

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

Monday, October 7, 2019 at 6:00 p.m.
Garfield Township Hall Large Meeting Room
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

ORDER OF BUSINESS

Call Meeting to Order

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 – August 5, 2019

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report/Updates
 - i. Michigan Department of Natural Resources Trust Fund Grant closeout
 - ii. Serenity Park/Airport

6. New Business

- a. PD2019-137 - Boardman Valley Nature Preserve Pickleball Courts Issues
- b. PD2019-138 - Boardman Valley Nature Preserve Conceptual Pickleball Expansion Proposal
- c. PD2019-133 – Rental of Athletic Fields at Silver Lake Recreation Area
- d. PD2019-134 – Parks Capital Improvement Program

7. Public Comment

8. Items for Next Agenda

9. 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, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION
August 5, 2019**

Roll Call of Commission Members:

Present: James Guilmet, William Scott, Denise Schmuckal, Chris DeGood, Fern Spence (6:07) and Valarie Handy

Absent and Excused: Chris Remy

Staff Present: Deputy Planning Director Steve Hannon and Planning Director John Sych

1. **Call to Order:** Chair Handy called the meeting to order at 6:02pm.
2. **Public Comment**
None
3. **Review and Approval of the Agenda – Conflicts of Interest**
Sych asked to add item 6c - Conservation District Report.
Schmuckal moved and Scott seconded to approve the agenda as amended.

Yeas: Schmuckal, Scott, DeGood, Guilmet, Handy
Nays: None
4. **Review and Approval of Meeting Minutes April 15, 2019**
Schmuckal moved and DeGood seconded to adopt the minutes of April 15, 2019 as presented.

Yeas: Schmuckal, DeGood, Scott, Guilmet, Handy
Nays: None
5. **Correspondence**
County Newsletter Parks and Recreation Newsletter
6. **Reports**
 - a. **Commissioner Reports**
None
 - b. **Staff Report/Updates**
 - i. **Parks and Recreation Master Plan**
Hannon reported that the amendment to the Parks and Recreation Master Plan is on file with the DNR.
 - ii. **Commons 100**
Sych reported that meetings were held to discuss the process of removing the deed restrictions from the 100 acres of Commons property. Language is currently being drafted at the state level.

iii. BVNP (Pickleball Courts, YMCA Lease)

Sych said that the pickleball courts were opened in early July at the Boardman Valley Nature Preserve and the courts are always full. A new kiosk is up which holds information on reservations and the parks in general. He added that the YMCA is requesting a new 5 year lease because they are investing in some capital improvements.

iv. Silver Lake Park Project

Hannon said that the parking lot project is being bid out right now. The priority is the parking lot and the other projects are part of the whole, but may be completed in 2020.

c. Conservation District Report

Tom Vitale discussed signage and said that railings have been installed at the Commons and at Miller Creek. There has been some vegetation removal at Kids Creek, and he is looking at an aeration system at Kids Creek. The BVNP is looking good and a trail will connect to the pickleball courts. Commissioners discussed a waste receptacle near pickleball courts.

7. New Business**a. Conceptual Plan for Expansion of Pickleball Courts**

Hannon showed pictures of the pickleball courts as they stand now. A drawing was drafted for the placement of six more courts. The Traverse Area Pickleball Association proposes to convert the tennis courts to the west to six more pickleball courts and possibly some bleachers. Gary Ford, Board President for TAPA, said that the organization would like to fundraise for the other courts. TAPA will draft something a bit more concrete regarding proposed plans are for the courts.

b. Proposal for Winter Trail Grooming

Pete Zirnhelt has trail grooming proposal for the upcoming season. Which would continue grooming trails at Silver Lake recreation Area and also add grooming at the Buffalo Ridge trails and the Kids Creek Trails. Commissioners pointed out that if the cost exceeded \$5,000, the grooming must be bid out. Commissioners also discussed the cost vs. benefit for the trail grooming and how many people used the groomed trail. Trail counters and the importance of their placement was discussed.

DeGood moved and Schmuckal seconded to table the trail grooming proposal until a budget can be discussed.

*Yeas: DeGood, Schmuckal, Scott, Guilmet, Spence, Handy
Nays: None*

c. Request for Rental of Athletic Fields at SLRA

The township recently received requests to rent out the soccer and baseball fields at Silver Lake Recreation area. There is no agreement in place for the rental of athletic fields. The commission could consider one-time reservations, recurring reservations or no reservations. Staff said that the township board is considering reservations for other things and this request may be better considered in conjunction with other rentals and potential fees. Commissioners discussed the reservation process. Staff will draft a document and bring it back for review.

d. Project Prioritization for 2020 Budget

Hannon reviewed what projects were funded in 2019 and commissioners talked about the difference between maintenance in a park and a new project as it relates to budget items. Commissioners discussed the water mill at Kids Creek Park and determined that the Township Supervisor should approach the owner of the property which would allow the township to access the water mill. Other items on the list for the 2020 parks budget include capital improvements at the Silver Lake Recreation Area, the River East Recreation Area, trail development and park Amenities.

After discussion of the lengthy agenda, Schmuckal moved and Guilmet seconded to hold Park Commission meeting every other month.

*Yeas: Schmuckal, Guilmet, Scott, Spence, DeGood, Handy
Nays: None*

8. Public Comment


Vitale brought up the renewal of the service agreement with the conservation district.

9. Items for Next Agenda

10. Adjournment

Handy moved to adjourn the meeting at 8:35pm.

Chris Remy, Secretary
Garfield Township Parks & Recreation
Commission
3848 Veterans Drive
Traverse4 City, MI 49684

 Charter Township of Garfield Planning Department Report No. 2019-137			
Prepared:	October 2, 2019	Pages:	1
Meeting:	October 7, 2019 Parks and Recreation Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	BVNP Pickleball Courts Issues		

BACKGROUND:

The new pickleball courts have been open at Boardman Valley Nature Preserve (“BVNP”) since being completed in late spring. For the first year of these courts, the Township and Traverse Area Pickleball Association (“TAPA”) worked together to develop a policy for using the courts. This policy was used on a *trial basis* for 2019. The Parks and Recreation Commission generally preferred to err on the side of public availability of the courts in developing this policy.

The policy allows for four of the courts to be reserved for limited parts of the day. The other four courts are always available to the public on a first-come, first-served basis. TAPA set up and administered an online court reservation system for the Township similar to what they have done in other communities. A link to the reservation system is included on the Township’s website. Signage regarding the pickleball court policy and Township parkland rules are also posted at BVNP.

STAFF COMMENT:

The policy was adopted as it appeared to strike a good balance between public availability and tailoring to those that will likely be using the courts most, especially given the track record of TAPA in managing the pickleball courts at Herman Park in Suttons Bay and at Grace Macdonald Park in East Bay Township. The courts appear to be used very frequently on most days.

However, Township Staff have also heard concerns from several pickleball players regarding playing time opportunities at these courts. These include claims that less experienced players are afforded less playing time than more experienced players. Several of these people support a change in policy, attached to this report, which would purportedly allow for more equal playing time and bring this policy more in line with that of the pickleball courts inside the YMCA South building and at other places.

ACTION REQUESTED:

The purpose of bringing this item before the Parks and Recreation Commission is for discussion and to bring awareness of issues at the pickleball courts. No specific action is requested at this time.

Attachments:

1. Letter, proposed 2020 schedule, and list of concerned players from Traverse Area Concerned Pickleball Players

TRAVERSE AREA PICKLEBALL PLAYERS

September 3, 2019

John Sych, AICP – Planning Director
Charter Township of Garfield Township
3848 Veterans Drive
Traverse City, MI 49684

John,

Thank you for taking the time to speak with me last week. I am writing this letter on behalf of the many concerned local pickleball players that are seeking to see some changes made to the present one-year trial policy which was created by TAPA for the eight new Garfield Twp. pickleball courts alongside the Boardman River.

Our goal for the 2020 pickleball season is to have equal play time opportunities for all levels of players in a congenial, sportsman like environment. One way to achieve this would be to model the playing policy after the YMCA's indoor pickleball policy alternating days for different levels of play.

We look forward to addressing this issue at your Monday, October 7, 6:00 pm meeting.

Respectfully,



Traverse Area Concerned Pickleball Players
Contact Person: Michele Richard
231-357-3039 marichard.43@gmail.com

Attachments: Proposed 2020 Schedule
Lists of concerned players

PROPOSED GARFIELD TWP. 2020 PICKLEBALL SCHEDULE

GARFIELD TOWNSHIP 2020 PICKLEBALL SCHEDULE

(Endorsed by Garfield Township Parks & Recreation)

- During Skill Level drop in play, you should expect to rotate in equally with other players of the appropriate skill level.
- During Open Court time, courts are available on a first-come, first serve basis. As a courtesy, please limit play to 1.5 hours if others are waiting.
- During Reserved Play, the players who have reserved the court have priority. If no reservations exist or courts are not claimed by 15 minutes past the start time of a reservation, courts become first come, first serve.

INTERMEDIATE Skill Level drop in play

Monday & Friday 8:00 am – 12:00 pm

ADVANCED Skill Level drop in play

Tuesday & Thursday 8:00 am – 12:00 pm

BEGINNER Skill Level drop in play

Wednesday 8:00 am – 12:00 pm

OPEN COURTS

Weekends – Saturday & Sunday 8:00 am – 8:00 pm

Reservations are limited to 2 hours per day per group (do not have different members of your group make separate reservations in violation of this rule).

Reservations for all skill levels Monday-Friday 12:00 pm – 8:00 pm

Weekends - 8:00 am – 8:00 pm

NOTE: Each skill level shall determine how to rotate in equally with other players; all players shall honor the chosen rotation system.

TRAVERSE CITY AREA PICKLEBALL PLAYERS

A HEARING IS SCHEDULED WITH GARFIELD TOWNSHIP

MONDAY, OCTOBER 7 @ 6 pm AT THE TOWNSHIP HALL ON VETERANS DR.

YOUR ATTENDANCE IS REQUESTED TO SUPPORT THE CAUSE

Traverse City area pickleball players are seeking a fair and equitable guideline and/or procedure to provide for equal court time for all levels of players at Garfield Township's 8 new pickleball courts located alongside the Boardman River. Something similar to the YMCA's present program comprised of alternating days for different levels of play is a suggested solution.

1. Danda Vanda Pua
2. Dorian Wessell
3. Paul Oedana
4. Pat Haber
5. S. Hill
6. Ray Olson
7. Robert Calt
8. Bruce DeBoer
9. Dennis W. Hall
10. Joe Surot
11. J. DeLoe
12. KEIS MONTEE
13. DAN GROVE
14. Mike Wessell
15. Mary, BOW
16. Mark Lamcosl

TRAVERSE CITY AREA PICKLEBALL PLAYERS

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Barbara Wright

Richard A. Thompson

Dave Millross

R. Danny Myers

Samir Angers

Sarah Spill

Michael Richard

C. Groha

Ramon & Ruth

Ernie Coffey

June & Dale

Rick Morris

Kelly Nichols


Carol Korbong

Dorey Webb

Pete O'Don

Gary Paul
~~Kate Johnson~~
Scott Johnson
John Dicks
Linda Becking
Linda Martin
~~John Deane~~
Gene Kitchel
Hansie Johnson
Gwen Stephens
Jackie Stein
Patricia
Sandra Blake
Donald Marshall
Bill Paul
Gwen Succade
Ken Kaufman
Ellen Kaufman
David M Succade
Lyn Wiley
Judy McCant
Sharon Hallett

Connie Schneider
Jan Jaska
Sally Miklos
Nancy Doster
Joan F. Junkin
Patricia Leisinger
E. Gita Chyne
Katie Brown
Mary Anne Kyprowski
Natalie Martini
Debra A. May
Ken Schutt
Michelle Corralle
Valerie Angers
David O. McQuinn
Judy Albert

 Charter Township of Garfield Planning Department Report No. 2019-138		
Prepared:	October 2, 2019	Pages: 3
Meeting:	October 7, 2019 Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	BVNP Conceptual Pickleball Court Expansion Proposal	

BACKGROUND:

The outdoor pickleball courts at the Boardman Valley Nature Preserve are now open and being used. There are eight (8) pickleball courts. To reserve a court, players can visit the Township website which has a link to reservation software provided by Traverse Area Pickleball Association (TAPA). TAPA has also provided, and which the Township adopted, guidelines for play on the courts. Four (4) of the courts are always for open play and cannot be reserved.

TAPA is proposing that the site of the existing tennis courts located immediately west of the new pickleball courts be rebuilt into six (6) new pickleball courts. See the attached letter from Gary Ford dated September 30, 2019. A conceptual layout developed by TAPA is shown below.

Estimated total cost of the project is \$103,811. TAPA has indicated that they would conduct fundraising to pay for the improvements.

STAFF COMMENT:

The Parks and Recreation Commission needs to determine the balance of use and improvements at the Boardman Valley Nature Preserve. The current Parks and Recreation Master Plan states:

“The Boardman Valley Nature Preserve is intended to remain primarily in a natural, undeveloped state as an in-town opportunity for hiking, nature watching, hunting, and fishing.

Sentiment expressed by the Parks and Recreation Commission has generally supported the use of this park as a key element in the regional trail system, but wide asphalt bike paths are not envisioned as compatible with this nature area. Rather, the existing single-track type trail system would be more appropriate, or perhaps a crushed limestone pathway similar in nature to the Boardman Lake Trail. Care must be taken to avoid conflict between cyclists and other trail and park users. It will be necessary for the Township to plan in advance for the type of trail that will be permissible, as well as the location of the trail.

The Grand Traverse Bay YMCA currently occupies space on the northern area of this park, including a large building, parking lot, athletic fields, and volleyball courts. As the YMCA is currently evaluating options for its future on this property, the Township’s plans should continue to be coordinated closely with the YMCA administration.

With the removal of the Boardman dams, the BVNP may experience a surge in commercial pressure, such as requests by livery services to launch or recover boats from the parkland. If managed properly, this commercial use of the property could both increase public use and enjoyment of the river while also bringing revenue to the Township.”

The YMCA has extended its lease for the facility at Boardman Valley Nature Preserve for five years. The YMCA is set to make some improvements to the maintenance of the building.

Should there be further development of outdoor pickleball courts, a formal agreement between the Township and TAPA would have to be developed. The agreement could address the following initially identified issues:

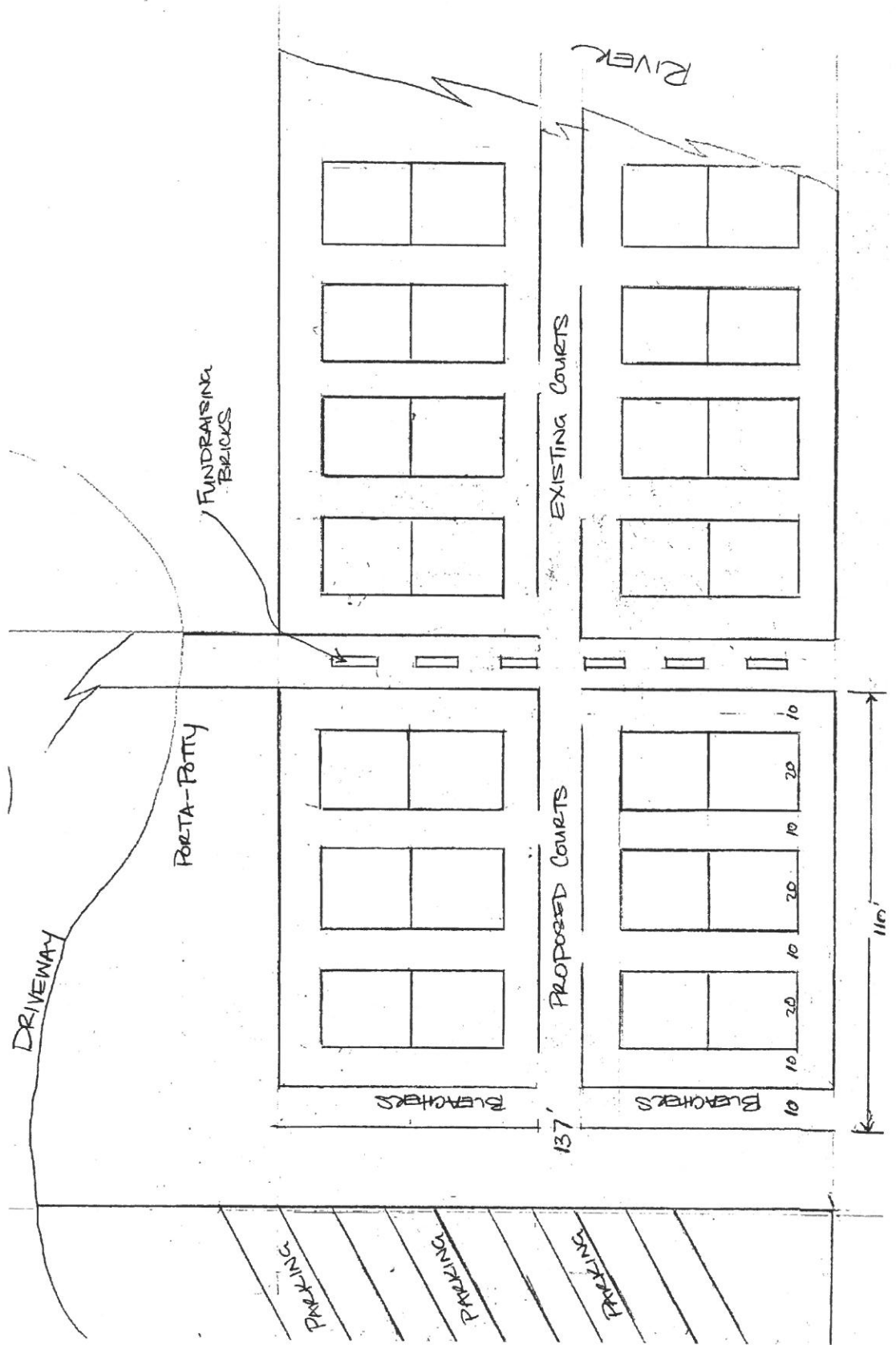
- Identification of project design and management.
- Identification of the financing mechanism for project.
- Clarification that the Township will own the courts and associated improvements.
- Determine if there are any restrictions associated with the MDNR Trust Fund grants related to this site.
- Development of a site plan (the previously submitted sketch is not sufficient).
- Description of the use of the courts, including any reservations or special events.
- Address any ancillary needs from the project including parking, restrooms, signage, etc.

There may be additional issues regarding the proposal that the Parks and Recreation Commission determines to be necessary for discussion.

ACTION REQUESTED:

If, following discussion, the Commission is interested in making a recommendation to the Township Board, the following suggested motion is offered for consideration:

MOTION TO recommend SUPPORT of the conceptual pickleball court expansion proposal for six (6) new courts at the Boardman Valley Nature Preserve to the Township Board.



BOWERMAN, BOWDEN, FORD, CLULO & LUYT, P.C.

Attorneys and Counselors at Law

620-A Woodmere

Traverse City, Michigan 49686

(231) 941-8048

FAX (231) 941-8192

Gary L. Bowerman
Kurt M. Bowden+
Gary M. Ford≈
Timothy J. Clulo+
Gregory M. Luyt†
Brandon S. Dornbusch
Catherine B. Ballard+
Kathryn E. Glancy

Also Admitted in:

+Maine

≈Oregon

*Illinois

†Pennsylvania

September 30, 2019

John Sych, AICP
Planning Director
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684
jsych@garfield-twp.com

Re: New Pickleball Court Proposal

Dear John:

Pursuant to our discussions, I am sending this letter to provide you with the proposal for renovating the existing two tennis courts, next to the YMCA parking lot, into six pickleball courts. On behalf of the Traverse Area Pickleball Association ("TAPA") I am authorized to make the following proposal:

1. We have obtained bids from several contractors for renovating the tennis courts in to six pickle ball courts. Please see attached Exhibit A, which includes the estimates of Molon Excavating, Apple Fence, Racquet Sports Inc. of Grand Rapids, K&H Asphalt Cutting and The Park Catalog, documenting a project costing \$103,811.00.
2. TAPA requests that the Township be responsible for the costs of demolishing and removing of the existing two-court tennis facility and fencing, and that it contribute \$15,000.00 to the costs of the overall project.
3. TAPA would fund-raise the remaining project costs.
4. TAPA requests that the Township authorize and approve that TAPA could fund-raise through the sale of individual court naming rights, sale of ornamental bricks, benches, picnic tables, etc., and that TAPA can raise money, among other ways, through a GOFUNDME campaign or similar fund-raising apparatus.

John Sych, AICP
September 30, 2019
Page 2

5. The six new courts would be pursuant to drawings already provided to Garfield Township, and would also allow covered benches, on the West side of the existing 8 courts, and a bark-mulched picnic area on the East side of the existing 8 courts in the upland area immediately adjacent to the courts, between the river and the courts.

6. In consideration of TAPA's fund-raising efforts, TAPA would be permitted the right to rent use of some or all of the courts, up to 4 times per year, for tournaments and for clinics, open to the public. A mutually agreed upon rental fee for such use would be determined, and the rental fee would be ear-marked for future maintenance needs of the courts.

7. TAPA and the Township would discuss and determine whether or not a reservation fee should be charged for reservation of the existing and new courts, such fees to be earmarked for future maintenance of the courts.

Please provide this to the Township Recreation Board for its review at its upcoming monthly meeting. Should there be any questions, please let me know.

Sincerely,

Gary M. Ford
Direct Dial: (231) 941-4490 ext. 17
E-mail: ford@traverselaw.com

GMF/gal
Enclosures

Garfield Township: John Syce

Price for six Pickleball courts and bleacher area on 137' x 110' surface

Molon Excavating

6" of new gravel, grade, pave and gravel around edges	\$38,227.
Demo of fencing, pulverize existing court	\$ 4,890.

Apple Fence

10' posts 4' posts, six sets of nets and posts installed	\$41,643.
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Racquet Sports Inc. of Grand Rapids

Color coat and stripe six Pickleball courts 137' X 110' 4-coat system	\$11,900.
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K&H Asphalt Cutting

Approximately 90 – 6" hole cuts	<u>\$ 2,700.</u>
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The Park Catalog

2 bleachers 4 row x 21'	\$ 4,451.
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Total	\$103,811.
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 Charter Township of Garfield Planning Department Report No. 2019-133			
Prepared:	October 1, 2019	Pages:	5
Meeting:	October 7, 2019 PRC	Attachments:	<input type="checkbox"/>
Subject:	Rental of Athletic Fields at Silver Lake Recreational Area		

BACKGROUND:

The Township recently received requests to rent out the soccer and baseball fields at Silver Lake Recreation Area. The Township currently allows some of its facilities to be rented or reserved, including the picnic pavilions at Silver Lake, the pickleball courts at Boardman Valley Nature Preserve, and the meeting rooms in the Township Hall building. There is no such agreement for the Silver Lake athletic fields, as they are currently available to the public on a first-come, first-served basis.

The 2018-2023 Parks and Recreation Master Plan includes recommended park reservation policies to be adopted by resolution of the Township Board. The recommended policies include the following:

Reservations

The following reservations recommendations either exist or should be implemented to ensure the most enjoyable experience for all park users. To allow for efficient policy changes from time to time, these recommendations should be adopted by resolution of the Township Board rather than incorporated within this document.

1. Reservations – Leagues

- a. *Require reservations for regular league or club use and practice.*
- b. *Ensure adequate public opportunity to use facilities outside of regular reservation times, particularly the multi-purpose field.*
- c. *Require the designated league play area to be positioned to maximize open area for other users (i.e. a football field takes up significantly less than full multi-field area, and could be shifted to one area of the field).*
- d. *Ensure adequate parking exists so that vehicles do not park outside of designated parking areas. Require leagues to provide estimated traffic generation counts. If a league is anticipated to regularly generate traffic in an amount greater than 50% of available spaces, then that league is not likely an appropriate partner to the park.*
- e. *Permit leagues to use existing and future utility structures to store equipment.*
- f. *Adopt appropriate league fees which will contribute to maintenance costs*

2. Reservations – Facilities

- a. *Establish time-slot reservation policy for picnic shelters rather than allowing all-day reservations for one fee. For example, start with 2-3 hours for \$X, then charge hourly rates.*
- b. *Identify one or two pavilions which may not be reserved to adequate opportunity for first-come, first-served use.*

STAFF COMMENT:

In August, the Township received request from a local rugby team to reserve the rugby field at the Silver Lake Recreation Area. The rugby team had been using the field for practices with no reservation, but requested to have three matches played on three Saturdays in September and October. The team would set up rugby goal posts and mark the field for rugby play.

Using the request as a “test case,” the proposed limited use for three rugby matches seemed reasonable at this time and would be a good way to see how sporting events would work at the park. At its meeting on August 27, the Township Board approved to allow the Traverse Bay Blues Rugby Club to use the rugby/soccer field at Silver Lake for three matches and set up rugby goal posts. Reservation by the Club was made through the Planning Department for a fee of \$30 per day.

Staff visited Silver Lake when the first rugby match was being conducted. It appeared to work well. The one issue is there were approximately ten vehicles parking on lawn areas around the first parking lot next to the playing field. Installing signage will help to make sure people don't park on the lawn and that additional parking is available at the other lots. Installing large boulders or some other obstruction may function as bollards to prevent vehicle access onto the lawn areas.

RESERVATION POLICY:

The following policy and below listed form was drafted to provide an initial reservation policy. Commission members will want to review and adjust as necessary:

The Charter Township of Garfield has established the following policies and procedures to ensure the safe, efficient use and the equitable availability of recreation fields within Township parks.

- All Township park rules must be adhered to.
- The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.
- Fees as imposed by this policy may be waived by the Township Board.
- Fields are available April to November (depending on weather). Fields are closed from December to March.
- Recreation fields may be used unreserved on a first-come, first-served basis if they are not reserved by others and if they are not set up for a game that will take place later that day.
- Reservation fee of \$30 per field for one full day and \$500 for a full season (*length of season and number of reservations per week to be determined*).
- Groups will be held financially responsible for damages attributed to their use.
- The Township may request a “Certificate of Insurance” from the group for liability coverage.

Some items to discuss include when the fields are available to rent (length of the season and number of reservations per week) and the fee for reservations.

ACTION REQUESTED:

If, following discussion and any amendments, the Commission is comfortable with implementing the policy, the following suggested motion is offered for consideration:

MOTION TO recommend approval of the Reservation Policy and Form to the Township Board as outlined in PD Report 2019-133.

DRAFT

RECREATION FIELD REQUEST FORM

Silver Lake Recreation Area

The Charter Township of Garfield has established the following policies and procedures to ensure the safe, efficient use and the equitable availability of recreation fields within Township parks.

- All Township park rules must be adhered to. Please see attached rules.
- The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.
- Fees as imposed by this policy may be waived by the Township Board.
- Fields are available April to November (depending on weather). Fields are closed from December to March.
- Recreation fields may be used unreserved on a first-come, first-served basis if they are not reserved by others and if they are not set up for a game that will take place later that day.
- Reservation fee of \$30 per field for one full day and \$500 for a full season.
- Groups will be held financially responsible for damages attributed to their use.
- The Township may request a "Certificate of Insurance" from the group for liability coverage.

Please submit one request for each site requested and fill out ALL information below.

1. Requested Field (please check one)

Soccer/Rugby field _____

Baseball field _____

2. Requested dates, days and times:

DATE STARTING: _____

DATE ENDING: _____

DAY(S) OF WEEK: _____

TIME STARTING: _____

TIME ENDING: _____

3. Activity Description: (Use additional page, if needed):

4. Total Number of Participants: _____

5. Group & Contact Information

Group Name: _____

Contact Person Name: _____

Relationship to Group: _____

Mailing Address: _____

Phone: _____

Email: _____

On behalf of this group, I understand all procedures associated with this request and accept the legal/financial responsibilities involved in the use of field.

Signature: _____

Date: _____

Garfield Township Parkland Rules

The following activities are prohibited and it shall be unlawful for any person or persons to do any of the following on Township Parkland:

- A. To remain on Township Parkland outside of the stated or posted hours of operation; two (2) hours before sunrise until two (2) hours past sunset, unless otherwise posted.
- B. To enter any area that is posted or in any other way identified as being "closed."
- C. To camp at any time unless written permission is obtained from the Parks Administrator.
- D. To have an open fire, outside the designated charcoal grills provided for the purpose of cooking, without written permission of the Parks Administrator (Private grills shall be allowed, either gas or charcoal, so long as the ashes will not be deposited on the ground). No fires may be built directly on the ground.
- E. To operate motorized vehicles of any kind on designated trails, except for maintenance or patrol as authorized by the Parks Administrator.
- F. To operate or park any motorized vehicles of any kind except in established driveways and parking areas.
- G. To commit vandalism of any kind, including but not limited to:
 - a. Removing, damaging, destroying or defacing Township owned property and equipment.
 - b. Destroying, damaging, injuring or removing any trees, shrubs, wildflowers or vegetation.
- H. To have a pet that is not on a leash or otherwise restrained and in control of its keeper. Animal leashes shall not exceed 16 feet in length. Animal excrement must be picked up, contained in a sealed bag and removed from Township Parkland or placed in trash receptacles as provided.
- I. To litter or otherwise dispose of or discard refuse of any kind except by placing said refuse in containers provided for that purpose.
- J. To dispose of any household refuse on Township Parkland or in garbage receptacles on Township Parkland.
- K. To solicit, post, advertise or in any way sell or attempt to sell any goods or services on Township Parkland without written permission of the Parks Administrator.
- L. To possess or consume beer, wine or any intoxicating liquors on Township Parkland.
- M. To possess, smoke or vape marijuana, tobacco or any other products on Township Parkland.
- N. To discharge projectiles by air, explosive substance or any other force by any firearm, revolver, pistol, shotgun, rifle, air rifle, air gun, paint ball gun, bow or other weapon that discharges a projectile. This section shall not apply to any peace officer, or duly appointed law enforcement officer while carrying out their duties. This section shall also not apply to any person lawfully hunting game as provided for in Ordinance No. 50 of Garfield Charter Township and as allowed by federal and state game laws.
- O. To, in any way, harass and intentionally disturb any and all wildlife on Township Parkland other than while hunting or fishing as provided for in Ordinance No. 50 of Garfield Charter Township and as allowed by federal and state game laws.
- P. To feed any wildlife at any time.
- Q. To refuse to comply with these Rules and Policies when requested by a local enforcement officer or in any way hinder the Parks Administrator, any employee or designee of the administrator while performing their official duties, including the enforcement of Garfield Charter Township Parkland Ordinance No. 50.



Charter Township of Garfield

Planning Department Report No. 2019-134

Prepared:	October 2, 2019	Pages:	X
Meeting:	October 7, 2019 Parks and Recreation Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Parks Capital Improvements Program		

BACKGROUND:

Township Planning staff have been preparing information regarding the Parks and Recreation budget for 2020 for the Township Board. The Parks budget encompasses administration, regular maintenance, equipment, and projects for those parks under the jurisdiction of the Township.

The Township is considering hiring a half-time Parks and Facilities Manager to oversee some of the regular maintenance activities within the parks, especially the active areas of the parks, and will include managing contracts with third parties. The Township is also considering purchasing equipment to be used for regular maintenance activities. After accounting for administration, regular maintenance, and equipment, the remainder of the parks budget is reserved for priority projects.

PARKS CAPITAL IMPROVEMENTS PROGRAM:

The Parks Capital Improvements Program (Parks CIP) is intended to identify priority projects within the parks system. Highest-priority projects are intended to be completed in 2020. Other projects within the Parks CIP are targeted for future completion, but may be completed if priorities change and/or funding is appropriated sooner. The highest-priority projects are listed as follows:

Park	Project	Amount
Silver Lake Recreation Area	Well house construction	\$30,000
Silver Lake Recreation Area	Sidewalk connections (phase 1)	\$50,000
Silver Lake Recreation Area	Tennis court resurfacing (plus pickleball lines?)	\$5,000
Silver Lake Recreation Area	Electrical outlets at large pavilion	\$5,000
Kids Creek Park	Water mill structure demolition	\$20,000
TOTAL		\$110,000

The following projects are future priorities for the Township. These projects may be completed at a later date as funding allows or as other projects are completed. Some of these projects may need additional details and a scope identified before they can be implemented. Projects can be added to these future priorities as they are identified.

Park	Project	Amount
Silver Lake Recreation Area	Sidewalk connections (phase 2)	\$40,000
Silver Lake Recreation Area	Trail extension	\$40,000
Silver Lake Recreation Area	Install new heating system at bathroom	\$2,000
Boardman Valley Nature Preserve	Tennis court demolition / site cleanup	\$15,000
Boardman Valley Nature Preserve	Gravel parking improvements / landscaping	\$5,000
Boardman Valley Nature Preserve	Miller Creek connector to BVNP	\$20,000
Grand Traverse Commons	Trail / boardwalk along west property boundary	\$50,000
Grand Traverse Commons	Fencing replacement – Long Lake trailhead lot	\$3,000
Grand Traverse Commons	Install new navigational signage	\$10,000
Grand Traverse Commons	Future GT Commons improvements (TBD)	\$50,000
Kids Creek Park	Install new navigational signage	\$2,000

Park	Project	Amount
Kids Creek Park	Remove wire fencing along south property line	\$8,000
River East Recreation Area	Park development project (TBD – phase 1)	\$25,000
River East Recreation Area	Park development project (TBD – phase 2)	\$50,000
TOTAL		\$320,000

ACTION REQUESTED:

The purpose of bringing this item before the Parks and Recreation is to review priority projects for the Township parks system and to add, change, or remove projects as necessary. Following discussion, if the Parks and Recreation Commissioners are comfortable with the proposed Parks CIP, then the following motion is suggested:

MOTION TO recommend the Parks Capital Improvements Program
(Parks CIP) FOR APPROVAL to the Township Board