

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

Monday, May 1, 2023 at 6:00 pm
Garfield Township
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

**Call Meeting to Order
Pledge of Allegiance
Roll Call of Board Members**

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures: a.) any person wishing to address the Board is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time.

2. Review and Approval of the Agenda – Conflicts of Interest

3. Review and Approval of Meeting Minutes – April 3, 2023

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report / Updates
 - i. Parks Steward Report

6. Old Business

- a. PD 2023-47 – Parks Special Event Application

7. New Business

8. Public Comment

9. Items for Next Agenda – Monday June 5, 2023

10. Adjournment

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.

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION
MEETING MINUTES
April 3, 2023**

Roll Call of Commission Members:

Present: Chris DeGood, Fern Spence, Chris Remy, Denise Schmuckal, Art Bukowski, and William Scott

Absent and Excused: Andy Hoort

Staff Present: Deputy Planning Director Steve Hannon & Parks Steward Sean Kehoe

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

Pledge of Allegiance: The Pledge of Allegiance was recited by all in attendance.

1. Public Comment (6:01)

None

2. Review and Approval of the Agenda – Conflicts of Interest (6:01)

Schmuckal moved and Scott seconded to approve the agenda as presented.

Yeas: Schmuckal, Scott, Bukowski, Remy, Spence, DeGood

Nays: None

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

Spence moved and Bukowski seconded to approve the minutes of March 6, 2023.

Yeas: Spence, Bukowski, Remy, Schmuckal, Scott, DeGood

Nays: None

4. Correspondence (6:02)

Members of the mountain bike subcommittee for the Commons Natural Area prepared a report providing background information of the mountain bike trails, current issues, and recommended solutions. Hannon indicated that this report would be discussed under item 6.b.

5. Reports (6:02)

a. Commissioner Reports

Planning Commission – DeGood stated the Planning Commission is beginning work on the Master Plan.

b. Staff Report/Updates**i. Parks Steward Report**

Kehoe said Parks staff are building cages for a tree planting event. The countertop for the men's bathroom at Silver Lake Recreation Area will be arriving soon. Staff are looking into fish stocking for the pond at Kids Creek Park. Staff also did a walk through of the mountain bike area at the Commons Natural Area with mountain bike subcommittee members.

6. Old Business**a. PD 2023-35 –Commons Natural Area Design Plan – Grants Update and Next Steps (6:07)**

Hannon explained that the MNRTF grant application has been submitted and adjustments were made to the proposed trail loop after Staff walked the route. Later this year, the Michigan DNR may do a site visit and provide a preliminary score for the grant application. The next steps will include getting a wetland delineation, a boundary survey, and some site preparation. EGLE may also have some suggestions for artesian wells, stream crossings, and permitting. Old underground valves pertaining to the State Hospital reservoir system were found and must be dealt with to ensure safety of the future trail loop. Staff will consult with the Township Engineer regarding the underground valves.

Spence moved and Remy seconded TO RECOMMEND that the Township Board seek a wetland delineation and boundary survey of the Grand Traverse Commons Natural Area and consider seeking bids for professional services to conduct these tasks.

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

b. PD 2023-36 – Mountain Bike Subcommittee Update (6:20)

Hannon provided the details on the two subcommittee meetings in March. On March 15, the subcommittee discussed fundraising and scheduled a walkthrough of the park site. On March 22, the subcommittee and Staff walked the mountain bike area of the site to better understand the current state of the trail system and issues including unsafe crossings, rebuilding of unsafe features, and unclear signage. The subcommittee proposes to re-route some existing trails and avoid conflicts with the main hiking trail, remove unsafe trails, improve the "Up-Trail," and install signs throughout the mountain bike area. In April, the subcommittee plans to do another walkthrough of the park site, determine any specific changes to be made to the trail area, and schedule a work bee event for May.

Commissioners stated that any 501(c)(3) or fundraising efforts need to be brought to the Board for approval before going ahead.

Schmuckal moved and Bukowski seconded that Staff forward to the Board the information from the mountain bike subcommittee and the Parks and Recreation Commission regarding proposed 501(c)(3) and fundraising efforts, proposed short-term clean up and changes to the mountain bike area, and a recommendation that the Commons Natural Area be officially opened for cycling activity.

Yeas: Schmuckal, Bukowski, Remy, Scott, Spence, DeGood

Nays: None

7. New Business

a. Park Rentals and Fees – Discussion (7:03)

Kehoe reviewed some recent requests from members of the community for larger events proposed to be held at Township parks. He asked for guidance on charging groups to cover the wear and tear on the parks. Historically, the Township has not charged nonprofits for events.

Commissioners discussed potentially charging a venue fee and debated what factors may influence the fee including the number of people at the event, how much of the park is being used, and parking. Commissioners discussed requiring users to have a security deposit to cover potential damage to equipment such as sprinkler heads. Staff will bring this item back to the next meeting including a potential draft fee schedule.

8. Public Comment (7:22)

None

9. Items for Next Agenda – May 1, 2023 (7:22)

Items for the next agenda will include continued discussion on proposed park rental and venue fee policies, and a mountain bike subcommittee update.

10. Adjournment

DeGood adjourned the meeting at 7:22 pm.

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



Charter Township of Garfield
Parks Report

Silver Lake Recreation Area

Tennis nets are up.

Counter installation into men's bathroom 4.27.23

Trees have been marked in dog park, as well as tree by the roadway, for removal estimate.

Rentals filling up.

Water scheduled to be turned on.

Commons

Mountain Bike sub-committee meetings continue to go well.

Work bee scheduled for May 7th.

Cleared trees that were down on mountain bike trails. Used cut trees to block off trails that are scheduled to be closed.

Did a walk thru with planning for accessible trail options. Identified a valve vault that we will be securing to eliminate any liability.

Work bee conducted by Greenspire Students (raking, covering graffiti, trash pick-up).

River East

Cages completed for plantings.

Clearing and grubbing completed. Irrigation being installed.

Dog Park Fencing arrives in the first week of May.

Boardman Valley

Pickle ball nets have been put up and activity is starting as the weather breaks. Windscreens going up next week after YMCA has some crack, sealing and striping done.

Portable toilets are being dropped the first week of May.

Miller Creek

Covered up some graffiti.

Trails are in good shape.

Removed a tire out of pond.

Kid's Creek

Planting has started. About 300 cedars & tamaracks are in.

Working with fisheries on restocking Oleson's Pond.

Working with YMCA Staff with staging mulch & equipment.

Buffalo Ridge Trail

Additional grant funding may be available for invasive species control (autumn olive, etc.), piggy backing the Spring Planting through Conservation Resource Alliance.

Additional Information

Small Event Application before the board.

Submitted April 27, 2023

Derek Morton

Sean Kehoe

 Charter Township of Garfield Planning Department Report No. 2023-47			
Prepared:	April 25, 2023	Pages:	1
Meeting:	May 1, 2023 – Parks and Recreation Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Parks Special Event Application		

BACKGROUND:

At the April 3, 2023 Parks and Recreation Commission meeting, Commissioners and Staff discussed recent requests for large events proposed by community members to be held at Township parks. Historically, the Township has not charged nonprofit groups for events, but these recent requests have been from a variety of community groups.

Commissioners discussed charging a venue fee to help cover the impact of the event on the park including wear and tear, availability of the park to the public, trash removal, and parking. The venue fee could be structured to account for the number of people at an event and how much of the park is being used. A security deposit could be required as well to cover potential damage to parks facilities or equipment.

PARKS SPECIAL EVENT APPLICATION:

A draft application form for special events in Township parks is attached to this report for the Parks and Recreation Commission’s review. The proposed event fee is \$250 and proposed security deposit is \$500.

ACTION REQUESTED:

After Commissioner discussion, the following motion is offered to recommend to the Township Board regarding the Parks Special Event Application:

MOTION TO RECOMMEND that the Township Board adopt the Charter Township of Garfield Parks Special Event Application and associated fee schedule.

Any additional information deemed necessary by the Commissioners should be added to this motion.

Attachments:

1. Draft Parks Special Event Application Form.

Charter Township of Garfield Parks Special Event Application

Submit to: Garfield Township, 3848 Veterans Dr, Traverse City, MI 49684, parks@garfield-twp.com

Fill out the form completely and submit to Garfield Township for approval at least 60 days prior to planned event or activity.

Applicant Information (Please Print)

Name of Applicant: _____ Email: _____

Address: _____ City _____ St. _____ Zip: _____

Contact #1: _____ Contact #2: _____

Name of Sponsoring Organization (If Applicable): _____ Non-Profit Profit

Address: _____

Contact person on the day of the event _____ Contact #: _____

Event Fee and Security Deposit

Event Fee \$250 Security Deposit \$500

The event fee and security deposit are required at time of application. Submitting this Special Event Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection. If application is rejected, a full refund of the Event Fee and Security Deposit will be issued.

General Event Information

Event Name _____

Type/Purpose of Event: _____

Date(s) of event: _____ Time of event: _____ Set up time: _____ Tear down time: _____

Anticipated number of attendees and participants: _____ Anticipated number of staff and volunteers: _____

Location/Park Requested _____

Describe specific area: _____

Does your event utilize picnic shelters in the park (rental fees apply) Yes No

If yes, which shelter(s): _____

Describe event in full detail (attach additional pages if necessary): _____

A site map of the event area including location(s) of equipment and activities must be submitted with this application.

Event History

New event Planning for annual event: Yes No

Re-Occurring Re-Occurrence - how many years: _____

Event Details

What is the event purpose: (Check all that apply)

Charitable 501(c)3 For Profit Organization Open to Public Fundraiser

Admission: (Check all that apply)

Intend to charge a fee (please list fee(s)_____) Free event to public Accepting Donations

Will you require assistance from Garfield Township Parks staff? Yes No

If yes, please explain _____

Will you be requesting assistance from Metro Fire/Ambulance? Yes No

Will you be requesting assistance from the Sheriff's Department? Yes No

Will you have private security? Yes No

Will amplification equipment be used? Yes No If yes, what length of time? _____

(Must comply with the Township noise ordinance; and, event organizers must be considerate of the neighborhood.)

Additional restrooms needed? Yes No If yes, how many? _____

Will the event require use of any parking lots as staging areas? Yes No If yes, list

Will the event require additional parking from what is currently available? Yes No

What is your parking plan? _____

Do you plan to use tents, canopies or awnings that require stakes? Yes No If yes, where? _____

No stakes may be used for the above

What activities will be provided or performed at your event? _____

Does your event require shutting down any other areas of the park? Yes No If yes, where? _____

Vendor Information

Will food be served? Yes No (IF YES, 60 day notice required) Sold Free

Will food be prepared on site? Yes No

Will merchandise be sold? Yes No

Please Describe: _____

Number of anticipated Vendors: _____ (Please attach your completed vendor list attached to this application).

All food/beverage vendors must have permits/licenses with Grand Traverse County Health Department at least 30 days prior to the event. (All must be attached)

Open Flames

Will you have open flames? Yes No

What will your open flame usage be? (Check all that apply)

Grilling/BBQ Deep Fryer Activity/Entertainment

Other _____

TRAFFIC CLOSURES

Provide a detailed description of all traffic closures for this event (include location, times and closure devices). You may be required to contact additional government jurisdictions for specific rules and ordinances depending on the location.

For traffic closures, additional permits are required by the Grand Traverse County Road Commission, or appropriate jurisdiction

Name of contracted professional barricade company _____

Contact Name: _____ Phone: _____

Please describe your parking plans _____

Event Maintenance / Clean-Up/Damages

***It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event with the expectation that the park is left in as good as condition as when you arrived (tables returned to pavilions, etc.). At the conclusion of the event, Township Parks staff will empty park-owned trash cans. For larger events that require the need for contracted trash service such as roll-off bins, it is the responsibility of the event organizer to make these arrangements. The organizer agrees to accept liability for any damages to Garfield Township property, and understands that any fees associated with repairs as a result of your event may be charged to your organization.**

If roll off bins are brought in, what company (name and address) will be used? _____

Location of roll off bin(s)? _____

Delivery Date _____

Delivery Time _____

Removal Date _____

Removal Time _____

Are you hiring a professional clean-up crew? Yes No

Name of Company _____

Cell Phone _____ Email _____

Important Reminders

No person shall, upon property of the Township, possess, consume, sell, give or furnish alcoholic beverages to anyone.

The display, use and/or smoke/vape of marijuana, tobacco or any other products is prohibited on Township Parkland.

No person shall, upon property of the Township, fire, discharge, or have in their possession, any firework or any substance of an explosive nature, without permission of the Township.

I have read the above statements regarding alcoholic beverages, fireworks and smoking and understand my responsibilities and rights. _____ (initial)

Indemnification Agreement (Must be completed by applicant)

To the fullest extent permitted by law, applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Garfield Township, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of Garfield Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Garfield Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises from this event. The undersigned agrees they have been given a copy of the Garfield Township parkland ordinance and has read and understands the policy.

Signature of Applicant

Date

Signature of Witness

Date