



GOALS AND OBJECTIVES: FY 2025/2026

PARKS AND RECREATION, GRANTS, & ORDINANCE (Township Coordinator)

ADMINISTRATIVE

- Finalize codification of changes in the Parks and Recreation Administrative PPM
- Ensure all proposed park projects comply with Master Plan and ADA Standards
- Find solution with Treasury/Accounting for Park & Senior Center Use payments
 - Scheduling Software or Alternatives
- Promote Adopt-A-Feature & Adopt-A-Garden Donor Programs
- **Organize & Host 2025 Community Clean-Up Event**
 - April 26, 2025 – 9AM-3PM (West Park – Dumpsters/Trail & River Clean Up)
 - May 3, 2025 – 9AM-Noon (Pettysville Trailhead – Shredding Only)
 - ***\$8,000 Budget anticipated for staffing 2 separate days (2024 Report attached)***

FORMS & INFORMATION MANAGEMENT

- Maintain Parks/Lakelands Trail/Community Center/ADA website pages & social media
- Develop/maintain all marketing material for Parks/Trails & supply information kiosks
 - Anticipate roughly **\$1,000** for Print Budget
 - Looking to create QR codes for Digital Content: Brochures, Maps, & New Resident
 - Use Park Rangers for distribution of materials on Kiosks

SCHOLARSHIP

- Assist user groups with scholarship procedure
- Investigate/coordinate fund raising events for Scholarship, if needed
- Fund starts each year no less than \$3,000

MANLY BENNETT PARK

- Install safety fencing in Flyer's Field - **\$25,000**
- Coordinate/Assist with Bennett Park & Water Trail Access Improvements #TF22-0107
 - ***See Grants for Details on Funding & Scope***
- Install field gravel and square off all diamonds in East Park - **\$5,000**
- Development of Intergenerational Pocket Parks - **\$5,000**
- Volleyball Court needs maintenance improvements - **\$10,000**

COMMUNITY CENTER

- Continue to schedule Community Center Use of facility and to update policies as needed
- Cross-train with Senior staff on building rental and train on procedures
- Investigate solutions for streamlined and secure rentals

GRANTS

- **Current Project: Bennett Park & Water Trail Access Improvements #TF22-0107**
 - Deadline for completion/filing – August 31, 2025
 - Funding: **\$300,000 MDNR, Promised Match from Township \$202,500**
 - **Scope:**
 - Canoe/Kayak Launch or Ramp with 6' Access Pathway
 - Interpretive Signage for Native Plantings & Bench at Launch
 - Paved ADA Parking Spaces within Gravel Lot (West Park)
 - Trail Improvements in West Park, 8' wide or more
 - Playground Improvements with ADA Safety Surfacing
 - Rain Garden with Native Plants (incorporate into playground)
 - Landscaping, Signage, **Drinking Fountain (being removed)**
 - "Park Within A Park" concept will be added to Adopt-A-Feature program
 - Pursue grants for future phases of this vision
- **Concept Plan: Future Phases of Bennett Park Intergenerational Park Project**
 - **Highly recommend having a Master Design Plan for all parks/trails/community center so I have a concept plan ready for any Grant we decide to pursue - Cost not to exceed \$15,000 (quote in 2023 was \$10,500)**
- **Draft & File Grants through MDNR this cycle – due 4/1/25**
 - Pavilion & Respite Amenities at Village Trailhead Parking Area
 - Zukey Footbridge (behind old Carpet Depot building)

TRAINING

- Continue On-line webinar training and attend annual Conference MParks
 - Anticipate roughly **\$1,000 Budget per person**
- Attend free training sessions as available

ORDINANCE

- Coordinate and maintain records for changes to our Code of Ordinances
- Ensure all changes are processed correctly, published, and filed with web-host

CLERK

- Complete Records Management scanning for Parks/Trails/Grants through Docuware
- Scan and organize all archive Park, ADA, Grant, & Ordinance Records