

**CHARTER TOWNSHIP OF GARFIELD
PARKS AND RECREATION COMMISSION MEETING**

Monday, June 3, 2024 at 6:00 pm
Garfield Township
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

**Call Meeting to Order
Pledge of Allegiance
Roll Call of Board Members
Election of Officers**

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures: a.) any person wishing to address the Board is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time.

2. Review and Approval of the Agenda – Conflicts of Interest

3. Review and Approval of Meeting Minutes – April 1, 2024

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report / Updates
 - i. Parks Steward Report
 - ii. PD 2024-38 – Planning Department – Parks Projects Update

6. Old Business

7. New Business

- a. PD 2024-39 – Copper Ridge Trailhead – Conceptual Design

8. Public Comment

9. Items for Next Agenda – August 5, 2024

10. Adjournment

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION
MEETING MINUTES
April 1, 2024**

Roll Call of Commission Members:

Present: Andy Hoort, Chris Remy, Denise Schmuckal, William Scott, Fern Spence

Absent and Excused: Art Bukowski, Chris DeGood

Staff Present: Deputy Planning Director Steve Hannon, Parks Steward Sean Kehoe

Call to Order: Vice Chair Spence called the meeting to order at 6:03 pm.

Pledge of Allegiance: Recited by all in attendance.

1. Public Comment (6:03)

None

2. Review and Approval of the Agenda – Conflicts of Interest (6:04)

Commissioners noted that the agenda needed to be amended to strike “Election of Officers” since this was completed at the previous meeting.

Hoort moved and Scott seconded to approve the agenda as amended.

Yeas: Hoort, Scott, Remy, Schmuckal, Spence

Nays: None

3. Review and Approval of Meeting Minutes – February 5, 2024 (6:05)

Schmuckal moved and Hoort seconded to approve the minutes of February 5, 2024 as presented.

Yeas: Schmuckal, Hoort, Remy, Scott, Spence

Nays: None

4. Correspondence (6:06)

None

5. Reports (6:07)

a. Commissioner Reports

Schmuckal updated Commissioners on the status of the Township Manager position and Building Official search.

b. Staff Report/Updates**i. Parks Steward Report (6:06)**

Kehoe submitted his report in writing and indicated that the staff are updating kiosk maps at the parks. Staff and the Township Engineer met about the Copper Ridge trailhead project for Grand Traverse Commons Natural Area. The pickleball rules and regulations have been updated at Boardman Valley Nature Preserve. He is working on the pickleball court resurfacing project and obtaining bids.

Hannon added that some of the Township ARPA projects were tied to parks and trails and that staff is talking with TART regarding any needed easements for these trails.

6. Old Business (6:15)**a. PD 2024-22 – Commons Natural Area Accessible Trail Grant Project – Update**

Hannon gave an update about the Commons Natural Area accessible trail project that was recommended to receive grant money from the Michigan Natural Resources Trust Fund (MNRTF). Hannon said the actual MNRTF grant funds may not be distributed until later in 2024. Staff are working on other steps for a project agreement in anticipation of these funds. These steps included a description and boundary map of the area, obtaining any needed easements, securing matching funds and permits, and preparing the resolution for adoption by the Township Board.

The Township Board approved a contract with the Township Engineer for engineering on this project. A wetland delineation was completed in 2023 and will be used when applying for EGLE permits. Hannon also reviewed the steps and timeline for the project as well as the grant. Commissioners also discussed potential projects to submit for a grant application in 2025, including a future trailhead at Red Drive.

7. New Business (6:41)

None

8. Public Comment (6:41)

Spence was contacted by a resident regarding a parcel of land known as Sunny Hollow Park. Hannon said that staff had received other inquiries on the property and if it were considered a public park. Staff are of the understanding that this is common area owned by the property owners in the subdivision.

9. Items for Next Agenda – June 3, 2024 (6:49)

The next meeting will include an initial discussion on the priority project list, and Commissioners asked for an update on Township ARPA funds and projects.

10. Adjournment

Hoort moved and Remy seconded to adjourn the meeting at 6:51 pm.



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Irrigation has been turned on and mowing schedule is starting.

Dog Park is closed Tuesday mornings so the mowing crew can get their work done without conflict.

Flagpole project has been complete along with three electrical outlets at Bill's Pavilion.

Rentals for pavilions are very active.

Had men's toilet replaced due to crack and leaking.

Commons

Mountain Bike Committee had a work bee and installed the directional/advisory signs on the trails.

Working with Planning Dept. & GFA on conceptual plan for trailhead at Copper Ridge.

River East

Portable Toilets are now on site.

Dog Parks are open and getting used. Users are very appreciative.

Working with GFA on next phase (pre-purchasing prefabbed bathrooms).

Had to move along a couple encampments (two truck loads).

Dog Park turf is growing well. Mowing it weekly.

Garbage surface is in place.`

Boardman Valley

Put some advisory signs up due to black bear with cubs frequenting the area, turned over all the old garbage cans in the park. Planning on removing all of those cans due to their rusty conditions and lack of need for them.

Worked with TAPA and now have an AED installed on fence inside pickleball courts.

Removed some down trees from beavers again.

Miller Creek

Removed a few trees from trail & boardwalk.

Replaced boardwalk boards near Liv Arbors.

Blew off boardwalks.

Removed old encampment.

Kid's Creek

Volunteer group from CRA/Trout Unlimited and Brook Trout Coalition helped clean up around the kids fishing pond as well as repaired fencing and handrails.

Park staff assisted in the search for a missing elderly man who Had walked away from Glen Eagle.

200 Rainbow Trout have been stocked in the pond as of 5/8.

Several bluegill are still in the pond from last year's stocking.

Buffalo Ridge Trail

Derek put up several bird houses through the area that his Volleyball team painted as part of a team bonding exercise.

Brush hogged, mowed and trimmed the trail edge.

Constantly cutting back Autumn Olive from trail. Some removal.

Met with Kate from DTE tree planting for a quick welfare check on the trees planted two years ago.

Additional

We decided to put the purchase of a tractor on hold and instead were able to get a good deal on a new brush hog from Lark Lawn and Garden. We have been renting one over the past few summers to do trail edges, etc. so it is nice to have our own without worrying about availability, etc.

Submitted May 30, 2024

Derek Morton

Sean Kehoe











 Charter Township of Garfield Planning Department Report No. 2024-38		
Prepared:	May 30, 2024	Pages: 2
Meeting:	June 3, 2024 – Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Planning Department – Parks Projects Update	

The Planning Department offers the following updates on several projects regarding parks and trails.

COMMONS NATURAL AREA – MNRTF GRANT FOR ACCESSIBLE TRAIL:

In December 2023, Garfield Township was informed that its grant application for \$300,000 for an accessible trail at the Commons Natural Area was recommended for funding by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees. A formal grant offer will be made sometime in 2024 in the form of a project agreement after the funds are appropriated by the State Legislature; this process could take 4-6 months. Staff have been working on the following tasks and steps in anticipation of a formal grant offer later in 2024, as follows:

- Staff are preparing a boundary map including the project area and the entirety of the Commons Natural Area, and all known conservation and historic easements on the site.
- The Township’s Engineer of Record, Gourdie-Fraser (GFA), provided their proposal for engineering services on the project to the Township Board which was approved at their March 26, 2024 meeting. GFA is working on surveying the trail area and adjusting the proposed trail route, to minimize wetland impacts.
- The final trail route will ultimately be submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) when applying for wetland permits. Staff previously spoke with EGLE department staff and determined that an on-site pre-application meeting would not be needed since it is already known that a permit will be required.
- The Michigan Legislature has reviewed the appropriations for the MNRTF projects. The appropriation bill, Senate Bill 817, was passed by both the Senate and House in early May 2024, most recently by the House. The bill will be returned to the Senate for presentation to the governor, according to an update on this bill from the Michigan Townships Association (MTA).

A sample full potential timeline of the project is provided below:

Sample Project Timeline

December 2023	Project recommended for funding
January 1, 2024	Eligible to begin incurring Prime Professional costs
June-September 2024	Step 1: Project Agreement (tentative timeline based on legislative approval)
Fall 2024	Step 2: Plans, specifications, and bid documents
Winter 2025	Step 3: Contractor / vendor selection
Spring-Fall 2025	Project construction
Fall 2025	Step 4: Request grant reimbursement (partial reimbursement may be requested once at least 25% of construction expenses have been paid)
June-September 2026	Project agreement expires

COMMONS NATURAL AREA – COPPER RIDGE TRAILHEAD:

One of the 2024 priority parks projects is the design and construction of a trailhead for the Commons Natural Area at Copper Ridge. Staff met with representatives of the Copper Ridge association and Surgery Center earlier in 2024 to discuss this trailhead, and GFA prepared a conceptual drawing of a preferred design. This conceptual design is being presented to the Parks and Recreation Commission at their June 3, 2024 meeting.

AMERICAN RESCUE PLAN ACT (ARPA):

The Township designated some of its funds received through the American Rescue Plan Act (ARPA) for three parks and trails projects: River East Recreation Area improvements, a trail connection from Barlow Street and surrounding neighborhoods along South Airport Road to the Boardman Lake Loop Trail, and a non-motorized connection between Wyatt Road and Westchester Commons.

- ***River East Recreation Area*** – The Township Board approved the purchase of the bathrooms and a bid for the Phase 3 improvements at River East at their meeting on March 12, 2024. The bathrooms facilities have been ordered, though they may not arrive until late 2024 / early 2025.
- ***Boardman Lake Loop / South Airport / Barlow trail*** – At their meeting on April 9, 2024, the Township Board approved a contract with GFA for engineering and construction for this project not to exceed \$95,250. GFA is working on the design of the trail and is anticipated to be completed with this process by August 2024.
- ***Wyatt / Westchester connection*** – Staff is preparing an easement document and GFA is working on creating the survey exhibit for the easement area for this connection. Once completed, these will be shared with the associations and adjacent property owners for their consideration and feedback.

ACTION REQUESTED:

This item is for information only. No action is required.

 Charter Township of Garfield Planning Department Report No. 2024-39		
Prepared:	May 30, 2024	Pages: 1
Meeting:	June 3, 2024 – Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Copper Ridge Trailhead – Conceptual Design	

OVERVIEW:

One of the 2024 priority parks projects is the design and construction of a trailhead for the Commons Natural Area at Copper Ridge. Staff met with representatives of the Copper Ridge association and Surgery Center earlier in 2024 to discuss this trailhead. Gourdie-Fraser (GFA) prepared a conceptual drawing of a preferred design. This conceptual design for the trailhead consists of the following:

- A 7-space parking area accessible from Forest Park Drive. This area was identified as a trailhead area on the original site plan for the Copper Ridge development.
- A trailhead area directly behind the parking area, to be surfaced with woodchips and allow for any potential future amenities. A 2-foot-tall retaining wall would also be installed on the edge of the trailhead area.
- Two crushed gravel trail segments, one 6-feet wide and one 8-feet wide, to connect the trailhead to existing trail heading to and from the hill to the west.
- A 4-foot-wide crushed gravel trail segment connecting to the existing trail towards the east.

No amenities are described in this conceptual design but could be added as a future phase. GFA also provided cost estimates, which adhere to the budget originally identified in the 2024 parks priority project list.

ACTION REQUESTED:

This item is for discussion among the Parks and Recreation Commissioners and to garner any input on the proposed trailhead. Staff will also gather feedback from the Copper Ridge association and Surgery Center and the mountain bike subcommittee before any bids for the project are solicited.

Attachments:

1. Copper Ridge Trail Head Concept drawing, provided to the Township by Gourdie-Fraser on May 29, 2024.
2. Copper Ridge Trail Head Site Civil Costs, provided to the Township by Gourdie-Fraser on May 29, 2024.

Copper Ridge Trail Head	Qty	Unit	Unit Cost	Cost
Site Civil Costs				
Mobilization	1	LS	7250	7250
Clearing and Grubbing	1	LS	2500	2500
Earthwork (Trail Head)	75	CYD	50	3750
Earthwork (Trails)	190	CYD	50	9500
Segmental Block Wall	70	LF	300	21000
HMA Surface Remove	125	SYD	10	1250
Aggregate Base, 6 Inch (Parking Exp.)	25	SYD	20	500
Aggregate Base , 4 inch (Trail)	525	SYD	15	7875
Curb and Gutter	115	LF	45	5175
HMA, 4EL	26	Tn	300	7800
Woodchips	990	SF	3	2970
Restoration	1000	SYD	5	5000
SESC	1	LS	5000	5000
Totals				\$ 79,570.00
10% Cont.				\$ 7,957.00
Engineering (15%)				\$ 11,935.50
Total				\$ 99,462.50

PROJECT: 23029C, COPPER RIDGE TRAIL HEAD PARKING AND CONCEPT PLAN, 05/20/24, 11:15 AM, IMAGE



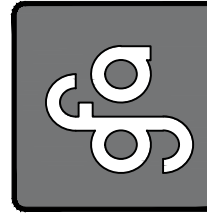
CHARTER TOWNSHIP OF GARFIELD
COPPER RIDGE TRAIL HEAD
CONCEPT

SECTION 9, TOWN 27 NORTH, RANGE 11 WEST
GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

These documents are prepared in accordance with the contractual terms and conditions for this project.

PM: MWM
CD: MWM
JOB NO: 23029C

ENGINEERING
SURVEYING
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