



GREEN SPACE/PARK COMMITTEE MEETING MINUTES

DATE: October 6, 2021

IN ATTENDANCE:

Michele Balside
Doug Dresie

Loretta Rokey
Dan Newyear

Mark Cann
Pat Hogan

Darlene Page
John Koehler

Randy Page
Jeff Armstrong

	Park Improvements
1.1	<p>Master Plan Development - Kleingers:</p> <ul style="list-style-type: none"> Kleingers' work on Master Plan development can be reimbursed by COVID funds. Kleingers' proposal was reviewed. As this moves forward, we need to make sure that items from the Master Plan Worksheet are incorporated into the Plan. This plan should incorporate larger scale items like ballfields, playgrounds, other facilities, etc. The Service Department should focus on items which would be more difficult to fundraise for such as parking lots and path repairs. Darlene suggested that the lot across from the Library may be a good area for a new park based on its location. Loretta noted that that property may serve better for commercial development. Darlene noted that the Township has approximately \$600k in COVID relief funding and it has until 2024 to spend those funds. Doug is to report out to Trustees on 10/13/21.
1.2	<p>Master Plan Worksheet Review:</p> <ul style="list-style-type: none"> There are some items to be added to the list such as improving the entrance to Groh Park as well as standardizing trash cans at Groh Park and Spencer Shank Park to match those at Locust Corner Park. Doug has added some potential dates to the list. Others are encouraged to review and provide feedback. The group agreed that completed items should be highlighted in green.
	Park Event Ad Hoc Group Updates
2.1	<p>Ad Hoc Group Operational Parameters:</p> <p>There had been concern with liability for volunteers in planning and organizing of events. The group met with Loretta Rokey for discussions and parameters have been clarified.</p>
2.2	<p>Christmas Caroling & Tree Lighting Event:</p> <ul style="list-style-type: none"> The group is targeting Thursday, December 16, 2021, for the event. Discussed potential tree lighting locations of near the Learning Center or in front of the Township Building. This will be further discussed. Dan has had difficulty getting responses from area schools or vocalists to lead caroling. A DJ may be an option.
	Other Business
3.1	<p>Park National Bank Volunteer Event:</p> <p>The volunteer team removed the skateboard fixtures from Groh Park. They also performed some tree clean-up as well as removing the remnants of a homeless camp. Randy is to bring the waivers to the Township for filing.</p>

3.2	<p>Fall Clean-up Work Day:</p> <ul style="list-style-type: none"> • Date is set for Saturday, 11/13/2021, 9am – 1pm. • So far Dan has 11 volunteers from UC committed. • John stated that the Service Department will have a chipper there. Mulch will be stockpiled behind the Cemetery. • Targeting 11/6/2021 at 9am for a pre-work day walk through. • Doug is to write up a brief paragraph for the Township to post on their website and Facebook page.
3.2	<p>Bench Donations:</p> <ul style="list-style-type: none"> • Dog Park bench installation update: The two donated benches will be installed week of 10/11/2021. • Cann Donation location: Doug is to reach out to Mark Cann to confirm desired location. Bench is assembled. Randy is to order the plaque.
3.4	<p>Spencer Shank Disc Golf Course Upgrades:</p> <ul style="list-style-type: none"> • Jeff Armstrong discussed his and others volunteering to upgrade the Disc Golf Course at Spencer Shank Park. They are not seeking financial support from the Township and they would do their own fundraising. • The existing baskets are in good shape and will be left in their current location; although there is a post missing on basket #7. • Locations of tee or throw areas would be relocated and include beginner and advanced starting points. • The new starting points would be set flush with the ground, with new signage. • The current layout is shown on the website www.DGCR.com. • Jeff will submit a plan of the proposed layout for approval. • Doug will bring this up to the Trustees in their meeting on 10/13/2021, for approval.
3.5	<p>Locust Corner Park Trail Signs:</p> <p>Pat stated that the signs for the additional trails (recent scout project) have been installed.</p>
3.6	<p>Community Outreach:</p> <ul style="list-style-type: none"> • Loretta stated that herself, Kristin Cannon, and Lori Wilson met to discuss reworking the Parks portion of the Township website. • The group discussed the need to prepare a Parks Newsletter, as it has been some time since one has been prepared.
3.7	

NEXT MEETING: WEDNESDAY, November 3, 2021, 6:30pm

Minutes prepared by:



September 10, 2021

Loretta Rokey, Township Administrator
950 Locust Corner
Pierce Township, Ohio 45245
Via email: lrokey@piercetownship.org

Re: Proposal for Professional Design Services
Master Plan for Groh Park, Spencer Shank Memorial Park, & Locust Corner Park
Pierce Township, Ohio

Loretta,

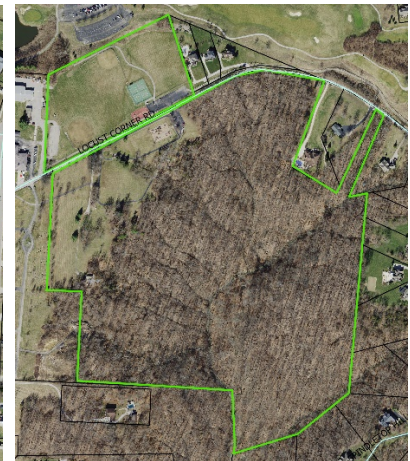
We are excited to provide this proposal to provide master planning for three parks within Pierce Township (Groh, Spencer Shank, & Locust Corner Parks). We understand that you would like an overall Master Plan for each of the three parks that incorporates your desired recreational programming elements. The limits of each park are shown on the aerials below, outlined in green.



Groh Park



Spencer Shank Memorial Park



Locust Corner Park

The Kleingers Group will provide professional landscape architecture design services for the Master Plan of the park areas. Over the years we have designed many park Master Plans and therefore, we will provide you with excellent service and ideas to create a Master Plan specific to Pierce Township.

Based on our conversation, we understand that you would like an overall Master Plan for the three park spaces that incorporates various program elements and site improvements specific to each park. For **Groh Park** we understand that you



would like to remove the skateboard park, open visibility to trails, add inclusive playground surfacing and equipment, relocate the shade shelter, resurface parking lots, and consider relocation of the basketball court and playground. For **Spencer Shank Memorial Park** we understand that you would like to remove and replace the concrete entrance, revitalize the frisbee golf course, resurface and restripe the basketball court, add new site furnishings and shade structures, resurface the parking areas, and add a potential restroom facility. Finally, for **Locust Corner Park** we understand that you would like to remove the front baseball field, relocate the rear baseball field near the basketball court, add parking, resurface existing parking lots, relocate playground, add new inclusive surfacing / equipment, add site furnishings and shade shelters.

For the development of the Master Plans, we first propose to compile available GIS data to be used as the basemap for the project. Second, we will provide a proposed Master Plan for the park based on the program elements listed above. We will then meet to discuss opportunities and your vision of future park amenities. We propose to meet with a small stakeholder group to discuss the master plan concepts. Based on the small stakeholder group comments, we will refine the Master Plan to arrive at a Preferred Master Plan for each park with the goal of moving towards construction documentation for each park.

We will provide a budgetary Opinion of Probable Cost for the Preferred Master Plans. We anticipate the timeline for the Master Plan design to last about 1-2 months.

We are excited about this opportunity and look forward to providing a Master Plan for these three parks. Thank you for the opportunity to submit this proposal. If you have any questions, please do not hesitate to contact me as I'd be happy to answer any questions and revise the proposal as needed.

Thereby, please find on the following pages are scope and fee. We are looking forward to working with you on this exciting park project!

Sincerely,

THE KLEINGERS GROUP

Lynne Nischwitz, PLA, ASLA, CLARB
Director Landscape Architecture



SCOPE OF SERVICES

Master Plan:

Pre-Design / Coordination / Meetings

- Gain available GIS information to be used as a basemap for the Master Planning design effort.
- Prepare a basemap for Groh Park, Spencer Shank Memorial Park, & Locust Corner Park.
- Perform a park site visit to review the existing park conditions and surrounding environs.
- Lead the design team through the Master Plan design process and provide project management, communication, and coordination with the Township.
- Assume attendance to two (2) design review meetings with the Township.

Design

- Develop Preliminary Concept Master Plans for each park that will depict the layout of park amenities such as the location of the athletic facilities, dog park, bike trail, restroom facilities and other proposed park improvements.
- Provide programming ‘Vision’ Imagery Sheets of recommended park amenities that depict the park vision to garner consensus between the design team, the Township and to be utilized in the future to gain public comment and support.
- Provide revisions to the Preliminary Master Plans based on Township stakeholder comments to arrive at a Preferred Master Plan. Assume up to two rounds of revisions.
- Provide a plan rendering of each Master Plan to be utilized by Pierce Township.
- Provide a budgetary Opinion of Probable Construction Cost.
- Provide a Phasing Plan.
- *Note: As an additional service, if authorized, a 3D perspective rendering of each park Master Plan will be created.*

Project Fee Structure

Master Plans.....\$9,900

Additional Fee, If Authorized

3D perspective renderings of each park..... \$5,900

Terms and conditions to be per the previously signed Master Services Agreement.

Expenses

- ☒ Routine non-labor expenses are included in the proposed fees outlined in the Scope of Services.
- ☐ Routine non-labor expenses will be billed to the Client as reimbursable costs in addition to the proposed fees outlined in the Scope of Services at a rate equal to 110% of the actual direct cost.

Routine non-labor expenses include printing of deliverables outlined in the Scope of Service, typical client meeting materials, routine copies, mileage to and from project sites and Client’s office(s), normal field supplies, and other similar consumables used during regular business activities.

If special, project-specific consumables or tools are needed to complete this project, we reserve the right to charge those costs to the Client as reimbursable costs at a rate equal to 110% of the actual direct cost. This proposal is valid for 60 days, unless formally extended by Consultant.



Clarifications and Assumptions

Upfront communication about project requirements and goals with you, our Client, is very important to us.

Often times, some aspects of the project requirements and conditions are not fully known prior to us providing a scope and fee proposal. Stating assumptions within the Proposal helps us refine the Scope of Services and better associate appropriate and reasonable fees for the Project. The assumptions may or may not match the actual project requirements and conditions which may only become apparent throughout the course of the project or even after the project is complete; however identifying the conditions for which this Proposal is valid helps to provide a shared understanding about the conditions for which this Scope of Services and associated fees are valid. Please let us know if you feel any of the Clarifications or Assumptions do not match your expectations so we may revise the Proposal to better suit your needs.

We recognize that minor revisions to drawings and other project documents are normal and to be expected in the production of any project. Should major revisions or out of scope conditions arise, you will be notified of the need for additional services and anticipated additional fees before we proceed forward with additional work.

For the purposes of this proposal we are making the following assumptions:

- Concept Design, Design Development, Construction Documentation, Bidding, and CA are not included.
- Structural Design and Civil Engineering will be required for future design phases but are not included in this proposal.
- Mechanical Design, Electrical and Technology, Plumbing, Fire Protection, and Geotechnical services are not included in this proposal.
- Traffic impact studies and the design of public roadway improvements is not included in this scope of work.
- LEED design elements will not be required or incorporated into the project.
- We assume that the Owner will pay for site related permit fees, including water/sewer tap fees and OEPA NPDES permit fees.
- Signage Design is not included.
- Services related to Special Inspections as required by the Ohio Building Code not provided.
- All scope of work associated with public roadway improvements and public utility extensions is specifically excluded from this proposal.
- This scope of work does not include subsurface utility locating services.
- The scope of work does not include the design of sanitary sewer lift stations and force main nor water booster pumps.
- The scope of work does not include water and stream permits, environmental assessment or investigation for presence or absence of wetlands.
- Survey services are not included.

Associated Services

The Kleingers Group offers a wide variety of related professional civil engineering, transportation engineering, landscape architecture, planning, land surveying services, and reality capture (laser scanning) services. Although not included in this Proposal unless specifically itemized in the Scope of Services, we would be pleased to assist you with other aspects of your project needs. Please visit www.kleingers.com or contact us directly to learn more about our various service offerings and how we can help you achieve your project goals.



Authorization

This Agreement (total page count listed below, together with Attachments and Exhibits identified within) constitutes the entire agreement between Consultant and Client and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and delivered by their duly authorized representations, effective as of the Effective Date listed below.

Further, Client's signature below represents Authorization to Proceed with the work outlined above in accordance with this proposal including the Terms and Conditions.

The Kleingers Group, Inc.

SIGNED

Lynne Nischwitz PLA, ASLA, CLARB

PRINTED

Director Landscape Architecture

TITLE

September 10, 2021

DATE SIGNED

Pierce Township, Ohio

SIGNED

PRINTED

TITLE

DATE SIGNED / AGREEMENT "EFFECTIVE DATE"

PIERCE TOWNSHIP PARKS MASTER PLAN WORKSHEET

Original concept developed by M. Cann										10/03/21
Priority Legend:	1 - Urgent: requires immediate action due to safety and/or perception issues									
	2 - Moderate: could become urgent status if not addressed in a timely manner									
	3 - Future: requires planning, funding or other items to bring to fruition									
Project Legend:	FND - Funding needed	PPT - Pierce Pres/Trails	LCDP - Locust Corner Dog Park	ADI - Arboretum Development Initiative	PM - Park Maintenance	AR - Arrowhead Park	SSP - Spencer Shank Pk	TD - Tree Donation Program		
	TW- Township Website	GP - Groh Park	LCRA - Locust Corner Recreational Area	HBT - Hiker/Biker Trails	UOP - Use of Park	FUN - Fundraising	NA - Nature Areas	TW- Township Website		
PROJECT NUMBER	LOCATION	PRIORITY (see legend)	Funding Source	WORK	EFFORT/RESOURCES/ESTIMATED HOURS AND OR COSTS REQUIRED	LOGIC	ASSIGNED TO/ OWNER	DATE ASSIGNED	TARGET COMPLETION DATE	ISSUES/NOTES
ADI-1	Arboretum Development Initiative	2	Public/ Private	Develop and maintain a Level One Arboretum	Staff, park committee, outside expertise	Tie to Tree Donation Program. Could be major community attraction and prestigious initiative	Randy Page			
AR-1	Arrowhead Playground	3	Public/ Private	Restore playground area to greenspace	Service Department Staff	Safety, image, appearance and enrichments to area	John Koehler		12/31/21	General public opinion expressed in 07.22.2021 Special Parks Meeting, is that area should be left green space.
FUN-1	Fundraising	1	Public/ Private	Develop master plan for fundraising activities including identification of opportunities, best practices and energetic, proactive approaches	May require a subset fundraising committee for this work	Ongoing need to foster growth and momentum	Doug Dresie		06/30/22	
FUN-2	Fundraising	1	Public/ Private	Form 501c3 Park Foundation	Staff, park committee, outside expertise	Fundraising tool	Anne Campbell		12/31/21	
GP-1	Groh Park	1-FND	Public	Playground equipment replaced. Consider options for smaller kids while maintaining those that appeal to other ages.	Staff. Funding is major issue	Safety, image, appearance and enrichments to area			06/30/22	Funding is major issue.
GP-2	Groh Park	2-FND	Public/ Private	Shelter house and tables need repair and/or replacement	Volunteer/Staff. Assess scope of repairs/replacements and costs and then develop work plan	Safety, image, appearance and enrichments to area	John Koehler		03/31/22	Service Dept. has performed some repairs. Overall scope to be assessed.
GP-3	Groh Park	1-FND	Public/ Private	Add ADA swings or other accessible equipment.	Research products and solicit quotes. Service Dept Install. Funding needed.	Enhance resident's experience	Doug Dresie		03/31/22	Funding needed.
GP-4	Groh Park	1	Public	Remove skate park equipment	Service Department Staff.	Safety, image, appearance and enrichments to area	John Koehler		12/31/21	Service Department staff priorities.
GP-5	Groh Park	2-FND	Public/ Private	Add benches along walking paths.	Volunteer/Staff	Comfort. Enhance resident's experience				Bench donation program potential. Funding and prioritization.
GP-6	Groh Park	3-FND	Public	Add basketball hoops	Staff. Funding.	Increase capacity for play.				
GP-7	Groh Park	3-FND	Public	Add restrooms with running water.	Large project. Competitive bid/contractor built.	Comfort. Enhance resident's experience				Funding.
GP-7	Groh Park	3-FND	Public	Add pickle ball court and tether ball court.	Review park layout. Potential use of skate park area. Service Department or work contracted.	Attract and encourage activities by residents and guests				Funding. Potential for County Parks Grant application.
HBT-1	Hiker/Biker Trails	2-FND	Public	Extend existing hiker/biker trail from Legendary Run golf course maintenance building to Inverness lift station	Staff. Estimated 500'- 600' of trail needed. Negotiate trail easement with 4 property owners. This project, along Locust Corner Road, was discussed with the property owners in March or April of 2015. Hershner even made up easement plats with the trail depicted. This could be done in phases: e.g., 1st Phase: "rough" trail of gravel or mulch, then as monies become available; 2nd Phase: blacktop and detailed completion.	This will bring closure to the promised hiker/biker trail that was to totally encircle Legendary Run some 20 years ago. This will also offer "connectivity" from Royal Troon, Inverness, Mackenzie Crossing, Castlestone and Turnberry in a more direct and less arduous trek to get to the Locust Corner trail hub, recreational fields and learning/event center				
HBT-2	Hiker/Biker Trails	3-FND	Public/ Private	Feasibility study on more connectivity to parks and neighborhoods	Staff, park committee, outside expertise	Create close knitting of communities and neighborhoods where practical				
LCDP-1	Locust Corner Dog Park	1	Public	Update Website, Cerkl, Social Media notifications that park is open and install "Now Open" sign at entry along Locust Corner Road	Township Staff; 3 hrs.	Make better effort to "sell" and "market" our community asstes.	Loretta Rokey		12/31/21	Staffing constraints/workload.
LCDP-2	Locust Corner Dog Park	2-FND	Private	Seating needed. Fundraising required	Volunteer/Staff	Comfort. Enhance resident's experience			09/30/21	Two benches donated and have arrived. Plaques ordered.
LCDP-3	Locust Corner Dog Park	3-FND	Public/ Private	Agility equipment to be added in future. Fundraising required	Volunteer/Staff	Enhance resident's experience	Lori Wilson			
LCP-1	Locust Corner Park	3-FND	Public/ Private	Bill Brewer Memorial	Volunteer/Staff	Tribute to fallen officer and township resident	Jeff Bachman			
LCP-2	Locust Corner Park	3-FND	Public/ Private	Shelter	Volunteer/Staff	Stimulate family usage and events				Completed/In Progress - See UOP-1
LCP-3	Locust Corner Park	3-FND	Public/ Private	Exercise equipment on paved walking trail	Volunteer/Staff	Encourages mobility and healthful activities				
LCP-4	Locust Corner Park	3-FND	Public/ Private	Playground equipment/features	Volunteer/Staff. ADA equipment	Larger resident segment appeal. Cross-generational draw	Doug Dresie			
LCP-5	Locust Corner Park	3-FND	Public/ Private	Playground equipment/features	Volunteer/Staff. Additional seating needed	Larger resident segment appeal. Cross-generational draw				
LCP-5	Locust Corner Park	3-FND	Public/ Private	First Responders Memorial	Volunteer/Staff. Elements to be defined	Branding				
LCP-6	Locust Corner Park	3-FND	Public/ Private	Playground bench shade	Volunteer/Staff. Shading needed	Larger resident segment appeal. Cross-generational draw				
LCP-7	Locust Corner Park	3-FND	Public/ Private	Playground equipment/features	Volunteer/Staff. Multi-generational play/cornhole	Larger resident segment appeal. Cross-generational draw				

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PROJECT NUMBER	LOCATION	PRIORITY (see legend)	Funding Source	WORK	EFFORT/RESOURCES/ESTIMATED HOURS AND OR COSTS REQUIRED	LOGIC	ASSIGNED TO/ OWNER	DATE ASSIGNED	TARGET COMPLETION DATE	ISSUES/NOTES
LCRA -1	Locust Corner Recreational Areas	1-FND	Public	Replace all fencing	Staff. 2021 estimate is \$50,000 for ballfield alone. Outsourcing required. May need to be accomplished in phases.	Safety, image, appearance and enrichments to area				Steel prices have driven up cost above thresholds for competitive bidding and far exceeds grant resources. Recalibrate scope and design as exact duplication of fencing may not be needed. Possibility of leaving existing poles in place to reduce costs. Also combination of black vinyl and electrostatic painting may be possible to reduce costs. Existing lengthy sideline fencing may not be required. Existing height of backstop may not be required. Other ideas should be considered.
NA-1	Nature Areas	2	Private	Trail repairs needed	Partial Eagle Scout project on some of this, but additional volunteer work desired	Safety, image, appearance and enrichments to area	Pat Hogan			
NA-2	Nature Areas	2	Private	Ongoing invasive plant removal required	Partial Eagle Scout project on some of this, but additional volunteer work is needed	Safety, image, appearance and enrichments to area	Pat Hogan			
NA-3	Nature Areas	2	Private	Signs and markers needed	Partial Eagle Scout project on some of this, but additional volunteer work and sign/marker costs to be defined	Safety, image, appearance and enrichments to area	Pat Hogan			
PM-1	Park Maintenance	3-FND	Public	Service department personnel addition	Staff	Required for proper overall park maintenance	John Koehler			To support Parks Maintenance Plan implementation.
PM-2	Park Maintenance	2	Public	Annual evaluation of maintenance costs	Staff	Cost control	Koehler/Rokey			
PM-3	Park Maintenance	2	Public	Annual maintenance plan review	Staff	To secure proper grounds appearances and facilities	Koehler/Rokey			
PM-4	Park Maintenance	2	Public	Creation of documented Parks Maintenance Plan to define work scope, roles and responsibilities, scheduled check-offs of grounds and facilities and other requirements to ensure upkeep, appearances and problem avoidance	Staff	To secure and control proper grounds appearances and facilities	Koehler/Rokey			
PM-5	Park Maintenance	2	Public/ Private	Invasive plant removal and reforestation in all parks	Staff, park committee, outside expertise	Resident memorialization	Dan Newyear		Ongoing	Groh Park work day scheduled for 11/13/21.
PPT-1	Pierce Preserve & Trails	3	Public/ Private	Maintenance and improvements as required and approved by NOPE group	Partial Eagle Scout project on some of this, but additional volunteer work desired	Safety, image, appearance and enrichments to area	NOPE			
SSP-1	Spencer Shank Park	3-FND	Public	Add amphitheater with restrooms.	Large project. Competitive bid/contractor built.	Enhance resident's experience.				Funding
SSP-2	Spencer Shank Park	2	Private	Disc golf course signs	Volunteer project	Safety, image, appearance and enrichments to area	Pat Hogan			
SSP-3	Spencer Shank Park	2-FND	Public	Basketball court resurfacing. Reduce number of basketball courts.	Staff. Cost assessment	Safety, image, appearance and enrichments to area				
SSP-4	Spencer Shank Park	2-FND	Public/ Private	Existing exercise equipment	Volunteer/Staff. Assessment of current equipment for repair and/or replacement	Safety, image, appearance and enrichments to area				
SSP-5	Spencer Shank Park	2-FND	Public/ Private	Dog park fencing and shading	Could be volunteer work. Bottom rail or tension wire should be installed for escape prevention	Safety, image, appearance and enrichments to area				
SSP-6	Spencer Shank Park	3-FND	Public	Add parking at Dog Park.	Assess access. Engage engineers for design.	Safety, ease of access improvement.				Funding
TD-1	Tree Donation Program	3	Public/ Private	Plan to be developed	Staff, park committee, outside expertise	Resident memorialization	Randy Page			
TW-1	Township Website	1	Public	Update with facts and pictures of Amelia community parks, learning center and other relevant and current materials	Township Staff; 6 hrs	Make better effort to "sell" and "market" our community asstes	Loretta Rokey			Staffing constraints/workload.
TW-2	Township Website	1	Public	Put updated Master Plan on Website	Township Staff; 1 hr	Keep residents informed	Loretta Rokey			Staffing constraints/workload.
UOP-1	Increased Use of Park	1	Public/ Private	Marketing plan should be developed to define and determine feasibility of best uses, events and initiatives to attract pleasureable usage by residents	May require a marketing/promotions subcommittee for this work	Attract and encourage activities by residents and guests	Mark Cann			