

VILLAGE OF GRAND BEACH
PARKS AND RECREATION COMMITTEE
AGENDA/REPORT
WEDNESDAY, APRIL 10, 2019

CALL TO ORDER 5:00 P.M. CST – 6:00 P.M. EST

ADOPT AGENDA

MINUTES PARKS AND RECREATION COMMITTEE MINUTES
REVIEW AND APPROVAL
MARCH 6, 2019

GOALS AND OBJECTIVES REPORTS

<u>GOAL</u>	<u>DUE DATE</u>	<u>LEAD</u>
BEACH/LAKEFRONT PLAN	MAY 1	ED T
PICKLEBALL COURTS	OCTOBER	BLAKE
ADDITIONAL PARK PLAN/UPDATES	OCTOBER	AMY
COMPLETE PLAN REWRITE	NOVEMBER	STEVE
WHITE CREEK MITIGATION	OCTOBER	AMY H
GRANT EFFORTS	OCTOBER	ED B
42 ACRES - COMMUNICATION PLAN & FUNDRAISE	MAY 1	SHEILA M
42 ACRES – DEQ SUBMITTALS	OCTOBER	STEVE KIERAN

UNFINISHED BUSINESS:

1. FACILITY TOUR – APRIL 20, 10A CST – MEET AT VILLAGE HALL
2. UPDATE ON CAPITAL PLAN – STATUS OF BUDGET

NEW BUSINESS:

1. PLAN UPDATE KICKOFF MEETING AND SURVEY REVIEW – ABONMARCHE
2. BEACH POLICY REVIEW AND APPROVAL
3. UPCOMING - NEXT MEETING MAY 8, 5PM CST

AUDIENCE RECOGNITION

CORRESPONDENCE

ADJOURNMENT

Village of Grand Beach
Parks and Recreation Committee Meeting

March 6, 2019

COMMITTEE MEMBERS IN ATTENDANCE: Steve Slater (Chair); Amy Slater; Keiran McHugh; Ed Trainor; Sheila McGinnis; Ed Brandes

MEMBERS ABSENT: Blake O'Halloran; Amy Hanley

AUDIENCE RECOGNITION: Deborah Lindley;

CALL TO ORDER: by Chair Steve Slater at 6:00 pm CST

ADOPTION OF AGENDA: approved on motion made by Ed Trainor, seconded and approved

ADOPTION OF PRIOR MINUTES: On motion made by Keiran McHugh seconded and approved, the minutes of the February 6, 2019 meeting of the Committee were approved as drafted without modification;

GOALS AND OBJECTIVES REPORTS

- **Beach/Lakefront Plan:** Ed Trainor circulated for review and discussion a document he drafted regarding 'Beach/Lakefront plan for Summer of 2019). The document focused on what rules and guidelines might need to be put in place by the Village to provide for a safe, clean beach and appropriate restrictions put on outside contractors doing revetment work on the beaches for private homeowners, including the off-loading, parking and operation of their equipment. Questions and extensive discussion followed. At the conclusion of the group discussion, it was generally agreed that: i) Ed Trainor and Steve Slater would jointly reach out to local revetment contractors to ascertain whether and to what extent they were still operating under DEQ work permits for additional revetment work on the lakefront; ii) Steve Slater would check with Mary Robertson (Clerk) to ascertain what, if any, Village-imposed rules and guidelines were already in place for contractor revetment work on the beaches, and report back; iii) Ed Trainor was requested to do a preliminary draft of appropriate operating rules and restrictions to be imposed by the Village upon revetment contractors for any work on the lakefront this spring and summer; and iv) Ed Trainor was also asked to compile a draft comprehensive checklist for Village maintenance staff to check off in their periodic inspections of the beach fronts this summer.
- **Pickleball Courts:** No updates available
- **Additional Park Plan:** No specific updates; By agreement of the Committee, it was decided that Amy Slater would take the lead on this initiative. Chair Steve Slater indicated that the overarching goal for this was to develop some goals and plans that could be implemented in 2020 and 2021 fiscal years;

- **Complete 5 Year Plan Rewrite:** Steve Slater reported that the proposal submitted by the Abonmarche firm for assisting the Village in the updating of its current 5 year plan by December 2019, was accepted at the last meeting of the Village Board.
- **White Creek Mitigation:** No updates available
- **Grant Efforts:** Steve Slater reported back on his attendance on a recent local grant-writing workshop; He also stated that as with the Additional Park Plan initiative, he wanted to develop a reservoir of plans for small and large projects that would be viable for periodic grant requests from various local and state donor sources.
- **42 Acres – Communication & Fundraising Plan:** Sheila McGinnis reported out that an additional \$58,000 grant for this initiative was available for the Village through the Pokagan Fund on a two-for-one matching basis. She also indicated that taking into account the recent Pokagan donation, the overarching goal to raise the necessary funds to complete the acquisition of the 42 acres, was approximately \$300,000. She said the exact number of the goal was difficult to ascertain now because it depended upon the results of some fair market appraisals that were in the pipeline. After extensive discussion about various fundraising ideas and methods, Steve Slater requested that Sheila and Amy Slater and any others they wanted to recruit (either on or off the Parks & Recreation Committee, including but not limited to Deborah Lindley) to convene a separate meeting for generating ideas and plans around a special event and outreach to all current Village residents.
- **42 Acres – DEQ Submittals:** Steve Slater promised to follow up with Mario at the McKenna firm regarding any open documentation issues connected with the close-out of the Village's successful \$2.4 Million grant application with the State of Michigan Department of Natural Resources Trust Fund agency.

UNFINISHED BUSINESS:

1. **Open Meeting Act Guidelines:** Steve Slater provided the Committee with a brief summary of the legal requirements of the Open Meeting Act Guidelines, as they pertain to the ongoing work of the Parks and Recreation Committee. He reminded the Committee members present that any four (4) members of the Committee meeting together for any reason at any time and discussing Committee matters, are sufficient to trigger the advance notice and public meeting requirements of the Open Meeting Act. He also reminded them of the potential sanctions and penalties associated with a violation of the Act by any individual Committee members. In conclusion, he emphasized that all Committee members should be particularly careful in their interactions about Committee business outside of official meetings of the Committee.
2. **Grant Writing Workshop Report – Local Grant Opportunities**
 - a. **Pokagon Update:** provided by audience member Deborah Lindley and previously noted in the above-referenced segment on '42 Acres—Communication and Fundraising'.

- b. Other Opportunities:** Audience member Deborah Lindley reminded the Committee that the Village currently has a \$20,000 credit for Chikaming services which might be utilized for future grant-writing opportunities.

- 3. Idea/Wish List:** Steve Slater reminded all present regarding the existence of the List and the need for all to periodically consult it in their work for the Committee and add new ideas for plans and improvements as they arose from time to time.

- 4. P & R Efforts—Rights and Responsibilities as Committee Members:** Steve also formally cautioned all Committee members that as they go about their duties on behalf of the Committee, it was important that they check first with Steve, Deborah, or Blake before Committee members reached out to third parties outside the Village.

NEW BUSINESS

- 1. Review of 6 Year Capital Plan:** Steve Slater distributed a draft spreadsheet for discussion and comment. The spreadsheet represented Village annual budget allocations for Parks & Recreation going back 3 years in the past, and projected 4 years into the future. The spreadsheet also depicted Steve’s proposed Parks & Recreation budget strategy for the upcoming 2020 annual budget preparation cycle. He cautioned that the budget numbers were preliminary and that the final allocation of Village budget dollars attributable to Parks & Recreation initiatives in the 2020 Village budget, were subject to all the variables and uncertainties and restrictions regarding the outcome of the annual budget process. Further discussion and comments followed Steve’s presentation.
- 2. Upcoming:**
 - a. Next Meeting: April 10 @ 5 pm CST**
 - b. Facility Tour: Postponed by agreement to April 13 @10 am CST – Meet at Village Hall**

AUDIENCE RECOGNITION: Steve Slater (Chair) recognized Deborah Lindley who provided input throughout the meeting on various topics of discussion.

CORRESPONDENCE: N/A

ADJOURNMENT: On motion made by Sheila McGinnis, seconded and approved at 7:30 pm (Central)

Respectfully Submitted: Edward P. Brandes; Meeting Secretary

Village of Grand Beach Recreation Plan Public Input Survey

* 1. Which of the choices represents your residency in Grand Beach?

- Full-time village resident
- Part-time village resident
- Neighboring community resident
- Non-resident/visitor

* 2. What is your age?

- 17 or younger
- 18-20
- 21-29
- 30-39
- 40-49
- 50-59
- 60 or older

* 3. Which of the following age groups does your household consist of? Please select all that apply.

- 0-6
- 7-12
- 13-18
- 19-25
- 26-35
- 36-45
- 46-55
- 56-65
- 65+

* 4. Does anyone in your household have special accessibility needs for park amenities?

- Yes
- No

If yes, please specify

5. How available and adequate are these opportunities in and near Grand Beach? Please choose one response for each item.

	Available and Adequate	Available but Needs Improvement	Not Available (Wanted)	Not Interested
Walking Trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts/Outdoor Sculptures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fishing Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to Beaches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Recreation Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athletic Fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Museums/Cultural	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Canoeing/Kayaking/SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playground Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor performance space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organized Youth Recreation Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Splash Pad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 6. How much should the Village of Grand Beach encourage parks and public open space development?

- Strongly Encourage
 Discourage
 Encourage
 Strongly Discourage
 No Opinion

* 7. From your own experience please indicate how well you think the Village has provided each of the services below. Choose from one of the following choices:

	Very Well	Well	Average	Poor	Very Poor	Don't Know
Number of outdoor and open space areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance of beaches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Park maintenance and upkeep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Golf course maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining accessibility to the park system to persons of all economic levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining accessibility to the park system for persons of all abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 8. How often do you use the following existing recreation facilities?

	Never	Not Often	Somewhat Often	Often	Very Often
Golf Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pro Shop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lake Michigan Beach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis Court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lakefront Viewing/Lookouts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basketball Court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playground Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volleyball Nets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 9. Would you like the Village to construct pickleball courts?

Yes
 No Opinion
 No

* 10. How likely are you to support a millage to fund improvements and maintenance of public open space, parks and beaches?

Very Likely
 Unlikely
 Likely
 Very Unlikely
 Neutral

11. Please tell us your opinion on the overall quality of the existing Village facilities

	Poor	Fair	Satisfactory	Good	Excellent	No Opinion
Golf Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pro Shop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lake Michigan Beach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis Court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lakefront Viewing/Lookouts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basketball Court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playground Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volleyball Nets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. What is your opinion of the conditions of the Village's beaches?

- Poor Favorable
- Not Favorable Very Favorable
- Neutral

13. When should dogs be allowed in the park?

- At all times
- Limited hours
- Not at all

14. When should dogs be allowed on the beach?

- At all times
- Limited hours
- Not at all

15. What I like about the Village's Parks & Recreation Opportunities:

16. What I don't like about the Village's Parks & Recreation Opportunities:

17. What improvements or additional services do you suggest for the City's Parks? Please indicate if for a specific park.

18. Additional Comments

Beach/Lakefront plan and policy

Purpose: The beach, lakefront and parks are core assets of the Village and a significant component of our property values. While we deal with broader and more complex issues concerning our beach/lakefront, the Parks and Recreation Committee recommends that the Village have a standard, written plan in place to ensure the maximum enjoyment of these Village assets and ensure that all Village residents understand and have access to the guidelines and process by which the Village manages these assets.

Beach Management Principles

1. When required, beach access points will be made available to residents and their contractors for revetment work subject to the review and approval of the Village Council.
2. Where beach access is available, the Village will ensure that the beaches are accessible, clean and safe.
3. Contractors will be asked to develop work plans that minimize the use of beach access points and equipment on beach weekends from noon Friday to Sunday and minimize use of beach access points from Memorial day to Labor day.

Summer Revetment Work Rules:

- 1) General Guidelines
 - Contractors requiring access to public beaches and access points obtain written permission from the Grand Beach Village Council before work is begun.
 - Revetment contractors will provide weekly access to the beach so Village staff can clean and maintain the beach and/or will coordinate with staff to remove trash and other materials collected by Village staff.
- 2) Revetment contractors will be notified immediately upon adoption of these guidelines for their planning purposes.
- 3) Revetment Work Rules will be published on Village website
- 4) Exceptions will be at discretion of Village Council but will only be granted if there are no viable alternatives and an imminent danger is present.

Summer Maintenance Plan (to be carried out by Village staff)

- 1) Weekly inspection and cleanup of all beaches, parks and access points (using checklist) on Thursday of each week (subject to marine forecast and weather conditions)
- 2) Residents will have an email address or text # where issues can be reported. Response and planned action will be addressed within 24 hours.
- 3) Weekly facility maintenance will take place from May 13, 2019 to September 30, 2019.

Village of Grand Beach Shoreline Work Policy (provide to contractors)

It is the policy of the Village of Grand Beach that:

- Contractors requiring access to public beaches and access points obtain written permission from the Grand Beach Village Council before work is begun.
- Contractors develop work plans that minimize or eliminate the need to use those facilities from Memorial Day to Labor day.
- Contractor representative must attend Village Council meeting to answer questions regarding the request for exception.

Requests for Exceptions shall be company letterhead and directed to the Village Clerk with the following information:

- Contractor company name, address, contact person and phone number
- Location and address of work to be performed
- Scope of work to be performed along with documented work plan (such as gantt chart, process, copy of permit, plans and timeframes)
- Why exception is being requested
- Requested access point
- Proposed start date and end date
- Description of equipment or materials which may be left overnight or over weekends
- Safety plan for any equipment or materials left overnight or over weekends.
- Contractor must provide an executed copy of the Grand Beach Release and Hold Harmless Agreement.
- Contractor warrants that access granted will be used exclusively for work performed in the Village of Grand Beach
- Revetment contractors will provide weekly access to the beach so Village staff can clean and maintain the beach and/or will coordinate with staff to remove trash and other materials collected by Village staff.

Other

- Work performed outside the scope of the "Request for Exception" will be subject to a fine of \$500/day if written approval is not gained from the Village of Grand Beach Council.
- Changes or extensions must also be approved by majority vote of the Council at a Village council meeting.

Beach/Park Inspection – Summer 2019

Completed by: _____

Date: _____

Location	Sidewalk/Stair Condition	Clean? Y or N	Action Notes (If return is required for service or notable conditions)
Ely, Pine, Oak, Cedar, Skyhi, McKean, Lake Park, Robin, Lee Point	ACCESS CLOSED		
Whitewood			
Royal Ramp			
Pump House			
Lake			
Playground, tennis courts			

Goals:

1. Provide accessible, safe and clean facilities for the Village residents.
2. Weekly cleanup of debris and trash from all beaches (Thursday dependent upon weather and marine forecast). Goal is to have beach clean for the weekend starting Friday.
3. Repair and/or cleanup of hazardous conditions within 24 hours of when reported
4. Checklist to be completed from May 13, 2019 through September 30, 2019.