

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

September 11, 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. Review and Approval of Meeting Minutes – August 7, 2017
3. Correspondence
 - a.
4. Reports
 - a. Tom Vitale Conservation District Report
 - b. Commissioner Reports
 - c. Staff Report
5. Business to Come Before the Commission
 - a. PD 2017-91 Templeton Property Park Design
 - b. PD 2017-92 Long Lake Road Pump Track Design
 - c. PD 2017-93 Recreation Plan Timeline
 - d. Silver Lake Tree Trimming/Cutting- Verbal Update
6. Public Comment
7. Items for Next Agenda
8. Adjourn

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

CHARTER TOWNSHIP OF GARFIELD
Draft PARKS and RECREATION COMMISSION MEETING
August 7, 2017

Call Meeting to Order: Vice Chair Handy called the meeting to order at 6:00pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, MI 49684.

Roll Call of Commission Members:

Present: Fern Spence (6:46), Chris DeGood, Denise Schmuckal, Dale Majerczyk, Valerie Handy, and Alisa Korn

Absent and Excused: Chris Remy

Staff Present: Rob Larrea, Tom Vitale

1. Review and Approval of the Agenda – Conflict of Interest (6:03)

Korn moved and Majerszyk seconded to approve the agenda as presented.

Yeas: Korn, Majerszyk, DeGood, Schmuckal, Handy

Nays: None

2. Minutes (6:04)

a. July 10, 2017 Regular Meeting Minutes

Korn made a comment on commission minutes in general.

Schmuckal moved and DeGood seconded to approve the July 10, 2017 Regular Meeting Minutes as presented.

Yeas: Schmuckal, DeGood, Handy, Korn, Majerszyk

Nays: None

3. Correspondence (6:12)

None

4. Reports (6:13)

Tom Vitale Conservation District Report

Vitale reported that the Miller Creek boardwalk is about 1/3 done and the project is going well. Details of a couple trail reroutes at Miller Creek will be worked out and a fishing platform is still in the works. He also discussed the Commons Area erosion control and Kids Creek bids. The Silver Lake Recreation area was also cleaned up.

Commissioner Reports

Schmuckal indicated that the tree clearing proposal on a small parcel of parkland in the township went to the Township Board and a committee was established to review the bids from the FAA.

Staff Report

Larrea said tree removal at the Silver Lake park nearest to the fire station needs to be done. There are many Black Locust trees which impede sight distance for the fire trucks which are invasive species. Some of the trees may be in the road right of way. Larrea will meet with Vitale at the sight to assess the situation. Larrea added that the Township Board approved the contract for Prien and Newhof to split bids for the proposed Boardman Nature Preserve.

5. Business to Come Before the Commission

a. PD 2017-68 CJLP Invoice Reimbursement Request (6:27)

The subcommittee reviewed the agreement and the invoice and determined that the Township has met all its obligations under the agreement and no reimbursement is due for any work done by CJLP in Silver Lake Park. They recommend that the matter be closed.

Schmuckal moved and Majerszyk seconded to recommend to the Township Board that the invoice from CLJP not be paid as requested and the matter be closed.

*Yeas: Schmuckal, Majerszyk, DeGood, Handy, Korn
Nays: None*

b. PD 2017-69 Buffalo Ridge Connector Bids (6:30)

Three bids are before the commission for a trail connector for the Buffalo Ridge trail. The connector will follow the property line and Tom Vitale said that the three bids were to the same specifications. Vitale discussed the specifics of the proposed bids and said that the Conservation District will take care of re-seeding the area and bill the township.

Korn moved and Schmuckal seconded to recommend that the Township Board accept and award the bid to R.W. Popp Excavating in the amount of \$13,698 with \$5,000 to be applied from the TC Track Club and the remainder to be paid by the Garfield Township Park Fund.

*Yeas: Korn, Schmuckal, Majerszyk, Handy, DeGood
Nays: None*

c. PD 2017-70 Old Mill Pond – Demo Bids (6:43)

Tom Vitale sought bids for the demolition and removal of the historic Power House at Kids Creek Park and placing it in a pole building at the Templeton property for future restoration. Asbestos abatement will need to be done prior to demolition and obtaining the permits. Discussion of the bids took place.

Schmuckal moved and DeGood supported to recommend to the Township Board that the bid from Alpers Excavating in the amount of \$9,350 be accepted.

Yeas: Schmuckal, DeGood, Handy, Spence, Majerszyk, Korn

Nays: None

Vitale noted that the asbestos removal may be an additional cost and will seek clarification on that issue. Historical signage was discussed at the site of the Power House.

d. PD 2017-72 Beacon Hills Sign Request (6:57)

Mike Steadman, a resident of Beacon Hills proposes to place a sign at a piece of property in Beacon Hills which was apparently deeded to the township for a public purposes. He would like the sign to indicate that the property is for public use. There are also concerns from residents who do not want any signage on the property. Commissioners asked for a petition of support from residents of Beacon Hills for any signage before moving forward. Steadman urged commissioners to include this small park in their Master Plan and to maintain the park. Doug Brown spoke to the matter as well and asked for signage. Commissioners expressed concerns with placing signage in many of these pocket parks that the township did not know it owned until recently. Commissioners concluded the discussion by determining that signage in these parks was indicative of a larger issue which needed to be addressed.

e. PD 2017-73 Conceptual Plan for BVNP (7:30)

Commissioners reviewed five concepts for potential Township park development. They liked the idea of a dog park, pavilion, picnic, walking trails and a playground at the Boardman Valley Nature Preserve. A Pump Track for recreational biking was also mentioned as was a skate park. Commissioners discussed keeping the BVNP fairly simple to begin with and to focus on enjoyment of natural surroundings. Timing of the DNR grants were discussed as was a policy on dealing with small pocket parks deeded to the township.

7. Public Comment (8:04)

Colleen Farran of Carriage Hills liked the concepts presented for the Boardman Valley Nature Preserve. She asked for commissioners to find a way for residents to access the park without a car.

8. Items For Next Agenda September 11, 2017 (8:14)

Schedule for timeline on Parks and Recreation plan. .

9. **Adjournment**

Handy moved to adjourn the meeting at 8:00pm.

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

Grand Traverse Conservation District
August 2017 Report

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township - Various

Administration

- Attended Township Parks and Recreation Commission meeting for questions and updates.
- Met with Mike Okma, from GTRLC, to review conservation easements at the Commons and Kid's Creek Park.
- Worked on County Soil Erosion Permits for Kid's Creek/Buffalo Ridge connector trail and for fishing platform at Miller Creek Nature Reserve
- Contacted Popp Excavating to acknowledge the approved bid for construction of the Kid's Creek/Buffalo Ridge connector trail.
- Contacted Tim Mikovitz, from Great Wolf Crossing, in regards to access for trail construction and mill demolition.
- Notified Tiffany Klemm, Manager of Emerald Creek Apartments, of upcoming trail reroute in vicinity of apartments at Miller Creek Nature Reserve

Routine Monitoring and Maintenance

- Monitored trails and trailheads at all Garfield parklands and replaced dog waste bags as needed.
- Mowed and pruned trails and trailheads at all parks as needed.
- Removed down trees and cleared trails at Garfield parklands, primarily the Commons.
- Sprayed for weeds on crushed gravel trail at Kid's Creek Park.
- Repaired bridge railing at Miller Creek.
- Repaired several erosion sites along trails at the Commons Natural Area.
- Replaced damaged sign for boot brush station at the Long lake Trailhead at the Commons.
- Addressed rogue/bandit trail development at the Commons.
- Replaced damaged plexiglass at Division Street information station at Kid's Creek Park.

Other

- Continued to work toward replacing two severely deficient culverts on Miller Creek through the Drain Commission office.
- Continued oversight and coordination of contractors (SEEDS) constructing boardwalk; cleared additional hazard trees in vicinity of the project area.
- Created a new section of trail to tie into the trail system near junction of new boardwalk trail.

OWNER/PARKLAND: Recreational Authority - Hickory Meadows

Administration

- Attended monthly Rec Authority and Hickory Meadows Advisory Committee (HMAC) meetings.
- Prepared an agenda for the HMAC meeting.
- Ordered and received trail counters from TRAFx for Hickory Meadows Trailheads.
- Continued outreach with City staff and the Advisory Committee in regards to Hickory Hills Infrastructure Development plans.
- Drafted list of best practices for proposed Hickory Hills Development on the Meadows property.
- Continued outreach with Erik Takayama, from Grand Traverse Organics Landscaping, in regards to native buffer design between the Meadows and Hills property.

Routine Monitoring and Maintenance

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Mowed, weed-whipped, and pruned trails as needed.
- Sprayed weeds within and along crushed gravel trail.
- Controlled the spread of poison ivy adjacent to trails.
- Provided erosion control measures to deter further gulling on trail in vicinity of the Wayne Street Trailhead.
- Repaired timber border around boot brush station at the Wayne Street Trailhead.

Other

- Constructed lock boxes to accommodate trail counters at trailheads.
- Review of draft park user survey developed by the HMAC.
- Monitored success of erosion control measures implemented on trail up from Historic Barns Park.

BOARDMAN RIVER STEWARDSHIP:

- Met with Brett Fessell from RCA & Associates and Munson officials regarding baseline stream data for the proposed restoration site on Kids Creek along Front Street.
 - Prepared and submitted Great Lakes Commission grant final report related to the 13th annual Boardman River clean up event.
 - Submitted several site plans to MDEQ for Kids Creek restoration.
 - Gave a presentation to East Bay Township Board of Trustees on the accomplishments over the past year and what to expect this coming year.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 1,031
 Program Participants this month: 751
 Drop ins this month: 280
 Nature Center Visitation this year: 6,414

Nature Center Visitation August 2016: 844
 Program Participants August 2016: 278
 Drop in August 2016: 566
 Nature Center Visitation since 2008: 77,027

Program Participation & Program Planning:

- Nature Day Camp Final Numbers report:

Year	Half Days	Full days	Individual Campers	Weeks of Camp	Total Full Camper Days	Growth Rate
2014	116	29		8	87	
2015	233	139		9	255.5	194%
2016	483	209	221	8	450.5	76%
2017	817	656	162	10	1064.5	136%

- 2017/2018 Knee High Fall Winter Program filled and Spring Summer has two spots open.
- Reported to the Grand Traverse County Parks and Rec board
- Worked with are preschool teachers to offer special programing on some Friday's in November.
- New River restoration exhibit donated and will be expanded on in the Fall
- Continued work on interpretive trails

SAFE FOOD

- Attended an On-Farm Local Food Alliance potluck sponsored by Taste the Local Difference and NW Michigan Food and Farming Network. Members of the local food alliance included people from North Central Michigan College, MSU Extension, Emmet County Department of Public Health, Farm Service Agency, Great Lakes Energy Cooperative and others from neighboring farms.
- Participated in the On-Farm Readiness Review (OFRR), held in Hillsboro, Oregon July 18-20, a partnership between the Food and Drug Administration (FDA), State Departments of Agriculture, Cooperative Extension and the National Association of State Departments of Agriculture (NASDA).
- Attended Michigan On-Farm Readiness Review in August at Southwest Michigan Research and Extension Center (SWMREC) and at two farms growing tomatoes and other produce items.



- Attended a Farm Event hosted by MSU Extension and Hop Growers of Michigan at a hopyard.
- Attended an on-farm Carrot Tour at Providence Farms in Central Lake hosted by MSU Extension and Taste the Local Difference.
- Accompanied a MAEAP technician on a visit to Brengman Brothers Winery in Leelanau County where food safety was discussed.
- Tamarack Holdings and NW Michigan Food and Farming Network, invited the MAEAP technicians and Safe Food staff to their annual meeting. This will be an ongoing partnership as I see a lot of value in networking with the grower community through this group.
- Attended Northwest Michigan Horticultural Research Center open house August 24, followed by the Leelanau Horticultural Society's Annual Meeting. Spoke briefly about the Michigan Safe Food program and how to get additional information, along with offering to work with them on farm food safety plans.

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Active Contacts: 248
Passive Contacts: 15,153 + website
Volunteer Hours: 12
Volunteers: 4

Acres Treated: 82.5
Sites Treated: 104
Acres Surveyed: 124.5 +misc
Sites Surveyed: 146

Meetings/Presentations:

- 8/3 - Attended Leelanau Conservancy Day (honored as Conservation Partner of the Year)
- 8/24 - Brainstorming meeting with Brewery Terra Firma (seasonal housing & enrichment)
- 8/24 & 8/25 - Delivered Go Beyond Beauty materials to participants
- 8/29 - Steering Committee meeting
- 8/31 - Participated in Kingsley Library Monarch Release program; 38 participants

Treatments and Surveys:

- Treated knotweed in 4 counties: BC 16 sites, 1.5 acre; GT 29 sites, 3 acres; LC 23 sites, 1 acre; MC 32 sites, 3 acres; VOGD (MC) 6 acres
- Treated high-priority invasive species at Kid's Creek, 1 acre
- Surveyed 31 sites in four counties: **181 acres + 67.5 road miles + 120 miles inland lake shoreline + 14.5 miles GL shoreline + 185 river miles**
- Phragmites site visits in 4 counties: 9 sites, 10 acres, 1 new permission
- Treatment monitoring/follow-up at Kids Creek; 2 acres surveyed

Other Accomplishments:

- Continued Phragmites permission letters, 6 permission request letters sent, 4 email request- 2 new permissions received
- Kicked off Japanese Barberry Buyback - **9 businesses have already responded!**
- Mailed initial round of letters to regional businesses regarding JB Buyback program (100+ letters sent)
- Assisted Kalkaska CD with barberry event planning/brainstorming



- Provided ISN materials for Children's Garden Awards Night
- New print materials: Japanese barberry rack card and barberry, baby's breath, and swallow-wort door hangers
- **Welcomed three new GBB participants!**
- Facebook reach: 9,119 passive

Ongoing Work:

- Continued work on MISGP grant full proposals
- Prepared updates to ISN's Strategic Plan for partner review
- TART Leelanau Trail Invasive Species Management Plan work—draft submitted to TART
- Managing ISN budget
- Updating ISN website, Facebook page, and resources
- Updating and consolidating GIS data
- Education & outreach
- Creating & sharing materials with partners

Upcoming Events:

- ISN Partner Meeting: October 31, 1-4 pm, Boardman River Nature Center, Traverse City (open to the public)

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farms Visited: 9 (Antrim/Grand Traverse), 10 (Benzie/Leelanau)

Risk Assessments Completed: 8 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)

Farms Verified: 2

Updates:

- 8/2: Leelanau County Verification
- 8/4: P45 First Friday at Northwest Michigan Horticultural Research Station
- 8/5: Hands on, Hop IPM Workshops and Hop Growers of Michigan Tour in Empire, MI
- 8/10: Adventures with Agriculture Hike with Nature Center Environmental Education Program
- 8/11: Antrim County Soil Health Field Day – MAEAP Phase I Event
- 8/14: Antrim County Farm Bureau Board Meeting
- 8/15-8/17: USDA-NRCS Cultural Resources Training in Petoskey, MI
- 8/21: Antrim Conservation District Board Meeting
- 8/24: Northwest Michigan Horticultural Research Station Open House: MAEAP Phase I Event
- 8/31: Grand Traverse County Verification

Current Projects:

- Working with:
 - 6 farms in Benzie
 - 9 farms in Leelanau
 - 12 farms in Grand Traverse
 - 5 farms in Antrim
- Risk Assessments Completed in June: 13
- Partnering with local agribusinesses and ACRC contractor, G. Phillips & Sons, on second agricultural container recycling event of the year (Sept 27-Oct 4)



- Working with 10 growers that were approved for cost-share funding on implementing needed conservation practices on their farm (Fuel transfer pads, underground storage tank removal, On-Farm Secondary Containment Facilities, etc.)
- Planning for joint Food Safety/MAEAP Hops tour for the November MACD Convention in Bellaire, MI.
- Ongoing September-October: MDARD Well Monitoring Program

Upcoming Events:

- 9/5: P45 First Friday at NWMHRC: Managing Phenolics in the Vineyard
- 9/7: Food and Farming Network Farmland Task Force Meeting with local partners
- 9/20: /Food and Farming Network Study Session
- 9/21: Grand Traverse Local Emergency Planning Committee Meeting
- 9/26: Leelanau Conservation District Agriculture Station for 5th grade field trip
- 9/27-10/4: Agricultural Container Recycling Event
- 9/28: MAEAP Goal Setting Meeting
- 9/28: Quarterly Meeting with Regional Coordinator of Conservation Programs



Charter Township of Garfield
Planning Department Report No. 2017- 91

Prepared:	August 31, 2017	Pages:	1
Meeting:	September 11, 2017 PRC	Attachments:	<input checked="" type="checkbox"/>
Subject:	Templeton Property Park Draft Development Plan		

BACKGROUND:

The Commission has expressed that future park development in Garfield Township should focus on the east side of the Township. To that end, the Commission provided several sketches to Staff illustrating various concepts for the development of the "Templeton property" along North Keystone Road which adjoins the BVNP.

STAFF COMMENT:

After taking the various concepts into account, Staff has created a draft development plan (*attached*) for the "Templeton property" which focuses on developing the property into a park with both active and passive recreation elements, including: parking, a picnic pavilion, primitive restrooms, a dog park, a playground, a river overlook, a fishing platform, and an approximately half-mile trail loop with six exercise stations. This draft plan is rough and is intended to convey the location and scale of the proposed features. The final plan will likely not be overlaid on the aerial photograph; instead, wooded and grassy areas will be covered with colored polygons approximating their shape. This is because, in the past, it was found that aerials do not look visually appealing when printed in black and white as part of a grant application.

Ultimately, the intent is that development grant funding might be secured for this property. By incorporating a development plan into the 5-Year Parks and Recreation Master Plan, there is a higher likelihood of securing such funding.

ACTION REQUESTED:

Provide feedback on the attached proposed draft development plan so that it can be finalized and incorporated into the update of the 5-Year Parks and Recreation Master Plan.



Legend

- | | | | | | |
|--|------------------|--|-------------------|--|-----------------|
| | Exercise Station | | Restroom Facility | | Parking Lot |
| | Fishing Platform | | Half-Mile Trail | | Dog Park Area |
| | Observation Deck | | Existing Building | | Playground Area |
| | Picnic Pavillion | | | | |

Garfield Charter Township
 3848 Veterans Drive
 Traverse City, MI 49684
 Phone: 231.941.1620
 Fax: 231.941.1688
www.garfield-twp.com



NOT A LEGAL SURVEY

Garfield Township Planning Dept: 8/31/2017



Charter Township of Garfield
Planning Department Report No. 2017- 92

Prepared:	September 6, 2017	Pages:	5
Meeting:	September 11, 2017 PRC	Attachments:	<input checked="" type="checkbox"/>
Subject:	Long Lake Rd Pump Track Concept		

BACKGROUND:

The potential pump track site is comprised of the northernmost five acres of the Grand Traverse Commons Natural Area. This property is owned by Garfield Township. It is immediately south of the Munson Medical Center's overflow parking lot and just east across North Long Lake Road from Oleson's West Plaza. The site is relatively flat with a few rolling areas and a large mound of dirt sits on the eastern side (which might be used in constructing the pump track or creating elevated areas). Toward the south side of the property, there are relatively thick woods.

"Bird's eye" view of the potential pump track site:

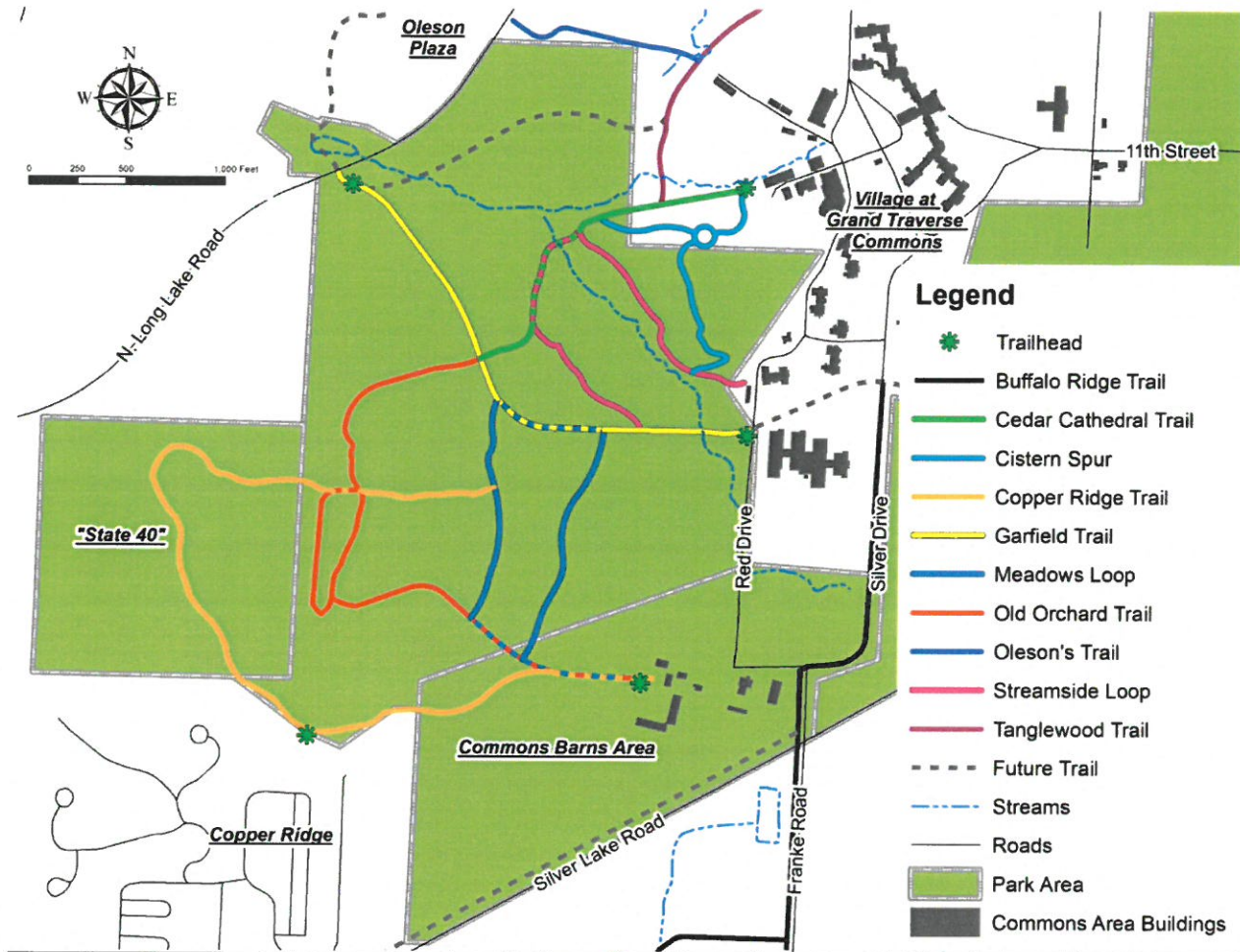


Zoomed “bird’s eye” view of the potential site:



Furthermore, the property plays in an important role in the Township’s non-motorized transportation planning. A future east-west trail connector and trailhead are envisioned for the property, which would directly connect the Tanglewood and Garfield Trails. This future connector would be complimentary to the proposed pump track in allowing direct non-motorized access for those travelling northwest up Yellow Drive from the Village at the Grand Traverse Commons, for example. (See next page for an illustration of the planned connector).

Illustration of the planned east-west connector (gray dotted line):



STAFF COMMENT:

What is a Pump Track?

A pump track is a continuous loop of dirt, paved, or wooden berms and “rollers” (smooth mounds or hills) that you ride without pedaling. The name “pump track” comes from the pumping motion used by the rider’s upper and lower body as they ride around the track. The idea of a pump track is to use this pumping motion to maintain your speed without pedaling.

Types of Pump Tracks:

- Dirt (requires periodic grading and reshaping; most maintenance)
- Wooden (requires weather treatment and snow removal; moderate maintenance)
- Paved (requires occasional sealing of cracks; least maintenance)
- Hybrid of any of the above

Design Considerations

Pump tracks can come in a very wide variety of shapes and sizes, from a simple oval to a design with multiple switchbacks. There are firms that specialize in engineering pump tracks with the best angles for keeping speed through turns and across the rollers. However, such tracks are often times constructed via volunteer labor from the cycling community. The shape depicted in the attached concept development plan is rough and one among nearly unlimited possibilities.

Potential Users

Dirt pump tracks can be used by cyclists of all ages and skill levels, but a dirt surface limits the demographic to cyclists. A special kind of bike is not necessary—BMX bikes, mountain bikes, kids bikes, and even “scooter” bikes can be used. Motorized dirt bikes or ATVs would not be allowed.

Paved or **wooden** pump tracks, by contrast, can also be used by people of all ages and skill levels; however, skateboards, traditional scooters, and rollerblades can also be used on these surfaces, thus significantly broadening the potential demographic.

A pump track has the potential to be a key regional asset, drawing people to Garfield Township from a wide radius. In addition, one might expect that many users of the skatepark in Traverse City would use the pump track frequently, thus bringing a younger demographic into the Township’s park system. This younger demographic would be accompanied by their parents in many cases, and with the Village at the Commons and Oleson’s West so close by, parents could do their shopping while their child is using the pump track, for example.

Pump tracks are a very effective but fun workout. They build skills. They are great cross training for other sports like skiing, snowboarding, and track sports. Riding together at a pump track is a great family activity.

Accessory Structures and Uses

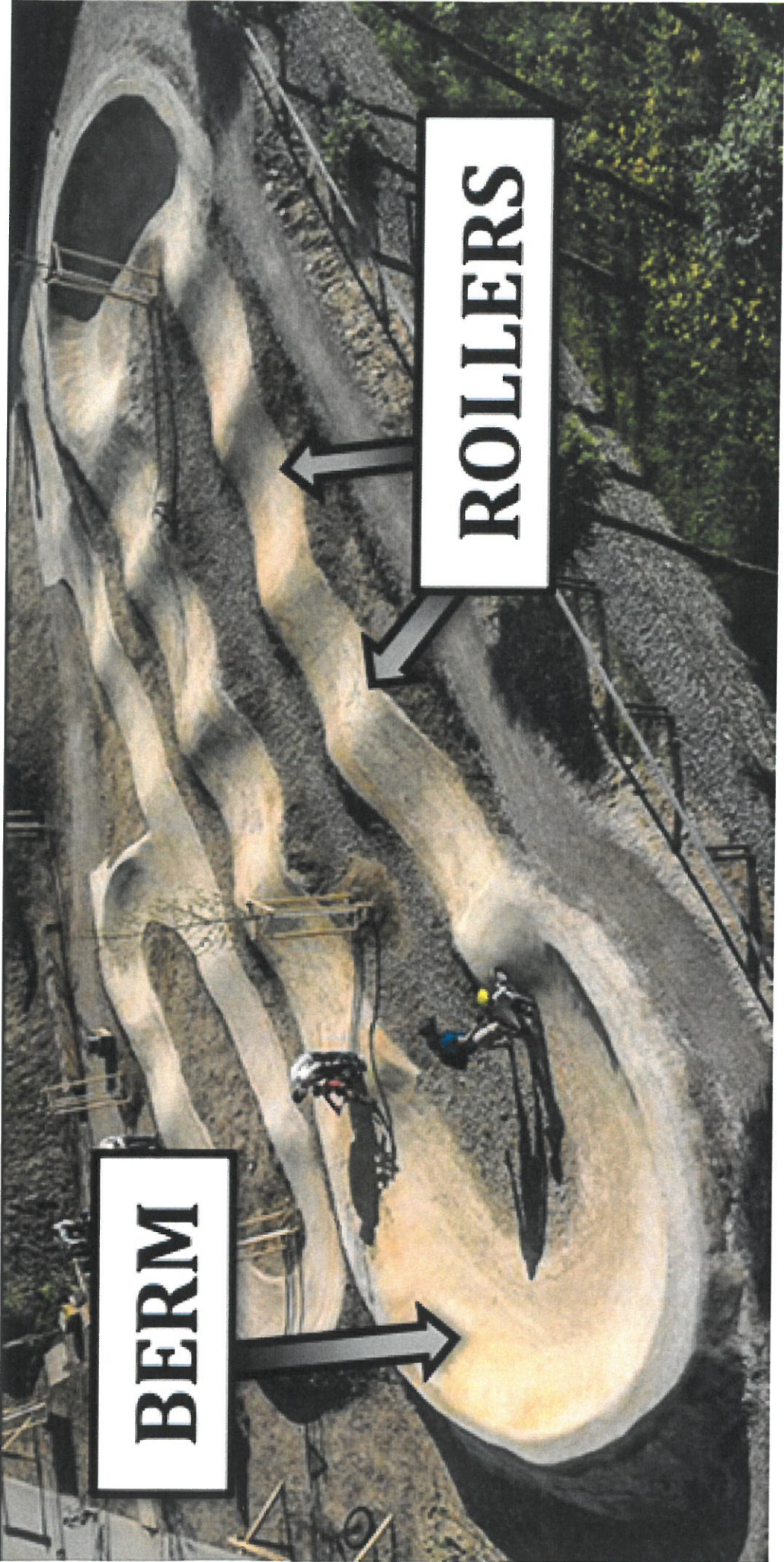
The pump track would, at a minimum, require a parking area for users and restrooms, as people would likely spend several hours at the site. Additional features that would enhance the overall site for both users and onlookers might include: elevated observation platforms for parents and others to observe people using the track, and usable open spaces with picnic tables for observers. The idea would be that a family could spend the entire afternoon at the site and visit some of the nearby amenities.

Staff is researching deed restrictions on the property to see what is allowed in a recreational context.

ACTION REQUESTED:

Provide staff with feedback on the proposed concept. The hope is that a development plan could be incorporated into the 5-Year Parks and Recreation Master Plan.





BERM

ROLLERS





Legend

- Track Starting Point
- Restroom Facility
- Picnic Table
- Paved Pump Track
- Dirt Pump Track
- Paved Walking Trail
- Usable Open Space
- Parking Area
- Elevated Observation Area

Garfield Charter Township
 3848 Veterans Drive
 Traverse City, MI 49684
 Phone: 231.941.1620
 Fax: 231.941.1688
www.garfield-twp.com



NOT A LEGAL SURVEY

Garfield Township Planning Dept: 9/6/2017



Charter Township of Garfield
Planning Department Report No. 2017- 93

Prepared:	August 31, 2017	Pages:	1
Meeting:	September 11, 2017 PRC	Attachments:	<input checked="" type="checkbox"/>
Subject:	Parks & Recreation Master Plan Update Timeline		

BACKGROUND:

Staff is currently in the process of updating the Township's 5-Year Parks and Recreation Master Plan ("Plan"). Submitting this Plan to the DNR for approval is a requirement if the Township is to seek Michigan Department of Natural Resources Trust Fund (MDNRTF) grants in the future. The deadline for submittal is April of 2018 in order to be eligible for grant funding for the five years thereafter.

Prior to submittal to the MDNR, a few procedural steps must be completed: *First*, the Plan must be made available for review for no less than one month. *Second*, at the conclusion of the one month review period, the PRC must hold a public hearing on the Plan and recommend via resolution adoption of the Plan to the Township Board. *Third*, once the public hearing is held and the PRC recommends Plan adoption, the Township Board must also hold a public hearing and adopt a resolution adopting the Plan. *Finally*, once these steps are complete, the Plan can be submitted to the MDNR for final approval, which typically takes about two weeks.

STAFF COMMENT:

As for completing the Plan itself, Staff has edited the text of the document to reflect current conditions, which constituted a bulk of the workload. Staff has also made a parks and recreation survey available for the past month or so which has already received over one-hundred responses. These responses will be analyzed and incorporated into the Plan and will provide guidance regarding what the public would like to see. What is primarily left to be done is the creation of a budget and 5-year capital improvement plan for inclusion in the Plan.

In addition, Staff has created two development plans for specific properties which will be incorporated into the Plan pending PRC feedback. These Plans are addressed in and attached to PD Reports 2017-91 and 92, which were also provided for tonight's meeting.