

## SECTION 2

# ADMINISTRATIVE STRUCTURE

### **Administrative Structure and Funding in Hayes Township**

Hayes Township may ultimately establish a separate Parks and Recreation Committee that oversees the general operation of the township parks and recreation programs. At the present time the Township Board has requested the Planning Commission fill this roll, and work with a consultant to prepare an updated Recreation Plan. Thus the Planning Commission will provide recommendations regarding park policies and projects to the Township Board.

The Planning Commission and Township staff will serve as a community sounding board on recreation matters, consider concerns of the residents in the planning process and bring the concerns to the Township Board for consideration. Routine park maintenance is handled by the Township staff, contractors and volunteers, operating under the direct authority of the Township Board.

The ultimate decision-making authority and responsibility for all park related projects resides with the Township Board.

Volunteers will be an integral part of the recreation projects in Hayes Township. While there is not a designated volunteer group, volunteers are solicited on a project by project basis to provide some of the labor for the Township “in-kind” match on projects as appropriate. Based on a 2013 Township Survey (See Appendix A), the Township received indication that many people would be interested in volunteering with various types of projects. For lake related projects, the Lake Charlevoix Association and Tip of the Mitt Watershed Council are expected to be active partners.

Relationships: This recreation plan covers Hayes Township, which includes portions of three school districts. The majority of township children attend Charlevoix Public Schools. The eastern portion of the township is within the Boyne City Public School District. The Bay Shore area is within the Petoskey Public School District. Additionally, some students from the township attend area private or charter schools in Charlevoix, Boyne City and Petoskey.

Hayes Township will be working cooperatively with the Top of Michigan Trails Council and Charlevoix County to continue to pursue the development of non-motorized trails and bike lanes along the Boyne City–Charlevoix Road, in order to most effectively develop local routes that connect with the larger trail system in northern Michigan.

Charlevoix County has a currently adopted recreation plan, however in order for Hayes Township to pursue Township recreation goals on an accelerated time frame, the Township has decided to maintain a separate Township level recreation plan.

The Hayes Township Recreation Plan does include provisions to continue and enhance the working relationship with Charlevoix County, the Little Traverse Conservancy, other local conservancies, local Tribal Governments and Michigan Department of Natural Resources as related to the other recreation facilities located within Hayes Township.

Table 2-1 Township Budget and Recreation Expenditures, 2011-2014			
Budget			
FY Ending June 30	2011-2012	2012-2013	2013-2014
Recreation	518,500	4,521,821	4,529,000
Total Township	1,546,243	5,432,550	5,249,761
Expenditures			
Recreation	18,494	29,947	753,292 –not yet final
Source: Hayes Township Profit & Loss Budget Sheets, 2011-2014			

### Status Report of all Grant-Assisted Parks and Recreation Facilities

The only grant Hayes Township has received is the acquisition grant, in 2012 for \$3,375,000 to acquire Camp Seagull-Lake Charlevoix. The grant number is TF12-036, since the Township is still in the process of acquiring the property as of the writing of this plan, the grant status is considered “on-going”. Note the recreation budget far exceeds the expenditures to date, since the property acquisition is still in process.

### Public Input

The Hayes Township Planning Commission solicited public input through a variety of methods during the Master Planning process during 2013, including a survey of property owners, a public forum and a series of public meetings, where recreation and the updated plan was among the topics covered, see Appendix A. During the previous master planning process and grant application process to acquire the Camp Seagull property numerous meetings were held and input gathered. The earlier input was reviewed and considered in the development of this updated Recreation Plan. A public input session was conducted in August 2013.

A public hearing and input session specific for the Recreation Plan was conducted on November 19, 2013 at the Hayes Township Hall to provide an opportunity for comment on a preliminary recreation plan. Flyers for the public input session were posted (see public hearing flyer on page [redacted]) at designated locations in the Township. Public input notice was also published on October 29, 2013, in the Petoskey News Review.

The draft recreation plan was made available for review on the Township website and at the Township offices for 20 days prior to the public hearing which was held by on November 19, 2013, and for approximately 48 days prior to the adoption and recommendation by the Planning Commission and 75 days prior to adoption by the Township Board of Trustees. In addition to the public hearing notice in the Petoskey News Review and notice regarding the Township Board’s consideration of the plan was published in the Petoskey News Review approximately one month prior to adoption.

## **Adoption Process**

Following the public hearing on the Recreation Plan, the Planning Commission recommended the Recreation Plan to the Township Board for adoption on [REDACTED].

### Recreation Plan adoption resolution

The Recreation Plan was adopted by the Hayes Township Board of Trustees on [REDACTED] by a resolution, copies of the Township Board meeting minutes are included in Appendix B.

### Recreation Plan Certification

A copy of the Recreation Plan Certification is in Appendix C provided on pages C-1 and C-2.

### Transmittals to the County Planning Department and regional planning agency.

A copy of the adopted plan was transmitted to the Charlevoix County Planning Department and a copy to the Northwest Michigan Council of Governments on [REDACTED] a copy of each transmittal letter is provided in Appendix B.