

**CHARTER TOWNSHIP OF GARFIELD  
PARKS and RECREATION COMMISSION  
MEETING MINUTES  
May 1, 2023**

**Roll Call of Commission Members:**

Present: Chris DeGood, Fern Spence, Chris Remy, Denise Schmuckal, Andy Hoort, and William Scott

Absent and Excused: Art Bukowski

Staff Present: Deputy Planning Director Steve Hannon

**Call to Order:** Chair DeGood called the meeting to order at 6:00 pm.

**1. Public Comment (6:00)**

None

**2. Review and Approval of the Agenda – Conflicts of Interest (6:00)**

Commissioners added an agenda item: discussion on a flag pole at Silver Lake Recreation Area under New Business, Item 7.a.

*Hoort moved and Schmuckal seconded to approve the agenda as amended.*

*Yeas: Hoort, Schmuckal, Remy, Scott, Spence, DeGood*

*Nays: None*

**3. Review and Approval of Meeting Minutes – April 3, 2023 (6:01)**

*Spence moved and Schmuckal seconded to approve the minutes of April 3, 2023.*

*Yeas: Spence, Schmuckal, Hoort, Remy, Scott, DeGood*

*Nays: None*

**4. Correspondence (6:01)**

None

**5. Reports (6:02)**

**a. Commissioner Reports**

DeGood stated that the Planning Commission was engaged in the Master Plan update process, and the newly adopted Parks and Recreation Plan would be referenced in the updated Master Plan.

**b. Staff Report / Updates**

**i. Parks Steward Report**

Parks Steward Sean Kehoe submitted the Parks Steward report in writing. Hannon stated that the Michigan DNR had a question on the Township's application for a Michigan Natural Resources Trust

Fund grant, specifically about comments received as public input. Staff will follow up with the DNR. Hannon also said the Michigan Spark Grant second-round applications have opened and that the applications are due June 26.

The mountain bike subcommittee and Staff are preparing a draft 501(c)(3) agreement to create a framework to accept donations to the Commons Natural Area trails. Subcommittee members also scheduled a work bee for Sunday May 7 to conduct maintenance and safety upgrades on the mountain bike trails. Commissioner Remy spoke about using flexible signs for bike trails and offered to investigate their cost and potentially placing a joint signage order between the Township and Crystal Mountain to help save costs.

## 6. Old Business

### a. PD 2023-47 – Parks Special Event Application (6:17)

At the last Parks and Recreation Commission meeting on April 3, 2023, Staff and Commissioners discussed recent requests for large events on Township parkland. For this meeting, Commissioners reviewed a draft large event application, proposed event fee of \$250, and security deposit of \$500. Commissioners reviewed the draft large event application and offered suggestions to clarify that any impacts of the event would need to be covered by the applicants. These would include providing additional portable bathrooms, contracting with Metro Fire or any other emergency services if needed, providing insurance coverage, and having a plan for off-site parking. Commissioners asked to clarify other items on the form, including that staking for tents is not allowed to protect the equipment for irrigation, open flames are not allowed, and the Township does not have authority for road closures. Commissioners also proposed a \$500 event fee and \$1000 security deposit. Staff will incorporate these changes into the form in an updated draft for the Township Board.

*Schmuckal moved and Spence seconded TO RECOMMEND that the Township Board adopt the Charter Township of Garfield Parks Special Event Application and associated fee schedule as amended.*

*Yeas: Schmuckal, Spence, Hoort, Remy, Scott, DeGood  
Nays: None*

## 7. New Business

### a. Flag Pole at Silver Lake Recreation Area (6:56)

A Township resident would like to install a permanent flag pole at Silver Lake Recreation Area at his own expense. Commissioners asked about the proposed location of the pole and discussed the issue noting that the flag pole may need lighting but were in favor of accepting donation of a flag pole. The matter will be brought before the Township Board for their approval.

**8. Public Comment (7:05)**

None

**9. Items for Next Agenda – Monday June 5, 2023 (7:05)**

Topics for the next meeting include 2024 priority parks projects, potential grant applications, and a potential quote for signage in the mountain bike trail area.

**10. Adjournment**

*DeGood adjourned the meeting at 7:06 pm.*

A handwritten signature in black ink, appearing to read 'CHRIS REMY', written over a horizontal line.

Chris Remy, Secretary  
Garfield Township Parks & Recreation  
Commission  
3848 Veterans Drive  
Traverse City, MI 49684