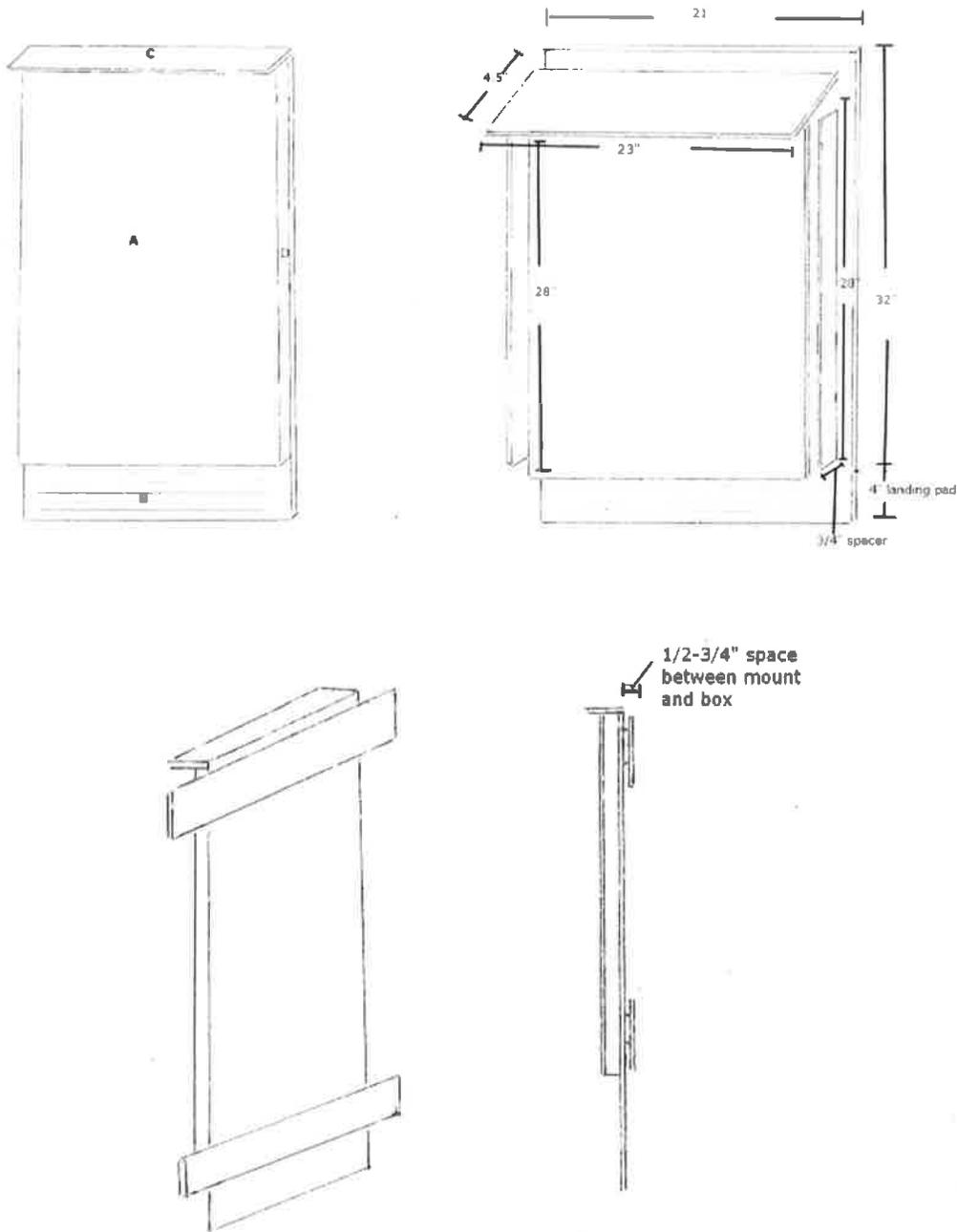
↪ GRAVEL LANDING ↪



Location of Stairs



Plans for bat houses (from Wisconsin DNR):



Materials:

1/2" CDX 5-Ply Plywood (front and back panels)

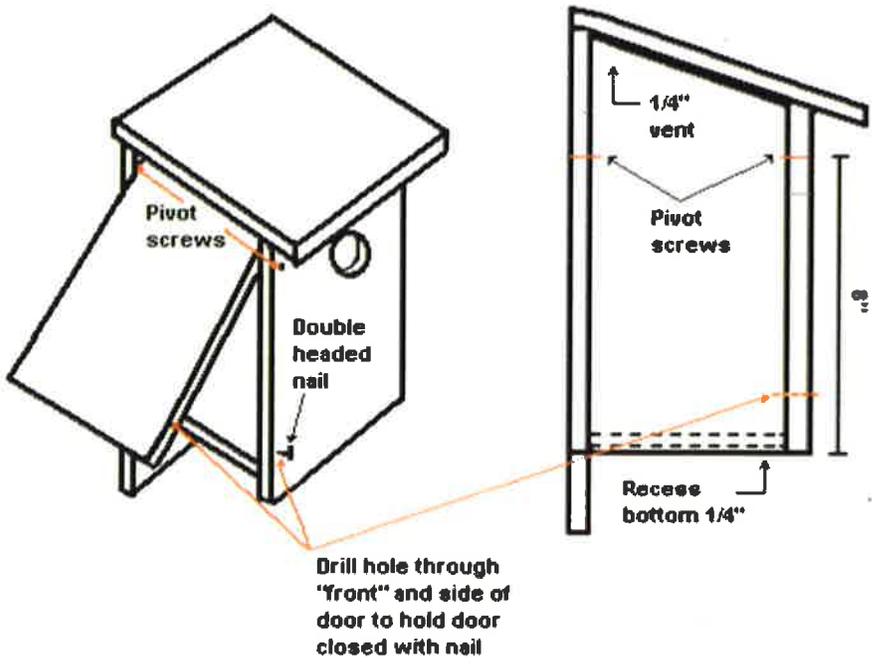
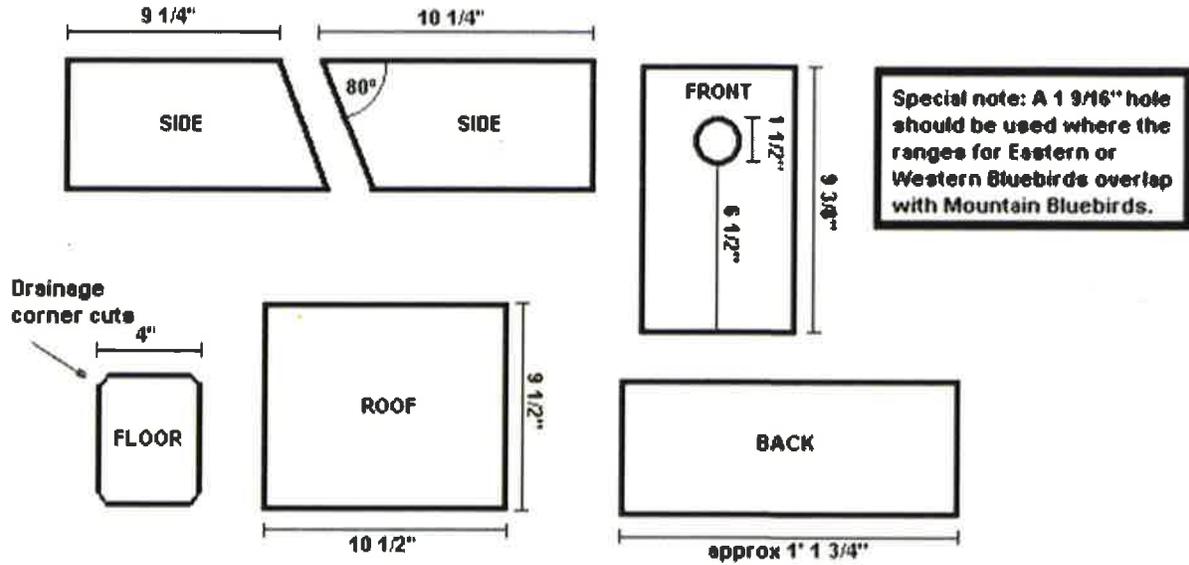
Dimensional cedar (sides and top)

Bat house locations (facing south, as suggested by the Organization for Bat Conservation)



Plans for blue bird houses (from North American Blue Bird Society):

CONSTRUCTION PLAN



Materials:

1" x 4" x 4' cedar (each bird house)

Bird house locations



Materials for Eagle Scout Project

Stairs

Item	Cost	Quantity	Subtotal
stringers (2 x 12 x 8')	\$13.55	3	\$40.65
treads (2 x 6 x 8' p.t.)	\$5.65	6	\$33.90
newel post - foot (4 x 4 x 8')	\$9.96	2	\$19.92
newel post - head (4 x 4 x 10')	\$12.85	2	\$25.70
rail - upper & lower (2 x 4 x 8')	\$4.45	2	\$8.90
rail - spindles (2 x 2 x 8')	\$2.99	12	\$35.88
hand rail	\$10.00	2	\$20.00
rail hardware	\$3.00	4	\$12.00
misc. hardware (lags, screws, etc.)	\$30.00	1	\$30.00
landing border (4 x 4 x 8')	\$9.96	2	\$19.92
landing border (4 x 4 x 10')	\$12.85	1	\$12.85
gravel (2" round)	\$150.00	1	\$150.00
Quickrete	\$3.80	8	\$30.40
			\$440.12

Bat houses

Item	Cost	Quantity	Subtotal
posts (4 x 4 x 16')	\$20.75	3	\$62.25
posts (4 x 4 x 8')	\$9.96	6	\$59.76
1/2" CDX plywood (5 ply)	\$22.85	3	\$68.55
red cedar board (1 x 4 x 8')	\$8.81	2	\$17.62
misc. hardware (lags, screws, etc.)	\$25.00	1	\$25.00
Quickrete	\$3.80	12	\$45.60
			\$278.78

Bird houses

Item	Cost	Quantity	Subtotal
posts (4 x 4 x 8')	\$9.96	6	\$59.76
red cedar board (1 x 4 x 8')	\$8.81	3	\$26.43
misc. hardware (lags, screws, etc.)	\$15.00	1	\$15.00
Quickrete	\$3.80	12	\$45.60
			\$146.79

Total materials cost: \$865.69

Sales tax: \$51.94

Materials total: \$917.63