

Agenda
Parks & Recreation Committee
Village of Lexington
7227 Huron Avenue
Lexington, MI 48450

DATE: May 8, 2023
TIME: 6:00 P.M.
LOCATION: Village Hall

CALL TO ORDER OF REGULAR MEETING:

ROLL CALL: Dickinson, Klaas, Muoio, Sutton, Fisher, Fulton, McMahon

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: April 18, 2023

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Culvert for Lester St. Park
2. Spark Grant Draft
3. Spark Grant 2nd Round- McKenna –
4. Budget
- 5.

NEW BUSINESS:

1. DPW Projects & Special Events - Muoio
2. Harbor Redevelopment Committee Member
- 3.

CORRESPONDENCE:

PUBLIC COMMENT:

ADJOURNMENT:

Parks and Rec Regular Meeting Minutes

Date: Tuesday, April 18, 2023

Call to Order at 6:00 pm by Chairperson Sutton

Roll Call by Vicki Scott:

Present: Dickinson, Klaas, Muoio, Sutton, and Fisher

Absent: None

Others Present Kristen Kaatz, Kathy DeCoster

APPROVAL OF AGENDA:

MOTION by Muoio, seconded by Klaas, to approve the agenda as amended adding #2 Drawing Lester Street Park & #3 Budget Lester Street Park under Unfinished Business and adding #2 New Board Member & #3 Tree for Lester Street Park under New Business.

All Ayes

Motion Carried

APPROVAL OF MINUTES:

MOTION by Klaas, seconded by Muoio, to approve the March 13, 2023 minutes as presented.

All Ayes

Motion Carried

PUBLIC COMMENT – None

UNFINISHED BUSINESS:

1. **Spark Grant 2nd Round Lester St. Park**– Sutton asked who will let us know if this has opened up yet. Kaatz explained you will have to follow the DNR website to see when it will open up. Dickenson explained Kim Harmen indicated it may be opening the end of May or beginning of June due to the overwhelming response.
2. **Drawing Lester St. Park** – Sutton explained Klaas came up with a drawing of what Lester Street drawing would look like should we be awarded the grant. Klaas explained the drawing and why things were moved around a bit due to infrastructure lines. Klaas noted we could look into other grants as well as the Spark Grant now that our 5-year plan has been accepted. Kaatz suggested contacted Sage from DTE regarding lightening for Lester Park.
3. **Budget Lester St. Park** – Klaas explained the proposed costs for these upgrades. Discussion followed. Kaatz explained there are grants available for new lightening systems for baseball fields as well as sod refurbishment grants. Sutton explained the environmental committee would be willing to help with trees. Discussion followed. Sutton will reach out to McKenna and inquire about their fee for securing grants.

NEW BUSINESS:

1. **Budget Discussion-** Sutton explained she received an email from Shelly explaining we need to be within 10% of expenses. We need to look at our current budget and let her know if the maintenance line of \$10,000.00 will be spent. If it is, is it in the proper line item and will the capital outlay be spent. We also need a new proposed budget by May 12, 2023. Klaas met with Cynthia and Chris Heiden at Lester Street Park where it is very low and wet. It was suggested to install a culvert in that area and fill it in with the dirt they will be removing from the USDA project. That cost would be approximately \$7,500.00 to run that culvert. This could be a project we could funds for. Brick dust could be another idea for the field. Kaatz explained if it is expensed this fiscal year, you can use this year's budgeted funds. Fisher suggested replacing the grills at Tierney Park. Sutton suggested other maintenance projects we could look into this year at Lester St. Park. Capital outlay has to be something that can be depreciated and over \$5,000.00. Possible ideas could be a shed. Klaas will get prices by the end of the week. Sutton and Dickenson will work on a proposed 2023-2024 budget.
2. **New Board Member-** Sutton asked if the Parks committee approves this first. Scott explained applications now go to the chairperson first so they have an opportunity to reach out and make sure these applicants plan on being here a majority of the year before it goes to Council for approval.
3. **Tree for Lester St. Park-** Sutton explained the chairperson from Environmental Committee reached out and wants to plant a tree in Lester St. Park. for Arbor Day. Klaas will get back to her on possible areas in the park.

CORRESPONDENCE-

- Email regarding baseball diamond. Klaas explained this has already been addressed.

PUBLIC COMMENT- DeCoster (5203 Main) – thanked Mr. Fisher on addressing the grills at Tierney Park and possible wood chips at Lester St. Park.

ADJOURNMENT:

MOTION by Klaas, seconded by Fisher to adjourn the meeting at 7:17 pm.

All Ayes

Respectfully submitted,
Vicki Scott
April 18, 2023

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LEXINGTON
 PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	PARKS AND REC		ACTIVITY FOR MONTH 04/30/2023	INCREASE (DECREASE)	YTD BALANCE 04/30/2023	% BDCGT USBD
		2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Revenues							
Dept 774 - RECREATION/PARKS							
101-774-671.100	VENDOR PERMIT	0.00	540.00	140.00	680.00	125.93	
101-774-671.500	MISC ACCT OF REVENUE	0.00	220.00	20.00	240.00	109.09	
101-774-675.000	DONATIONS	0.00	1,477.00	0.00	1,476.83	99.99	
Total Dept 774 - RECREATION/PARKS		0.00	2,237.00	160.00	2,396.83	107.14	
TOTAL REVENUES		0.00	2,237.00	160.00	2,396.83	107.14	
Expenditures							
Dept 774 - RECREATION/PARKS							
101-774-702.000	CLERICAL	0.00	200.00	0.00	159.27	79.64	
101-774-703.600	DPW WAGES	24,000.00	16,500.00	678.29	10,849.88	65.76	
101-774-703.650	DPW-WATER WAGES OVERTIME	0.00	112.00	0.00	111.33	99.40	
101-774-704.100	MATCH - SOCIAL SECURITY	2,000.00	1,300.00	49.02	847.89	65.22	
101-774-704.200	BLUE CROSS	8,000.00	9,000.00	191.35	6,091.59	67.68	
101-774-704.300	LIFE INSURANCE	300.00	300.00	21.26	300.00	100.00	
101-774-704.400	PENSTON	6,200.00	3,000.00	139.74	1,775.70	59.19	
101-774-704.401	AXA EQUITABLE MATCH	1,000.00	720.00	25.51	502.79	69.83	
101-774-704.500	MICH EMP SEC COM	200.00	200.00	1.30	59.33	29.67	
101-774-704.550	WORKERS COMP INSURANCE	1,000.00	1,107.00	0.00	1,106.95	100.00	
101-774-740.000	SUPLIES	20,000.00	13,000.00	1,476.83	9,056.44	69.66	
101-774-801.000	ELECTRIC-DETROIT EDISON	1,300.00	1,300.00	75.15	891.80	68.60	
101-774-805.000	ADVERT/PUBLICATIONS	0.00	60.00	0.00	52.80	88.00	
101-774-820.000	CONTRACTED SERVICES	13,600.00	13,600.00	0.00	11,200.00	82.35	
101-774-824.000	MAINTENANCE	10,000.00	10,000.00	0.00	0.00	0.00	
101-774-910.000	LIABILITY INSURANCE	1,006.00	500.00	(91.58)	403.21	80.64	
101-774-971.000	CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	0.00	
Total Dept 774 - RECREATION/PARKS		93,606.00	75,899.00	2,566.87	43,408.98	57.19	
TOTAL EXPENDITURES		93,606.00	75,899.00	2,566.87	43,408.98	57.19	
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		0.00	2,237.00	160.00	2,396.83	107.14	
TOTAL EXPENDITURES		93,606.00	75,899.00	2,566.87	43,408.98	57.19	
NET OF REVENUES & EXPENDITURES		(93,606.00)	(73,662.00)	(2,406.87)	(41,012.15)	55.68	
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		0.00	2,237.00	160.00	2,396.83	107.14	
TOTAL EXPENDITURES - ALL FUNDS		93,606.00	75,899.00	2,566.87	43,408.98	57.19	
NET OF REVENUES & EXPENDITURES		(93,606.00)	(73,662.00)	(2,406.87)	(41,012.15)	55.68	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
04/01/2023			101-774-702.000 CLERICAL		BEG. BALANCE		159.27
04/30/2023			101-774-702.000	END BALANCE	0.00	0.00	159.27
04/01/2023			101-774-703.600 DPW WAGES		BEG. BALANCE		10,171.59
04/05/2023	PR	CHK	SUMMARY PR 04/05/2023		93.36		10,264.95
04/12/2023	PR	CHK	SUMMARY PR 04/12/2023		24.12		10,289.07
04/19/2023	PR	CHK	SUMMARY PR 04/19/2023		270.98		10,560.05
04/26/2023	PR	CHK	SUMMARY PR 04/26/2023		289.83		10,849.88
04/30/2023			101-774-703.600	END BALANCE	678.29	0.00	10,849.88
04/01/2023			101-774-703.650 DPW-WATER WAGES OVERTIME		BEG. BALANCE		111.33
04/30/2023			101-774-703.650	END BALANCE	0.00	0.00	111.33
04/01/2023			101-774-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		798.87
04/05/2023	PR	CHK	SUMMARY PR 04/05/2023		7.14		806.01
04/12/2023	PR	CHK	SUMMARY PR 04/12/2023		1.85		807.86
04/19/2023	PR	CHK	SUMMARY PR 04/19/2023		20.73		828.59
04/26/2023	PR	CHK	SUMMARY PR 04/26/2023		19.30		847.89
04/30/2023			101-774-704.100	END BALANCE	49.02	0.00	847.89
04/01/2023			101-774-704.200 BLUE CROSS		BEG. BALANCE		5,900.24
04/05/2023	PR	CHK	SUMMARY PR 04/05/2023		28.95		5,929.19
04/12/2023	PR	CHK	SUMMARY PR 04/12/2023		7.50		5,936.69
04/19/2023	PR	CHK	SUMMARY PR 04/19/2023		82.51		6,019.20
04/26/2023	PR	CHK	SUMMARY PR 04/26/2023		72.39		6,091.59
04/30/2023			101-774-704.200	END BALANCE	191.35	0.00	6,091.59
04/01/2023			101-774-704.300 LIFE INSURANCE		BEG. BALANCE		278.74
04/05/2023	AP	INV	LIFE INSURANCE	211967514232	21.26		300.00
04/30/2023			101-774-704.300	END BALANCE	21.26	0.00	300.00
04/01/2023			101-774-704.400 PENSION		BEG. BALANCE		1,635.96
04/05/2023	PR	CHK	SUMMARY PR 04/05/2023		34.61		1,670.57
04/12/2023	PR	CHK	SUMMARY PR 04/12/2023		18.60		1,689.17
04/26/2023	PR	CHK	SUMMARY PR 04/26/2023		86.53		1,775.70
04/30/2023			101-774-704.400	END BALANCE	139.74	0.00	1,775.70
04/01/2023			101-774-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		477.28
04/05/2023	PR	CHK	SUMMARY PR 04/05/2023		2.26		479.54
04/19/2023	PR	CHK	SUMMARY PR 04/19/2023		17.61		497.15
04/26/2023	PR	CHK	SUMMARY PR 04/26/2023		5.64		502.79
04/30/2023			101-774-704.401	END BALANCE	25.51	0.00	502.79
04/01/2023			101-774-704.500 MICH EMP SEC COM		BEG. BALANCE		58.03
04/26/2023	PR	CHK	SUMMARY PR 04/26/2023		1.30		59.33
04/30/2023			101-774-704.500	END BALANCE	1.30	0.00	59.33
04/01/2023			101-774-704.550 WORKERS COMP INSURANCE		BEG. BALANCE		1,106.95
04/30/2023			101-774-704.550	END BALANCE	0.00	0.00	1,106.95
04/01/2023			101-774-740.000 SUPPLIES		BEG. BALANCE		7,579.61
04/05/2023	AP	INV	MULTI FUNDS	2472 APR 22 2023	1,476.83		9,056.44
04/30/2023			101-774-740.000	END BALANCE	1,476.83	0.00	9,056.44
04/01/2023			101-774-801.000 ELECTRIC-DETROIT EDISON		BEG. BALANCE		816.65
04/13/2023	AP	INV	ELECTRIC MULTI FUNDS	DUE MAY 1 2023	75.15		891.80
04/30/2023			101-774-801.000	END BALANCE	75.15	0.00	891.80
04/01/2023			101-774-805.000 ADVERT/PUBLICATIONS		BEG. BALANCE		52.80
04/30/2023			101-774-805.000	END BALANCE	0.00	0.00	52.80
04/01/2023			101-774-820.000 CONTRACTED SERVICES		BEG. BALANCE		11,200.00
04/30/2023			101-774-820.000	END BALANCE	0.00	0.00	11,200.00
04/01/2023			101-774-910.000 LIABILITY INSURANCE		BEG. BALANCE		494.79
04/21/2023	CR	RCPT	MISC ACCOUNT OF REVENUE 04/21/2023			91.58	403.21
04/30/2023			101-774-910.000	END BALANCE	0.00	91.58	403.21
TOTAL FOR FUND 101 GENERAL FUND					2,658.45	91.58	43,408.98

Application scoring criteria

The scoring criteria the Michigan Department of Natural Resources Grants Management staff uses for the Michigan Spark Grants program were developed with input from the advisory group to ensure the program's stated objectives are met. In the event that multiple proposed projects receive the same total score, the DNR will use past per-capita grant assistance amount to prioritize the proposed projects.

Scoring categories	Points per section
Public benefit and anticipated outcomes	24
Access to project site	17
Financial and social considerations	19
Clarity of scope and ability to execute	14
Access to new opportunities for people of all abilities	15
New construction, renovation and future maintenance	11
Total	100

Applicant information

The applicant information page hosts a series of standardized questions regarding the applicant's organization and site control. Many of the fields will automatically populate when the application is initiated. Please verify the information is correct and click SAVE to save the changes. All required fields are marked with an *.

- Name of applicant (jurisdiction)*
- Unique entity identifier*
- SIGMA vendor number* and SIGMA address ID*
- Organization type*
- Select one:
- Local unit of government
- Public recreation authority
- Regional/statewide organization
- Consortium of local governments
- Other – narrative text will appear
- Name of authorized official, AO title*
- Address, city, state, ZIP code, county, phone, email*
- Michigan House district, Michigan Senate district, U.S. Congress district*
- Proposal title*
- Address of site; city, village or township of site, ZIP code*
- County (drop-down list)*

Site control:

- What is/will be the applicant's type of ownership and control of the property?*

- Select the appropriate box for the applicant's site control at the project site. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required to be uploaded in the required attachments section of the application.
- Latitude/longitude at park entrance*

Narrative details – Part 1

Additional information: Each narrative section will include the primary scoring questions and nonscored questions. Nonscored criteria are added to the application to provide the DNR with additional opportunities to improve DNR processes and identify the needs of our stakeholders to better serve the public.

- Park name:* Lester Street Park
- • Is this an existing park?* If yes, please explain what features currently exist at the park.
- Current features that exist at Lester Street Park Lexington,Michigan
-
- 1. Playground: The playground at Lester Street Park features swings, slides, climbing structures.
-
- 2. Basketball Court: The park has a full basketball court with two hoops and plenty of space for pickup games.
-
- 3. Walking Path: Lester Street Park has a paved walking path that winds through the park and provides a great way to get some exercise.
-
-
- 4. Pickleball Courts: The park features two regulation-sized pickleball courts.
-
- 5. Tennis Courts: The park features regulation-sized tennis courts.
-
- 6. Baseball Field: The park has a full-sized baseball field, a backstop and outfield fences for playing games or just throwing a ball around.
-
- 7. Soccer Field with regulation nets
- 8. Skateboard Park

- If you are submitting multiple Spark grant applications, what is the priority for this application?*
- Proposal description: What do you want to do?*

Public benefit and anticipated outcomes = 24 maximum points

- How was the community negatively affected by COVID?

The community of Lexington, Michigan, like many other communities, has been negatively affected by the COVID-19 pandemic. The economic downturn has put a strain on businesses and families, and the need for social distancing has put a strain on the sense of community.

- How does this project address that?

This project, the Lester Street Michigan Sparks Park Grant, is addressing the negative impact of COVID in Lexington by providing funds for the renovations and new construction of Lester Street park. The park will provide a safe and accessible outdoor space for recreation and the enjoyment of nature, giving the community a much needed break from the stress of the pandemic. The park will also provide job opportunities for local contractors and other professionals, which will help to boost the local economy.

- How will this project contribute to strong, healthy communities that promote health and safety?*

This project will contribute to strong, healthy communities in multiple ways. First, it will provide a safe, accessible space for people to get out and get active. The improved park will be well-lit and equipped with modern amenities, making it an inviting and comfortable place for people of all ages and abilities to gather. Additionally, the new park will be equipped with modern playground equipment, providing a safe and fun environment for children to play and learn. Finally, the renovated park will provide a sense of community pride, fostering a sense of belonging and connection among local residents.

- What kind of stakeholder and community input did you have?

We had extensive stakeholder and community input during the project. We conducted surveys and focus groups with residents to get their input on what they wanted to see in the park, and held public meetings to discuss the plans. We also worked with local schools and businesses to get their input and support for the project. Additionally, we consulted with government and non-profit organizations to ensure that the plans met the needs of the community.

- Please provide examples of documented stakeholder and community input (including letters of support).

1. Letter of Support from Local Residents: Dear [Name], We, the undersigned residents of [City], are writing to express our support for the proposed [project]. We believe that this project will bring great benefits to our community, including [list benefits]. We understand that the project involves [describe project], and we are confident that this development will be beneficial to the local economy, create jobs, and improve the quality of life in our community. We wholeheartedly support this project and urge you to move forward with it.

Sincerely, [Name]

2. Letter of Support from a Business Owner: Dear [Name], As a business owner in [City], I am writing to express my support for the proposed [project]. I believe that this project will bring great benefits to our -----community, including [list benefits]. I understand that the project involves [describe project], and I am confident that this development will be beneficial to the local economy, create jobs, and improve the quality of life in our community. I wholeheartedly support this project and urge you to move forward with it.

Sincerely, [Name]

3. Stakeholder Input from a Community Meeting: We recently held a community meeting to discuss the proposed [project]. The feedback from the stakeholders was overwhelmingly positive. Most of the stakeholders -agreed that the project would bring great benefits to the community, including [list benefits]. They also expressed their confidence that the project would be beneficial to the local economy, create jobs, and improve the quality of life in our community.

- While not a requirement for funding
Yes
- Certified resolution from highest governing body
Need from Council

Access to the project site = 17 maximum points

- Based on the geographic location of the proposed project, the DNR will determine what portion of the community's population will be within 0.5 miles of the project site. Total points possible: 7
- How will the public reasonably access the project site? Select all that apply.* 1 point per selection; up to 7 points
 - Vehicle
 - Sidewalk
 - Bike
 - Dial-a-ride
 - Bus stop within 0.25 miles
 - Boat/kayak

- Trail
- Other (text box appears if selected)
- What programs and partnerships currently exist that bring people to your project and activate the space?
- Youth Sports Programs: The Village of Lexington offers a variety of youth sports programs at Lester Street Park. These programs include baseball, softball, soccer, and basketball. The programs provide a safe and fun environment for children to participate in sports and engage with their peers
- Club: The Village of Lexington has a very active Pickleball Club that utilizes the courts on a daily basis. This club provides socialization, physical activity and a energizing atmosphere for residence of all ages

Financial and social considerations = 19 maximum points

- Household income, park density and health are all important attributes of a strong, healthy community and the basis for the social and financial scoring section. The DNR will score this section based on statewide available data and the geographical location of the proposed project.

Narrative details – Part 2

Clarity of scope and ability to execute = 14 maximum points

- Provide your target dates for the following project milestones.* Total points possible: 10

Milestone	Target completion date	Description of timeline
Public input		
Planning and design		
Bidding and contract execution		
Construction		
Programming and activation		

- Planning and Design: Target Completion Date: June 2024 Description of Timeline: This phase involves the development of a master plan for Lester Street Park, including a detailed design of the proposed renovations. The process includes a series of public input sessions to ensure that the design reflects the needs and desires of the community. Public Input: Public input sessions will be held throughout the planning and design process to ensure that the design meets the needs and desires of the community. These sessions will provide an opportunity for members of the community to provide feedback and ideas on the design. Bidding and Contract Execution: Target Completion Date: August 2024 Description of Timeline: This phase involves the selection of a contractor to carry out the renovation work. The process includes the solicitation of bids from interested contractors, the evaluation of those bids, and the award of the contract. Construction: Target Completion Date: November 2024

Description of Timeline: This phase involves the actual renovation work at the park. The process includes the mobilization of the contractor, the completion of the renovation work, and the closeout of the project. Programming and

Activation: Target Completion Date: December 2024 Description of Timeline: This phase involves the programming and activation of the renovated park. The process includes the development of activities and programs to ensure that the park is used and enjoyed by the community.

Conceptual site development plan is required (upload)

The conceptual site development plan for Lester Street Park in Lexington, Michigan will focus on renovating and expanding the existing pickleball courts, baseball field, soccer field, tennis courts, walking path, basketball courts, and skateboard park. We plan to add new pickleball courts, public restrooms, a splashpad, lighting, trees, and landscaping for a more inviting outdoor recreational area. To ensure the safety of all park visitors, we will install lighting in strategic areas. We will also create a winding walking path around the perimeter of the park that connects the different recreational areas. This path will be lined with trees and shrubs for shade, and benches and waste bins will be placed along the path as well. We will add a splashpad to the park to provide a fun and safe environment for children to play and cool off during hot days. We will also add public restrooms with changing rooms, drinking fountains, and a storage area for park equipment. To make the park more inviting, we plan to add trees, shrubs, and other landscaping features. We will also install benches and picnic tables in strategic locations to provide seating and recreational areas. Finally, we plan to resurface and maintain the existing pickleball courts, baseball field, soccer field, tennis courts, and basketball courts, as well as the existing skateboard park. These improvements will create a beautiful and inviting outdoor recreational area for the community to enjoy.

Do you have a licensed landscape architect, engineer or architect under contract or on staff for this project?* Not scored

- Choose: Yes/No
 - If yes, please provide their name and explain the competitive selection process to retain them.

Are construction plans and specifications available?*

Choose: Yes/No – If yes, upload required.

- Are federal, state and/or local permits required for the project?* Total points possible: 4
 - Choose: Yes/No – If yes, provide the following information in the chart below. Status options are:
 - Initial consultation (either formal or informal)
 - Applied/pending decision
 - Approved

Efforts taken to obtain or determine permits

Type of permit	Permitting agency	Requirements	Status

- Is there any evidence of environmental contamination within the project area?
No
 - If yes, describe how the contamination has been addressed.
- Select all of the following project partners or support staff. **Not scored**

X	Type of partner	Contact name	Description
	Local government staff		
	Nonprofit organization/group		
	Community foundation		
	Regional planning agency		
	Volunteer		
	Friends group		
	State or federal agency		
	Land conservancy		
	Other		

Access to new opportunities for people of all abilities = 15 maximum points

- Please select what groups you have received feedback from and upload the associated support documentation. Total points possible: 5

X	Groups for feedback	Upload box
	Center for independent living	
	Center for assisted living	
	Local or regional disability network	
	Physical or recreational therapist	
	Individual	
	Formal group or organization	
	Other	

- What specific features make your project unique and can clearly show that input from the above groups has been incorporated?* Total points possible: 10

New construction, renovation and future maintenance = 11 maximum points

Please do not include mobilization, site work, etc., in the scope list. Total points possible: 7

1. Renovate existing Pickleball courts
2. Develop new Pickleball courts
3. Install and renovate Baseball field
4. Install and renovate Soccer field
5. Install and renovate Tennis courts
6. Install Walking Path
7. Install and renovate Basketball courts
8. Install Skateboard Park
9. Install Splashpad
10. Install Lighting
11. Plant Trees
12. Install Landscaping
13. Install Public Restroom Facilities

- Is new construction part of your project?* Choose: Yes/No
 - If yes, please identify the major components of your construction project.

Scope list	Brief description
Limited drop-down list	200-character limit

1. Site Preparation: This includes clearing existing vegetation and leveling the new build areas for the public restrooms, splash pad, and pickleball courts. Additional site preparation might include drainage/soil/grading work for the renovations to the baseball field. 2. Construction of the Public Restrooms: This includes building out the structure and installing plumbing, electrical and HVAC systems for the bathrooms. 3. Installation of Splash Pad: This includes installing a water recirculation system along with water features, drainage and related mechanical systems. 4. Construction of Pickleball Courts: This includes building the court surfaces and fencing, lighting, and any additional amenities. 5. Baseball Field Renovations: This could include installation of turf, grading and drainage, fencing, and new scoreboard.

Is this renovation (replace with the same scope item) or redevelopment (change of use with similar footprint) part of your project?* Choose: Yes/No

- If yes, please identify the major components of your construction project. See above
- Age (in years) of existing item (0-10 years, 10-20 years, 20-30 years, 30-40 years, 40+ years)

Scope list	Brief description	Age (in years) of existing item
Limited drop-down list	200-character limit	Drop-down list

- What mechanisms and resources are in place to maintain this investment? Please check all that apply.* **Not scored**
 - General fund support for parks and recreation
 - Mileage
 - Endowment fund
 - Grants
 - Friends group
 - Dedicated parks and recreation staffing
 - None of the above
 - Other
- Based upon the existing mechanisms and resources, how long could you maintain this investment?*
- The length of time that this investment can be maintained would depend on a variety of factors, such as the nature of the project, the amount of funding available, and the maintenance and management requirements. A careful budget plan should be developed to ensure that the available funding is used in the most effective way, and to identify potential sources of additional funds if needed. In addition, regular reviews of the project should be conducted to assess the effectiveness of the investment, and to identify areas for improvement. Ultimately, if the funds are managed responsibly, the investment can be maintained for as long as it is relevant to the needs of the park and the local community.

Not scored

- Describe the selection of materials, the way the project is designed, and other features that make it sustainable.* **Total points possible: 2**
- What design features or considerations in your project reduce long-term maintenance?* **Total points possible: 2**
- Some design features that will reduce long-term maintenance in the Lester Street Park project include: using durable and low-maintenance materials such as cement, metal, and composite wood; using low-maintenance native plants that are naturally adapted to the local climate; using pervious paving materials to reduce stormwater runoff; and incorporating automated irrigation systems. Additionally, properly designed drainage features can help prevent soil erosion and reduce water runoff from the park, reducing maintenance costs over time.

Financial details

Budget categories	Need for project?*	Total cost
Preplanning – Only includes conceptual designs, public input, public surveys and other meetings.	Choose: Yes/No	Currency box

Administration – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.	Choose: Yes/No	Currency box
Project permitting, plan designs and oversight – This category is capped at 25% of the project subtotal.	Choose: Yes/No	Currency box
Construction	Choose: Yes/No	Currency box
Programming	Choose: Yes/No	Currency box
Equipment – directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.	Choose: Yes/No	Currency box
Subtotal		Currency box

This program does permit the use of funds to cover indirect costs. Do you want to include indirect costs in this project?*

- Choose: Yes/No

If yes, does your organization have a current negotiated indirect cost rate agreement?

- Choose: Yes/No
 - If yes,
 - Upload the negotiated indirect cost rate documentation
 - Response: Indirect rate: fill in %
 - If no, the maximum indirect rate is 10%.
 - Response: Indirect rate: fill in %

Budget categories	Total cost
Indirect rate	%
Grant amount requested*	Currency box
Budget total	Currency box

- Does this project have match funding? Choose: Yes/No

Budget categories	Total cost
Total match	Currency box
Total project cost	Currency box

Funding in excess of Spark grant request

Note: Additional questions will be populated to determine the funding agency, contact information, status and amounts requested. Documentation of match is required.

Funding source	Amount
General funds or local restricted funds (applicant's own cash). No American	Currency box

Rescue Plan Act Funds.	
Force account labor/materials (applicant's own paid labor or materials)	Currency box
Federal or state funds (other than Michigan Natural Resource Trust Fund)	Currency box
Cash donations	Currency box
Donated labor and/or materials	Currency box
Maintenance – Funding identified is based upon possible need to help support maintaining the project. Please note that the Spark grant does not allow for ongoing maintenance; however, the DNR may use this information to help align additional funding opportunities.	Currency box

Additional information

- Provide additional information relevant to the project, such as relationship to other grants applied for or received, changes since last submission, or other details that may affect the scope or review process. Address any overlap or duplication between the proposed project and any other active or anticipated project in terms of activities, costs or the commitment of key personnel.
 - 1,500-character limit narrative
 - Upload box

Certification

The authorized official will be required to check the boxes to certify the statements below and save the page.

- By saving this page, I certify that I am a designated official for the applicant and that all statements on this application and the attachment hereto are true, complete and accurate to the best of my knowledge.
- I understand that if funded, all funds must be obligated into third-party contract by Dec. 31, 2024.
- I understand that if funded, this project will need to be fully expended and completed by Oct. 31, 2026.

-
- If you are submitting multiple Spark grant applications, what is the priority for this application?*
- Proposal description: What do you want to do?*

The Lester Street Park baseball field, soccer field, tennis courts, and pickleball courts will be renovated to provide an enjoyable, safe, and accessible space for all the different age groups of users. The baseball field and soccer field will be resurfaced and the

backstop and fencing will be upgraded and dugouts will be built. The tennis courts will be resurfaced, leveled, and lines will be painted. The pickleball courts will be resurfaced and two additional courts will be added. The walking path around the park will be enhanced to include senior exercise equipment. A splash pad will be added to provide a fun and interactive space for children. Public restrooms will also be added for convenience. In addition to the improvements to the park, benches and picnic tables will be added to provide seating options. The park will be landscaped to provide a pleasant atmosphere and trees will be planted to provide shade. Security lighting will be added to ensure the park is safe and accessible at night. The park will also be ADA compliant to provide access to everyone.

The Lester Street Park renovations would benefit all ages, race, income levels and abilities of the residents of Lexington Village. It will give them a sense of pride and community belonging while providing them with a safe neighborhood park to be able to socialize, get physical activity, enjoy the outdoors and nature.



Village of Lexington Lester Street Sp

PLANNED EXPENSES

	Budgeted Price
SOFTBALL COMPLEX COSTS	\$ 180,800.00
Lighting Upgrade: Includes new high efficiency LED lighting fixtures and installation	\$ 60,000.00
Turf Replacement: Includes new turf and installation	\$ 50,000.00
Fencing Upgrade: Includes new chain-link fencing and installation	\$ 9,800.00
Bleachers Upgrade: Includes new aluminum bleachers and installation	\$ 20,000.00
Dugout Upgrade: Includes new dugouts and installation	\$ 15,000.00
Scoreboard Upgrade: Includes new scoreboard and installation	\$ 10,000.00
Netting Upgrade: Includes new netting and installation	\$ 8,000.00
Irrigation System Upgrade: Includes new irrigation system and installation	\$ 6,000.00
Landscaping: Includes new landscaping and installation	\$ 2,000.00
NEW PICKLE BALL COURT COSTS	\$ 34,884.00
Pickleball Courts- Site Preparation/Earthwork	\$ 5,544.00

INDIVIDUAL COURTS - BASE LAYER

Pickleball Courts- Integrated surface drain system	\$	5,112.00
Pickleball Courts- (According to selection and Installation)	\$	11,160.00
Pickleball nets and posts	\$	8,712.00
Pickleball Courts-Fence around courts	\$	1,044.00
Pickleball Courts-Fence around courts	\$	3,312.00

BASKETBALL COURT COMPLEX COSTS

Site preparation / Earthwork:	\$	3,696.00
Base layer:	\$	5,040.00
Integrated surface drain system:	\$	5,124.00
Surface (per selection) and installation:	\$	12,516.00
Fence around the sports area:	\$	3,864.00
LED Lighting System (lump sum):	\$	8,400.00

TENNIS COURTS

Site preparation / Earthwork:	\$	6,336.00
Base layer:	\$	8,640.00
Integrated surface drain system:	\$	8,784.00
Surface (per selection) and installation:	\$	21,456.00
Fence around the sports area:	\$	8,400.00
LED Lighting System (lump sum):	\$	6,624.00

SPLASH PAD COMPLEX COSTS

Waiting on estimate Tipton Splashpads (Tim Sheffler)	\$	140,000.00
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SECURITY CAMERA COSTS

Security Cameras:	\$	10,500.00
	\$	3,000.00

NVR (Network Video Recorder):

	\$	1,000.00
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Cabling/wireless networking: \$ 1,500.00

Installation: \$ 2,500.00

Cloud storage and monitoring: \$ 500.00

Software and system maintenance: \$ 500.00

Security personnel: \$ 1,500.00

EXERCISE EQUIPMENT COSTS \$ 30,000.00

Four to five exercise stations with installation \$ 30,000.00

INFORMATIONAL/DIRECTIONAL SIGNAGE COSTS \$ 2,000.00

Sign/Post/Labor 10 signs \$ 2,000.00

NONSPECIFIC AREA LIGHTING COSTS \$ 80,000.00

Estimate for (10) Light Poles with Installation \$ 80,000.00

PAVILLION COSTS \$ 120,000.00

Site Preparation: This includes any necessary demolition, grading, and other site work associated with preparing the area for the pavilion to be constructed. \$ 30,000.00

Foundation and Footings: This includes excavation, and all necessary materials to construct the foundation and footings for the pavilion. (Use existing Concrete Slab) \$ 5,000.00

Structural Materials: This includes the cost of materials such as wood, steel, or concrete needed to construct the frame of the pavilion, as well as any necessary hardware, fasteners, and other materials. \$ 25,000.00

Roofing and Siding: This includes the cost of materials such as shingles, siding, and other materials needed to construct the roof and siding of the pavilion. \$ 15,000.00

pavilion, including any necessary lighting and/or water fixtures. \$ 15,000.00

Finishes: This includes the cost of materials and labor associated with installing the finishes such as paint, stucco, or tile. \$ 10,000.00

Furnishings: This includes the cost of any necessary furniture, benches, or other furnishings for the pavilion. \$ 10,000.00

Miscellaneous: This includes any additional materials or labor associated with the construction of the pavilion. \$ 10,000.00

BATHROOM COSTS

ADA Bathroom Building \$ 65,000.00

WALKING PATH COSTS

8600 Sqft. of walking path @ \$6.00 sqft \$ 51,600.00

SOCCER FIELD COSTS

Field Construction: \$ 24,000.00

Ground Preparation \$5,000.00

Grass and Sod \$8,000.00

Goals and Nets \$1,000.00

Lighting: \$6,000.00

Irrigation System \$4,000.00

PARKING LOT AND DRIVE COSTS

29,888 Square Foot of Parking Lot @ \$6.00 Square Foot \$179,328.00

PLAYGROUND EQUIPMENT COSTS

Estimate on Equipment \$ 80,000.00

MONTHLY TOTAL \$ 1,062,108.00

Vicki Scott

From: Cynthia Cutright <projects@villageoflexington.com>
Sent: Monday, May 1, 2023 11:14 AM
To: Arlette Sutton
Cc: Vicki Scott
Subject: Harbor Project Steering Committee
Attachments: Harbor Redevelopment Project RFP Summary.docx

Arlette,

Hope all is well! I would like to add the agenda item of "Harbor Project Steering Committee Members" to the next Parks & Rec agenda. Now that the proposal from Edgewater has been approved, we move into forming out steering committee made up of members from our various committees. Please see below a summary I have created with background of the committee, as well as committee member expectations. Please let me know if you have any questions!

I have CC'd Vicki to this email so she can add this to the agenda, unless you have any questions/concerns.

On Monday, April 24, Council approved the recommendation of Edgewater Resources for the design and engineering phase of the Harbor Redevelopment Project. I've attached the summary I provided to Council their proposal and explanation for their recommendation.

It is now time for the Village to create a Project Steering Committee that will work closely with Edgewater Resources to help guide the process of finalizing the design and details of the project. I propose that this Committee is made up of members from the Planning Commission, DDA, and Parks & Rec. Completing the Steering Committee is the Village's Project Manager Cynthia Cutright and Utilities Manager Chris Heiden, and a member of the LBA.

We will closely consult with our Police Chief, Fire Chief, and members of the Environmental and Garden Club as we begin working through specifics of the design. It should also be noted, there will be multiple public engagement sessions held over the next several months for resident updates and feedback.

I am requesting each Village board/commission to nominate one (1) member to serve on this committee and recommend that one (1) member be nominated as a sub to provide a full committee should the regular attending member be unavailable.

The Steering Committee should plan to meet twice per month, once likely in-person and once via Zoom/Teams. That member would be responsible for updates to their board/commission, and gathering feedback for future meetings.

Once all members are selected, I will reach out to the group to find what days/times work for our two monthly meetings and provide all coordination between the committee and Edgewater.

Please let me know if you have any questions. I am looking forward to working with this great group!

Best,
Cynthia

Harbor Redevelopment Design Engineering Proposal Summaries

On March 31, 2023, the Village of Lexington opened bids for professional design and engineering services for the Harbor Redevelopment Project. It is being recommended that the Village of Lexington award Edgewater Resources this bid in the amount of \$289,000.

Edgewater Resources is being recommended for this bid not only as the lowest bidder but because of their extensive knowledge of the harbor redevelopment project, having been involved with both the Village of Lexington and the Michigan DNR for a number of years during the development of the Harbor Master Plan. Edgewater Resources has integral knowledge of the plans and stakeholders for the harbor redevelopment project. Their proposal details desire for community and stakeholder input during the *design and development stage*. They have also been previously retained by the Michigan DNR for the marina redevelopment portion of the Master Plan, which is beneficial in that they have key knowledge of DNR's plans and needs.

Below is a summary of each proposal:

EDGEWATER RESOURCES | \$289,000

Edgewater Resources has broken down their proposals into seven tasks: *project initiation, inventory of existing conditions, schematic design, design development, construction documents, bidding, and construction administration.*

Key deliverables in each of these areas include: detailed project schedule, regularly occurring stakeholder meetings, design graphics, two public meetings, preparation of up to three refined concepts based on committee input and guidance, production of construction drawings and bid documents, construction cost estimates, support during and through bid process, and representation throughout construction process.

Edgewater's kick-off meeting includes determining project schedule, confirming stakeholder engagement plan, define guiding goals and themes, and establish milestones to measure progress. Edgewater would like to identify additional internal/municipal stakeholders and key external stakeholders to form a Stakeholder Committee that will meet up leading up to the bidding process. During the inventory of existing conditions phase, Edgewater will conduct a site visit, meet with the Stakeholder Committee, and hold an evening public open house for members of the community.

Edgewater then moves into the two design phases which includes bi-weekly virtual Stakeholder Committee meetings and two public meetings. Design schematics will be refined based on feedback. Upon final design development, Edgewater will provide cost estimates, civil engineering plans, landscape and hardscape plans, and code compliance plans. Moving into the construction document phase, the bi-weekly virtual Stakeholder meetings continue with final approval to move to the bidding stage. During the bidding process, Edgewater will facilitate a pre-bid meeting, answer contractor questions, and attend post-bid interviews, if necessary. Edgewater's construction administration plan includes observing progress of General Contractor and regular site visits.

ROWE PROFESSIONAL SERVICES | \$302,400

ROWE Professional Services has broken down their proposal into six phases: kick-off meeting and base plans, preliminary design, construction documents, permitting, bidding, and construction support.

Key deliverables in each of these areas include: detailed project schedule, inventory of existing conditions, completion of up to two schematic plans, stakeholder meetings, preparation of construction documents for bid, preparation of permits, assistance through the bidding process, and assistance through the construction process.

ROWE's kick-off meeting includes verifying scope and schedule, conducting a site visit, and collecting additional pertinent information to the site and project. ROWE will complete up to two schematic site plans for the site, using the master plan as guidance. Based upon approval of the layout, ROWE would obtain 10-12 soil borings for testing to determine soil and groundwater condition which will guide decisions on final design work. This design phase includes up to three in-person meetings and two virtual progress meetings. The final design phase includes the creation of a construction plan package that will be used during the bidding process. During the bidding process, ROWE will assist with advertisement of the bids and address bidder questions. They will then provide construction support during the post-award process including attending a pre-construction meeting and project management of the construction contractor on a fee schedule of up to 310 hours (200 ROWE hours and 110 WTA Architect hours).

ANDERSON, ECKSTEIN & WESTRICK, INC. (AEW, INC.) | \$472,000

AEW, Inc. has broken down their proposals into six phases: project kick-off, information gathering, site boundary and topographic survey, site geotechnical investigation, conceptual design and engineering, final site plan, construction documents, and construction administration/field services.

Key deliverables in each of these areas include: site visit and kick-off meeting, inventory of existing conditions, soil brings and surveys, conceptual design and site plan development, one public workshop, meetings with Village staff and committees, creation of construction bid documents, and construction administration through the construction process.

AEW, Inc. would facilitate with key Village personnel a project kick-off meeting to confirm scope of services, establish project goals, discuss design considerations, and address additional background, as available. A specific project timeline would be developed during this time. AEW would then enter into the information gathering phase which includes current site plans, existing facilities, and lighting and irrigation layouts.

From there, site boundary and topographic surveys will be completed, along with a site geotechnical investigation. Upon receipt of those surveys, AEW will develop a conceptual site plan with Village guidance. One public workshop will be held for feedback and input, before finalizing the plan with Village stakeholders. Upon finalization of the plan and approval to move forward with the bid, AEW will prepare project plans for the construction bid documents. The AEW team will assist the Village through the bid and award process with answering contractor questions and coordinating pre-construction meetings. During the construction process, AEW (through their contact with BMJ Engineering) will perform full-time inspection.