

WEST TRAVERSE TOWNSHIP
Thorne Swift/Parks & Recreation Committee
June 17, 2026 – 5:00 PM

1. Call to order

Chair Hammond called the meeting to order at 5:00 PM.

2. Roll Call

Present: Hammond, J. Baker, Arbaugh, Ford, DeCamp

Absent: Mooradian, Corlew

Staff Present: Ken Lane, Planning & Zoning Administrator

Guests Present: Joseph Olson, Township Clerk

3. Approve minutes of: April 15, 2026.

Motion by DeCamp, second by Arbaugh, to approve the minutes as presented. The motion was unanimously approved.

4. Old Business

a. Recreation concept proposal—discussion

Chair Hammond introduced this agenda item and asked the Zoning Administrator to offer a report.

Zoning Administrator Lane reviewed the proposal from Beckett & Raeder and suggested that tasks listed in the proposal might be performed by the Recreation Committee. He suggested that the Recreation Commission prepare a conceptual recreation plan for the Township owned properties on Lake Street, and hold an open house to get public input. He suggested that passive recreational items, such as walking trails, picnic areas, and maybe a pavilion, have the best chance of success for grant funding with matching funds approved by the Township Board.

Zoning Administrator Lane stated that once the Recreation Committee creates a base plan, Beckett & Raeder or another firm can finalize it into a final site plan that can be submitted with a grant application. He added that recreation grant funding has become very competitive, and a professionally prepared site plan will be required.

Member Arbaugh asked when a grant application will need to be submitted to the MDNR.

Zoning Administrator Lane responded that applications need to be submitted by April 1, 2027, to be eligible for funding in 2027.

Member DeCamp asked if the application will need to coincide with the construction timeline for the new Township Hall.

Zoning Administrator Lane responded that although it will be beneficial to mention the new Township Hall project in the grant application, any recreation improvements will be separate from the Township Hall project, and the application does not need to coincide with the new Township Hall.

Clerk Olson stated that the tentative construction plan for the new Township Hall will start with a groundbreaking in September 2026, and conclude in September 2027.

The Committee discussed recreational concepts for the Township owned properties.

Proposed: June 18, 2026

Approved: July 15, 2026

Chair Hammond suggested that the Recreation Committee could walk the properties and mark any proposed walking and hiking trails ahead of an open house.

The Recreation Committee determined to individually think about a base/concept plan for the recreational component to coincide with the Township Hall project and be prepared to discuss/finalize at the July 15 meeting: (1) the scope of the recreational component; (2) a project schedule/timeline; and (3) schedule an open house.

b. “Township 80”—discussion

Zoning Administrator Lane stated that it is his understanding that discussions between the Township and the Little Traverse Conservancy relating to the Township 80 will not continue, and the Township will not be selling the property.

Member Baker stated that an option for the Little Traverse Conservancy to manage the Township 80 property may remain available.

After some discussion, the Recreation Committee decided to not pursue any recreational improvements to the Township 80 at this time and to recommend to the Township Board that the Township consider a management agreement for the Township 80 with the Little Traverse Conservancy.

Chair Hammond stated that he will share the Committee’s recommendation with the Township Supervisor.

c. Playground equipment discussion—Thorne Swift

Chair Hammond stated that he has been researching options to add playground equipment near the nature center building. He added that he is still collecting costs and design options, and will be seeking two additional quotes.

Member Arbaugh asked the estimated cost of the equipment.

Chair Hammond responded \$32,000, with between \$5,000 and \$7,000 to prepare the site for the equipment. Chair Hammond stated that he will continue to pursue this project and bring back updates when available.

5. New Business

None.

6. Public comments

None.

7. Committee member Comments

Member Ford stated that Steve Corlew and his family have moved from West Traverse Township, which may be why he has missed the past few meetings.

8. Adjourn

The meeting was adjourned at 5:43 PM. The next meeting is scheduled for July 15, 2026, at 5:00 PM.

Submitted by: Ken Lane, Planning & Zoning Administrator