WEST TRAVERSE TOWNSHIP
Thorne Swift/Parks & Recreation Committee
July 15, 2026 – 5:00 PM

1. Call to order

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

2. Roll Call

Present: Hammond, Baker, Olson, Ford, DeCamp

Absent: Mooradian, Arbaugh

Staff Present: Ken Lane, Planning & Zoning Administrator

Guests Present: Lisa Morris, Dawson Moore

3. Approve minutes of: June 17, 2026.

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

4. Old Business

a. Recreation concept proposal discussion

1. Scope of recreational component

Chair Hammond introduced this agenda item and asked the Zoning Administrator to provide an update.

Zoning Administrator Lane stated that as discussed at the June meeting, the Recreation Committee can create a preliminary plan for the recreational component on the Township owned properties adjacent to the new Township Hall site. He added that the Recreation Committee can also confirm the scope and timeframe for the recreational component, and schedule an open house to receive public feedback.

Zoning Administrator Lane stated that once the Recreation Committee creates a base plan, a consulting firm can finalize it into a final site plan that can be submitted with a grant application. He provided a spreadsheet document to the Recreation Committee listing the applicable MDNR grants that included total grant amounts and matching requirements.

Member DeCamp asked if the amount of available matching funds had been discussed with the Township Board. He added that number will assist the Recreation Committee in establishing a project budget.

Member Olson stated that he cannot speak for the Township Board, but if the recreational component is modest to start, possibly a trail, small parking area, and a pavilion, he thinks the Township could come up with $7,000 to $10,000 in matching funds in 2027.

Member DeCamp said that information is helpful, and the Committee needs to determine if the trail will be a dirt path, wood chips, or other material, and how large the pavilion might be.

Member Baker stated that the walking trail should be dirt initially, and that the project needs to remain conservative. He added that he will get some ideas from the Little Traverse Conservancy on the costs for benches and picnic tables.

The Recreation Committee discussed the possibility of soliciting donations to provide additional funding for the recreational component.

Chair Hammond stated that he had walked the property, and has ideas about a possible trail route that would be approximately one mile long. He added that he can provide a map depicting the route for discussion at the next meeting.

Member Olson stated that he can provide estimated costs and information for a pavilion.

Member DeCamp asked if the crew from Thorne Swift would be available to maintain the pavilion and trail, and if equipment will be needed to provide for that maintenance.

The Recreation Committee discussed including the cost of maintenance equipment in the grant application, and noted that the existing garage on the Township property can be used to store equipment onsite.

The Recreation Committee determined that for the August meeting: (1) Chair Hammond would provide a map of the walking trail; (2) Member Olson would provide costs for a pavilion; and (3) Member Baker would provide ideas on benches and tables.

2. Estimated project schedule/timeline

After some discussion, the Recreation Committee decided that their goal will be to have a preliminary plan completed by December to allow a consulting firm to create a final site plan for an April 1, 2027, grant application submission.

3. Schedule open house

After some discussion, the Recreation Committee determined that an open house must be held before October to receive the most public input. A date will be finalized at the August meeting.

b. Playground equipment discussion—Thorne Swift

Chair Hammond stated he will be receiving two more quotes for equipment, which will bring the total to four designs for the proposed playground equipment. He added that he is hoping to hold a fundraiser later this summer.

Chair Hammond passed out a breakdown of guests at Throne Swift under the age of 10, and noted that 20% of the total guests are children. He added that this information shows the need for the proposed playground equipment.

Member Baker asked if attendance is down due to the road issues on M-119.

Chair Hammond responded yes, attendance has dropped this year. He added that two new interactive displays have been added in the nature center.

5. <u>New Business</u>

None.

<u>6. Public comments</u>

Lisa Morris stated that bathroom facilities, including porta-johns should be considered as part of the recreational component.

Dawson Moore provided the Committee with his concerns regarding the maintenance and upkeep of the City of Harbor Springs parks. Mr. Moore added that the Township contributes funding to

the City parks, and suggested that the Township should have more involvement with the City parks and more say in how they are being maintained.

After some discussion, it was noted that Mr. Moore had shared this information with the Township Board and the Township Board can best deal with the issues raised.

7. Committee member Comments

None.

8. Adjourn

The meeting was adjourned at 5:47 PM. The next meeting is scheduled for August 18, 2026, at 5:00 PM.

Submitted by: Ken Lane, Planning & Zoning Administrator