

Park & Trail Maintenance (Honey Do) List										
3/24/2025										
Area	Location/Facility	In-house Dept or Vendor	Description	Frequency	Estimated Hours	Number of Fields/Areas	Total Hours	Details	Date Completed	Additional Info/Comments
All Twp Buildings	All Areas	Parks Admin	Tree watering bags	As needed				Order from Vendor, B&G install		
All Twp Buildings	All Areas	Township Board	ADA Transition Plan Items should be completed	Capital				See ADA Transition Plan for further details		
All Twp Buildings	All Areas	Township Board	Need bicycle racks at each building	One Time				Have ordered - B&G to install Summer 2025		
All Twp Buildings	All Public Spaces	ADA B&G	ADA Access Compliance/Poundage Measure	Annually				Vendor bid \$4,500 - Supervisor assigned to staff 3/2025		
All Twp Buildings	Employee Parking	Township Board	Picnic Tables for staff near parking lot suggested	One Time				Should be ordered and installed, perhaps part of Adopt a Bench		
All Twp Buildings	Garden Beds	Township Board	All Garden Beds should be replanted, current plants overgrown	One Time				Landscaping should be hired out, unsuccessful finding volunteers		
All Twp Buildings	Parking	Township Board	All parking lots should be compliant GL and ADA	One Time				Resurface, repaint, new signs		
All Twp Buildings	Sidewalks	Township Board	All sidewalks and curbs should be compliant	One Time				Inspect and redo as needed		
All Twp Buildings	Signage	B&G	Wayfinding signage at end of drives	Capital				All wayfinding should be ordered and installed - ie: soccer this way		
East Park	All Areas	Parks Admin	Portable Toilets require additional cleanings	As needed				Look into additional units and/or cleaning 2x weekly	2025	Increased to 2x during busier seasons & always on trailheads.
East Park	Baseball	Parks Admin	Install Infield Gravel 8 infields	Biennial				Order from Vendor, B&G Install		
East Park	Baseball	Parks Admin	Dugouts need gravel inside	Biennial				Order from Vendor, B&G install		
East Park	Baseball	Township Board	Water Spouts at Diamonds	Capital				Need for future Maintenance		
East Park	Baseball	ADA B&G	Accessible routes to dugouts are required w/companion	One Time				On Manly Bennett Park Transition Plan		
East Park	Baseball	ADA B&G	Accessible route to TBall fields is required	One Time				On Manly Bennett Park Transition Plan		
East Park	Baseball	Parks Admin	Replace Diamond Screen	One Time				Order from Vendor, B&G Install		
East Park	Baseball	Parks Admin	Replace Fencing Topper	One Time				Order from Vendor, B&G Install		
East Park	Baseball	Parks Admin	Backstop Screens need to be replaced	One Time				Get alternate color (not red)		
East Park	Baseball	Parks Admin	Dugout Roofs need replacement on shingles	One Time				Roofs were replaced with Hail Damage Claim	Summer 2024	
East Park	Baseball	Parks Admin	Line & Chalk 4 Infields	Per Use				PHBSA Does for their group only, nothing done for other uses		<a href="https://www.forcebyabi.com/baseball-field-maintenance-equipment/z-23-for-baseball-infield-grooming-field-grader">https://www.forcebyabi.com/baseball-field-maintenance-equipment/z-23-for-baseball-infield-grooming-field-grader</a>
East Park	Batting Cage	Township Board	Batting cage is a disaster	Capital				New Turf, new nets, check with baseball to see what is theirs		
East Park	Batting Cage	B&G	Picnic Tables behind batting cage suggested	One Time				Have been received and installed, perhaps part of Adopt a Bench		
East Park	Concession	B&G	Clean and paint building	One Time				Both Floors need to be done		
East Park	Concession	B&G	Improve lighting for stairwell and basement	One Time				GL Hazard for those who need to access lights		
East Park	Concession	B&G	Improve door lock to building/keyless system? Code?	One Time				Provide better access to those using building for storage		
East Park	Concession	B&G	Move electric panel to main level so users don't have to go in basement	One Time				HP Electric completed work - \$3,600	March, 2025	
East Park	Concession	B&G	Exit sign - Lit as per Fire Marshal	One Time						
East Park	Concession	B&G	Remove and Replace Info Kiosk on Building	One Time				Parks Admin to order replacement		
East Park	Concession	Township Board	Roof should be replaced	One Time				Roof was replaced on stand and pavillion with Hail Storm Claim	Summer 2024	
East Park	Concession	B&G	Improve door lock to building/keyless system? Code?	One Time				Provide better access to those using building for storage		
East Park	Concession Stand	B&G	AED should have reach range no higher than 48 inches	One Time				On Manly Bennett Park Transition Plan		
East Park	Concession Stand	Township Board	Counters are too high, one counter should meet 28" to 34"	One Time				On Manly Bennett Park Transition Plan		
East Park	Entrance Gate	B&G	Needs replacement - Bent	Capital						
East Park	Flyer's Field	Parks Admin	Fencing requires replacement, mower damage & should be higher	Capital				Order from Vendor, B&G Install		
East Park	Flyer's Field	ADA B&G	Accessible routes to features are required	One Time				On Manly Bennett Park Transition Plan		
East Park	Flyer's Field	ADA B&G	Accessible picnic tables are required	One Time				On Manly Bennett Park Transition Plan		
East Park	Flyer's Field	Parks Admin	ADA Picnic Table (should be in Pavilion)	One Time				Order from Vendor, B&G Install		
East Park	Flyer's Field	Parks Admin	ADA Parking & Signage	One Time				Order from Vendor, B&G Install		
East Park	Flyer's Field Pavilion	Township Board	Roof should be replaced	Capital				Needs to be checked for Hail Damage?		
East Park	Football	Parks Admin	Striping for 2 Football Fields F1 & F2	As needed				Order from Vendor, B&G install - Need Equip		
East Park	Football	B&G	Core Aeration and Overseeding Fields	Biennial				Quote from Green Pastures - \$2,700 - March 2025 Completed		Duane arranged with vendor and is complete.
East Park	Football	Township Board	Football would like more field lighting	Capital				They paid for the poles there now - \$10,000 donation		
East Park	Parking - Paved	Township Board	Paved Parking needs to be redone & ADA	Capital				Make sure that parking is reconfigured to include dugout access		
East Park	Parking Lot	B&G	Edges on outer and inner edge around island need to be backfilled/drop	Capital				Liability concern, we need to get this done asap		
East Park	Parking Lot	B&G	Striping for no parking & directional signange needs to be installec	Capital				Angle parking is gone/it is now straight so need arrows/signs		Admin ordered signs and templates, per Duane will do Spring 2025
East Park	Pavilion Large	Parks Admin	Install compliant surfacing under picnic tables	Biennial				If chips, need to be maintained at least bi-annually		
East Park	Pavilion Large	Parks Admin	Install connecting pathways	Capital				Connect Picnic to Concession/Play Area - ADA		
East Park	Pavilion Large	Parks Admin	Replace Picnic Tables	One Time				Needs update for GL and ADA Compliance		
East Park	Pavilion Large	Township Board	Roof should be replaced	One Time						
East Park	Pavilion Small	Parks Admin	Small tables should be purchased and installec	One Time				At least one needs to be ADA Compliant		
East Park	Pavilion Small	Township Board	Roof should be replaced	One Time				Roof was replaced on stand and pavillion with Hail Storm Claim	Summer 2024	
East Park	Picnic Pavilion Lg	ADA B&G	Picnic Tables must be ADA Accessible under Pavilion	One Time				On Manly Bennett Park Transition Plan		
East Park	Picnic Pavilion Lg	B&G	Accessible route needed to grill, should have 48" useable side	One Time				On Manly Bennett Park Transition Plan		
East Park	Playground	B&G	Hire Vendor to conduct Head Impact Test for wood fiber	Annually				Duane does Playground Inspector duties		
East Park	Playground	Parks Admin	Order Engineered Wood Fiber & Install based on Duane's Rec	Biennial				Possible annual need based on Playground Inspection		
East Park	Playground	B&G	Maintenance/Safety Check of all equipment	Weekly				Inspection Check forms to be supplied by Duane/Playground Insp		
East Park	Volleyball	Parks Admin	Volleyball area needs to be redone, new net	Capital				New border, sand, and net are needed - ADA access also		
East Park	Volleyball	ADA B&G	Accessible route to court is required, suggest seating	One Time				On Manly Bennett Park Transition Plan		
Event Area EP	Open Field	B&G	Fertilize, Weed Control	Annually				Quote from Green Pastures - \$2,000 - waiting for Clerk approval		
Lakelands Trail	All Areas	ADA B&G	All trashcans must be moved within 24" of path	As needed				On Lakeland Trail Transition Plan		
Lakelands Trail	All Areas	ADA B&G	All dog waste bins must be moved within 24" of path	As needed				On Lakeland Trail Transition Plan		
Lakelands Trail	All Areas	ADA Admin	All trails and access should be mapped showing ADA	One Time				On Lakeland Trail Transition Plan		
Lakelands Trail	All Areas	ADA B&G	All cracks 1/2 inch and bigger must be repaired	One Time				On Lakeland Trail Transition Plan		
Lakelands Trail	All Trailheads	Parks Admin	Portable Toilets require additional cleanings	As needed				Look into additional units and/or cleaning 2x weekly		
Lakelands Trail	All Trailheads	B&G	Build wooden screening for all portable toilets	Capital				Consider doing this if we don't get grant funding for toilets		
Lakelands Trail	Disc Golf Entrance	ADA B&G	Running Slope and Cross Slope concerns	One Time				On Lakeland Trail Transition Plan		
Lakelands Trail	Hunchback Bridge	B&G	Sign has graffiti	One Time				Duane to clean		
Lakelands Trail	Lakelands Trail	B&G	Wooden bench near Sewer Plant s/b removed	One Time				Plaque should be placed elsewhere in area, see Parks Coordinato		
Lakelands Trail	Lg Zukey Bridge	Parks Admin	Transition at Lg Zukey Bridge is non-compliant	One Time				Vendor should be contacted to have corrected, or fixed		
Lakelands Trail	M-36 Tunnel	B&G	Needs to be repainted (cover graffiti)	As needed				Could use a fresh coat of paint - consider mural project?		
Lakelands Trail	M-36 Tunnel	B&G	Lights should be replaced (need to work for GL)	One Time				Need to be maintained better, also cameras?		
Lakelands Trail	Merrill Rd link path	ADA B&G	Trail along Merrill too steep and collects debris	One Time				On Lakeland Trail Transition Plan		
Lakelands Trail	Merrill Thead link path	ADA B&G	Trail from parking to path too steep	One Time				On Lakeland Trail Transition Plan		
Lakelands Trail	Pettysville Trailhead	B&G	Roof on Kiosk needs replacement, wood repair	One Time				Eagle Scout took renovation on as a project, completed	Summer 2024	
Lakelands Trail	Pettysville Trailhead	B&G	Trail to kiosk needs to be installed for ADA access	One Time				Should be same grade as parking		

Lakelands Trail	Pettysville Trailhead	B&G	Bike Repair Station needs an access path	One Time				Must be paved or acceptable alternative		
Lakelands Trail	Pettysville Trailhead	Parks Admin	Replace bike repair station behind Station #11	One Time				It is in pretty poor condition, unable to find original vendor		
Lakelands Trail	Respite near Merrill	ADA Admin	When redoing respite, make sure there is companion seat	One Time				On Lakeland Trail Transition Plan		
Lakelands Trail	Respite near Merrill	B&G	Wooden benches and footbridge s/b replaced	One Time				Remove wooden benches now, plaque to be placed elsewhere		
Lakelands Trail	Respite near Merrill	B&G	Running Slope and Cross Slope concerns	One Time				When respite redone, address Lakeland Trail Transition Plan issues:		
Lakelands Trail	Sm Zukey Bridge	B&G	Clear area east of Zukey Footbridge	One Time				Need space for bench and bike repair station		
Lakelands Trail	Sm Zukey Bridge	Parks Admin	Replace Zukey Footbridge (Wilson Grant pending)	One Time				Grant includes bench and bike repair station		
Public Safety	Barriers	Parks Admin	Portable safety barriers needed for event safety	Capital				Getting list and quotes together now 3/25/25		
Senior Center	Community Garden	B&G	Garden boxes need to be relocated	One Time				See Julie and Deby		
Township Hall	Clock Tower	Township Board	Complete tear out and refurbish, look terrible	One Time				Clock Tower is an eyesore, and interferes with site distance		
Township Hall	Entrance to Building	Township Board	Parking lot is in poor repair	Capital				Cracks should not be in excess of 1/2 inch in width		
Township Hall	Entrance to Building	Township Board	Tear out grass and put in benches & bike rack	One Time				Grasses look terrible, have for a long time		
Township Hall	Entrance to Building	Township Board	ADA curb ramp is in poor repair	One Time				Reported several years ago, still not fixed		
Township Hall	Entrance to Drive	Township Board	Flow around clock tower and in parking lot is dangerous/Picklebal	Capital				When parking is restriped, perhaps flow can be helped with arrows		
Township Hall	Entrance to Drive	B&G	Monument signs need uplighting	One Time				Duane to arrange for pricing		
Township Hall	Entrance to Drive	Parks Admin	Wayfinding signage at end of drives	One Time				Signs need to be designed, ordered, and installed		
Trailheads	All Trailheads	ADA B&G	All information kiosks require accessible paths	One Time				On Lakeland Trail Transition Plan		
Trailheads	Village	B&G	Find a better way to secure plaquest	One Time				Glue isn't holding on boulders, find solutor		
West Park	Adult Workout	B&G	Rubber Grips need to be replaced	As needed				Grips need to be replaced, Parks Admin needs size		
West Park	Adult Workout	B&G	Rubber Mulch needs another layer	Biennial				Should be checked as part of maintenance schedule		
West Park	All Areas	B&G	Remove all dead trees and debris	As needed				Dead trees near H3 need to be cut down and removed		
West Park	All Areas	Parks Admin	Portable Toilets require additional cleanings	As needed				Look into additional units and/or cleaning 2x weekly		
West Park	Boardwalk	B&G	Remove all dead trees and debris	Annually				Keep trees and brush away from Boardwalk to avoid damage		
West Park	Boardwalk	B&G	Repair Boardwalk when storm damage occurs	As needed				This happens at least once a year, also it us buckling - Replace?		
West Park	Boardwalk	B&G	Add seating at the end of boardwalk	Capital				Perhaps Bench Adoption Program?		
West Park	Boardwalk	B&G	Widen turn radius at the end of boardwalk	Capital				May need to do if entire thing is replaced (within 5 years)		
West Park	Concession	B&G	Remove and Replace Info Kiosk on Building	One Time				Parks Admin to order replacement		
West Park	Concession Stand	B&G	AED should have reach range no higher than 48 inches	One Time				On Manly Bennett Park Transition Plan		
West Park	Concession Stand	Township Board	Restrooms are in poor repair, and are not ADA Compliant	One Time				On Manly Bennett Park Transition Plan		
West Park	Disc Golf	B&G	Remove all dead trees and debris	As needed				Keep pathway clear and maintained with gravel		
West Park	Disc Golf	B&G	Maintenance/Safety Check of all tees/holes	As needed				Gravel and dirt to be added to low areas for GL		
West Park	Disc Golf	B&G	Aggregate needed for all baskets and low areas	Biennial				Requires bi-annual inspections, min. Replace washouts as needec		
West Park	Disc Golf	Parks Admin	Solution for Donation Collection	Capital				Work with Accounting/Treasury to find solution		
West Park	Disc Golf	B&G	Replace/Repaint all hole markers	One Time				They are in bad shape, need paint at least, or replace		
<b>West Park</b>	<b>Disc Golf</b>	<b>B&amp;G</b>	<b>Replace all wooden benches (6?)</b>	<b>One Time</b>				<b>These are in bad shape, they need to be removed for safety</b>		<b>Ordered benches, B&amp;G to install Spring 2025</b>
West Park	Disc Golf	B&G	Replace fence at Hole #14	One Time				In poor condition, needs to be replaced - Mural?		
West Park	Entrance Gate	B&G	Needs replacement - Bent	Capital				Used by Public Safety/B&G - Consider replacement		
West Park	Entrance Gate	B&G	Consider gate at north entrance to Disc Golf	Capital						
West Park	Gazebo	B&G	Needs restrain and repair work on wood	Annually						
<b>West Park</b>	<b>Irrigation</b>	<b>B&amp;G</b>	<b>Leaks in irrigation, also flooding on H3 has historically been an issue.</b>	<b>Capital</b>				<b>If in bad shape, consider replacing with something a little larger</b>		<b>Quote received by Bob Myers in 2024 - \$16,250, Looking into alternates</b>
West Park	Parking - Gravel	Township Board	Gravel Lot requires overhaul and maintenance	Biennial				Parking lot upgrades in grant, but additional funding s/b spent		This should be an annual item, see past proposal attachec
West Park	Parking - Gravel	Township Board	Gravel lot near Disc Golf needs bumpers	Capital				Lot should be configured and designed to optimize parking		
West Park	Parking - Gravel	Township Board	ADA Parking improvements - installation	One Time				Parking lot upgrades are in grant, should be designed w/paving		
West Park	Parking - Paved	Township Board	Paved lot/Merrill Trailhead needs to be redone	Capital				Lot should be expanded and restriped		
West Park	Pathway	B&G	Remove all dead trees and debris	As needed				Keep pathway clear and maintained with gravel		
West Park	Pathway	Parks Admin	Pathways should be resurfaced, and regreaded	Capital				For GL and ADA accessibility		
West Park	Playground	B&G	Hire Vendor to conduct Head Impact Test for wood fiber	Annually				Duane does Playground Inspector duties		
West Park	Playground	Parks Admin	Install Wood fiber for temporary play area	Biennial				Wood fiber needs to be installed, area will be rolled into new desigr		
West Park	Playground	Parks Admin	Look into installation of "temp" play features	Capital				Features such as corn hole could then be moved to East Park		
<b>West Park</b>	<b>Playground</b>	<b>ADA B&amp;G</b>	<b>Playground needs to be redone and brought to compliance</b>	<b>One Time</b>				<b>Being redone under Grant #1F22-0107</b>		
West Park	Playground	ADA B&G	Benches are too high and require companion seating	One Time				On Manly Bennett Park Transition Plan		
West Park	Soccer Fields	Parks Admin	Repair/Paint Goals, Replace/Repair Nets, Finalize Field Layout	Annually				Estimated expense \$1,000 per year not including paint/vendor service		
<b>West Park</b>	<b>Soccer Fields</b>	<b>B&amp;G</b>	<b>Moles in H1 and H8 (where new playground will be)</b>	<b>Annually</b>				<b>B&amp;G can't keep up, we hired someone for May 2025 to do</b>		<b>B&amp;G/Clerk to get bids</b>
<b>West Park</b>	<b>Soccer Fields</b>	<b>Parks Admin</b>	<b>Striping for 8-14 soccer fields for games/tourneys</b>	<b>As needed</b>				<b>Legacy for initial stripes, Vendor for upkeep</b>		
Winkelhaus Park	Garden Beds	Adopt A Garden	Trim bushes & plant flowers	Annually						
Winkelhaus Park	Hillside	ADA Township Board	Stairway/Ramp should be installed to provide access to site	One Time				On Manly Bennett Park Transition Plan - LEASED FACILITY		
Winkelhaus Park	Mulch	B&G	Mulch for all features and pathways	Biennial				On Manly Bennett Park Transition Plan - LEASED FACILITY		
Winkelhaus Park	Nature Trail	ADA Township Board	Nature Trail should be upgraded to limestone mix w/benches	One Time				On Manly Bennett Park Transition Plan - LEASED FACILITY		
Winkelhaus Park	Pathways	ADA Township Board	Accessible route to all features must be installac	One Time				On Manly Bennett Park Transition Plan - LEASED FACILITY		
Winkelhaus Park	Picnic Table	ADA Township Board	Picnic Tables must be ADA accessible	One Time				On Manly Bennett Park Transition Plan - LEASED FACILITY		