

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

**March 21, 2017 6:00 P.M.**

**Garfield Township Large 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 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 two minutes unless otherwise approved by the Commission.

Call Meeting to Order

Roll Call of Commission Members

1. Review and Approval of the Agenda - Conflict of Interest
2. Election of Officers (PD-2017-18)
3. Review and Approval of Meeting Minutes – October 26, 2016
4. Correspondence
  - a. Grand Traverse Conservation District January 2017 Report
  - b. Grand Traverse Conservation District February 2017 Report
5. Reports
  - a. Buffalo Ridge Trail / Student partnership
  - b. Miller Creek Update
  - c. Other Reports
6. Business to Come Before the Commission
  - a. PD 2017- 13 - By Laws
  - b. PD 2017-16 - BVNP Update
7. Public Comment
8. Items for Next Agenda
  - a. 2017 Commission Goals
  - b. Beacon Hills Request (signage)
  - c. Silver Lake Park Request for Consideration
9. 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 Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412



Charter Township of Garfield  
Planning Department Report No. 2017-18

Prepared:	March 15, 2017	Pages:	Page 1 of 1
Meeting:	March 21, 2017 Parks and Rec. Commission	Attachments:	<input type="checkbox"/>
Subject:	Election of 2017 Parks and Recreation Commission Officers		

**STAFF COMMENT:**

At the first meeting of each calendar year the Parks and Recreation Commission must nominate and elect its officers, being Chairperson, Vice-Chairperson, and Secretary.

The following sample motion is offered for consideration and should be passed for each position:

"I move that \_\_\_\_\_ be nominated for the position of \_\_\_\_\_ of the Garfield Township Parks and Recreation Commission."

Following a second to the motion, the nominee should indicate if he or she is willing to accept the nomination, and further discussion may be held. Following discussion, the Commission must vote on each motion.

**CHARTER TOWNSHIP OF GARFIELD**  
**Parks and Recreation Commission Regular Meeting**  
*DRAFT*  
**October 26, 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 (4:38 p.m.), 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. Majerczyk *moved THAT the agenda be approved as presented. Spence seconded the motion and the motion carried unanimously.*

**2. Review and Approval of Meeting Minutes-October 4, 2016**

Spence noted that the meeting adjourned at 7:30 p.m., and not 6:30 p.m. Majerczyk *moved THAT the minutes be approved as amended reflecting that the meeting adjourned at 7:30 p.m. Remy seconded the motion and the motion carried unanimously.*

**3. Business to Come Before the Commission**

**4.**

**a. PD-2016-64 Review of Parks Commission By-Laws**

Commissioners were provided a copy of the existing by-laws. No changes were recommended.

**b. PD-2016-65-Review of Township Park Plan.**

Handy noted that the purpose of the work session was to get points of clarification as well as gather commission comments and questions for next week's public hearing. Commission members were provided a report from staff that outlined the history of the five year parks and recreation plan along with the goals and objectives. It was noted that the plan was adopted by the Township Board. Commission members indicated that when the plan was adopted their intent was to preserve a natural beach area for users of the park. Majerczyk stated that public input was taken during the process and made part of the park plan. Commission members asked that specific questions be addressed such as reason for the closure of the Holiday Hills Disc Golf Course; Insurance Cost and liability; location and active recreation uses; nationwide statistics regarding disc golf use and velocity of disc, environmental checklists and reservation process. Staff will research and provide this information for the commission members for their meeting on November 1.

Comments were taken from the audience. Comments and /or information provided from: Larry Sparks, Stu Saints, Mary McDonald and Lisa McManus.

**c. Discussion of Public Waterfront Policy.**

The commission was asked to look at future maintenance of the Beacon Hills common property on Silver Lake. Commission members stated they would like to address all "common" subdivision properties on Silver Lake at a future meeting.

**d. Miller Creek Nature Preserve construction project**

Tom Vitale provided the Commission with the bid from SEEDS in the amount of \$34,575.20. Staff indicated that money remained in the 2016 parks budget and the project could begin once soil erosion has issued a permit. *Majerczyk moved THAT a recommendation be made to the Township Board to accept the bid received from SEEDS in the amount of \$34,575.20 for Boardwalk at Miller Creek. Remy seconded the motion and the motion carried unanimously*

*Fern Spence excused herself from the meeting.*

**e. 2017 Meeting Dates**

Commission members were presented with draft meeting dates and time for 2017. Discussion was held and it was determined to change the meeting time to 6:00 p.m. beginning in 2017. It was noted that 2 members would be gone in April on the proposed date. The schedule was amended to provide for the following dates: January 3, April 10, July 11, and October 3 at 6:00 p.m. *Kroupa moved and Remy seconded to adopt the meeting dates as amended. Motion carried.*

**f. Ongoing Project Updates**

Updates were provided regarding trail improvements, and the Kid's Creek Fishing Platform.

**5. Public Comment**

The following individuals addressed the Commission:

- *Bill Rokos*
- *Mary MacDonald*
- *Joann Sparks*
- *Larry Sparks*

**6. Commissioner Comment**

Comments regarding the Native American Marker.

**7. Other Business**

None.

**8. Items for next agenda – November 1, 2016 Public Hearing**

**9. Adjourn**

*Handy moved THAT the meeting be adjourned at approximately 6:08 PM.*

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

Monthly Parkland Responsibilities	Nature Center Visitation this Month	373	Nature Center Visitation January 2016	135
Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate.	Program Participants this month	290	Program Participants January 2016	82
	Drop ins this month	83	Drop in January 2016	53
	Nature Center Visitation this year	83		
	Nature Center Visitation since 2008	70,986		
<b>Activity Detail</b>	<b>Conservation District Pillar</b>	<b>Location of activity</b>	<b>Property Owner</b>	<b>Staff Lead (initials)</b>
1/19 – “Attended” Play Clean Go webinar subcommittee cor	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
1/27 – Attended camera training for new equipment	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
1/31 – TART subgrant meeting	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	KEG
1/31 – Hosted <i>Go Beyond Beauty</i> subcommittee meeting	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	EC
Completed landowner contact list for treatments	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR
Finished submitting 2016 MISIN treatment & survey data	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR
Completed & submitted USFS CWMA grant proposal	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
Completed & submitted EPA GLRI grant proposal	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
Posted position & interviewed for Communications Specialist	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
Completed draft of Invasive Species curriculum, (6-12 <sup>th</sup> grade)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	EC
Launched revamped website (HabitatMatters.org)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	MO
Scheduled spring ISN Partner Meeting: March 21, 1pm	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	EC/KEG
Worked with Suttons Bay schools on setting up nature center in their schools	Education	Other	N/A	TC

Completed two NEST programs serving around 90 students.	Education	Boardman River Nature Center	Grand Traverse County	TC
Submitted Optimist Grant for Education Scholarship fund	Education	Other	N/A	TC
Worked with United Way to wrap up our VISTA program and secure a refund after current VISTA left	Education	Other	N/A	TC
Completed 3 Peepers programs (1 snow day program) servings 45 Peepers	Education	Boardman River Nature Center	Grand Traverse County	TC
Trained 4 new education volunteers on various programming	Education	Other	N/A	TC
Completed 3 Knee High Naturalist programs.	Education	Boardman River Nature Center	Grand Traverse County	TC
Completed summer position descriptions and adjusted budget to reflect needs	Education	Other	N/A	TC
Worked with staff to fine tune GTCD Volunteer policy and procedures	Education	Other	N/A	TC
Attended area volunteer administrators meeting	Education	Other	N/A	TC
Configured and confirmed a plant order for 5000 bareroot seedlings through the DTE grant	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Finalized the plant order with Bethlehem Church group as part of their 125th year celebration	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Finalized two different plant orders for a spring planting effort at Miller Creek Nature Reserve	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	RR
Connected with the Ruffed Grouse Society and working on collaborating resources for the DNR Wildlife Habitat Improvement Grant	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Performed a special request snowplowing of the north access road to enable NRCS to access project site with contractors	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Performed routine trail maintenance (clearing downfall), dog waste bag disposal, snowplowing, outhouse upkeep, etc	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR

Attended Sustain Our Great Lakes webinar	Parklands (including Parklands-based ISN)	Other	N/A	RR/TV
Created and dispersed fliers for the Guided Winter Hike scheduled for February 18th	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Attended a DNR grants workshop in Cadillac	Parklands (including Parklands-based ISN)	Other	N/A	RR
Began implementing installation of East End Footbridge	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR/TV/SL
Attended regular monthly Joint Recreation Authority Meeting and the study session for 'strategic planning' with partners	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	SL/TV
Coordinated and attended the monthly Hickory Meadows Advisory Committee meeting	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Met with members of HM and Hickory Hills Advisory Committees to discuss grant opportunities for green storm water infrastructure	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Followed-up on report of plowed snow pile blocking the Wayne Street gated access	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Performed routine checks on trails and trailheads (trash removal at Randolph, cleared downfall, refilled dog waste bags, etc)	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Met and discussed 2017 Garfield Twp workplan and budget with Valerie Handy, Parks & Rec Commission Chair	Parklands (including Parklands-based ISN)	Garfield Township Parks	Garfield Township	TV
Replaced damage fencing post at Long Lake trailhead and along stairwell near water tower at the Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV,RR
Maintained and shoveled access to trailheads and waste cans at all Garfield Twp parks	Parklands (including Parklands-based ISN)	Garfield Township Parks	Garfield Township	TV
GPS'ed and mapped proposed connector routes from Kids Creek trails to the Buffalo Ridge Trail	Parklands (including Parklands-based ISN)	Kids Creek Park	Garfield Township	TV
Researched grant opportunities for connector trail from Kids Creek trails to the Buffalo Ridge Trail	Parklands (including Parklands-based ISN)	Kids Creek Park	Garfield Township	TV
Planned for trail re-route of social trail along north side of Miller Creek	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV

Solicited bids for floating dock and fishing platform at Miller Creek NR	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Attended a MDNR public meeting regarding a proposed shooting range on state land in the "Wild & Scenic" part of the Boardman River Watershed off Supply Road.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Reviewed and commented on LIAA's draft Boardman River Water Trail Plan-main comment is we need a recreation plan for the Boardman before we know how many users the river can handle before adverse ecological impacts takes place.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Coordinated the delivery of a 54' footbridge from Ranch Rudolf to the project site at Brown Bridge. Worked with GTCD Conservation Team staff, AmeriCorps Members, and volunteers to move the bridge through the woods to where it will be cabled 600' down into the valley and across the River.	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL,RR,TV
Participated in a contractors meeting for the placement of 23 large wood instream habitat structures in the new section of river at Brown Bridge. Elmer's/RCA was awarded the contract through the GT Band.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL,RR
Met with Chris DeGood of AECOM and Mike Brennan for Concrete Service regarding stormwater runoff from the site for a grant through the Watershed Center GT Bay.	Education	Boardman River and its tributaries	N/A	SL
Attended regularly scheduled Boardman River Dams Project IT and other related meetings.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Grand Traverse County	SL
Gave a Dam Removal Project presentation to a group of graduate students attending CMU's Public Administration Masters Program through NMC. They chose the dam project for their small group focus.	Education	Boardman River and its tributaries	N/A	

Met with City staff regarding their EQIP monies and the bottomlands at Brown Bridge.

Attended a Garfield Township meeting regarding their approval to apply for a Great Lakes Restoration Initiative grant for the failing railroad crossing of Miller Creek.

SL = Steve Largent, Conservation Team  
Coordinator/Boardman River Program Coordinator

TV = Tom Vitale, Parkland Steward

SS = Sam Shaughnessy, Administrative Assistant

TF = Tricia Forgrave, Finance & HR Coordinator

MC = Marsha Barber Clark, Executive Director

KEG = Katie Grzesiak, ISN Coordinator

RR = Reb Ratliff, Parkland Steward

TC = Taryn Carew, Education Director

KR = Kama Ross, District Forester (GT; Leelanau; Benzie)

EC = Emily Cook, ISN Outreach Specialist

LR = Laura Rigan, MAEAP Technician

JA = Jessica Alpers, MAEAP Technician

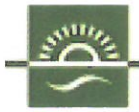
FR = Fields Ratliff, ISN Habitat Management Specialist

MO = Miriam Owsley, ISN Outreach Assistant

ISN Crew = ISN seasonal employees

VT = Victoria Tatum, Nature Center Assistant

Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City
Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Garfield Township
		SL



## Conservation Team February 2017 Activity Report

(Steve Largent, Tom Vitale, Reb Ratiff & AmeriCorps Member Chelsea Taylor)

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**OWNER/PARKLAND:** Garfield Township - Various

### Administration

- Processed bills, work orders, and other administrative activities as necessary.
- Prepared for and conducted a planning retreat to finalize work plans for the coming year.
- Solicited bids for Kid's Creek to Buffalo Ridge Connector Trail and met on-site with Popp Excavating.
- Met with Valerie Hande, Twp Parks and Rec Commission Chair, to review 2017 work plan and budget.
- Met with representatives of TART, Grand Traverse Stewardship Initiative, Twp Parks and Recreation Commission, and TC West Middle School to involve students in the creation of informational signage at Kid's Creek Park and along the Buffalo Ridge Trail.
- Generated themes, style, and locational map for informational signage with TC W. Middle School.
- Ordered bio-control beetles (*Galerucella spp.*) to control purple loosestrife populations at Silver Lake RA and Kid's Creek Park.
- Solicited bids for floating dock quote at Miller Creek RA.

### Routine Monitoring and Maintenance

- Monitored trails and trailheads regularly at each parkland and replaced dog waste bags as needed.
- Shoveled out trash can surrounds as needed at various parklands to accommodate access.
- Replaced damaged fencing post and rails at the Long Lake Trailhead and adjacent to stairs leading up towards the Water Tower at the Commons
- Ordered 'No Dumping of Household Trash' signs for trailheads at Miller Creek Natural Area.
- GPS'ed and mapped loop trails at the Boardman Valley Nature Preserve.
- Created and installed replacement temporary trail maps for those recently vandalized at the Commons Natural Area

### Grants

- Assisted Gourdie Fraser & Associates with the preparation of Sustain Our Great Lakes grant on behalf of the Township for the replacement of two deficient transportation crossings on Miller Creek. The first is a severely perched railroad crossing that blocks fish migration as well as a severe erosion site. The second site the Cass road crossing of Miller Creek which is a velocity barrier to native brook trout. The replacement of both crossings is being done with other Cass Road Drain District improvements aimed at reducing localized flooding along Cass Road.



## Grand Traverse Conservation District

- Attended and presented at a Tribal Stream and Michigan Fruitbelt Collaborative partner meeting regarding fish passage sites that we are interested in getting funded through the Fruitbelt Project (i.e. Miller Creek crossings mentioned above).
  - Worked on a grant request from the TC Track Club Endowment for matching funds to install a connector trail from Kids Creek Park to Buffalo Ridge.
- 

### **OWNER/PARKLAND: Recreational Authority – Hickory Meadows**

#### **Administration**

- Processed bills, work orders, and other administrative activities as necessary.
- Prepared for and conducted a planning retreat to finalize work plans for the coming year.
- Met with Matt Cowall to discuss a 3 year contract renewal between the District and Rec Authority.
- Coordinated and attended monthly Hickory Meadows Advisory Committee (HMAC) meeting.
- Reviewed Hickory Hill's storm and waste water drain field proposal.
- Attended monthly Joint Recreation Authority meeting.
- Placed native bare-root shrub order for Earth Day planting at Hickory Meadows.
- Created flyer for Earth Day volunteer work bee event.
- Began a draft annual work plan and budget at Hickory Meadows for 2017/18 fiscal year.
- Researched cost of trail monitors for trailheads at Hickory Meadows.

#### **Routine Monitoring and Maintenance**

- Monitored trails and trailheads along the NER and replaced dog waste bags as needed.
- Removed and replaced waste bag at Randolph St. Trailhead.

#### **Grants**

- Researched cost for wildlife survey at Hickory Meadows and potential grant opportunities.
  - Planned for native shrub planting along utility corridor this spring funded by TCL&P.
- 

#### **Boardman River Stewardship:**

- Prepared and submitted a grant proposal to the Great Lakes Commission for the 13<sup>th</sup> annual Boardman River Clean-Up Event in partnership Norm Fred of Boardman River Clean Sweep and the Traverse Area Paddle Club.
- Responded to and confirmed Conservation District booth at the Adams Fly Festival scheduled for June 3<sup>rd</sup> in Kingsley. The kayak will also be raffled off that day. Tickets can be purchased at the Nature Center front desk or by contacting a Conservation District employee.
- Assisted with the organization, set up, and implementation of a fly tying workshop for beginners in partnership with the Adams Chapter of Trout Unlimited. Over 20 participants



## Grand Traverse Conservation District

attended the family themed event. The Adams Chapter had 8 experience tiers floating around the room to assist the group.

- Reviewed macro-invertebrate sampling proposals submitted through CRA and the Boardman Dams Project for continued monitoring.
- Prepared for and conducted a planning retreat to finalize work plans for the coming year.
- Met with and assisted riverfront property owner Tom Hazelton in preparing site plans and submitting a MDEQ permit application to repair erosion on his property.
- Participated in an interview on WTCM to talk about work on the river and other District projects.
- Contacted the MDEQ and Natural Rivers regarding adding a severe erosion site on the river at the Brown Bridge Quiet Area to the existing permits the City has for the Large Wood Habitat project (See City of TC above).
- Stopped at several businesses along Kids Creek to inspect snow removal practices where snow is being plowed directly into the Creek. This work is part of an EPA grant issued to The Watershed Center Grand Traverse Bay, to potentially off these businesses signs that will alert plow drivers of the Creek below. The purpose of the EPA grant is to help remove Kids Creek from the State's Impaired Waters List.

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### Boardman River Nature Center/Environmental Education

Nature Center Visitation this Month: 475

Program Participants this month: 413

Drop ins this month: 61

Nature Center Visitation this year: 847

Nature Center Visitation February 2016: 483

Program Participants February 2016: 437

Drop in February 2016: 46


Nature Center Visitation since 2008: 71,460

### Program Participation & Program Planning:

- Held one NEST program serving 42 children. The program was completely staffed by volunteers
- Published the 2017 Nature Day Camp Schedule
  - \$1,460 in received camp registration fees
  - \$3,473 in pending camp registration fees
- Ran nine Environmental Education Preschool Programs (Knee High Naturalist & Peepers)
  - 66 Peepers participants include 14 new families to GTCD Programming
  - Four Knee High Naturalist Programs consisting of eight participants each week (limit 10)

### Other Accomplishments:

- Updated the day camp website to reflect all new procedures and changes for 2017.
- Completed 2017 State of Michigan licensing needs for the 2017 day camp season.
- Posted three seasonal summer positions.
- Secured replacements to perform programming while EE Director on leave.
- Created handbook for when EE Director is on leave.

 <b>Charter Township of Garfield</b> Planning Department Report No. PD 2017-13		
Prepared:	March 15, 2017	Pages: 1 of 1
Meeting:	March 21, 2017 - Special Meeting	Attachments: <input checked="checked" type="checkbox"/>
Subject:	Amendment to Park and Recreation Commission Bylaws	

**Staff Comment**

Please find attached a copy of the Parks and Recreation Commission's (PRC) adopted bylaws.

The Township Board is in the process of amending the Parks and Recreation Ordinance to increase membership of the PRC to seven voting members. The sixth member will be a Township Board representative and the seventh member will be a representative of the Planning Commission. We only have a very minor revision to make in order to compensate for the change in the following section:

**SECTION 3: Meetings**

**(F) Quorum** - ~~Three~~ **Four** 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.

Following review and after discussion of the change a motion for your consideration has been provided:

**Action Requested**

MOTION THAT the Parks and Recreation Commission Bylaws as described in and attached to PD 2017-13 BE ADOPTED.

## 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~~ **Four** 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.
- 8. **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.
- 8. **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-Nice-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 Parle contact**

1. Members shall avoid *Ex Parle* contact with members of the public about cases where an administrative recommendation is pending before the Parks and Recreation Commission whenever possible. "*Ex Parle* contact" means contact outside of a regular public meeting.
2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parle* 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.

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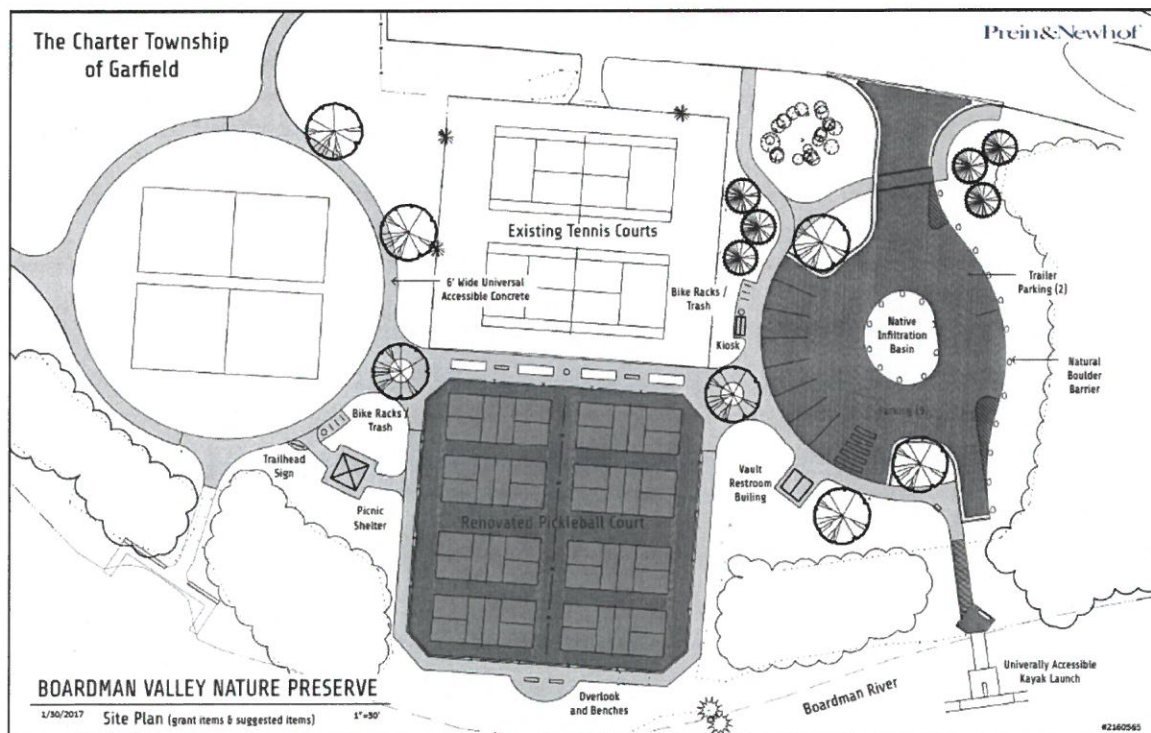
Linda McGuire, Secretary  
Garfield Township Parks and Recreation Commission

 <b>Charter Township of Garfield</b> Planning Department Report No. 2017- 16		
Prepared:	March 13, 2017	Pages: 1 of 2
Meeting:	March 21, 2017 Parks & Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	BVNP Update	

The intent of this report is to provide the Parks and Recreation Commission with a brief update on the status of the Boardman Valley Nature Preserve (BVNP) grant.

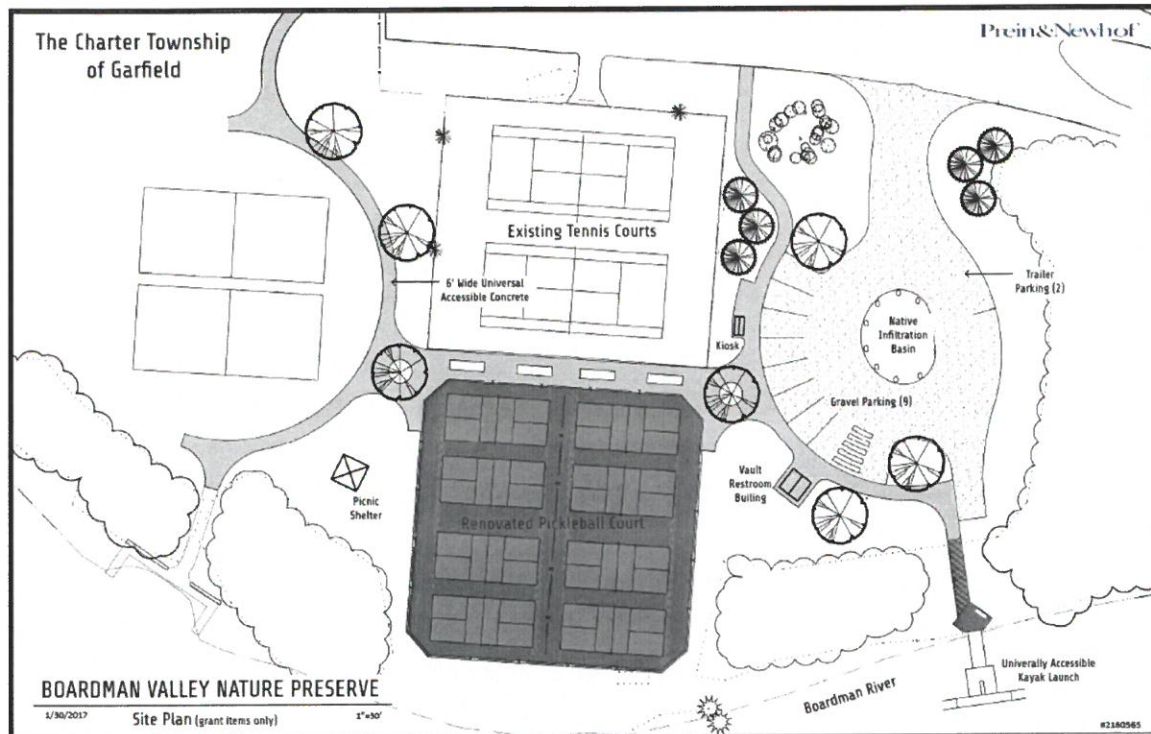
Cost estimates and final design were reviewed by Staff and consultant Matt Levandoski. Below is a copy of the original plan and what we would like to consider our *future goal* for the park.

#### ORIGINAL DESIGN



Although we were not able to accomplish the above design in its entirety we feel we were able to stretch the budget and still include the major components of the design. We have also positioned ourselves to request additional funding to complete the design in the near future.

#### FINAL DESIGN



When considering the scope of the project the modifications are minor. We were able to incorporate additional walk ways by changing the surface to crushed limestone and changing the parking area to gravel. We are still awaiting a formal quote for the picnic shelter, vault restroom, and kayak launch and anticipate having that information by your April meeting. We have attached a copy of the project schedule for your information and we appear to be on schedule as planned.

Boardman Valley Nature Preserve Project # 2160565 Date 2/27/2017	Project Schedule							
	Done	October	November	December	January	February	March	April
<b>Site Investigation</b>								
Wetland Identification	<input checked="" type="checkbox"/>							
Soil Borings, Topo Survey & Mapping	<input checked="" type="checkbox"/>							
<b>Design Development Phase</b>								
Design Kick Off Meeting -01 (at GT and site)	<input checked="" type="checkbox"/>							
Preliminary Design	<input checked="" type="checkbox"/>							
Preliminary Design Owner Review Meeting -02 (at GT)	<input checked="" type="checkbox"/>							
Preliminary Design Final Concept Graphics	<input checked="" type="checkbox"/>							
Preliminary Design Concept Phone Call	<input checked="" type="checkbox"/>							
<b>Permitting Phase Services</b>								
Send in DEQ/USACE Joint Permit Application	<input type="checkbox"/>							
Send in for SESC Permit	<input type="checkbox"/>							
<b>Construction Document Phase Services</b>								
50% Plan Development	<input checked="" type="checkbox"/>							
50% Plan Meeting -03 - By Phone/Email	<input checked="" type="checkbox"/>							
Send 50 % Plans to Twsp	<input checked="" type="checkbox"/>							
90% Plan Development	<input type="checkbox"/>							
90% Plan Meeting -04 (at GT)	<input type="checkbox"/>							
Send 90 % Plans to Twsp	<input type="checkbox"/>							
Final Plan Development	<input type="checkbox"/>							
Final Owner Review Meeting -05 (at GT)	<input type="checkbox"/>							
Final Document Delivery	<input type="checkbox"/>							

We will discuss this information in more detail at our meeting. Please do not hesitate to contact my office should you have any questions or concerns moving forward.