

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

Tuesday, October 18, 2016 @ 7:00 PM

**Location: Dexter City Offices, 8123 Main St.
PNC Bank, Second Floor – Enter at rear door**

A G E N D A

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

Becky Murillo - Chair	Michael Cavanaugh
Toni Henkemeyer	Paul Arnold
Anne Marques	Joy Gee
Ray Tell – Ex Officio	
- 3. APPROVAL OF THE MINUTES – September 20, 2016**
- 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. Art Selection Committee
 - C. Staff Report
- 7. NEW BUSINESS**
 - A. Consideration of: Donation Guidelines – Acknowledgements and Funding Levels
 - B. Discussion of: Park Signage
 - C. Discussion of: MDNR Passport Recreation Grant
- 8. OLD BUSINESS**
 - A. Discussion of: Park Maintenance Requests
- 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

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
September 20, 2016**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:01 pm at the City Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Michael Cavanaugh, Paul Arnold, Joy Gee (left at 8:34pm), and Ray Tell

Commissioners Absent: Toni Henkemeyer, Anne Marques

Other Present: Justin Breyer, Assistant to the City Manager;

APPROVAL OF THE MINUTES

Motion by Gee, Seconded by Murillo to approve the minutes from August 23, 2016.
Motion Adopted

APPROVAL OF AGENDA

Motion by Tell, Seconded by Arnold to approve the agenda as presented.
Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

Toni Spears, Webster Township Resident – Spoke about invasive plant species. She expressed concern about Japanese Hedge Parsley, Canada Thistle, and Sweet Clover. The Commission discussed invasive plants. The Commission directed Justin Breyer to have PlantWise put together a report on invasive species control measures.

REPORTS AND COMMUNICATION

A. CHAIR

Becky Murillo discussed the Huron Waterloo Pathways Initiative. She commented that the railroad has been seeking access to the Bolin Right-of-Way. They have been in discussion with Washtenaw County Parks, MDOT, and the Road Commission. The Committee discussed the Huron Waterloo Pathways Initiative's opportunity to partner with the railroad to construct a segment of the path.

B. COMMISSIONERS AND EX-OFFICIO

Tree Board – None

Ex Officio – A Commission member asked about the annexation of the Kingsley/Sloan property. Ray Tell responded that the City Council has taken the position against aggressive growth. He commented that the talks with the developer and Scio Township are very preliminary.

Art Selection – Justin Breyer reported that the City would be moving forward with the Lion’s Sculpture installation, and would be purchasing plaques for that sculpture and the Dragonfly Sculpture.

C. STAFF REPORT

Justin Breyer submitted his report per the packet. He provided an update on several projects, including:

- Provided updates on the Lowe’s and AAABoR grants, wetland delineation, pedestrian counters, and Mill Creek Park Work Day.
- The Commission reviewed the proposal for a wheelchair swing and information regarding its lack of appropriateness for public playgrounds. The Commission discussed seeking maximum accessibility when developing or renovating the next City playground.

NEW BUSINESS

A. CONSIDERATION OF: FIRST STREET PARK PLAN – PUBLIC MEETING

Justin Breyer reported that there would be a public input open house on October 9th at First Street Park. He also stated that the interns, Sara and Yuchen, would be handing out flyers at Apple Daze on October 1st.

B. DISCUSSION OF: LIONS PARK BENCH

Justin Breyer reported that with the installation of the Dexter Lions Sculpture, that an existing bench in Lion’s Park would need to be moved. The Committee discussed possible locations and determined that the best location would be in the Park along Ann Arbor St. closer to the Dexter Schools building.

C. DISCUSSION OF: PARK SIGNAGE

The Committee reviewed the invoices from previous signage projects and discussed the need for signage at Lions Park and First Street Park. The Committee directed staff to receive estimates and designs for signs that are similar in style to Mill Creek Park and Peace Park. Some ideas for the sign included steel or colored lettering and posting information on the back of the Lions Park sign.

D. DISCUSSION OF: DONATION GUIDELINES

The Committee discussed the draft Donation Acceptance Policy. The Committee wished to further discuss acknowledgements, funding levels, and plaque options. The Committee directed staff to look at the letter requesting donations for Lions Park to determine who should be listed on a plaque/sign in the Park.

E. DISCUSSION OF: MDNR PASSPORT RECREATION GRANT

Justin Breyer presented information about the Michigan Department of Natural Resources Passport Recreation Grant. The Commission discussed the timeline for applying for the grant, the need for a public hearing, and getting cost estimates for the projects.

OLD BUSINESS

A. DISCUSSION OF: PARK MAINTENANCE REQUESTS

The Commission discussed park maintenance needs, including:

- Someone had put up another tire swing in Community Park.
- Need to shade the Lions Park playground with trees.

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

ADJOURNMENT

Motion by Arnold, Seconded by Cavanaugh to adjourn the meeting at 9:10pm.

Motion Adopted

Justin Breyer
Assistant to the City Manager

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Acknowledgements and Funding Levels

Date: October 14, 2016

During the September meeting the Parks and Recreation Commission indicated an interest in discussing acknowledgements, funding levels, and plaque options. Some of the options available to the City to recognize donors are:

- Mention donation at City Council meeting
- Press release, Facebook, E-mail Blast recognition
- Certificate of Donation
- Plaque or other commemorative signage
- Dedication event



OFFICE OF THE CITY MANAGER

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

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Park Signage

Date: October 14, 2016

After the conversation at the September meeting, I looked at the donation request letter sent to companies and organizations for Lions Park. The letter stated that those organizations that donated \$1,000 or more would receive their name on a commemorative sign (plaque). The groups that donated \$1,000 or more in cash or in-kind contributions were: the City of Dexter, Dexter Lions Club, Knight's Grading and Excavating, Boullion Sales, Running Fit, Diubles Equipment Co., Lowe's, and Dexter Community Schools.

Staff has not had an opportunity to investigate sign design/cost options for park signs.



PARKS AND RECREATION COMMISSION

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

October 12, 2015

Shawn Pierrel
Old National Bank
7200 Dexter Ann Arbor Rd.
Dexter, MI 48130

Subject: Lions Park Play Structure

Dear Mr. Pierrel,

The City greatly appreciates your continued investment into the community through the jobs that you create and maintain. We hope that you enjoy being located in the City of Dexter as much as we appreciate you being here.

According to a report by the Washtenaw County Board for Public Health, 22% of children in Dexter, aged 2 – 17 are overweight or obese. The City of Dexter wants to do its part to help reduce that number. I am writing to request your assistance in funding a new playground project that the City of Dexter's Parks and Recreation Commission is coordinating.

The City is partnering with the Dexter Community School District and the Dexter Lions Club to install a play structure for children ages 5 - 12, which will be located adjacent to the Dexter Senior Center at the corner of Edison St. and Ann Arbor St. A rendering of the proposed playground structure is attached to this letter. The Commission is planning to construct the playground through a community build day early in the spring of 2016.

The total project cost for the purchase and installation of the playground equipment will be \$40,000. Of this amount, the City of Dexter and the Dexter Lions Club have committed a total of \$30,000. In order to raise the final \$10,000, we are asking local businesses to consider donating \$1,000 or more. Businesses or individuals that contribute \$1,000 or more will have their name included on a commemorative sign in the park. These contributors will also be thanked via a press release, social media posts, an e-mail blast to the City's contacts, as well as included on all advertising for the community build day.

If you or your business would consider contributing, please contact me by November 10, 2015. If you have any questions or are interested in participating in the community build day, please do not hesitate to contact me at the phone number or e-mail address listed below. I would also be happy to meet with you at your convenience to discuss this project. Contributions can be made payable to the "City of Dexter," with a note of "Lions Park Play Structure."

Thank you for your consideration and community spirit!

Sincerely,

Justin Breyer
Assistant to the City Manager
City of Dexter
(734) 4263-8303 ext. 17
Jbreyer@Dextermi.gov

Memorandum

To: Parks and Recreation Commission

From: Justin Breyer, Assistant to the City Manager

Re: Discussion of: Recreation Passport Grant Application

Date: October 14, 2016

Included in the agenda packet is information related to the Michigan Department of Natural Resources Recreation Passport Grant. After researching grant application requirements, no public hearing is required, but rather the item must only appear as a consideration item at an open meeting of City Council.

Some other requirements to note:

- The goal is to develop ADA facilities or make existing facilities ADA accessible.
- Project(s) must be included in the City's Capital Improvements Plan or Parks and Recreation Master Plan.
- The application must document existing conditions, including environmental conditions.
- There is a 25% grant match requirement.
- No dollars spent before the signing of the grant agreement are reimbursable.
- Engineering and architectural costs are reimbursable, but may only be 15% of the total project cost.
- Routine maintenance projects are not eligible.

I have not had an opportunity to investigate potential costs related to the listed ADA projects.

General Maintenance	Location	Issue	Potential Fix
	Community Park	Need to have concrete flush with rest of dirt/grass (Basketball court)	Add dirt/grass to areas outside of concrete.
	Mill Creek Park	3"+ Lip off path into floodplain near DAPCO. Likely due to erosion.	Dirt Fill
	Mill Creek Park	Wood cracking/splintering	Sealant treatment on boardwalk, wood seats, side barriers. Plastic or metal coverings over wood posts along boardwalk to redirect water runoff.
	Mill Creek Park	Screws popping up on boardwalk	Tighten screws. Add screws.
	Mill Creek Park	3"+ drop at corner near fish display board	Dirt fill to make flush
	Mill Creek Park	Timber levelling issue at top of South step down launch.	Make the same as North step down launch
	Mill Creek Park	Lack of rocks along Creek near switchback.	Add rocks
	Monument Park	People have added hooks into rafters of gazebo	Check hooks on gazebo - drilled/nailed into rafters
	Monument Park	Nails rising out of wood	Nail down any nails sticking up
	Monument Park	Address blackened wood areas of gazebo (mostly outside rung of steps) – try to prevent water running into the wood	
	Monument Park	Bench and trashcan sitting in middle of path	Move bench and trashcan behind monument out of walkway

General Safety Issues	Location	Issue	Potential Fix
	Community Park	Someone has attached a swing to the tree	Remove swing
	First Street Park	Chairs and seating directly behind throwing area - hazard if someone overthrows.	Move seating further back from throwing area. Add nets.
	First Street Park	Horseshoe pits may not be built to appropriate design standards.	Look into standards of design for horseshoe pits (Association)
	First Street Park	People smoking in the park	Add designated smoking area or enforce no smoking
	First Street Park	Grills over woodchips – fire hazard	Move grills. Get newer style grills. Add hot coal disposal location.
	First Street Park	City is liable for any private equipment, chairs, tables, ect. that is in the park. Charis and benches look old	Remove tables, chairs and anything that does not belong to City
	First Street Park	Benches within throwing area	Move benches out of throw area
	Lions Park	Tree limb too close over sidewalk	Either cut down or sign as "low hanging branch"
	Monument Park	Gazebo wood looking rough, particularly on first step all around	Seal wood
	Monument Park	Circular protrusion (test well?) on path in front of monument – trip hazard	Push circular protrusion down, remove, or adjust

Concrete Issues	Location	Issue	Potential Fix
	Lions Park	Separation of concrete along sidewalk near driveway to Senior Center	Caulk sidewalk
	Mill Creek Park	Pooling at boardwalk - concrete transition, causing separation/unlevelling	
	Mill Creek Park	Concrete separation on path near cemetery	
	Monument Park	Concrete pavers – trip hazard where it meets concrete	Reset pavers

ADA Items	Location	Issue	Potential Fix
	Community Park	Handicap accessible parking	Add handicap accessible parking. Reduce grade of drive up to well house and mark ADA parking there.
	Community Park	ADA pathway to hoops	Add barrier free pathway.
	Community Park	Crosswalk from Basketball Court to playground	Add pavement markings for crosswalk
	Community Park	No barrier free pathways to structures or swings	Add barrier free pathways
	First Street Park	Lack of accessible parking spot	Add accessible parking spot
	First Street Park	Lack of accessible pathway	Add pathway to attraction (make 1 or 2 pits accessible)
	Lions Park	Neither bench is accessible	Add pathway to bench
	Mill Creek Park	Lack of barrier free path to Mill Creek playground	Add path
	Mill Creek Park	Lack of accessible picnic tables	Add accessible picnic tables. Switch out "Kitchen" table with barrier free table. Add short concrete path.
	Mill Creek Park	Lack of ADA canoe/kayak put-in	Add ADA put-in
	Mill Creek Park	ADA parking for Mill Creek Park?	Signage of ADA route near DAPCO parking/Jeffords parking
	Mill Creek Park	Lack of pathway to concrete with barrier free picnic table	Add pathway
	Monument Park	No accessible picnic tables	Make one picnic table area accessible
Wood Chips	Location	Issue	Potential Fix
	Community Park	New woodchips in all playground areas and swing areas	Add woodchips
	Community Park	There is a good layer of woodchips under bad woodchips.	Rototil the woodchips
	First Street Park	Old woodchips – not accessible	Remove woodchips, add grass
	Mill Creek Park	Lack of woodchips at Mill Creek playground	Replace/add woodchips
Play Structures	Location	Issue	Potential Fix
	Community Park	Worn chain at top of climber on play structure	Replace chain
	Community Park	New silicone ring at top of slide on older age structure	Replace silicone ring
	Community Park	Keep an eye on bolts and clip for springs	Check annually
	Community Park	Ducky bouncer has a loose bracket for spring	tighten spring
	Community Park	Whale bouncer is sitting too high	Lower the base
	Community Park	Dinosaur leaning to the right	tighten upper bracket
	Community Park	Stickers identifying age range for structures are fading.	Call Miracle and get age stickers

The Department of Natural Resources (DNR) will not receive final information on the amount available for grants until early November, when final sales data is compiled at the end of the fiscal year. In 2015, the program had about \$1 million available for grants.

GRANT SCHEDULE FOR 2016

February 2016	Application Period starts in MiRecGrants.
March 2016	Recreation plans and plan amendments must be submitted electronically to Grants Management by this date.
April 1, 2016	Application due date. Application period closes in MiRecGrants.
April 2016	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May – July 2016	Grants Management staff conducts review of all applications and conduct site visits.
August 2016	Supplemental scores go out to grantees.
September – October 2016	Grants Management staff review supplemental materials and complete final score evaluations.
November 2016	Recreation Passport Grant recommended projects are submitted to the DNR Director for final recommendation.
Early 2017	Project Agreements are issued.

The minimum grant amount is \$7,500 and the maximum grant amount is \$45,000.

CHAPTER 2

RECREATION PASSPORT GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a Recreation Passport grant application in MiRecGrants. All location maps, site development plans, boundary maps, and other graphic information should be **8.5 inches by 11 inches** in size and must be clear, legible, detailed, and appropriately labeled. You may also upload larger versions of any or all of them. Grants Management staff uses these materials to evaluate your application and to find and evaluate the sites. **The following information must be entered into MiRecGrants:**

REQUIRED CONTENT FOR ALL APPLICATIONS:

- Application Narrative**
- Site development plan**
- Project location map**
- Boundary map** delineating the legal boundaries of the park site (no aerials)
- Current annual capital improvement plan** (If you do not already have an approved 5-Year Recreation Plan on file)– plan must include the proposed project
- Certified Resolution** from the governing body (meeting minutes are not an acceptable document for a resolution)
- Documentation of local match sources**, letters of commitment for match sources
- Documentation of *Site Control Form (PR1956-1)* and most recent deed**
- Site Photographs** of the site where the facilities will be developed

REQUIRED CONTENT FOR SOME APPLICATIONS:

- Environmental Report** if applicable based on *Property Checklist* in Section D of the application form
- Preliminary Floor Plans** if the development is to include the construction of new facilities or structures

COMPLETING THE RECREATION PASSPORT GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the Recreation Passport grant application form.

SECTION A: APPLICANT, SITE, AND PROJECT IDENTIFICATION

When filling out this section, note where information about the applicant (local unit of government) is requested and where information on the site for the proposed project is requested.

When filling in the title of the proposal, please include the park name and limit the number of characters to 40.

A box for “Proposal Description” has been added. This will be a short description of the project which includes the term “development,” “renovation,” or “improvements,” as appropriate, as well as any other significant features.

SECTION B: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional costs needed to complete the project. **ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST HUNDRED DOLLARS.**

Grant Amount Requested. Indicate the amount of funding you are requesting, **rounded to the nearest hundred dollars.** Remember the \$7,500 minimum and \$45,000 maximum allowable grant request amounts.

Value of Land Repurposed to Recreation. Any such land or facilities will be valued, for purposes of contributing to the local match requirement, at twice the State Equalized Value (SEV). The land must meet the program requirements

Sources of Matching Funds

Applicants must provide at least **25 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) of this section. Matching funds can come from the following sources:

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant's paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering services.
- c) **Federal or Other State Funds:** Other grant funds that have been awarded.
- d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor will be valued at the mean hourly wages received by Michigan Contractors Laborers, as reported by the Bureau of Labor Statistics unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project (see page 4).

Total Project Cost must equal the same total shown in Section C of the application.

SECTION C: PROJECT DETAILS

Before completing this section, you should consider the following factors:

Access for people with Disabilities. All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates, including the cost of access routes and playground safety surfacing.

Ineligible costs. The following costs are not eligible for reimbursement in a development project:

- Contingencies;
- Studies;
- Land acquisition costs;
- Environmental assessments or cleanup;
- Costs associated ***with the estimation of construction costs, such as consultant fees;***
- Costs incurred prior to execution of a grant agreement provided by the DNR.

Project Cost Estimate Table

You should obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, other communities, and equipment manufacturers. Include the project scope item, quantity and estimated cost. Use scope items from the pull down options where possible. Do not list the same scope item more than once. More specific details or attributes of a scope item can be included in the narrative and attachments. For example, if LED lighting is proposed, select lighting from the pull down menu and upload a catalogue sheet for an LED fixture in

the Required Attachments Section. Specify sizes and quantities where appropriate (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. The Prime Professional will also be required to certify all requests for reimbursement, including the final request and final inspection, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 15 percent of the project cost, are eligible for reimbursement. See Project Cost Estimate sample on the next page.

Identify in the table which scope items are designed to be universally accessible.

EXAMPLE

Project Cost Estimate Table

List the specific development scope items (play equipment, parking lot paving, landscaping) rather than aspects of project execution (materials, labor, equipment, site clearing). Do not include ineligible items such as engineering costs beyond 15% of the subtotal and contingencies. Facilities must be designed to be in compliance with the 2010 Americans with Disabilities Act Standards for Accessible Design.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Signage	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$300.00
Landscaping	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$3,000.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$13,900.00
Picnic Table	<input type="radio"/> No <input checked="" type="radio"/> Yes	12	\$3,000.00
Recycle Bins	<input type="radio"/> No <input checked="" type="radio"/> Yes	3	\$1,000.00
<i>(New rows will appear as rows are completed and Saved)</i>			
Other: Barrier-Free Accessibility Parking	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$4,300.00
Other: Renovation to Pavilion Structure	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$22,500.00
Other:	<input type="radio"/> No <input type="radio"/> Yes		
Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. <i>(New rows will appear as rows are completed and Saved)</i>			
Permit Fees			\$4,000.00
Subtotal			\$52,000.00
Engineering <i>(These fees may not exceed 15% of subtotal)</i>			\$7,800.00
Total Estimated Cost <i>(Must equal Total Project Cost amount on Section B: page)</i>			\$59,800.00

Expected Life of the Facilities

Indicate the expected life of the facilities that will be constructed with this grant. If the application is successful, the grant agreement will require that the applicant keep the funded facilities open to the public for the length of their expected life. This encumbrance will last for 20 years if no enclosed structure is involved, and 40 years if an enclosed structure is involved.

Priority of Multiple Applications

If you are submitting more than one application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, please leave this line blank.

Indicate in this section if you have closed, sold, or transferred any parkland or recreation facilities in the past five years or if you have a "residents only" policy at any of the parks within your system. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

SECTION D: SITE CONDITIONS

Property Checklist

All applicants must complete this section with at least ten years of information about the environmental conditions and past uses of the site proposed development. If you have information older than ten years about potential contamination at the site and you have no information that this condition has changed, you must report it.

Environmental Conditions

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for its intended use. If an environmental report is necessary it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also upload in the application the commitment from this entity. For instructions on preparing an environmental report, please see Appendix A.

Permit Issues

Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environmental Quality www.michigan.gov/deg
- Michigan Department of Natural Resources www.michigan.gov/dnr
- Michigan Department of Community Health www.michigan.gov/mdch
- Michigan Department of Transportation www.michigan.gov/mdot

APPLICATION NARRATIVE

The application narrative is an important source of information used to evaluate and score your application. The application narrative will provide Grants Management with an overall picture of your proposed project and allow us to judge the rationale of the project. If you are proposing a universally accessible project, be sure to incorporate this information in your narrative when discussing all aspects of your project. Each section of the Narrative Form has a character limit, be thorough, but as brief as possible in your responses.

NEED FOR THE PROJECT (MAXIMUM OF 3,000 CHARACTERS)

Tell us why you are proposing this specific project for funding consideration, including the following information:

Describe how the project meets the service population’s recreation needs including unmet needs and needs that are currently met but that the application will not be able to maintain without renovation or major repairs;

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. Describe the condition and general amount of use for each scope item.
- Describe the likelihood that the project will be completed without grant assistance. And why or why not the project would be able to be completed without grant assistance.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.
- Provide an estimate of the seasonal residents in your community and justify why you believe these residents will use the proposed facilities.

SITE QUALITY (MAXIMUM OF 3,000 CHARACTERS)

Provide a description of your proposed project. Include, as applicable, the type of project (new development, renovation, expansion of existing park), the park name, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site. For trailway projects, name the trailway system to which your proposed project will connect and the significant destination points along the trail.

PROJECT QUALITY (MAXIMUM OF 3,000 CHARACTERS)

Provide a detailed description of the development you are proposing, with reference to specific scope items.

- Describe the features of the site and all factors that affected your choice for the location of the proposed project. Demonstrate how the location is appropriate considering natural resources at the site, applicant's existing park and recreation system, availability of similar facilities to applicant population, proximity of the site to users, proximity of the site to other destinations, accessibility to the public and non-motorized transportation, compatibility of surrounding land uses, safety and crime considerations and any other relevant considerations.
- Describe how your design was chosen, and why it is appropriate for the proposed site's size and natural and physical characteristics. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Describe how the overall design of the project provides convenient access routes to facilities, minimizes the impact of traffic flow on park users, minimizes environmental impacts on the surrounding environment, and how the recreation and support facilities will impact each other.
- Demonstrate how the project will incorporate environmentally sustainable features. Examples include, but are not limited to, efficient lighting, recycling bins on site, use of on-site storm water management, low water toilets, and high post-consumer content recycled products or materials (for example, asphalt, concrete, metal, plastic, glass, and rubber).

Explain how your project design meets or exceeds the requirements of the ADA (ADA requirements can be found in the 2010 Americans with Disabilities Act Standards for Accessibility Design). If you are seeking to receive points for universal accessibility, explain how the facility will achieve universal accessibility. Supplemental documentation must be provided. The *2010 Americans with Disabilities Act Standards for Accessible Design* have been approved and are effective March 2012.

Describe how you designed the project to ensure the prevention of crime. At a minimum, include the following information:

- The features you incorporated into the design to maximize the visibility of people and parking areas;

- How you will define property lines to minimize trespassing over adjacent private property;
- How you will ensure that public routes and entrances are clearly evident to park users;
- What plans you have for monitoring the site at appropriate times and locations.

Describe the methods you will use to publicize and promote your project to the public.

Examples may include:

- Informational booklets/brochures;
- Web site;
- Radio/television;
- Presentations to schools, organizations, clubs, and other groups;
- Special events such as fairs and festivals;
- Newspapers/magazines.

APPLICANT HISTORY (MAXIMUM OF 2,000 CHARACTERS)

The applicant should provide an overview of their maintenance activities in existing parks, including a maintenance budget. If the applicant has issues of non-compliance with previous DNR recreation grants, they should comment on the status of resolution to those issues. The applicant should provide any other information they believe will give us a more complete understanding of the proposed project and assist us in evaluating the application.

ATTACHMENTS

Links may be used to complete the application, but relevant documents or excerpts, should be uploaded in the appropriate locations within the application in MiRecGrants. All uploads should have easily readable font sizes and information presented in a clear, concise format. Acceptable file types are doc, xls, jpeg, tiff, and pdf.

✓ SITE DEVELOPMENT PLAN

The site plan must show the entire site to be developed, and should delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. Surrounding land uses should also be noted.

If there are currently any non-recreation uses in the project site or such uses are proposed for the future, these uses should be clearly depicted on the site plan and excluded from the project boundary.

The placement of all scope items proposed in the application should be depicted on the site plan. It should be clear which items already exist, which are parts of the proposed project, and which are parts of a plan for future development. Site plans should represent the final plans for the proposed project, subject to minimal change during project implementation.

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible to persons with disabilities and include features such as walkways, ramps, and other items required to provide access. If the project includes a playground, be sure accessible safety surfacing and access routes are included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are or will be made accessible. Applications that do not clearly indicate that existing support facilities are or will be made barrier-free may receive a lowered score (see Appendix C).

For railway projects, indicate on your site development plan the destinations to which the proposed railway project will connect. Also include in your application package a map of the trail network

(existing or proposed) to which your project will link.

✓ **PROJECT LOCATION MAP**

The project location map should be sufficiently detailed so that a person (such as your regional representative) unfamiliar with the site and your community can find the site using only the map. The map should include the address of the park, street and road names, landmarks, and an indication of compass direction.

✓ **DOCUMENTATION OF LOCAL MATCH SOURCES**

You must provide written documentation for some of the match sources you indicated on your application form, as follows:

If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the scope of work and budget provided for in the other grant application.

If any portion of the match is to be made up of **cash, labor, material, or land donations**, include a letter from each donor committing to their donation.

If the applicant is repurposing land, documentation of ownership in the form of a deed, a commitment from the landowner (if the land is not owned by the municipality), and

If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.

✓ **CERTIFIED RESOLUTION**

The highest governing body of the local unit of government must pass a resolution (meeting minutes are not an acceptable document for a resolution) supporting the application within six months prior to the application deadline. For example, an application from a county, the resolution must come from the County Board of Commissioners. The resolution needs to:

- List and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application;
- Be sealed or otherwise authenticated.

✓ **BOUNDARY MAP**

Boundary maps must clearly define the boundary of the parkland to be developed. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form (PR1956-1)*. This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed. This boundary also represents the area that the grantee and the DNR considers dedicated to public recreation use for the life of the facilities.

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives Recreation Passport support will be included in the boundary of the grant. However, in some cases it may make more sense to encumber a smaller area of a larger park if the smaller area can be considered a stand-alone recreation site. Factors to consider are whether the smaller area has its own access and parking, and if changes to the remainder of the site could impact the recreation uses of the grant-assisted site.

If you have a GIS database that contains the geographical boundaries of your park site, please submit shape file of the park boundary in the Michigan GeoRef Coordinate System. For more information on the Michigan GeoRef Coordinate System, go to www.michigan.gov/cgi, then select "Michigan Geographic Data Library" on the left side of the screen, then select "The Michigan Geographic Data Library" in the center of the screen, then select "Map Projections" on the right side of the screen for more information on the Michigan GeoRef system and how to convert files to this projection. Please note that this website is maintained by the Michigan Center for Geographic Information and is subject to change. Please email this file to your regional representative or provide a CD in your application.

✓ **CURRENT ANNUAL CAPITAL IMPROVEMENT PLAN**

The municipality must submit its current annual capital improvement plan (or a multi-year plan) that contains the project. These plans are used by municipalities to plan, in a non-binding fashion, their future construction needs. This helps to demonstrate that the project has been vetted through the normal approval processes of the municipality. If you already have an approved 5-Year Recreation Plan on file with Grants Management and this project is identified in it, then you do not need to submit a CIP.

✓ **DOCUMENTATION OF SITE CONTROL Form (PR1956-1)**

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application and provide a copy of the most recent deed. Leased properties are only eligible under certain circumstances described on page 4.

✓ **SITE PHOTOGRAPHS**

Photographs, digital images, or photocopies can show important natural features, existing development, and surrounding land uses. Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities. If possible, please email these photos to your grant coordinator, whose address is listed in Appendix C at the back of this booklet.

✓ **SUPPLEMENTAL SUPPORTING DOCUMENTATION**

PRELIMINARY FLOOR PLANS

If the proposed project includes construction of any new building or structures the application must include basic floor plans for these structures and universally accessible design features. They do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable. If you are proposing to develop a universally accessible facility you need to provide us with drawing samples to earn the points in most cases. For example, if you proposing to develop a universally accessible playground, you should provide us with samples of the play equipment and surfacing.

ENVIRONMENTAL REPORT

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown” for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for intended use. If an environmental report is necessary it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also include in the application package a written commitment from this entity. For instructions on preparing an environmental report, please see Appendix A.

CORRESPONDENCE REGARDING PERMITTING ISSUES

If you have received any correspondence from a regulatory agency about your proposed project, include a copy in your application package.

CERTIFICATION

SIGNATURE

The application must be submitted by the authorized official of the local unit of government applying for Recreation Passport Grant Program assistance. This person must be authorized to make a commitment of the necessary resources to complete the project.

By submitting the application, the local unit of government is certifying that they:

1. Have read and understand all of the information included in the Recreation Passport Grant Program booklet (IC1956) and the MiRecGrant on-line application, and
2. Are prepared to commit the necessary resources to complete the project as proposed, including sufficient funding to initiate the project prior to receiving reimbursement of costs incurred, and
3. Are prepared to dedicate the entire park area developed with Recreation Passport assistance, as described in the project agreement, to public outdoor recreation for the expected life of the facilities constructed under the grant.