

Agenda

Parchment Planning Commission (Virtual)

August 18, 2021 – 7:30 pm

Kent DeBoer, Chairperson
Sandy Bliesener

Cheryl Lyon-Jenness
Sara Dean

John Tecca

Nancy Stoddard, City Manager

Rebecca Harvey, Zoning Administrator

1. **Call to Order**
2. **Roll Call** (State location of Commissioner during meeting)
3. **Approval of Minutes**
 - a. Minutes from July 28, 2021
4. **Citizen Comments** – When called upon by the Chairperson, state your name, address, and you will be allowed up to 3 minutes for your comments.
Reminder: You will be making a statement, without discussion from the Planning Commission.
5. **Old Business**
6. **New Business**
 - A. Status of the Survey
 - B. Status of the Accessibility Audit
 - C. Review and Refine Goals and Objectives (if needed)
 - D. Action Plan
 1. Review Action Plan Sample Documents
 2. Review Draft Action Plan Items
 - E. Discuss Input Event
 - F. Upcoming September Tasks
 1. Identify Action Plan Items
 2. Complete Accessibility Assessment
 3. Review and Access Survey Results
 4. Conduct Input Session
8. **Commissioner Comments**
9. **Next Meeting – September 22, 2021 at 6pm – Site TBD (Virtual or City Hall)**
10. **Adjournment**

Planning Commission Meeting Minutes
July 28, 2021 – Virtual Meeting

1. Call to Order at 6pm

- 2. Roll Call** – All Present – Lyon-Jenness at 650 S Riverview Drive, Bliesener at 260 Parchmount, Tecca at 324 Parchmount, and DeBoer at 6927 Springbrook.
Commissioner Dean absent with motion to excuse by Lyon-Jenness, 2nd by Bliesener.
Roll Call vote: All ayes.

3. Approval of Minutes – June 23, 2021

- Motion by Bliesener to accept the minutes, second by Tecca. Roll call vote: All ayes

4. Citizen Comments

- No comments

5. Old Business - none

6. A. Assessment of Input Received at the Kindleberger Festival

- DeBoer tuned the meeting over to Bliesener.
- Bliesener asked Lyon-Jenness to speak to the data gathered at the Kindleberger Festival.
- Lyon-Jenness said that the notes from the public were placed in a box at the festival. They asked the public to think creatively. 10-15 comments were received. The comments were of the type that were expected (more pickle ball courts, etc). She stated that she spoke with Teresa Stannard, Library Director about meeting with the public at the Library for their input.
- DeBoer noted that the people who participated were happy that they were asked for their comments.
- Lyon-Jenness said that she was able to add 15 more people to the contact list for the in-person meeting.
- Bliesener asked Lyon-Jenness if she had slips to put next to the Palaver box at the library. Lyon-Jenness will check and Bliesener will deliver the board to go alongside the box.

B. Status of the Survey

- Lyon-Jenness asked if they could use the former community mailing list used by the Library as a resource for contacting people in a positive way. Aiming for September 4 at the Library to begin the public session at 6:30 pm to work with the posted Library hours.
- DeBoer agrees with using the Library, instead of a concert.

- Bliesener said that they would speak with the Library Director to find a date. The group will present the goals and objectives to the residents.
- Lyon-Jenness asked if the City could cycle it into the publicity through all the City's means – website, Facebook, trash bill, and newsletter. City Manager agreed.
- DeBoer asked if the survey could be included with the trash bill. City Manager said yes.
- Bliesener asked if everyone was happy with the survey questions and if there were any comments.
- DeBoer reiterated that the survey, as it was, was only for the PC members mark-up and review.
- Tecca said that he was happy with the survey. He felt the layout was friendly and he recommended no changes.
- Bliesener agreed with Tecca
- DeBoer had a concern about some of the choices in question #5. He wanted to know if people would understand what passive recreation was. Things like martial arts, sledding, etc
- Bliesener asked if more was needed.
- Lyon-Jenness said that there was another question on the survey that would add to what the PC has not thought of previously.
- DeBoer asked if there should be more choices but felt that building more “stuff” in the park is not needed. He mentioned seeking a millage to help support the parks.
- Lyon-Jenness stated that a dedicated millage for parks improvement would be nice. She believes that it is important for people to donate their time by volunteering to keep the park up. She asked if a park millage could be a bond issue.
- DeBoer remembered a millage question being asked in the previous survey.
- Lyon-Jenness feels that the public would vote for support of a dedicated millage.
- DeBoer stated that it would be nice if the funds could help to support work by a seasonal employee.
- Lyon-Jenness stated that if the monies were used to train a person to be a park employee, that it could be helpful to the community.
- Bliesener stated that even a .5 mil would be great.
- Lyon-Jenness said that it would encourage people to help with maintenance.
- DeBoer asked if it could be a permanent dedicated millage (in perpetuity).
- Bliesener said that a Fb blast to point people the City's website where they could find the survey would be helpful. The Parks and Rec Master Plan requires that the PC document how the event was advertised.
- Lyon-Jenness – Question #8 Portion of the Mill- Is this not a useful question as a yes/no question? Should we give some ideas to that? What can we specify? If yes, explain _____.
- Tecca said that #8 could be deleted completely.

- Bliesener – If a developer wanted all of the mill, it would be gone. Is the City willing to forego any park development on the mill site? Let's keep general about park land.
- DeBoer - If we get specific about park land it will not be mill property. He asked about #6 – Which activities would we want to throw out there. Things like splash pads are not practical.
- Bliesener stated that we have to remember that this is a Master Plan, long term. It doesn't mean the City of Parchment will get what is suggested. We want to get a read on what the community wants. As PC members, we are gauging what the community wants in the long term.
- DeBoer asked if the survey was all right.
- Tecca asked if it was possible to fill out the survey online.
- Bliesener – Yes, there will be a link to connect to the survey.

C. Goals Discussion

- Lyon-Jenness said that she tried to make a compilation of the former City of Parchment, Hastings, and Paw Paw MP goals and coalesce it into a document with categorized goals. Attempted to articulate goals with specific objectives. She would like the PC to see if it is written appropriately, adding objectives to see what the response would be. Under Community Engagement – add #6, Encourage community programming. Things such as a Parchment Band through the United Methodist Church and school – make it a recreational thing, not play space.
- Bliesener said that the PC should have 7 or 8 goals with objectives. She likes the organization of the goals by Jenness.
- Lyon-Jenness said that she did not want to be too overwhelming. There should also be a strategy to have citizens keep up with the maintenance on the park land. She could rework the goals to make them more succinct.
- Bliesener stated that they could make revisions right on the goals sheet as they talked through them tonight. There were objectives already included on the list.
- Tecca asked if there was a band in Parchment at one time.
- Lyon-Jenness said that there was a band in 1934 that was active until WWII, it stopped until after the war and resumed until the 1950's. They would play at community events like the ice cream social. The band could be a component of the goals thoughts.
- Lyon-Jenness – Non-motorized transportation, space development just so public could help us decide about this. She said that she was not to knocking out the goals/objectives.
- Bliesener said that she sees some overlap. #1 is okay.
- Lyon-Jenness said that maybe #1 and #2 could be integrated together.
- Tecca – Make 2 an objective of #1

- Lyon-Jenness said that she feels it is a more inclusive way to have community sensibility. #5 could be moved to #1 goal – Responsible Fiscal.....very important. How can this be articulated?
- Tecca stated that reducing goals to 3 in each category is good.
- Lyon-Jenness said that #2, 3#, and #4 encourage community partnerships to enhance cooperation.
- Tecca – Parks/Rec section, goal 1, combine 2 with 3 and 4 as objectives. Should 5 stay?
- Lyon-Jenness said that #5 is in other parts of the MP.
- Bliesener- People in this community know their park space – Do we need community awareness?
- Lyon-Jenness – She is not convinced that public knows what is going on in the park. Let's move 5 in #1 Community Goals.
- Bliesener agreed.
- Lyon-Jenness – Maybe programming that encourages community engagement should be under Parks/Rec Project Dev Goals. Looking at the results of the Parchment Action Team, people talked about more programming. We want to encourage engagement and participation through programming.
- Bliesener stated that she was good with 3 goals under Community Engagement.
- Bliesener said that she is onboard with #1
- Lyon-Jenness said that Goal 1 and Objective 2 and 3 could be integrated.
- Tecca Former 1, 2, 3, and 4 could be objectives to top line.
- Lyon-Jenness agreed – listing objectives.
- Bliesener – #4 Develop Facilities is good; she really likes that.
- Lyon-Jenness – It is interesting to think about this throughout the City of Parchment.
- Bliesener mentioned the use of a bench in the shade by the bus stop at Virginia and Mt Olivet; such a friendly thing to do.
- Lyon-Jenness said that more benches are needed in the park.
- Bliesener said that #5 could be moved into #3, signage is needed.
- Lyon-Jenness stated that they may need KRVT connector signage through to the Paper Trail.
- Bliesener – A signage system is ambitious; we are talking about these for some time down the road.
- Lyon-Jenness said that it could be a comprehensive non-motorized approach. A small geographic place makes it possible.
- Bliesener said that more funding would be needed for non-motorized trails. She asked if more property needed to be acquired (6 & 7).
- Lyon-Jenness – Maybe we do not need to acquire more property. She spoke to #7 Identify New Opportunities – Perhaps Bellisle Boulevard area could be

planted with native species. At City Hall, plant clusters of trees, again native species. In these spaces, things could be done at a low cost.

- Bliesener said that this is a good number of goals – not overly ambitious.
- Lyon-Jenness could send it electronically to all so that they could think about ideas and thoughts.
- Tecca – Stated that it was well done! He asked about pocket picnic areas.
- Lyon-Jenness – A pocket picnic area could be put by the trestle with a table and trash can. Not necessary in the park; these will be put in small areas that are inviting to people. There could be multiple tables in an area. Groupings of native trees and tables could identify the pocket picnic area without being a maintenance nightmare.
- Bliesener asked if there was anything else.
- DeBoer said that the PC was ahead of the game.

D. Upcoming August Tasks

1. Refine Goals

- Bliesener asked Lyon-Jenness to prepare upcoming the list.
- DeBoer asked what was next.

2. Conduct Accessibility Assessment

- Bliesener volunteered to work on #2 Conduct Accessibility Assessment. She will look into curb cuts, paving material, ramps which will be addressed in August.

3. Review and Assess Survey Results

- DeBoer said that it was too early for the review and assessment of the survey.

4. Think about Other Input Session Opportunities

- Bliesener said that the PC should decide what they were going to do at the community engagement session.
- Lyon-Jenness will talk with the Library Director regarding dates for the session. Director Stannard has a mailing list for the community.

7. Commissioner Comments

- Tecca asked for an update for the Biggby Coffee Shop.

8. Next Meeting – August 25, 2021 at 6pm

9. Adjournment – Motion by Tecca, support by Lyon-Jenness. All ayes. Meeting ended at 7:17pm.

REVISED GOALS AND OBJECTIVES—PARKS AND RECREATION PLAN

GENERAL GOALS

1. Maintain and enhance existing recreational facilities to provide accessible, safe, and diverse recreational experiences for all city residents.
 - Promote additional diversity of recreational opportunities available at new or existing recreation facilities to meet the needs of the City's diverse population.
 - Consider environmentally sound and sustainable practices in all Parks decisions within the City
2. Preserve and/or improve historic, natural, scenic, and environmentally sensitive areas for habitat protection and appropriate public use and enjoyment.
3. Make responsible fiscal decisions in developing parks and recreational facilities and programs.
 - Work to reduce routine maintenance costs through sturdy equipment and good design
 - Consider long term cost of maintenance and operation in designing new recreation a facilities
 - Seek grant funding to support recreational opportunities
 - Consider options for long term financial support for recreational opportunities (bond issue?)

COMMUNITY ENGAGEMENT GOALS

1. Develop innovative strategies encouraging Parchment citizens to engage in the development and upkeep of the City's Parks and Recreational facilities and programs. Increase community awareness of available park facilities and programs
2. Encourage community partnerships and joint ventures with local groups and organizations to support, develop, and maintain parks and recreational facilities.
 - Cooperate with the Parchment Schools District to encourage innovative student involvement in the planning, development and oversight of parks and recreation programs.
 - Encourage cooperation between the City of Parchment and other local governmental units to develop and enhance regional park and recreational opportunities.
3. Encourage community programming.

PARKS/RECREATION PROJECT DEVELOPMENT GOALS

1. Improve and develop underused areas.
 - Parchment's riverfront area as a natural and recreational asset for the city.
 - Consider innovative ways to integrate portions of the former mill property into both active and passive recreational opportunities.
 - Develop underused park areas including Devon Park and City Hall Park in ways that add diversity to recreational experiences in Parchment
2. Develop facilities for non-motorized transportation that include the entire City
 - Bike lanes
 - Sidewalk improvement
 - Benches and waste containers
2. Develop a comprehensive park identification/ signage program that includes other recreational resources in the area (Markin Glen etc.)
4. Identify new opportunities for environmentally sound, aesthetically pleasing public space development
 - Paper trail interpreting the paper industry
 - Pollinator pathways
 - Birding trails
 - Model arboreta (tree planting ideas for homeowners)
 - Pocket picnic areas

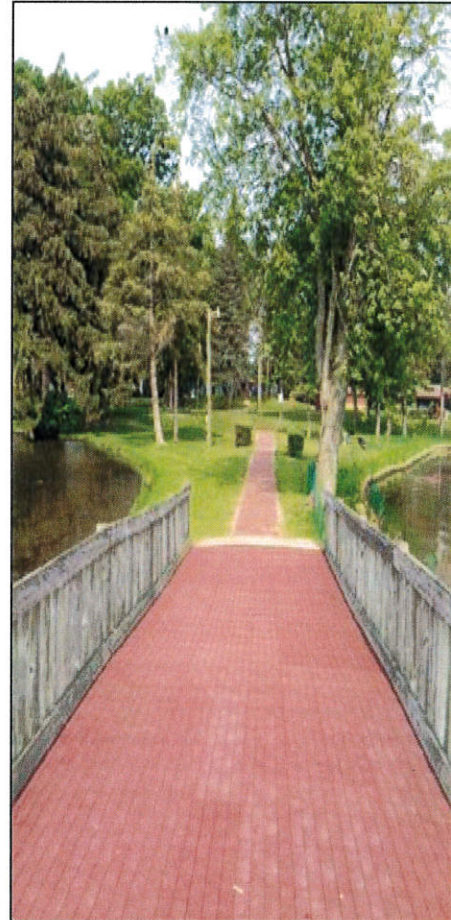
6 - ACTION PLAN

ACTION PLAN & PROJECT DESCRIPTIONS

The action plan serves as a template for future projects as directed by the Parks and Recreation Board and is intended to be a flexible year-by-year list of improvements from 2017 - 2021.

Projects of the Action Plan should be reviewed on an annual basis and adjusted to respond to updated needs/conditions and funding opportunities. Proposed cost estimates are in 2017 dollars and are strictly preliminary.

Actual costs for each project will be more specifically determined as site surveys, programming elements, and engineering plans are developed, if applicable, as well as through further analysis of the proposed improvement. If funding levels are lower than required to implement the plan based on the schedule provided, then implementation could be stretched over additional years or the scope of the project condensed.



Time Frame Key:

Near-term | Less than 1 year
Mid-term | 1 – 3 years
Long-term | Over 3 years

Estimated Cost Range Key:

- \$ | \$0 - \$100,000
- \$\$ | \$100,001 - \$500,000
- \$\$\$ | \$500,001 +

Funding Sources & Collaboration Key:

- GF = General Fund
- D/P = Donation or Partnership
- LSO = Local Service Organizations
- CS = Corporate Sponsor
- G = Grants (i.e. MDNR, CDBG, MEDC)
- DDA = DDA TIF Funds
- PC = Planning Commission
- PRB = Parks & Recreation Board
- VC = Village Council
- VBC = Van Buren County
- PPT = Paw Paw Township
- DEQ = Department of Environmental Quality
- NRF = Natural Resources Fund

ACTION PLAN: 2017 – 2021

Project	Time Frame	Estimated Cost Range	Funding Sources
Tyler Field: Restroom Building Improvements	N-T	\$	PRB
Tyler Field: Additional Parking	M-T	\$	PRB
Sunset Park: Permanent Restrooms	L-T	\$\$	PRB
Non-Motorized Pathways: Michigan Ave to Railroad ROW + Briggs Pond Boardwalk	L-T	\$\$\$	GF, D/P

Project	Time Frame	Estimated Cost Range	Funding Sources
Maple Island Bridge Safety Improvement	M-T	\$	GF, PRB
Non-Motorized Pathways: Maple Lake Phase	L-T	\$\$	GF, D/P, G, PPT
Tyler Field: BMX Park	M-T	\$	GF, G
Tyler Field: Shared Use Trail	M-T	\$\$	PRB, G
Village Revitalization Area: Trailhead Park; Dog Park	L-T	\$\$\$	GF, G
Waterfronts: Shoreline Erosion Control	N-T	\$	GF, DEQ
Maple Lake: Professional Services	N-T	\$	NRF
Park Signage	N-T	\$	GF
Water Lights	N-T	\$	GF, PRB
Water Fountain Feature	N-T	\$	GF
Briggs Pond/La Cantina Basin Feature	N-T	\$	GF
Four Prairies Park: Native Plants; Prairie Trail	M-T	\$	PRB, G
Miller Park: Tot Lot	M-T	\$	GF, PRB
Maple Lake/La Cantina Basin: Dredging	M-T	\$\$	GF, DEQ
Briggs Pond; 60 th Street; Railroad ROW: Canoe & Kayak Launches	L-T	\$	PRB, G
Sunset Park: Accessible Launch	M-T	\$	PRB, G
Maple Island: Restroom; Parking & Play Equipment Improvements	M-T	\$\$	PRB, G
Sunset Park: Facility Improvements	N-T	\$	PRB
Parks & Recreation Plan Update	L-T	\$	PC

PROJECT DESCRIPTIONS:



Action Plan

The Action Plan and Capital Improvement Plan of the Hastings Parks and Recreation Master Plan states the proposed course of development or improvement that will be taken over the next five years. The Goals and Objectives, from the previous section, serve as guidelines for the development of the Action Program. The Capital Improvement Plan which follows will focus on the needs identified in the Action Program and will project potential expenditures for the five-year action period on a park by park and project by project basis. The five-year period will begin in 2019 and extend through 2023. This time period will not be sufficient to accomplish all of the goals and objectives, but begins to prioritize those projects that may be achievable within the initial five years.

The Action Plan focuses on reduction of deficiencies, and expansion and improvements of facilities in a manner that not only meets current needs, but also diversifies the type and quality of recreational opportunities within the Township. These needs were identified during the public input process and were identified during the review and comparison of park standards and demographic/population trends. The Action Plan describes specific priorities to be taken to address these needs; and the Capital Improvement Plan specifically itemizes those projects which will be most feasible during the next five years. The proposed schedule will allow for flexibility as funds become available and as opportunities are presented.

The priorities and action plan items for the 2019 Parks and Recreation Master Plan are as follows (not listed in particular order):

Action A: Expansion of Non-Motorized trails

Projects that include non-motorized transportation/recreation trail planning and development are a priority including projects that enhance greenway corridors, connect parks and lakes, support existing trail extensions, eliminate barriers, and enhance the overall trail system. The City has developed a Non-Motorized Transportation Master Plan that identifies specific non-motorized priorities.

Non-Motorized Transportation / Walkability

The development of non-motorized facilities including sidewalks, bicycle lanes, and off-road walking paths were strongly supported by the results of the community outreach process. The City has completed a Non-Motorized Trailway Master Plan and should work towards implementation of that plan to connect parks, schools, residential areas, and commercial hubs to each other and to neighboring communities. In addition, the City should encourage the development of pathways within existing parks to facilitate universal accessibility and promote a healthy lifestyle.

Riverwalk

Extension of the river walk to the east from Industrial Park Dr to Heath Road.

Action B: Improvements to existing facilities

The most efficient use of City resources is to focus on projects that improve existing facilities and maximize the potential of City owned property. Projects that renovate or re-use existing facilities are considered a high priority. This may include improvements that eliminate barriers to increase accessibility for all users, renovations and upgrades to existing equipment and features to ensure modern and clean facilities, and redevelopment or expansion of existing parks to eliminate redundancy and maximize the potential of the site.

Bliss Riverfront Park

Improvements for this park include adding restroom facilities, playground equipment, and fields. Accessible routes are needed to most facilities in the park including along the riverfront which would provide additional fishing and river access opportunities. An additional group picnic shelter, accessible picnic tables and grills would benefit the park. Site entrance improvements should include paving and expanding the parking area, signage and clearer delineation from the surrounding land uses.

Bob King Park

Barrier free improvements should include providing accessible routes to the baseball field and the tennis/basketball courts. Also the tot lot playground should be replaced with updated and accessible equipment. Resurfacing of the parking lot and tennis courts may be needed in the near future.

Dog Park

Enhancements should include providing an accessible route from the parking lot to the dog run entry areas as well as providing accessible benches and picnic tables.

First Ward Park

Accessibility improvements should be made to make connecting walkways to the parks facilities. The outdated playground equipment needs to be replaced as well as the existing sidewalks. Potential additions to the park include a restroom, pavilion, and a basketball court.

Fish Hatchery Park

This is one of the City's oldest and most visited parks, which is in need of some updates and additions to better meet the community's needs. The following renovations are recommended based on public feedback, and general park standards:

- A high priority is to bring the existing facilities in line with ADA requirements; including designated barrier-free parking, walkway links to the ball field, access improvements to the tennis courts, and playground renovation.
- The provision of exercise equipment around the trail for active older adults, replacing the outdated and worn out equipment, is also considered an important addition.
- The provision of pedestrian lighting will also improve safety and expand park use.
- An additional group picnic shelter is also needed to meet demand.
- Netting at the south end of the soccer field to prevent balls going into the adjacent pond.
- Consider dredging the ponds and restocking with fish.
- Further improvements to the old arts building to increase usability.
- Resurface the parking lot
- Renovate or replace existing pavilion/restrooms
- Reconstruct or replace the tennis courts. Consider repurposing them for pickle ball.
- Consider redeveloping the site into a sports complex (see Map 5.2).

Hammond Hills

Parking and trail improvements, including an on-site trail map, should be considered to increase accessibility, while maintaining the natural appeal of this site. The addition of a picnic shelter and pit toilets would also benefit the park.

Second Ward Park

This is a small, older neighborhood park that needs upgrades specifically to address ADA requirements. The play area and basketball court should be linked to the sidewalks with hard surfaced walks to meet ADA requirements. Existing playground equipment needs to be replaced and barrier-free surfacing added. The addition of restroom facilities would also benefit the park.

Swezey's Nature Area

Future improvements should include the construction of a paved multi-purpose trail through site, linking residential areas to the high school, the development of a nature trail with interpretive signs, and controlled, barrier-free access to ponds. Providing boardwalks and decks would provide a means to access the pond.

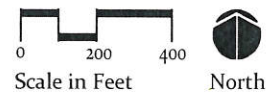
Tyden Park

Tyden Park is another highly used community park in need of improvements to meet ADA requirements and expand use. The following renovations are recommended based on public feedback, and general

Map 5.2 - Fish Hatchery Park Concept



City of Hastings
Parks and Recreation Master Plan
Fish Hatchery Park
Athletic Complex Concept



park standards:

- Accessibility improvements are needed to better link the parking areas to the trail, to provide access to the west picnic shelter and to provide barrier-free amenities such as drinking fountains, picnic tables and grills.
- The addition of a covered event shelter with electricity would better accommodate the many functions this park supports.
- New playground equipment with barrier free surfacing is needed to replace the outdated equipment in this park.
- The soccer field does not currently meet regulation size requirements and changes should be considered to accommodate a full size field, along with regrading and turf improvements.
- Replacement of the older west pavilion should be considered.
- Resurface the tennis and basketball courts and add lighting.
- Restoration of the riverbank to its natural state with controlled access points should be implemented in accordance with the River Protection Zone Ordinance.
- Additional access points along the Thornapple to expand river use.
- Kayak/ canoe launch should be improved with better signage and paved access from the parking area.
- Provide a trail connection under Broadway.
- Consider adding winter themed activities

Action C: Reduce or minimize operating costs

With budgets getting tighter and grants becoming more competitive, projects that can help reduce operating costs are a priority. Examples include: projects that increase efficiency in operations and reduce maintenance, removal or replacement of equipment or features that are costly or inefficient to maintain, projects that consider the use of alternative energy sources and use of recycled materials, and projects that could generate revenue.

Action D: Conserve, preserve, and enhance natural features and environmentally sensitive areas.

During the community outreach process, the community expressed a strong desire to further utilize and protect the City's extensive natural areas and features, and to implement environmentally sustainable maintenance practices. This includes invasive species management, nature programming, additional trails including soft trails, use of native species, interpretive signage, using recycled materials and alternative sources of energy, and employing environmentally sustainable design and maintenance practices.

Action E: Planning for future parks and recreational needs

As the community continues to grow and change over time, the City continues to dedicate themselves to improving recreational offerings for the community. The City understands that in order to continue to ensure that park and recreation offerings adapt to and meet the needs of the growing community, they must be willing to continually invest in and look for new opportunities in parks and recreation programs, facilities, and services. This makes planning for future parks and recreation facilities a high priority. This is reflected in projects that spark or are a part of economic development, projects that seek opportunities for land acquisition, and the pursuit of additional funding mechanisms. The following are

examples of projects the City is considering to meet this focus:

New Regional Park

This City owned property is located on the west side of the City along the Thornapple River and much of the property is within the floodplain. A master plan should be developed for this site in order to identify potential uses and associated costs. Preliminary ideas for the future park include the development of a trail head for the Riverwalk, add a boat launch area along the river, the addition of nature trails, and a potential athletic complex.

Land Acquisition

The City will look for opportunities to purchase additional land for recreational or preservation purposes as it becomes available within the or adjacent to the City limits. This could include land for new sports field development, a new ice rink complex, new park, trail easements, and acreage available for parks in residential areas.

Farmers Market

According to the on-line community survey, the farmers market was the second highest used program in the City and the fifth ranked need for new facilities. Development of a dedicated market would include a dynamic space for food vendors, food trucks, and farmers with farm vehicle access to stalls. The market would include space for entertainment, dining, and outdoor cooking classes. The market would include a section that can be enclosed in the colder months for small retail venues for more permanent market vendors. On off days when not used for the farmer's market the area could be used as a festival site.

Winter Recreation

The on-line survey indicated that winter recreation is the second highest priority for programs to add to the City park system. Such activities include cross-country skiing, sledding, ice skating, and snowmobiling. The City is currently is developing plans for a new community ice rink.

Athletic Complex

It was conveyed during the public engagement process that there is a need for developing an athletic complex in order to provide additional fields for the residents of the City.

Action F: Develop diverse, balanced, and innovative park facilities

Given that the City's park system is a mature system, developing diverse park facilities and incorporating exciting new park features is a high priority for the City. This is also important given the City's highest population group is those under 18. The following are examples of projects the City is considering in response to resident needs:

Kayak Livery / Boat Launch Sites

Tyden Park and Bliss Riverfront Park provide many opportunities to access the Thornapple River. as well as other City owned and adjacent to the river. Developing new and improving existing access points to the river to develop liveries and/or boat launch sites will provide opportunities to enjoy the scenic beauty of the river. In addition, the development of a visitor information station and a kayak and fishing equipment rental facility could provide valuable services to the users.

Edible Trail

Creating edible forest landscapes of fruit and nut trees, berry bushes, and more along the trail to encourage stops along the route to pause and enjoy nature, while enjoying some of what nature provides. The Edible Trail project could provide learning opportunities on nurturing the ecosystem while increasing access to local, sustainable food.

Outdoor Gym

An Outdoor Gym could be developed in parks including fitness equipment available all year for adult, children and the physically challenged. This fitness area may be set with a forested area and encourage stretching and strength exercises to accompany walking and biking experiences.

Camp Grounds

Camping is currently one of the most participated in outdoor recreation activities in 2017 according to the 2018 Outdoor Participation Topline report. It was also conveyed during the public engagement process that there is a need for camping in the City, particularly along the Thornapple River, to accommodate various festivals and events that currently take place in the City. Camping also aligns with the many activities found in the park system including biking, fishing and trail walking/hiking.

Native American Interpretive Area

Future park expansions could include Native American cultural education interpretation, events, exhibitions and other activities. The interpretation is planned in collaboration with the local tribe.

Other Miscellaneous Items

The following items were discussed as being desirable concepts worth further exploration during the public engagement process:

- Providing WI-Fi services at park sites
- Development of a miracle/challenger field
- Increase park marketing and awareness efforts
- Way-finding signs on the river
- Interpretive signs to tell the history of the City parks as well a flora and fauna
- Programs centered around the Thornapple River

Action G: Continue to provide a diverse slate of programs for all ages and seasons

In addition to providing cutting edge park facilities, it is equally important to provide exciting programs and activities. This need was discussed during the community outreach process and the City recognizes the need for diverse programs that cover all ages and seasons.

Capital Improvement Plan

As stated in the Action Program, improvements and development will occur as funds and opportunities evolve. Assistance will be solicited from all available sources and will include both physical and financial support. Local businesses, service organizations, land developers, and governmental agencies will be solicited for monetary and material support. The City will also seek funding assistance from all available

sources such as trusts, charitable foundations, and all Federal and State funding programs. The Capital Improvement Plan shows a breakdown of the anticipated projects, priorities, estimated costs, and projected funding sources for the next five to 10 years. All projections are based upon year 2018 costs and will be refined as the program progresses. It should be noted that changes in the program may occur if projected funding levels increase or decrease, but it is anticipated that the changes would be related more to adjustments in the time schedule rather than specific projects. Refer to the Appendix for the Capital Improvement Plan.

Potential Funding Sources / Resource Partners

A variety of funding sources and resource partners may exist to assist with the implementation of proposed recreation projects. A summary of the primary sources are listed below:

Michigan Natural Resources Trust Fund

The MNRTF can provide assistance for the City's outdoor recreation projects, including land acquisition and physical development of park facilities. This assistance is intended to bolster existing facilities, protect critical natural resources and establish new parkland. Development project grants may range between \$15,000 and \$300,000; there is no limit to acquisition requests. The minimum required local match is 25%.

Michigan Natural Resources Passport Grant

The Passport grant fund program is primarily focused on renovating and improving existing parks, however the development of new parks is considered eligible. The Minimum grant request is \$7,500 and the maximum grant request is \$150,000. The minimum required local match is 25%.

Land and Water Conservation Fund

The LWCF is similar to the Trust Fund grant described above, in that it is meant to help fund land acquisition and park development. The minimum grant request amount is \$30,000 and the maximum grant request amount is \$300,000. The minimum required local match is 50%. Natural feature preservation has historically been the primary award criteria; and as such, this opportunity should especially be taken into account when planning for new passive recreation facilities. In addition, the LWCF now places emphasis on trails, "green" technology in outdoor recreation, universal design and coordination among recreation providers.

MDOT Transportation Alternatives Program (TAP)

The TAP fund is a grant program that funds non-motorized paths and streetscapes that enhance the community's intermodal transportation system and provide safe alternative transportation options. The program uses federal funds to promote walkability, alternative transportation options, and place based economic development to improve the quality of life for communities. The minimum required local match is 20%.

City Funds

The general fund, a special millage, the parks budget, bonds, and the parks capital improvement account are possibilities to help fund new and improved facilities in the Township.

Park Millage

A special millage can help the City generate funds for development, acquire park land, or to use as leverage for grant applications.

Donations & Foundations

Residents, property owners, businesses, and organizations will frequently contribute to causes that improve local quality of life. While these contributions are often pecuniary, they may also include land donations, volunteer services, or the gift of equipment or other facilities.

Clean Michigan Initiative Local Recreation Grants

The program provides funding for the development and renovation of indoor or outdoor public recreation facilities and infrastructure. The goal of the program is to enhance or develop recreational opportunities by improving or replacing an existing public facility, by meeting the recreational needs of the local residents, or by attracting tourists. Grants are awarded for non-acquisition projects in amounts between \$15,000 to \$750,000, based on the need for the project, capability of the local community to operate and maintain the improvement, and quality of the site and project design.

Michigan Natural Resources Tree Planting Grants

Through the Michigan Department of Natural Resources (MDNR), there are two tree planting grant programs that will assist in funding park landscape enhancements and reforestation projects. Applicants must provide at least 50% of the total project cost.

- **Arbor Day Mini-Grants.** This mini-grant program is designed to provide information and technical assistance to municipal governments and volunteer groups for urban and community forest activities related to Arbor Day. Applications are due in July with maximum grant request of \$20,000.
- **Urban Community Forestry Program.** This program provides the same services as above plus management plans, inventories and maintenance activities. These activities do not have to be related to Arbor Day. Applications are due in July with maximum grant requests of \$20,000.

Wetland Program Development

The goals of the Environmental Protection Agency's wetland program and the Clean Water Action Plan are to increase the quantity and quality of wetlands in the U.S. by conservation and increasing wetland acreage, and improving wetland health. State, tribal, and local governmental agencies, interstate, intertribal, and local government associations are eligible to receive grant funds. Applications are due in the fall with a required 25% minimum local match. For more information, visit their website at: [www.epa.gov/owow/wetlands/grant guidelines](http://www.epa.gov/owow/wetlands/grant_guidelines).

ACTION PLAN

In order for the Parks & Recreation Master Plan to be implemented, the City and community partners must carry out the actions needed to achieve the goals and the community's vision for Ferndale's future. Each action includes a time frame in which the action should be carried out and the task leader(s) most likely to carry out the action. The task leader listed **first** should be the primary lead on the action item; others listed are recommended collaborators.

The Action Plan should be updated frequently to recognize actions that have been completed and those that should be put into motion. Updates may also recognize when an action is discovered to be the wrong tool to accomplish a particular goal, in which case the City should determine an alternate action towards achieving the goal.

Key Theme: Sustainability

Sustainability is a key theme integrated throughout and during the planning process and is incorporated throughout the City of Ferndale Master Plan. It is purposefully not a separate chapter of the plan; rather, it is integrated throughout the various planning elements.

The City of Ferndale utilizes a Triple Bottom Line approach — Environmental Equity, Community Equity, and Economic Equity — to sustainability. These three filters drive sustainability in the long-term planning of the City. By using these three factors in decision-making, it becomes easy and natural to ensure that the overall tenants of sustainability are thoughtfully and carefully programmed into each municipal function.

The Role of City Council

The City Council is the law-making and policy-forming branch of Ferndale’s City Government. They are ultimately responsible for the Master Plan, its adoption, and its implementation. Their involvement in conversations around policy tasks will be essential to ensuring the Parks & Recreation Master Plan and City goals remain aligned with one another over time, for supporting policy changes, and for finding room in the budget to implement Master Plan actions.

Time Frame

NOW: Begin work immediately upon plan adoption.

NEAR: Begin work within 1-2 years. Inform the task leader(s) today and initiate a committee if necessary. The committee should meet at least (1) time per year starting now until the time of implementation to ensure any further work and study on the action is completed and implementation begins on time.

NEXT: Begin work within 3-5 years. Inform the task leader(s) today and initiate a committee if necessary. The committee should meet at least (1) time per year starting now until the time of implementation to ensure any further work and study on the action is completed and implementation begins on time.

ONGOING: Actions that require continuous monitoring or effort.

Task Leaders Involved

CITY GOVERNMENT:

- City Manager
- Communications Department
- Community & Economic Development (CED)
- Department of Public Works (DPW)
- Information Technology (IT)
- Police Department (PD)
- Recreation Department (Rec Dept)
- Special Events
- Sustainability Position*
- Transportation Position*

*proposed new position

BOARDS AND COMMISSIONS:

- Arts & Cultural Commission
- Beautification Commission
- Downtown Development Authority (DDA)
- Ferndale Environmental Sustainability Commission (FESC)
- Parks and Recreation Committee (PARC)
- Planning Commission (PC)

COMMUNICATION AND AWARENESS

GOAL 1: CREATE A COMMUNICATION PLAN TO DEVELOP THE MOST EFFECTIVE METHODS TO INCREASE AWARENESS OF FERNDALÉ'S PARKS AND PROGRAMS.		
ACTION	TIME FRAME	TASK LEADER(S)*
A1.1	Ongoing	Communications, Rec Dept
A1.2	Ongoing	Communications, Rec Dept
A1.3	Ongoing	Rec Dept, Communications
A1.4	Now	Rec Dept, DPW
A1.5	Next	Sustainability Position, DPW, Rec Dept
GOAL 2: ELEVATE THE FERNDALÉ PARKS AND RECREATION BRAND THROUGH COMMUNICATION AND MEDIA.		
A2.1	Near	Communications, Rec Dept, IT
A2.2	Near	Communications, DPW, Rec Dept
A2.3	Now/ Ongoing	Communications
A2.4	Now/ Ongoing	Communications
A2.5	Now/ Ongoing	Communications

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COMMUNICATION AND AWARENESS CONTINUED

GOAL 3: ENHANCE PARK STEWARDSHIP.		
ACTION	TIME FRAME	TASK LEADER(S)*
A3.1 Coordinate stewardship and volunteerism within the Recreation Department's services to improve parks and build community. [MLUP reference: R1 9]	Now	Rec Dept, DPW, Special Events
A3.2 Engage neighbors adjacent to parks where changes are being discussed.	Now	Communications, DPW

PARTNERSHIPS

GOAL 1: ENHANCE ENGAGEMENT WITH OTHER RECREATIONAL ENTITIES AND CIVIC GROUPS.		
ACTION	TIME FRAME	TASK LEADER(S)*
P1.1 Encourage cooperation, foster relationships, and implement policies with other recreational and non-recreational entities in Ferndale through regular communication and involvement in PARC meetings.	Now/ Ongoing	Rec Dept
P1.2 Explore a partnership with the Ferndale Garden Club to identify opportunities to expand the naturalized landscapes and the protection of native birds within Ferndale Parks.	Now	PARC
GOAL 2: IDENTIFY OPPORTUNITIES FOR SHARED USES WITHIN THE CITY AND THE REGION.		
P2.1 Re-examine agreements and policies with public schools to maximize the benefit while minimizing the cost to both entities, including the use of facilities as well as cooperative program offerings.	Now	Rec Dept
P2.2 Explore opportunities to partner with other recreation providers and supporters for certain recreation programs and activities to be offered in nearby communities or on a regional basis, such as Metroparks, County parks, aquatics providers, and private operators.	Now	Rec Dept
P2.3 Pursue private partnerships with organizations that have compatible values and goals and which result in mutual benefits.	Near	Rec Dept

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FACILITIES

GOAL 1: PLAN FOR, IMPROVE, AND DEVELOP PARKS AND RECREATION FACILITIES THAT RESPOND TO RELEVANT NEEDS AND SECURES ASSETS FOR THE FUTURE.			
ACTION	TIME FRAME	TASK LEADER(S)*	
F1.1	Near	CED, DPW	Create baseline standards for all renovations, additions, and new facilities, including compatibility with the surrounding neighborhood, connectivity, safety, ADA accessibility, and environmental sustainability.
F1.2	Now	PARC, DPW	Consider the integration of non-traditional playscapes that serve multiple ages and abilities, especially as deteriorating and aged playground equipment is under consideration for upgrades or replacement.
F1.3	Now	DPW, Rec Dept	Develop master plans for facilities that could potentially benefit from major renovations, including community parks, parks that are significantly over- or under-utilized, and parks that experience chronic maintenance issues (e.g., Martin Road Park, Schiffer Park, Kulick Community Center). [MLUP references: R1.5, R1.6, R1.7, R2.2]
F1.4	Next	CED	Create a long-term facilities plan with a clear vision and decision-making framework for the land disposition (acquiring, selling, leasing) of public parkland and facilities.
F1.5	Ongoing	CED, DDA	Continue to explore opportunities for property acquisition to expand the parks system, including in Downtown and through public-private partnerships. [MLUP reference: R2.1]
F1.6	Near	CED, DPW	Identify opportunities and secure funding to transform underutilized park space and city-owned properties into community gardens. [MLUP reference: R3.6]
F1.7	Now	Rec Dept, DPW	Explore the feasibility and identify opportunities to add water features to the parks system.
F1.8	Ongoing	PARC, DPW, Rec Dept	Explore the feasibility and identify opportunities to add and improve dog parks.
F1.9	Near	Rec Dept, DPW	Explore the feasibility and identify opportunities to add cold-month seasonal park features to extend the use of parks throughout the year. [MLUP reference: R1.4]
F1.10	Now	CED, DPW	Identify opportunities to improve park connections, including accessible pathways within each park as well as between the surrounding neighborhood.
F1.11	Now	Rec Dept, DPW	Explore opportunities for a municipal fitness center. [MLUP reference: R1.7]

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FACILITIES CONTINUED

GOAL 2: EXPAND THE USE OF NATURAL AND SUSTAINABLE DESIGN ELEMENTS IN PARKS AND FACILITIES.			
ACTION	TIME FRAME	TASK LEADER(S)*	
F2.1	Now	CED, DPW	Seek opportunities to incorporate reforestation and native naturalized landscape projects, accompanied by green stormwater infrastructure and interpretive signage. [MLUP reference: R2.4]
F2.2	Near	Sustainability Position, CED	Implement the City's baseline environmental standards for facility and infrastructure upgrades, including buildings, parking lots, lighting, and recycling receptacles. [MLUP reference: C1.3, C1.4, C2.1]
F2.3	Now	DPW	Expand the City's tree program to the parks to enhance Ferndale's urban tree canopy. [MLUP reference: R3.3]
GOAL 3: ENHANCE NON-MOTORIZED CONNECTIONS TO AND AMENITIES AT RECREATION FACILITIES.			
F3.1	Near	CED, DPW	Ensure all parks are accessible by non-motorized transportation and provide safe and convenient bike parking. [MLUP reference: T4.2]
F3.2	Ongoing	CED, DPW, Rec Dept, DDA	Participate in city-wide streetscape design projects to ensure pedestrian facilities, open spaces, connections to nearby parks, signage, and historical interpretation are included where feasible.

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MAINTENANCE AND OPERATIONS

GOAL 1: ENSURE THE LONG-TERM MAINTENANCE AND PROVISION OF FACILITIES AND PROGRAMS THROUGH THE STRATEGIC PLANNING AND MANAGEMENT OF HUMAN RESOURCES AND FUNDING.			
ACTION	TIME FRAME	TASK LEADER(S)*	
M1.1	Ongoing	Rec Dept	Continue to document and communicate Recreation Department staffing level needs and capabilities for regular activities as well as heightened level of scheduling and maintenance.
M1.2	Ongoing	DPW	Continue to document and communicate DPW staffing level needs and capabilities for regular maintenance responsibilities as well as the addition of any facilities.
M1.3	Now	DPW, Rec Dept	Evaluate current maintenance needs and requests on a quarterly basis based on observations and input from DPW, the Recreation Department, and the public.
M1.4	Ongoing	Rec Dept, City Manager	Ensure the importance and role of the Parks and Recreation Advisory Commission (PARC) is recognized throughout the City (both internally and externally), and determine the potential need for sub-committees to address specific issues.
M1.5	Ongoing	Rec Dept, City Manager	Ensure PARC is a diverse cross-section of Ferndale's population, representing different household types, interests, and abilities.
M1.6	Now	DPW, Rec Dept, Special Events	Utilize community groups, private partners, and volunteers to assist in maintenance and beautification projects.
M1.7	Ongoing	DPW	Utilize maintenance and operations services to offer skills training, apprenticeships, and/or internships.
GOAL 2: ENHANCE THE LONG-TERM VIABILITY OF PARK FEATURES.			
M2.1	Now	DPW, Rec Dept	Conduct an annual inventory of park amenities and review of the Parks & Recreation Master Plan to continue the planning process and make updates as needed.
M2.2	Near	DPW, Rec Dept, CED	Create a cohesive family of park elements (signage, seating, light fixtures, etc.) to streamline maintenance processes and provide visual unity across the parks system. [MLUP reference: R4.1]
M2.3	Ongoing	DPW	In selecting park elements, consider materials that maximize long-term sustainability, minimize maintenance and management, and deter vandalism.
M2.4	Near	DPW	Explore innovative ways to approach maintenance to maximize environmental sustainability and reduce utility consumption, such as proactive and preventative maintenance.

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PROGRAMMING

GOAL 1: PROVIDE A DIVERSITY OF RECREATION OPPORTUNITIES THAT ARE SAFE, WELCOMING, AFFORDABLE, ACCESSIBLE, AND OF INTEREST TO FERNDALE'S DIVERSE POPULATION.		
ACTION	TIME FRAME	TASK LEADER(S)*
G1.1	Now	Rec Dept
G1.2	Near/ Ongoing	Rec Dept
G1.3	Near	Rec Dept
G1.4	Near	Rec Dept
G1.5	Near	Rec Dept
G1.6	Near	Rec Dept, DPW, Beautification Commission, Ferndale Garden Club
G1.7	Near	Rec Dept, DPW
G1.8	Near	Rec Dept, DPW
G1.9	Now	Rec Dept

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PROGRAMMING CONTINUED

GOAL 2: ESTABLISH UNIQUE PLACES THROUGH NON-TRADITIONAL AND SPECIALTY PARKS AND PROGRAMMING.			
ACTION	TIME FRAME	TASK LEADER(S)*	
G2.1	Activate Downtown parks to make them welcoming on an ongoing, daily basis for a variety of passive uses (such as eating lunch, meeting a friend) to ensure Downtown's relatively small open spaces are maximized to enhance the City's social and economic health. [MLUP reference: R2.1]	Near	Rec Dept, DDA
G2.2	Provide communication, scheduling, and permitting resources to ensure facilities are available to everyone for personal, family, and community events through rentals and low/no-cost programming.	Near	Rec Dept
G2.3	Offer opportunities to add public art in parks and community centers. [MLUP reference: R2.5]	Near	Rec Dept, Arts & Cultural Commission, CED, DDA Beautification Commission
G2.4	Explore opportunities to regularly use parks in non-traditional ways to engage residents and maximize facilities (such as outdoor yoga, special neighborhood events).	Near	Rec Dept
G2.5	Continue to seek opportunities for Ferndale's athletic teams to be involved in community events, such as annual parades.	Ongoing	Rec Dept

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FUNDING

GOAL 1: ESTABLISH ALTERNATIVE FUNDING SOURCES.		
ACTION	TIME FRAME	TASK LEADER(S)*
U1.1	Establish a recreation fund within the Ferndale Community Foundation to increase funding for all aspects of parks and recreation.	Ongoing Rec Dept, Ferndale Community Foundation
U1.2	Actively seek and encourage private-public partnerships to enable and enhance programs and facilities through donation, adoption, and sponsorship opportunities of physical park elements, recreation programs, and team and event sponsorships.	Ongoing Rec Dept, CED
U1.3	Identify and seek grants for programming and facility improvements.	Ongoing Rec Dept, DPW, CED
U1.4	Continue a scholarship program to enable disadvantaged youth and adults to participate.	Ongoing Rec Dept, Ferndale Youth Association
U1.5	Consider programs and facilities that have revenue-generating potential.	Ongoing Rec Dept
U1.6	Offer opportunities to private vendors to provide concessions.	Now Rec Dept
GOAL 2: SECURE GENERAL FUNDING STREAMS THROUGH TRADITIONAL MECHANISMS.		
U2.1	Keep apprised of current state and federal recreation guidelines and standards, including barrier-free and safety requirements.	Ongoing DPW, CED, Rec Dept
U2.2	Investigate the opportunity for a millage or bond issue to fund improvements and maintenance.	Next City Manager, Rec Dept
U2.3	Examine and discuss with the school districts the potential for relocating and reusing good quality, good condition play equipment that is no longer wanted due to school closure or change in school facility use.	Now DPW
U2.4	Further investigate and work with Oakland County and the Huron-Clinton Metropolitan Authority to ensure that the City of Ferndale receives a fair and equitable return on investment.	Near City Manager

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