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**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Patricia Hughes  
Bill Hahn  
Chuck Menzies  
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## **GOALS AND OBJECTIVES: FY 2024/2025**

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

#### **ADMINISTRATIVE**

- Complete update of the Parks and Recreation Administrative Policies & Procedures
- Ensure all proposed park projects comply with Master Plan and ADA Standards
- Work with Treasury for Park & Senior Center Use invoices/payments
  - Scheduling Software - **\$5,000** per year average cost (developing short list)
- Update and promote Adopt-A-Garden/Tree/Bench Donor Program
  - Investigate possible addition of Park features, ie: outdoor games
- **2024 Community Clean-Up Event**
  - April 20, 2024 - 9AM-3PM
  - **\$6,500 Budget was approved 12/5/23**
  - **Same level funding for April 2025**

#### **FORMS & INFORMATION MANAGEMENT**

- Maintain Parks/Lakelands Trail/Community Center/ADA website pages
- Maintain Parks & Rec/Lakelands Trail/and Township social media profiles
- Develop/maintain all marketing material for Parks/Trails & supply information kiosks
  - Anticipate roughly **\$500-\$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
- Township promised funding

#### **MANLY BENNETT PARK**

- Install wayfinding/safety signage in Manly Bennett Park
  - Estimate for Wayfinding - **\$5,000** - Estimate for Rules & Regs - **\$5,000**
- 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**

#### **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 future software, if any

## **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
  - Consideration for “Park Within A Park” concept will require additional budget
  - Pursue both Community and MDNR grants for future phases of this vision **\$10,000**
- **Pending Grant: MLLT Zukey Footbridge & Amenities Project #IG-202324346**
  - Anticipates **\$100,000 Wilson Grant & \$40,000 Township Match**
  - If funds are not awarded, high priority project will be fully funded by Township
  - *Have been advised by staff that money is set aside for this project*
- **Pending Grant: Senior/Community Center Expansion Project #LEO/MCSC**
  - Anticipates **\$490,000 LEO Grant, with no Township Match**
  - Recommend funding the Energy Efficient Windows and/or Patio Shade Screen even if the grant funding doesn't come through
    - Estimated Windows at **\$40,000** (increase to \$50,000),
    - Shade Structure/Pergola at **\$125,000** (increase to \$150,000)
    - *Figures from 2023 grant used for estimates*
- **Concept Plan: Future Phases of Bennett Park Intergenerational Park Project**
  - Pursue funding for future upgrades to “Park Within A Park”
  - Funding requests to come to Township Board on a case by case basis
- **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 \$12,000 (quote in 2023 was \$10,500)**
- Continue to seek out opportunities and submit Grants that support Master Plan Design

## **TRAINING**

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

## **ORDINANCE**

- Maintain records for Supplemental updates
- Coordinate all changes to be filed with Municode for codification

## **CLERK**

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