

**CHARTER TOWNSHIP OF GARFIELD
PARKS AND RECREATION COMMISSION WORK SESSION MEETING**

Wednesday, October 26, 2016 - 4:30PM

**Garfield Township Hall
Large Upstairs Meeting Room
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620**

A G E N D A

Any interested person or group may address the Park Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

**Call Meeting to Order
Roll Call of Commission Members**

1. **Review and Approval of the Agenda - Conflict of Interest**
2. **Review and Approval of Meeting Minutes - October 4, 2016**
3. **Business to Come Before the Commission**
 - a. PD-2016-64 - Review of Parks and Recreation Commission Bylaws
 - b. PD-2016-65 - Review of Township Park Plan
 - c. Discussion of public waterfront property policy
 - d. Miller Creek Nature Preserve construction projects - consideration of boardwalk and fishing platform bids / possible recommendation.
 - e. DRAFT 2017 Meeting Dates and Time
 - f. Ongoing project updates
4. **Public Comment**
5. **Commissioner Reports**
6. **Other Business**
7. **Items for Next Agenda**
 - a. To Be Determined
8. **Adjourn**

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Kay Schumacher, Clerk, Ph: (231) 941-1620, or TDD #922-4412

CHARTER TOWNSHIP OF GARFIELD
Parks and Recreation Commission Regular Meeting

October 4, 2016

Call Meeting to Order: Handy called the meeting to order at approximately 4:30pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City MI 49684.

Roll Call of Commission Members:

Present: Valarie Handy, Fern Spence, Chris Remy, Alisa Kroupa, Dale Majerczyk

Absent:

Staff Present: Brian VanDenBrand, Tom Vitale (GTCD)

1. Review and Approval of the Agenda – Conflict of Interest

No conflict of interest was noted. *Kroupa moved THAT the agenda be approved as amended. Remy seconded the motion and the motion carried unanimously.*

2. Business to Come Before the Commission

a. Discussion of Silver Lake Recreation Area Park Plan

Commissioners discussed potential updates to the Garfield Township 5-Year Parks and Recreation Master Plan. It was determined to schedule a work session meeting for October 26 and to schedule a public hearing on potential updates for a meeting on November 1, 2016.

b. Grand Traverse Commons Trails - Review SWOT Analysis

The Commission reviewed the SWOT analysis prepared by Brad Gerlach and TART Trails. No action was taken regarding the SWOT. Further discussion regarding a pedestrian connection at 1430 Wayne Street near Hickory Meadows. *Kroupa moved and Remy seconded that the Garfield Township Park Commission support efforts to permanently protect public access across the subject property. Motion carried, with Spence abstaining.*

c. Recommendation of Contractor for TF-15-0141 - BVNP Improvements

Discussion. *Kroupa moved and Majerczyk seconded to recommend to the Township Board that the Prein & Newhof bid be selected. Motion carried unanimously.*

d. Miller Creek Nature Preserve construction projects

The Commission reviewed bids to construct a boardwalk within the Miller Creek Nature Preserve. *Vitale* was asked to ensure that the quotes were comparable. No action was taken.

e. Beacon Hills Park - potential inclusion in park ordinance

Discussion was held regarding a community park on Silver Lake within the Beacon Hills subdivision.

The following individuals addressed the Commission:

- *Mike Steadman*
- *Doug Brown*

Discussion. *Handy moved and Spence seconded to ask Staff to research a potential park ordinance amendment to incorporate this area into the Township's regulated parkland. Motion carried.*

f. Review draft 2017 Park Fund Budget

Discussion. Kroupa stated that she needed to excuse herself from the meeting and left the meeting room. *Majerczyk moved and Remy seconded to recommend to the Township Board that draft 2017 Park Fund Budget be adopted. Motion carried unanimously, with Kroupa absent.*

g. Ongoing project updates

Discussion.

3. Public Comment

The following individuals addressed the Commission:

- *Molly Agostinelli*
- *Mary Dunn McDonald*
- *Paul Wiley*
- *Lisa McManus*
- *Larry Sparks*
- *Bridget Popp*
- *Mike Wojtkowiak*

4. Commissioner Comment

None.

5. Other Business

None.

6. Items for next agenda - October 26, 2016 Study Session

a. Continued discussion of Park Master Plan

7. Adjourn

Handy moved THAT the meeting be adjourned at approximately 6:30PM.

Dale Majerczyk, Secretary
Garfield Township Parks and Recreation Commission
3848 Veterans Drive
Traverse City, MI 49684

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|--|---|--|
|  Charter Township of Garfield Planning Department Report No. PD 2016-64 | | |
| Prepared: | October 18, 2016 | Pages: 1 of 1 |
| Meeting: | October 26, 2016 Planning Commission | Attachments: <input checked="" type="checkbox"/> |
| Subject: | Review of Park and Recreation Commission Bylaws | |

Staff Comment

Attached to this report is a copy of the Parks and Recreation Commission's adopted bylaws. The bylaws establish the rules of procedure for park commission meetings. Because these bylaws were adopted by a former group of appointed park commissioners, we thought that we could take the opportunity at your October 26th study session to review the bylaws, address any questions or concerns, and consider amendments if necessary.

Garfield Township

Parks and Recreation Commission Bylaws

The following rules of procedure are hereby adopted by the Garfield Township Parks and Recreation Commission to facilitate the performance of its duties as outlined in the Charter Township of Garfield Parks and Recreation Ordinance No. 63.

SECTION 1: Membership, Appointments, Terms, and Compensation

Membership, appointments, terms, and compensation of the Parks and Recreation Commission shall be in accordance with the Charter Township of Garfield Parks and Recreation Ordinance No. 63.

SECTION 2: Officers

- A. Selection and Tenure** - At the first regular meeting each January, the Parks and Recreation Commission shall select from its membership a Chairperson, a Vice Chairperson and a Secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in Section 2.C, below. All officers shall be eligible for re-election for consecutive terms.
- B. Chairperson** - The Chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the Parks and Recreation Commission.
- C. Vice Chairperson** - The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term, and the Parks and Recreation Commission shall select a successor to the office of Vice Chairperson for the unexpired term.
- D. Secretary** - The Secretary shall execute documents in the name of the Parks and Recreation Commission and shall perform such other duties as the Parks and Recreation Commission may determine, including but not necessarily limited to the following:

 - 1. **Minutes** - The Secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
 - 2. **Correspondence** - The Secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Parks and Recreation Commission. All communications, petitions, reports or other written materials received by the Secretary shall be brought to the attention of the Parks and Recreation Commission.
 - 3. **Attendance** - The Secretary shall be responsible for maintaining an attendance record for each Parks and Recreation Commission member and report those records annually to the Parks and Recreation Commission for inclusion in the annual report to the Township Board.
 - 4. **Notices** - The Secretary shall oversee the issuance of such notices as may be required by the Parks and Recreation Commission, including Open Meetings Act notices, as well as notices required for specific planning or zoning actions under the Michigan Planning Enabling Act or the Michigan Zoning Enabling Act.

- E. Recording Secretary** - The Parks and Recreation Commission or Secretary may designate a Recording Secretary. The Recording Secretary shall not be a member of the Parks and Recreation Commission or any of its committees, and shall perform the following duties:
1. **Minutes** - Prepare a first draft of Parks and Recreation Commission minutes for review and approval by the Parks and Recreation Commission; and
 2. **Other Duties** - Perform such other duties as may be ordered by the Parks and Recreation Commission or Secretary.

SECTION 3: Meetings

The business the Parks and Recreation Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Parks and Recreation Commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings** - The Parks and Recreation Commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Parks and Recreation Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular Parks and Recreation Commission meetings shall be posted at Garfield Township Hall within 10 days of the Parks and Recreation Commission's first meeting in each calendar year in accordance with the Open Meetings Act.

- B. Special Meetings** - Special meetings may be called by the Chairperson or upon written request to the Secretary by at least two members of the Parks and Recreation Commission.

Notice of special meetings shall be given to the members of the Parks and Recreation Commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Open Meetings** - The business that the Parks and Recreation Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act.

- D. Public Hearings** - All public hearings held by the Parks and Recreation Commission must be held as part of a regular or special meeting of the Parks and Recreation Commission.

- E. Agenda** - The Director of Planning or his or her designee, subject to review and approval of the Chairperson, shall be responsible for preparing a tentative agenda for Parks and Recreation Commission meetings. The agenda may be modified by action of the Parks and Recreation Commission.

1. **Delivery of Agenda** - The agenda and accompanying materials shall be mailed to Parks and Recreation Commission members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date, generally accepted to be, but not always, mailed by first class mail on the Thursday of the week prior to the Parks and Recreation Commission meeting.

2. **Placement of Items on the Agenda**

- a. The Planning Department shall be the office of record for the Parks and Recreation Commission.
- b. The Planning Department shall receive items on behalf of the Parks and Recreation Commission for placement on a future agenda.
- c. Items received by the Planning Department and determined to be incomplete shall not be placed on a Parks and Recreation Commission agenda.

- d. Parks and Recreation Commissioners may request future agenda items at any time during a regular or special meeting of the Parks and Recreation Commission.
 - e. The deadline to add items to the Parks and Recreation Commission's meeting agenda shall be seven business days prior to the next regularly scheduled Parks and Recreation Commission meeting. Items received by the Planning Department less than seven business days prior to the next regularly scheduled Parks and Recreation Commission meeting shall not be placed on that meeting agenda except with the leave of the Chairperson.
- F. Quorum** - Three members of the Parks and Recreation Commission shall constitute a quorum for transacting business and taking official action for all matters. No official action of the Parks and Recreation Commission may be taken without a quorum present.
- G. Voting** - An affirmative vote of the majority of the members of the Parks and Recreation Commission is required to approve or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the Parks and Recreation Commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote. A roll call vote shall be recorded only if requested by any Parks and Recreation Commission member or directed by the Chairperson. Except in the case of a conflict of interest, all Parks and Recreation Commission members, including the Chairperson and ex officio member, shall vote on all matters.
- H. Parliamentary Procedure** - Parliamentary procedure in Parks and Recreation Commission meetings shall be informal. However, if required to keep order, Parks and Recreation Commission meetings shall then be governed by the then current *Robert's Rules of Order* for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.
- I. Liaisons** - The purpose of liaisons is to provide certain Township officials and quasi-officials the ability to participate in discussions with the Parks and Recreation Commission, in addition to speaking in public participation. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with the attendance requirements of these bylaws. Liaisons, if not already appointed Parks and Recreation Commission members, are:
- 1. Planning Department staff, and their agents and consultants.
 - 2. The Parks and Recreation Commission's consultants.
 - 3. Township Attorney.
 - 4. Township Zoning Administrator.
 - 5. Township Supervisor.
- J. Public Participation** - All regular and special meetings, hearings, records, and accounts shall be open to the public.
- 1. **Public Comment**
 - a. All public comment at scheduled public hearings shall be received after the Chairperson has introduced that agenda item, staff has presented a review of the item, and the applicant has made a presentation as appropriate. After the public hearing has been closed, public comment is normally not allowed; however, the Parks and Recreation Commission may direct questions to members of the public.
 - b. Those making public comment at a scheduled public hearing are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.

- c. At the discretion of the Chairperson, unless overruled by a majority vote of the Parks and Recreation Commission members present, public comment on agenda items that are not scheduled public hearings may be invited or received during the discussion of the current agenda item.
 - d. All public comment on non-agenda items should be presented near the end of the meeting where provided for in the printed agenda.
2. **Time Limits** - The Chairperson may limit the amount of time allowed for each person wishing to make public comment at a Parks and Recreation Commission meeting. The Chairperson may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Parks and Recreation Commission meeting with an extended time limit.
- K. Recess** - The Chairperson, or the Parks and Recreation Commission, after the meeting has been in session for two hours, may suspend the Parks and Recreation Commission's business and evaluate the remaining items on its agenda. The Parks and Recreation Commission may then decide to finish that meeting's agenda, may act to continue the meeting on another day, may complete some agenda items and continue the meeting on another day to complete other agenda items or may postpone certain agenda items to the next meeting. If applicable, such action shall include the time, day, month, date, year, and location the Parks and Recreation Commission will reconvene. If more than 36 hours will pass before the reconvened Parks and Recreation Commission meeting, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The Parks and Recreation Commission meeting shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
- L. Public Records** - All meetings, minutes, records, documents, correspondence and other materials of the Parks and Recreation Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

SECTION 4: Duties of the Parks and Recreation Commission

The Parks and Recreation Commission shall perform the following duties:

- A.** Prepare, review and update as necessary a recommended 5-Year Parks and Recreation Master Plan.
- B.** Prepare, review and update as necessary recommended master site plans for individual parks and natural areas.
- C.** Advise the Township administration and Township Board concerning the parks and recreation needs of the citizens of the Township.
- D.** Study existing programs and policies and plan for the future long-range development of a viable parks and recreation program for all of the citizens of the Township.
- E.** Promote and encourage the implementation of any parks and recreation programs approved by the Township Board.
- F.** Make recommendations as to rules and regulations for public parks and recreation facilities in the Township to the Township Board for its review and approval.
- G.** Review and provide input on any existing or proposed contractual parkland management agreements that the Township Board may consider.

- H. Review and provide input on Parks and Recreation budget requirements for the fiscal year and request appropriations as necessary, including any proposed budget and work plan that may be proposed as per a contractual parkland management agreement.
- I. Coordinate activities with neighboring municipalities, the Grand Traverse County Parks Commission, the Grand Traverse Conservation District, the Grand Traverse Regional Land Conservancy, the Watershed Center Grand Traverse Bay, Traverse Area Recreational Trails (TART), Traverse City Area Public Schools, the Grand Traverse County Road Commission, the Michigan Department of Transportation, and other such entities to promote consistent and compatible parks, recreation, and non-motorized transportation planning in the region.
- J. Review and recommend the selection of consultants for Parks and Recreation related work projects.
- K. Annually review and recommend priorities for the Parks and Recreation Commission's plan of work.
- L. Prepare an annual written report to the Township Board of the Parks and Recreation Commission's operations and the status of Parks and Recreation activities.
- M. Review and determine on such other matters as the Township Board or Director of Planning shall find it advisable or essential to receive consideration by the Parks and Recreation Commission.

SECTION 5: Committees

- A. **Ad Hoc Committees** - The Parks and Recreation Commission or Chairperson may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum of the Parks and Recreation Commission may serve on an ad hoc committee at any given time.
- B. **Citizen Committees** - The Parks and Recreation Commission, or the Chairperson or Director of Planning with the consent of the Parks and Recreation Commission, may establish and appoint citizen committees. Membership can be any number, so long as less than a quorum of the Parks and Recreation Commission serves on a citizen committee at any given time. The purpose of a citizen committee shall be to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Parks and Recreation Commission and to better represent various interest groups in the Township.

SECTION 6: Rules of Procedure for All Committees

- A. **Subservient to the Commission** - All committees are subservient to the Parks and Recreation Commission and shall report their recommendations to the Parks and Recreation Commission for review and action. The Parks and Recreation Commission shall have the authority to accept, reject or revise any recommendation of any committee.
- B. **Same Principles** - The same principals of these Bylaws for the Parks and Recreation Commission shall also apply to all committees of the Parks and Recreation Commission including, but not limited to:
 1. **Officers** - Officers of committees are appointed by the Chairperson of the Parks and Recreation Commission at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chairperson and Secretary/Vice-Chairperson.
 2. **Quorum** - A committee's quorum shall be a majority of the total appointed membership of the committee.

3. **Voting** - Only those appointed members of a committee, who are present at the time of a vote, shall be eligible to cast a vote.
4. **Attendance** - If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Parks and Recreation Commission to remove any member from the committee. The committee Secretary/Vice-Chairperson or acting committee Secretary in the absence of the elected committee Secretary/Vice-Chairperson shall keep attendance records and notify the Parks and Recreation Commission of any committee member who is absent from three consecutively scheduled meetings so that the Parks and Recreation Commission may consider removal of the individual from the committee or excuse the absences.
5. **Minutes** - The Secretary/Vice-Chairperson of the committee shall keep minutes of the committee meetings in the same format used by the Parks and Recreation Commission and filed in the same office as the Parks and Recreation Commission's minutes. The Recording Secretary appointed pursuant to Section 1. E. may also be assigned the duty of taking Minutes at committee meetings.
6. **Staff** - Committees shall have reasonable use of Planning Department staff time and assistance and direction for performing the work of the committee.
7. **Public** - All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in P.A. 267 of 1976, as amended, (being Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*).
8. **Subcommittees** - Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

SECTION 7: Duties of all Members.

A. Ex Parte contact

1. Members shall avoid *Ex Parte* contact with members of the public about cases where an administrative recommendation is pending before the Parks and Recreation Commission whenever possible. "*Ex Parte* contact" means contact outside of a regular public meeting.
2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should take detailed notes on what was said and report to the Parks and Recreation Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

B. Accepting gifts

1. A member of the Parks and Recreation Commission or a liaison thereto shall not accept any gift from anyone connected with an agenda item before the Parks and Recreation Commission.
2. As used here, gifts shall mean cash, any tangible item or service, regardless of value, and food valued over \$10.

C. Deliberation to Occur at Public Meetings

Free and open debate should take place on issues before the Parks and Recreation Commission. Such debate shall only occur at meetings of the Parks and Recreation Commission.

D. Training

Appointed members of the Parks and Recreation Commission may attend educational programs designed for training members of parks and recreation commissions if the adopted Garfield Township budget for the fiscal year includes funds to pay for tuition, registration, and travel expenses for the training.

SECTION 8: Absences, Removals, and Resignations

- A.** To be excused from a meeting, members of the Parks and Recreation Commission shall notify the Chairperson or Director of Planning when they intend to be absent. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B.** Members may be removed by the Township Board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- C.** Absence from three consecutive regularly scheduled meetings shall be grounds for the Township Board to remove a member from the Parks and Recreation Commission for nonperformance of duty, or nonfeasance. The Secretary, or Acting Secretary in the absence of the elected Secretary, shall keep attendance records and shall notify the Township Board whenever any member of the Parks and Recreation Commission is absent from three consecutive regularly scheduled meetings, so the Township Board can consider further action allowed under law or excuse the absences.
- D.** A member may resign from the Parks and Recreation Commission by sending a letter of resignation to the Township Board.

SECTION 9: Conflict of Interest

- A. Disclosure** - Before participating in any discussion or casting a vote on a matter on which a Parks and Recreation Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Parks and Recreation Commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.
- B. Definition** - Conflict of interest is defined as, and a Parks and Recreation Commission member shall declare a conflict of interest and abstain from participating in Parks and Recreation Commission deliberations and voting on a request, when:
 - 1. An immediate family member is involved in any request for which the Parks and Recreation Commission is asked to make a decision or recommendation to the Township Board.
"Immediate family member" is defined as a spouse, child, step-child, grandchild, parent, brother, sister, grandparent, parent-in-law, grandparent-in-law, or a member of his or her household.
 - 2. The Parks and Recreation Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association.
 - 3. The Parks and Recreation Commission member owns or has a financial interest in neighboring property.
 - 4. There is a reasonable appearance of a conflict of interest.
- C. Determination** - If there is a question whether a conflict of interest exists or not, the question shall be put before the Parks and Recreation Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Parks and Recreation Commission. In the event the Parks and Recreation Commission makes the determination, the Parks and Recreation Commission shall apply the foregoing definition under Section 8 B. to the extent possible.

- D. Required Actions** - When a conflict of interest exists, the member of the Parks and Recreation Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
- a. Declare that a conflict exists at the next meeting of the Parks and Recreation Commission or committee:
 - b. Cease to participate in an official capacity, as a Parks and Recreation Commissioner or committee member, at the Parks and Recreation Commission or committee meetings, or in any other manner.
 - c. During deliberation of the agenda item before the Parks and Recreation Commission or committee, leave the meeting or remove one's self from the front table where members of the Parks and Recreation Commission or committee sit, until that agenda item is concluded.

SECTION 11: Adoption, Repeal, Amendments

- A.** These bylaws may be amended at any meeting by a vote of the majority of the membership of the Parks and Recreation Commission.
- B.** Upon adoption of these Bylaws, they shall become effective and all previous Bylaws shall be repealed.
- C.** The Parks and Recreation Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- D.** These Bylaws may be amended at any regular or special meeting by a majority vote of the Planning Commission members.

Adopted by the Parks and Recreation Commission at a regular meeting held on December 9, 2010.

Linda McGuire, Secretary
Garfield Township Parks and Recreation Commission

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

| TO DO THIS | YOU SAY THIS | MAY YOU INTERRUPT SPEAKER | MUST YOU BE SECONDED | IS MOTION DEBATABLE | WHAT VOTE REQUIRED |
|---|--|---------------------------|----------------------|---------------------|------------------------|
| Adjourn meeting* | I move that we adjourn | No | Yes | No | Majority |
| Recess meeting | I move that we recess until... | No | Yes | No | Majority |
| Complain about noise, room temperature, etc.* | Point of privilege | Yes | No | No | No vote |
| Suspend further consideration of something* | I move we table it | No | Yes | No | Majority |
| End debate | I move the previous question | No | Yes | No | 2/3 vote |
| Postpone consideration of something | I move we postpone this matter until... | No | Yes | Yes | Majority |
| Have something studied further | I move we refer this matter to committee | No | Yes | Yes | Majority |
| Amend a motion | I move this motion be amended by... | No | Yes | Yes | Majority |
| Introduce business (a primary motion) | I move that... | No | Yes | Yes | Majority |
| Object to procedure or personal affront* | Point of order | Yes | No | No | No vote, Chair decides |
| Request information | Point of information | Yes | No | No | No vote |
| Ask for actual count to verify voice vote | I call for a division of the house | No | No | No | No vote |
| Object consideration of undiplomatic vote* | I object to consideration of this question | Yes | No | No | 2/3 vote |
| Take up a matter previously tabled* | I move to take from the table... | No | Yes | No | Majority |
| Reconsider something already disposed of* | I move we reconsider our action relative to... | Yes | Yes | Yes | Majority |
| Consider something already out of its schedule* | I move we suspend the rules and consider | No | Yes | No | 2/3 vote |
| Vote on a ruling by the Chair | I appeal the Chair's decision | Yes | Yes | Yes | Majority |

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

| | | Debatable | Amendable | Can Be Reconsidered | Requires 2/3 Vote |
|--------------------|--|-----------|-----------|---------------------|-------------------|
| Privileged Motions | Fix Time at Which to Adjourn | No | Yes | No | No |
| | Adjourn | No | No | Yes | No |
| | Question of Privilege | No | Yes | Yes | No |
| | Call for Order of Day | No | No | Yes | No |
| Incidental Motions | Appeal | Yes | No | Yes | No |
| | Objection to Consideration of a Question | No | No | Yes | Yes |
| | Point of Information | No | No | No | No |
| | Point of Order | No | No | No | No |
| | Read Papers | No | No | Yes | No |
| | Suspend the Rules | No | No | No | Yes |
| | Withdraw a Motion | No | No | Yes | No |
| Subsidiary Motions | Lay on the Table | No | No | Yes | No |
| | The Previous Question (close debate) | No | No | Yes | Yes |
| | Limit or Extend Debate | No | Yes | Yes | Yes |
| | Postpone to a Definite Time | Yes | Yes | Yes | No |
| | Refer to Committee | Yes | Yes | Yes | No |
| | Amend the Amendment | Yes | No | No | No |
| | Amendment | Yes | Yes | Yes | No |
| | Postpone Indefinitely | Yes | No | Yes | No |
| Main Motion | Main or Procedural Motion | Yes | Yes | Yes | No |

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that..." state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

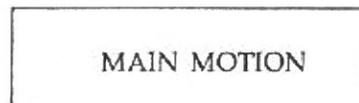
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

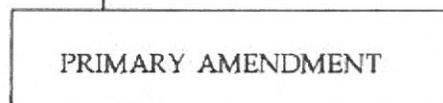
"I move that. . ."



Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."



Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

| | | |
|--|-------------------------------------|---------------------------------------|
|  Charter Township of Garfield Planning Department Report No. 2016-65 | | |
| Prepared: | October 20, 2016 | Pages: 1 of 3 |
| Meeting: | October 26, 2016 Park Commission | Attachments: <input type="checkbox"/> |
| Subject: | Review of Township Park Master Plan | |

INTRODUCTION:

As requested, the Park Commission has scheduled a work session item to review the Township's 5-Year Master Plan. Because that document is large and because copies have previously been provided to the Commission, we have not attached new copies. Please inform staff if you require new copies. Additionally, digital copies are available online at <http://www.garfield-twp.com/parks.asp>.

Please take some time in advance of the meeting to review the plan in its entirety to identify any changes or updates that you feel should be incorporated.

Though we can consider any amendment, this is of course a current agenda item because concern has been raised about the expanded scope of the proposed disc golf course and potential impact on existing facilities at the Silver Lake Recreation Area, in particular the woodlands to the west side of the park. Therefore, the majority of this report entails an update and discussion of that park.

PURPOSE OF PARK PLAN:

The primary purpose of the Township's Five-Year Parks and Recreation Master Plan was to qualify for recreation grant programs such as the Michigan Natural Resource Trust Fund. As a result of the Township planning for parks, it has successfully leveraged over two-million dollars in grant funding for park development (i.e. trails) and land acquisition projects since the plan was adopted in 2012. In order to qualify for this type of funding the township is required to follow specific guidelines and requirements for public involvement.

GOALS OF SILVER LAKE RECREATION AREA PLAN:

Silver Lake Recreation Area is discussed in the overall Park Master Plan, and in a park-specific plan which was adopted as an amendment to the original plan. Generally, a recreation master plan is regarded as a guideline. The goals and descriptions within the park master plan should be equally considered in addition to the site map itself.

The park map (page 52 of the Park Master Plan, attached) identifies the woodland areas as "generally wooded areas." Page 19 of the same plan states that (excerpt) "Silver Lake Recreation Area is viewed as far from "built out" and is a prime candidate for expanded recreational opportunities."

Amendment 1 of the Park Master Plan describes the wooded areas of the site as follows:

"In both current and planned states, most active recreation areas are concentrated within the eastern portion of the park (particularly those areas within the paved walking loop). Areas that lie west of the developed land should remain in a more natural state as a contrast to the developed land. The natural areas provide a useful buffer to the residential neighborhoods and

give users the opportunity to enjoy a variety of recreational experiences. Trails within the natural area will be maintained in good condition, with attention given to poison ivy control."

An expanded disc golf course at this park meets a number of goals of the park plan. It provides expanded recreational opportunities, and takes advantage of multiple wooded areas of the park that are not even currently accessible.

Our park plan calls for the natural areas of the park to remain in primarily a natural state but also provide a variety of recreational uses. Nothing in the park plan does or ever did say that a use such as disc golf would be inappropriate in this location. When the SLRA amendment was adopted by the Township Board, discussion was held on the "Natural Beach Area" on Silver Lake itself, but no objection to the "generally wooded areas" or how that could be used was raised.

Furthermore, please keep in mind that SLRA is Garfield Township's only defined "Community Park," as opposed to a smaller neighborhood park or natural area. As such, SLRA is intended to provide a variety of recreational opportunities to the entire community.

It is also important to note that disc golf is not considered "active recreation" except during a tournament. (A tournament may be held once per year at the course). Disc golf is considered more relaxed, passive recreation - essentially a walk in the woods while throwing a frisbee.

Additionally, rumors that the trails would be shut down completely while users are playing disc golf are simply untrue. This is probably a misinterpreted reference to the statement in the disc golf agreement that, once per year, a tournament could be held and the disc golf holes themselves would be reserved for the time of the tournament. This is no different than - in fact, more limiting than - what already occurs at the park, i.e. Little League reserving the ball diamond.

DESIGN OF DISC GOLF COURSE:

Over a number of months and multiple meetings, Staff met with Todd and other experienced disc golf course designers and players to look at possible course alignments. Great concern was taken to avoid impact on existing trails. The final proposed design takes advantage of the full park, including both the open areas and the wooded areas.

Additionally, the new holes will take people into areas of the park which are essentially unused, such as the wooded areas on the north and south of the site. The course begins to the west of the playground area, falling down the hill, and then wraps around in a horseshoe shape to the north, west, and south.

Although the lines look extensive on the map, the holes have been designed to minimize impact on the existing trail network. In many cases, holes are barely even visible from existing trails.

PROCEDURE:

When it comes to amending a DNR-approved park plan, uses which have not been identified as compatible with (or may conflict with) an approved plan should be adopted as an amendment to the plan. Again, for the purposes of DNR approval, this would need to occur prior to requesting the DNR to fund a project.

In this case, Staff is of the opinion that not only is the proposed disc golf course not in conflict with our approved plan, but is in fact supported by it. We would not hesitate to rely on the park plan as adopted as justification to the Michigan DNR in the event that Trust Fund application was required.

MOVING FORWARD / ACTION REQUESTED:

The Park Commission has previously determined to hold a special hearing on November 1st to discuss potential changes to the Park Plan. Obviously, there is not a lot of time to prepare agenda information for a meeting two business days after the Commission meeting on the 26th, but any potential changes could be identified, discussed, and considered by the public at the meeting on November 1st.

Brian VanDenBrand

From: Tom Vitale [tvitale@gtcd.org]
Sent: Tuesday, October 11, 2016 10:10 AM
To: Brian VanDenBrand
Cc: Valarie Handy
Subject: Re: Miller Creek

For the most part... the final product should be the same. SEEDS has slightly different means at getting to the final product, such as using 20' black locust poles rather than utility poles.

Let me know if you need anything more,

Tom Vitale
Parkland Steward
Grand Traverse Conservation District
1450 Cass Rd., Traverse City, MI 49685
231.941.0960 x19
tvitale@gtcd.org
natureiscalling.org

On Mon, Oct 10, 2016 at 8:02 AM, Brian VanDenBrand <Bvandenbrand@garfield-twp.com> wrote:

Thanks Tom. Do we think that this is an apples-to-apples quote now?

Thanks,

Brian VanDenBrand

Deputy Planner

Charter Township of Garfield

3848 Veterans Drive

Traverse City, MI 49684

Phone: [231-941-1620](tel:231-941-1620)

bvandenbrand@garfield-twp.com

From: Tom Vitale [mailto:tvitale@gtcd.org]
Sent: Thursday, October 06, 2016 7:03 PM
To: Brian VanDenBrand
Subject: Fwd: Miller Creek

See below for updated quote from SEEDS for 1,400 ft of boardwalk 4 ft in width along with 6 x 20 ft footbridges.

Tom Vitale
Parkland Steward
Grand Traverse Conservation District
1450 Cass Rd., Traverse City, MI 49685
[231.941.0960 x19](tel:231.941.0960)
tvitale@gtcd.org
natureiscalling.org

----- Forwarded message -----
From: **Bill watson** <bwatson@ecoseeds.org>
Date: Thu, Oct 6, 2016 at 3:28 PM
Subject: Miller Creek
To: Tom Vitale <tvitale@gtcd.org>

--
Bill Watson, Youth Development Director
SEEDS Youth Conservation Corps
[231-409-0868](tel:231-409-0868)
[231-947-0312](tel:231-947-0312)

www.ecoseeds.org
bwatson@ecoseeds.org
watsonmichigan@gmail.com



seeds
Ecology + Education + Design

| | |
|--|------------|
| Above information is not an invoice and only an estimate of services/goods described above. | |
| Payment will be collected according to the Terms and Conditions described in this quote. | |
| Please confirm your acceptance of this quote by signing this document | Signature |
| | Print Name |
| | Date |
| If you have any questions concerning this quote, contact Bill Watson at 231-409-0868 | |
| Thank you for your business! | |
| Po Box 2454, Traverse City, MI. 49685 | |
| Office phone and fax # 231-947-0312 or email bwatson@ecoseeds.org | |
| This is an Agreement, by and between SEEDS (a Michigan nonprofit organization), located at 934 E Eight St, Traverse City, Michigan 49686 and the Customer Named above, (hereinafter referred to as "Client"). | |
| <u>RECITALS</u> | |
| Client desires to utilize the consulting services of SEEDS who agrees to provide such services on the terms and conditions set forth herein. | |
| <u>TERMS</u> | |
| Engagement. Client engages SEEDS to perform the consulting services set forth in this proposal (hereinafter referred to as "Services"). Services other than those set forth in the proposal shall be performed only pursuant to a written addendum to this Agreement signed by both SEEDS and the Client. Unless otherwise specified in such addendum, additional Services shall be rendered by SEEDS subject to the terms and conditions of this Agreement. | |
| Compensation. Client shall pay SEEDS for services rendered according to Quote and the attached terms and conditions. | |
| Client's Authorized Agent. The Client has appointed the person named below as the authorized agent of the Client for purposes of this Agreement. As such, the agent is duly authorized and shall be responsible for the execution of any document pertaining to this Agreement or any amendment hereof, and for approving all change orders, addenda, and additional Services to be performed by SEEDS, if any. | |
| Terms and Conditions. The terms and conditions of this Agreement shall include the provisions printed on the reverse side hereof and are hereby incorporated into this Agreement by reference. | |
| IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date indicated above. | |
| TERMS AND CONDITIONS | |

| | |
|--|--|
| | 1. This proposal will be considered null and void if project authorization is not received within 30 days of the date of proposal. |
| | 2. The Client hereby authorizes the above-described services and agrees to pay SEEDS at the stated price unless another basis of charge is indicated. The Client will pay SEEDS for work outlined above. The Client will be invoiced and, except as noted within these terms and conditions, payment is due within 30 days of the date of invoice. A service charge of 1.5% per month will be added to past due accounts. Accounts 30 days past due are subject to the Michigan Mechanic's Lien Law. |
| | 3. Client agrees to pay SEEDS within thirty (30) days after receipt of an invoice. |
| | 4. SEEDS agrees to perform in accordance with a standard of care generally exercised by other environmental and facilitation consultants within this state acting under similar circumstances and conditions. |
| | 5. SEEDS' relationship to the Client is that of an independent contractor and not that of a partner, joint venture, or employee of the Client. |
| | 6. The Client is to provide copies of all sampling and testing data regarding relevant engineering or environmental studies, which may have been previously performed. SEEDS may be required to utilize sampling, analysis, engineering and other studies prepared by the Client or other consultants. The Client understands that unless otherwise stated in the proposal or this agreement, SEEDS shall not verify or validate, nor shall it be liable for the completeness or accuracy of such data or studies or for claims, fines or penalties arising from the use thereof. |
| | 7. SEEDS will use reasonable efforts to maintain confidentiality and not divulge information regarding the proposal, services or its report, except to the Client, parties designated by the Client in writing, or as required by law. Information that is in the public domain shall not be deemed confidential. |
| | 8. Client in no way grants SEEDS, its employees, consultants, agents, representatives, contractors and subcontractors, for the purpose of performing all activities, studies and research the right at any time to enter the Site. |
| | 9. SEEDS and the Client agree that acceptance by SEEDS of its responsibility under this agreement does not in any way impose upon SEEDS the obligations, responsibility, or liabilities of an owner or operator of the Site. |
| | 10. The Client and SEEDS recognize that professional standards and ethics govern the performance of SEEDS' services under this agreement. If circumstances arise which, in SEEDS' opinion, preclude it for professional or ethical reasons from continuing such performance, SEEDS shall advise the Client of that fact. The parties shall immediately attempt to arrive at a mutually satisfactory solution. If this cannot be done to both parties' satisfaction, either party may terminate this agreement. If so, the Client shall compensate SEEDS in accordance with these terms and conditions. |
| | 11. The Client bears full responsibility for any fines, penalties or administrative actions that may be incurred due to non-compliance with Federal or State reporting requirements that may be the results of any delays or actions by the Client or any suspension or termination of performance between the Client and SEEDS as defined within these terms and conditions. |
| | 12. The Client may at any time, after providing ten days written notice, suspend further performance by SEEDS. SEEDS may, after providing written notice ten days in advance, suspend further performance if, at any time, payments by the Client for services rendered by SEEDS are not made in accordance with established payment terms. SEEDS may continue suspension of performance until payment is received for all services rendered by SEEDS prior to the date of suspension. Suspension of performance for a period exceeding 30 days for any reason, shall at the sole option of SEEDS result in termination or renegotiation of project scope of work, services provided, terms and conditions, schedule, and estimated costs prior to renewal of project activities and services. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner, but at a minimum, the extension shall equal the duration of the suspension. |
| | 13. The Client, at its sole discretion, may terminate, upon ten days written notice, the authorized project or any subsequent change order. SEEDS may, at its sole discretion and upon 10 days prior written notice, may terminate the authorized project or any subsequent change order. |
| | 14. The Client shall pay SEEDS promptly within 15 days from receipt of invoice for services performed and charges incurred prior to the effective date of suspension or termination, plus suspension or termination charges. |

| | | |
|--|--|--|
| | <p>15. The Client and SEEDS acknowledge that differences, including but not limited to interpretation and opinion with respect to regulatory and technical issues, may arise between regulatory agencies and SEEDS as consultant for the Client during or after completion of the proposed services.</p> | |
| | <p>16. If a dispute arises out of this agreement and if it cannot be settled through direct discussions, the parties agree to submit this dispute to mediation by a professional mediator selected by the parties. If all or any portion of the dispute remains unsettled, the parties agree to submit any unresolved controversy to arbitration. The parties further agree that a judgment upon the award rendered by the arbitrator(s) may be entered in the appropriate Circuit Court of the State of Michigan. The obligation to mediate and arbitrate disputes arising from this agreement shall survive termination of this agreement.</p> | |
| | <p>17. The proposal, project acceptance form and these terms and conditions constitute the full agreement between SEEDS and the Client.</p> | |



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

2017 PARKS AND RECREATION COMMISSION MEETING DATES

The Charter Township of Garfield Parks and Recreation Commission has scheduled the following meeting dates for 2017. All meetings begin at **4:30 p.m. 6:00 PM?** and are held within the Feiger Meeting Room (2nd floor) at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

The 2017 meeting schedule is as follows:

Regular Meeting

January 3, 2017
April 4, 2017
July 11, 2017
October 3, 2017

Dale Majercyck, Secretary
Township Parks and Recreation Commission
3848 Veterans Drive
Traverse City, MI 49684

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Kay Schumacher, Clerk, Ph: (231) 941-1620, or TDD #922-4766.