

**Glen Arbor Township
Parks & Recreation Board Meeting Minutes - APPROVED, Sept. 15, 2022
July 21, 2022 - 1pm-3pm
GA Town Hall**

Call to Order and Roll Call

The meeting was called to order by John McIlvried, board member, at 1:04 pm on Thursday, July 21. The following board members were present: John McIlvried, Kim Volk, and Annabel Moore. Pam Laureto, Township Clerk, was also present.

The following board members were absent: Ron Calsbeek and Rick Shanahals.

Approval of Agenda

It was moved and seconded to approve the agenda with one change: the PARB will discuss the Five Year Master Plan right after approving the minutes of the previous two meetings. *Motion carried.*

Pledge of Allegiance

Everyone in attendance stood and said the Pledge of Allegiance to the United States of America.

Public Comment

No members of the public were present so no public comments were made.

Approval of Previous Meeting Minutes

It was moved and seconded to approve the minutes of the regularly scheduled May 19, 2022 Parks & Recreation Board of Directors meeting as presented. *Motion carried.*

It was moved and seconded to approve the minutes of the June 2, 2022 special joint meeting between the Parks & Rec Board and Township Board as presented. *Motion carried.*

Five-year Master Plan

At this time, Tyler Sprague of Johnson-Hill Land Ethics Studio joined the meeting via conference call to participate in the discussion of the parks and rec master plan.

- **Stakeholders:** The PARB discussed the names of key individuals and groups that it may want to contact to participate in focus groups on the development of the new master plan. Kim Volk asked Tyler Sprague for some additional direction as to whether we are most interested in speaking with individuals or groups. Sprague advised that ideally, we are looking for people affiliated with key groups that could provide more detailed feedback than could be gleaned in a larger public meeting.

With that in mind, the PARB recommended that it reach out to the following organizations: Chamber of Commerce, Glen Lake Garden Club, Glen Arbor Arts Center, Glen Lake Women's Club, Glen Arbor Women's Club, Sleeping Bear National Lakeshore; Gateways Council, Sleeping Bear Heritage Trail, Glen Lake School, Leelanau School, and the Township's Board and Planning Commission. Kim Volk will contact these organizations to explain what we're doing and ascertain names of people that could represent their organizations for this purpose.

- **Survey:** The PARB reviewed the survey with Tyler Sprague and agreed on the following edits.

Introductory Paragraphs: The introductory paragraphs should be expanded to note we are conducting the survey to better understand what the community desires and is willing to pay for when it comes to the development and maintenance of parks and recreation facilities and programs (i.e. not just to satisfy the state requirement for a five-year plan). The dates of the public meetings should be noted. There should also be information about logistics, how to access the survey online for those comfortable with that, where to return completed hard copies of the survey, etc.

Proposed Questions:

Question 1 is fine as drafted. The board discussed whether or not to include categories for people under the age of 10 and 11-19 and agreed to keep those categories in the survey.

Question 2 should be edited so it reads as follows:

Are you a year-round resident of Glen Arbor Township? Check boxes for answering this question would be: Yes, I am a year-round resident/taxpayer of Glen Arbor Township. I am a summer resident/taxpayer of Glen Arbor Township. I am not a Glen Arbor Township resident/taxpayer. I own property in Glen Arbor Township but not a resident. I do not reside in Glen Arbor Township although I live in Leelanau County (and use GA's parks and rec facilities)..

Questions 3, 4, 5, 6, and 7 are fine as proposed.

Question 8 is fine as proposed but there should be check off boxes for the Lake Michigan boat launch and the Sleeping Bear Heritage Trail.

The scale used in Questions 9, 10, 11, and 12 should be reformatted so instead of going from strongly unsatisfied on the left to strongly satisfied on the right; it should start with strongly satisfied on the left and strongly unsatisfied on the right. Question 11 itself should be rewritten so it says *To what degree do you support or oppose Glen Arbor Township spending public funds on developing new or improving existing facility types?* In addition, we should delete the words *tennis/pickleball* from the part of the question about Outdoor Lighting so the question just refers to outdoor lighted courts. We should also add the word *bocce* to the question about space for older adult programs.

1. A new question 13 should be added to address how the Township should pay for additional parks and rec amenities and their maintenance. The following question was suggested. *How do you think the Township should pay for additional recreation amenities and their maintenance. Check all that apply.* *Private fundraising, grants (public and private), volunteer labor and limited general fund expenditures.* *Private fundraising, grants (public and private), volunteer labor and greater general fund expenditures;* *An extension (or increase) of the community mileage to expand the parks and recreation system;* *None of the above. I would like no additional resources or general fund expenditures to be spent on parks and recreation assets or programs.* *Other.*

The last three open-ended questions are fine as written but should be re-numbered 14, 15, and 16.

Johnson Hill committed to have the survey revised and returned to the PARB by Tuesday, July 26.

- **Public Meeting Promotion:** Annabel Moore shared a postcard that she received as a property owner in Elmwood Township announcing their Parks & Recreation Update. Elmwood Township's parks and recreation department is in the process of updating their 5-year master plan and used the postcard to ask all residents to respond to a public survey. Residents are able to request a hard copy or scan a QR code on the postcard to take the survey. The PARB and Johnson Hill agreed this was an efficient and cost-effective way to announce the survey and the work GA Parks & Rec Board is undertaking to update the master plan. A copy of the postcard was shared with Pam Lauretto and Tyler Sprague; Johnson Hill will create a layout and copy for GA to send a postcard to residents. The cost for doing so is estimated to be between \$350 and \$500 and will be paid from the 2022 PARB budget. Johnson Hill will have the post card copy/layout with a QR code to Pam Lauretto by Monday, July 25. It should take about a week for the printing//mailing to be completed. GA will allow people to take the survey by scanning a QR code, accessing an online survey, or by requesting and returning a hard copy.

Michelle Aucello created a flier announcing the first public meeting, Pam printed 20 copies of it and the PARB members in attendance took six each to distribute around town. In addition, we will have people at the Farmers Market on some Tuesday's distributing the survey and announcing the public meeting. And we will be able to use the big yellow sign to announce the first public meeting after the Running Bear Run is over.

The dates of the two public meetings have been changed: the first meeting will be held on Wednesday, August 10 at 7pm. The second public meeting will be held on Tuesday, October 11 at 7pm. The Park board members in attendance, the township clerk, and Johnson Hill all agreed that moving back the first public meeting until after the Aug 4 election made sense. It also gives us more time to send out the post cards and ensure the survey is ready to go without any issues.

- **Schedule for the Remainder of the Year:** Tyler Sprague will revise the schedule that Johnson Hill previously produced now that these two public meeting dates have been changed. He will share the revised schedule with the PARB next week.

After this discussion, Pam Laureto left the meeting.

President's Report

Since Ron Calsbeek wasn't able to attend this meeting, he provided a written report; however, neither Kim Volk or Annabel Moore received it. John McIlvried read the parts of the report that pertained to the agenda as those items were discussed.

Treasurer's Report

No report was made.

Clerk's Report

No report was made.

Events

- **Pickleball Clinic:** A clinic for advanced pickleball players was held in June, no further information was available at the time of this meeting.
- **Tennis Tournament:** Rick Shanahals had provided a written summary of the Tennis Tournament that was held on June 23-25 in advance of the meeting. Highlights noted were that we had 24 participants in 3 divisions with 4 teams in each division; Revenue received was \$600 with \$0 expenses.
- **Sound Garden Pop Ups:** The Glen Arbor Art Center sponsored these free classical music pop up concerts on Wednesday afternoons in the park. They were well-received.
- **Pickleball Tournament:** A pickleball tournament will be held the weekend after Labor Day. Rick Shanahals will handle sign-ups, registration, and brackets; Ron Calsbeek will handle the court set-up and take down; John McIlvied volunteered for caps and visors; and Annable Moore volunteered to approach local merchants for prizes, water, etc. The Board discussed publicity and advertising, although John noted that last year without much of either, there were 65 players and that is full capacity for the tournament.

Next Meeting: The next regularly scheduled PARB meeting is September 22 at 1:00 pm. The following items should be included on the agenda: Park donations with QR Code; Whiteboard purchase/installation for pickleball sign in; and Park Ambassador Formation.

There will be other special PARB meetings between now and September 22 as related to the Master Plan although until we have a new schedule from Johnson Hill we are not sure when those dates will be. The old schedule included a PARB meeting on August 24. The first public meeting will be on August 10 at 7pm.

Adjournment: The meeting was adjourned at 3:00 pm.

Respectfully submitted,

Kim Volk, Secretary