

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

Monday, October 2, 2023 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

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 – August 7, 2023

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report / Updates
 - i. Parks Steward Report
 - ii. PD 2023-113 – Grand Traverse Commons Natural Area – October 2023 Updates

6. Old Business

- a. PD 2023-114 – 2024 Parks Priority Projects – Recommended Project List

7. New Business

- a. 2024 Parks and Recreation Commission Meeting Schedule

8. Public Comment

9. Items for Next Agenda – Monday December 4, 2023

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
August 7, 2023**

Roll Call of Commission Members:

Present: Art Bukowski (arrived 6:04), Andy Hoort, Chris Remy, Denise Schmuckal, William Scott, Fern Spence, Chris DeGood

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

Call to Order: DeGood called the meeting to order at 6:01 pm.

Pledge of Allegiance: Recited by all in attendance.

1. Public Comment (6:01)

None

2. Review and Approval of the Agenda – Conflicts of Interest (6:01)

Silver Lake Recreation Area Pavilion was suggested to be added under New Business (item 7.a).

Schmuckal moved and Spence seconded to approve the agenda as amended.

Yeas: Schmuckal, Spence, Hoort, Remy, Scott, DeGood

Nays: None

3. Review and Approval of Meeting Minutes – June 5, 2023 (6:02)

Spence moved and Hoort seconded to approve the minutes of the June 5, 2023 meeting.

Yeas: Spence, Hoort, Remy, Schmuckal, Scott, DeGood

Nays: None

4. Correspondence (6:03)

None

5. Reports (6:03)

a. Commissioner Reports

None

b. Staff Report/Updates

Hannon gave an update on the Township Master Plan update process, and reported on the recent pop-up community engagement event which was held to gather feedback from Township residents.

i. **Parks Steward Report (6:05)**

Kehoe submitted his report in writing and added that activity at the parks has increased in 2023. Bids letting has occurred for crack sealing at the Silver Lake Recreation Area, but Staff may rebid for repaving instead. A recent automobile crash resulted in damage to the Dog Park Pavilion at Silver Lake Recreation Area; the driver's insurance will pay for the damages. Homeless encampments have been cleaned up. The spring plantings at Kids Creek are not doing so well due to dry weather. A potential replant may be warranted, and grant funding may be sought for replanting in the fall or spring.

6. **Old Business**

a. **PD 2023-90 – 2024 Parks Priority Projects – Draft Project List**

Hannon provided an overview and status update on the projects from the 2023 priority list. Kehoe provided an update on the projects at River East Recreation Area including the proposed bathrooms, and Hannon stated that Staff is still waiting to schedule a visit from MDNR for the Commons Natural Area grant submitted earlier this year.

Hannon gave an overview of four proposed projects for 2024: a match for the MNRTF grant for the accessible loop trail at Commons Natural Area, engineering and design for the Red Drive Trailhead at Commons Natural Area, the Copper Ridge Trailhead at Commons Natural Area, and River East Recreational Area amenities. Commissioners asked for the details on project costs to present to the Township Board. Commissioners also indicated River East Recreation Area as the top priority in 2024 followed by the two trailheads. Staff will bring the updated priority list and project cost details to the next meeting.

b. **PD 2023-91 – Grand Traverse Commons Natural Area – August 2023 Update**

Hannon stated that Staff is still waiting to schedule a visit from MDNR for the Commons Natural Area grant submitted earlier this year, and that the Township Board approved bids for the wetland delineation and boundary survey, with these projects expected to start shortly. The Township and the Northern Michigan Mountain Bike Association (NMMBA) have signed a Memorandum of Understanding to allow for fundraising efforts through NMMBA's 501(c)(3) organization, while allowing for continued dialog with the mountain biking subcommittee.

7. **New Business**

a. **Silver Lake Recreation Area Pavilion**

Schmuckal indicated the flag pole previously donated by Dan Walters has been staked. Schmuckal stated that Walters wants to install electricity at Bill's Pavilion and will cover the costs of installation. Commissioners and Staff discussed coordinating with Metro Fire regarding lowering the flag to half-staff when required on days when Staff are not available to lower it.

Bukowski moved and Remy seconded to recommend that Mr. Walters' offer of electricity at the Silver Lake Pavilion be accepted and brought to the Township Board for approval.

*Yeas: Bukowski, Remy, Hoort, Schmuckal, Scott, Spence, DeGood
Nays: None*

8. Public Comment (7:12)
None

9. Items for Next Agenda – October 2, 2023 (7:12)
The next meeting will include an updated 2024 priority project list with details on project costs to forward to the Township Board as a recommendation. Bukowski indicated the rental rates at Silver Lake Recreation Area are good in comparison with other area venues.

10. Adjournment
DeGood adjourned the meeting at 7:13 pm.

Chris Remy, Secretary
Garfield Township Parks & Recreation
Commission
3848 Veterans Drive
Traverse City, MI 49684



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Walking Loop cracks were repaired, and pavement resealed.

Irrigation should be getting winterized soon.

Mowed berm to knock down rag weed. Some pollinating flowers are reproducing (Black-eyed Susans, daisies, etc.).

Mowed and trimmed nature trails.

Had to post signs for dog park users that mowing crew has priority on Tuesday mornings.

Miss Dig flagged for flagpole and electrical. Ready for installation.

Commons

Meeting with DNR official involved with grant application.

Meet with Copper Ridge staff this week to discuss potential locations for the new trail head location near Surgery Center.

Some graffiti continues, however encampments don't seem to be as prevalent due to staff making routine visits to the park.

ECT conducted a wetlands delineation survey recently.

Carsonite Posts have been delivered for the mountain bike trail. Signage has been completed, & we are waiting to schedule work bee for mountain bike group.

4 Front has a scheduled volunteer clean up in two weeks.

Mowed and trimmed trails up from Greenspire.

River East

Working with GFA and next phase of development (Bathrooms, walking loop, and nature trail).

Mowed dog parks, treated weeds and fertilized. Looking good.

Mowed and trimmed trails to river.

Need to repair some of the temporary boardwalks before winter.

Boardman Valley

Secure a bunk of treated posts from GTCD for repair to fences and viewing platforms. Stored at River East.

Repair a few boards on boardwalk.

Planning to add kiosk at parking lot.

Brush hogged out to southern line and back.

Miller Creek

Continue to monitor Cass Rd. for encampments.

Identifying areas of boardwalk that need repair.

Trimmed and pruned trail.

CPO's assisted in moving along one encampment that involved stolen property from Walmart.

Kid's Creek

Mowed and trimmed trails.

Follow-up walk through with Releaf Michigan at Buffalo Ridge.

Buffalo Ridge Trail

Assisted TART with volunteer group that was starting to remove Autumn Olive bushes that are an invasive species.

Also been dealing with a few hornets nest on the trail.

All trimming and mowing has been completed.


Additional Information

Contractor winterizing all township irrigation systems soon.

Submitted September 26, 2023

Derek Morton

Sean Kehoe

 Charter Township of Garfield Planning Department Report No. 2023-113		
Prepared:	September 27, 2023	Pages: 1
Meeting:	October 2, 2023 – Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Grand Traverse Commons Natural Area Design Plan – October 2023 Updates	

BACKGROUND:

The Garfield Township 2023-2027 Parks and Recreation Master Plan, which includes the Grand Traverse Commons Natural Area Design Plan, was adopted by the Township Board on January 10, 2023 and approved by the Michigan Department of Natural Resources (MDNR) in February 2023. The Plan allows the Township to maintain eligibility for MDNR grant programs including the Michigan Natural Resources Trust Fund (MNRTF). The Township is using the Design Plan as a guide for implementation of improvement projects in the Commons Natural Area.


UPDATES:

Staff offers the following comments regarding implementation of the Design Plan:

- *MNRTF Grant Application* – The MDNR has provided feedback on the Township’s grant application for the accessible trail. The Township’s application received a preliminary score of 365 out of a maximum of 500. Staff also hosted an onsite visit with the MDNR grants coordinator on September 27, 2023 for a walkthrough of the proposed location of the accessible trail loop. Staff were able to provide additional details about the site and proposed trail.
- *Wetland Delineation and Boundary Survey* – ECT has conducted the wetland delineation for the Commons Natural Area and is preparing a final report. Gourdie-Fraser is expected to begin the work on the boundary survey in fall 2023.
- *Commons Natural Area Mountain Bike Area* – The mountain bike wayfinding signage and posts have been acquired and Staff is working on scheduling a work bee with the mountain bike subcommittee to install the signage. The Memorandum of Understanding between the Township and Northern Michigan Mountain Bike Association (NMMBA) regarding fundraising has been signed. This agreement allows for continuation of a forum for discussing issues with the subcommittee while enabling a mechanism for fundraising efforts.
- *Trailheads* – The proposed 2024 priority project list includes construction of the Copper Ridge trailhead, and engineering and design for the Red Drive trailhead. The Copper Ridge trailhead is being evaluated in tandem with other potential future projects at the Copper Ridge Planned Unit Development.

ACTION REQUESTED:

This item is placed on the agenda for discussion only. No action is required.

 Charter Township of Garfield Planning Department Report No. 2023-114		
Prepared:	September 27, 2023	Pages: 2
Meeting:	October 2, 2023 Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	2024 Parks Priority Projects – Recommended Project List	

BACKGROUND:

In September 2022, the Parks and Recreation Commission recommended to the Township Board a list of priority parks projects for 2023. These projects formed the basis of the capital outlay portion of the parks budget which was eventually adopted as a part of the overall 2023 Township budget. The following table indicates the status of these projects as of October 2023:

Park / Item	Project	Status
GT Commons Natural Area	Design Plan implementation projects	<ul style="list-style-type: none"> ECT has conducted the wetland delineation and is preparing their report, and Gourdie-Fraser is anticipated to begin work on the boundary survey in 2023. The signage and posts for the mountain bike area have been acquired. Township Staff is coordinating with the mountain bike subcommittee on a work bee to install the signage. Michigan Natural Resources Trust Fund grant application preliminary scores have been received and Staff submitted additional information. Staff did a site walkthrough with MDNR grants coordinator in September 2023.
River East	Phase #3 – Bathrooms, trail, sidewalk, etc.	<ul style="list-style-type: none"> The designs are being reviewed by the Township Engineer, anticipated to go out for bids in 2023. Phase #2 (dog parks / site improvements) has mostly been completed. Grass is growing in the dog park area.
Equipment	Tractor and Dump Trailer	<ul style="list-style-type: none"> Staff have received quotes for tractors and quotes for dump trailers are being sought.

2024 PRIORITY PROJECTS:

The Parks and Recreation Commission held an initial discussion on the 2024 potential priority projects at their June 5, 2023 meeting and reviewed a draft project priority list at their August 7, 2023 meeting. The Commissioners indicated completion of the improvements at River East Recreation Area to be the highest priority project, followed by the Copper Ridge trailhead construction and Red Drive trailhead engineering and design at the Commons Natural Area.

The Township has applied for a Michigan Natural Resources Trust Fund grant for an accessible trail loop at the Commons Natural Area with an estimated local match of \$368,100. This local match is required if the Township receives the grant. Based on the likely timing of the grant process, this project would most likely happen no earlier than 2025.

After reviewing the discussion and input from the Parks and Recreation Commission, the following may be considered for the 2024 priority project list:

2024 Priority Project	Description	Estimated Budget
Grand Traverse Commons Natural Area: Red Drive Trailhead Engineering and Design	Engineering and design of Red Drive trailhead as depicted in the Commons Natural Area Design Plan, including design of the parking area, bathroom, and improved access to the trails	\$15,000
Grand Traverse Commons Natural Area: Copper Ridge Trailhead	Establishment of an official trailhead at Copper Ridge to be the main trailhead for the mountain biking area near this portion of the park. Project is anticipated to be supported by fundraising efforts of the mountain bike subcommittee.	\$100,000
River East Recreation Area: Amenities (Playground, Signage, Wayfinding, etc.)	Several major projects including the parking lot, pavilion, and dog park, have been completed in the past few years. The next project would add some amenities such as playground equipment and signage to enhance the park.	\$250,000
Total		\$365,000

ACTION REQUESTED:

This item is placed on the agenda for Commissioners to discuss the list of proposed 2024 priority parks projects and any potential changes to this proposed list, and to make a recommendation to the Township Board as they discuss the 2024 overall Township budget. Following the discussion, if Commissioners are comfortable with the list of proposed projects, the following motion is suggested:

MOTION TO RECOMMEND to the Township Board the list of priority Parks and Recreation projects for 2024.

Any additional information the Commissioners deem necessary should be added to this motion.



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
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2024 PARKS AND RECREATION COMMISSION MEETING DATES

The Charter Township of Garfield Parks and Recreation Commission has scheduled the following meeting dates for 2024. All meetings begin at 6:00 PM and are held in the Meeting Room (2nd floor) at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

The 2024 meeting schedule is as follows:

Regular Meeting

Monday, February 5, 2024
Monday, April 1, 2024
Monday, June 3, 2024
Monday, August 5, 2024
Monday, October 7, 2024
Monday, December 2, 2024

Chris Remy, Secretary
Township Parks and Recreation Commission
3848 Veterans Drive
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