

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

Monday, August 1, 2022 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 – June 6, 2022

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report / Updates
 - i. Parks Steward Report

6. Old Business

- a. PD 2022-72 – Grand Traverse Commons Natural Area Design Plan – Update
- b. PD 2022-73 – 2023 Priority Parks Projects – Discussion

7. New Business

8. Public Comment

9. Items for Next Agenda – October 3, 2022

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, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION
MEETING MINUTES
June 6, 2022**

Roll Call of Commission Members:

Present: Denise Schmuckal, Fern Spence, Andy Hoort, Chris DeGood, Chris Remy, and Art Bukowski

Absent and Excused: Lynne Fricke

Staff Present: Deputy Planning Director Steve Hannon

Call to Order: Chair DeGood called the meeting to order at 6:02 pm.

Pledge of Allegiance: Recited by all in attendance.

1. Public Comment (6:02)

None

2. Review and Approval of the Agenda – Conflicts of Interest (6:02)

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

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

Nays: None

3. Review and Approval of Meeting Minutes – April 4, 2022 (6:03)

Hoort moved and Schmuckal seconded to approve the minutes of April 4, 2022.

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

Nays: None

4. Correspondence (6:03)

a. Grand Traverse Conservation District Report

Tom Vitale from the Conservation District indicated they are available to provide support on projects as needed.

5. Reports (6:07)

a. Commissioner Reports

Spence summarized the non-motorized analysis recently completed by the MSU urban planning student group. Their goal was to help develop Garfield Township's non-motorized transportation plan and to create an evidence-based process for future planning. The three highest priority corridors identified for non-motorized improvements in the area were the Mall Trail to Miller Creek, LaFranier Road, and South Airport Road from Barlow to the Boardman Lake Loop.

- b. Staff Report/Updates**
 - i. Parks Steward Report (6:07)**

Hannon indicated a written report was included in the packets.
- 6. Old Business**
 - a. PD 2022-46 – Grand Traverse Commons Natural Area Design Plan – Review of First Public Open House and Overview of Project Net Steps (6:10)**

On Wednesday May 11, the Township and Environmental Consulting & Technology, Inc. (ECT) hosted an open house at the Cathedral Barn seeking public feedback on the future design for the Commons Natural Area. Materials displayed at the open house included an overview of existing conditions and two conceptual designs: one showing primarily separated trails and another showing mainly shared-use trails. People were encouraged to leave comments on these conceptual designs and give their input. Members of the public commented on the trails, outdoor education areas, wayfinding, and highlighting natural features. An online survey was also made available and the public commented on many of the same items. The next open house will focus on design scenarios in more detail and options for the specific site elements. Hannon gave an overview of some key discussion points including potential options at the trailheads, and Commissioners discussed the site.
- 7. New Business**
 - a. Discussion – 2023 Priority Parks Projects (6:47)**

Hannon asked Commissioners to provide ideas for priorities projects for 2023. Commissioners talked about focusing on maintenance at Silver Lake Recreation Area as well as a second dog park there. They also discussed possible projects at Commons Natural Area and River East. Chair DeGood commented on obtaining Rotary funding for some park projects and completing a DNR Trust Fund application. Fundraising for projects at the Commons was also suggested, and the Grand Traverse Regional Land Conservancy was suggested as another funding source.
- 8. Public Comment (7:02)**

None
- 9. Items for Next Agenda – August 1, 2022 (7:02)**

Items include discussion on priority projects for 2023, as well as further updates on the Grand Traverse Commons Natural Area Design Plan.

10. Adjournment

Schmuckal adjourned the meeting at 7:04 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

Both the small and large playground, ornamental trees and a small section of the dog park have been mulched.

Growing grass in small sections of the dog park are showing some success.

The tennis court has been weeded and prepared for resurfacing which should be happening in the next couple weeks.

Two corners of the tennis court have had drainage installed to eliminate standing water on the court.

Reservation boxes have been added to each pavilion due to the earlier conflict that arose.

Replacing irrigation heads and adjusting watering to help with dry weather.

Wellhead dumpster enclosure gate has been installed.

Commons

Township has taken over most trail maintenance by brush hogging/mowing trail edges and taking care of downed trees.

Continuing to stay on top of graffiti.

See Planning's info on status with ECT.

Monitoring trails & trailheads for any other issues. Have removed two encampments so far this summer.

River East

Mowed & trimmed trail. Keeping parking area mowed and trimmed also.

Building new picnic tables for other seating areas & replacing old ones.

Received second bid for finishing the ceiling at the pavilion.

No encampments to date.

Boardman Valley

Monitoring for encampments. Nothing to date found.

Brush hogged around pickle ball courts & new parking lot to prepare for tournament.

ADA canoe/kayak launch installed for summer.

Repairs made to boards on boardwalk that have come loose.

Miller Creek

As mentioned earlier, brush hogging/mowing has been conducted by the township now.

Resolved issue of contractor for nearby church dumping cement over the hill at Miller Creek. All material has been removed by the contractor.

Monitoring for encampments and graffiti.

Several downed trees removed this spring/summer.

Cleaned up wind-blown trash near trailheads.

Kid's Creek

Trail maintenance taken care of by township.

May need to start considering repair of benches over the creek, age is starting to show.

Dealt with large wasp nest near bridge, south side.

Buffalo Ridge Trail

Township has been maintaining the trail this summer with Brush hog/mower.

Talks of repurposing the old posts from the old buffalo farm to Install butterfly, & bird houses.

Additional

Intern Joe has been a big help in accomplishing a lot of our tasks this summer.

Kathleen has been working on new kiosk posters for the parks.

Purchased new mower for our parks maintenance....trailer on the way next.


Website

Updating our website with new pictures and verbiage for each park. Adding parks@garfield-twp.com email to website.

Submitted July 26, 2022

Derek Morton

Sean Kehoe

 Charter Township of Garfield Planning Department Report No. 2022-72		
Prepared:	July 26, 2022	Pages: 1
Meeting:	August 1, 2022 – Parks and Rec Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Grand Traverse Commons Natural Area Design Plan Update – August 2022	

BACKGROUND AND UPDATE:

This report provides an update on the planning process for the Grand Traverse Commons Natural Area.

Next Public Engagement Event – Open House at Kirkbride Hall

The next public engagement event will be Wednesday August 10 from 3-6 PM at Kirkbride Hall and hosted by the Township and Environmental Consulting & Technology, Inc. (ECT). At the first public open house in May, the Township and ECT sought public feedback on some general concepts for the site. There was general support for trails separated by use type, especially to keep bikes away from other users. Some of the other preferences included highlighting natural features and historic elements, improving wayfinding, and incorporating areas for outdoor education.

The next open house will seek public feedback on a more refined site design concept. This design shows a more separated trail network between hiking and biking, with some defined areas where these two activities would overlap. Biking is generally more focused on the western (“State 40”) and central parts of the site, with hiking throughout the entire site. Some existing trails would be closed or potentially rerouted in this scenario, especially where trails may impact sensitive natural features.

This concept also shows designs for three trailheads: Copper Ridge, Red Drive, and North Long Lake Road. Staff and ECT have had discussions with several stakeholders about trailheads and access to the Commons Natural Area site, including property owners of sites with existing trailheads. In talking with stakeholders, it appears there would be limited opportunities to expand trailhead access at Historic Barns Park, Yellow Drive, and Gray Drive. The Copper Ridge trailhead would be moved from its current location under this concept and enable direct access from Park Forest Drive. The Red Drive trailhead would stay in the same location and include an updated design. The North Long Lake Road trailhead is proposed to be moved to the edge of the site near Munson across from Oleson’s grocery store and would feature a gravel parking area and restored wetland.

Conceptual drawings of the trail system and trailheads are attached to this report, and Commissioners are encouraged to provide feedback. These concepts are intended to be used in the public engagement event on August 10.

NEXT STEPS:

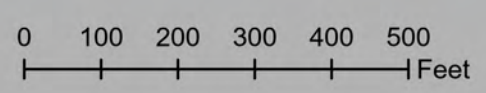
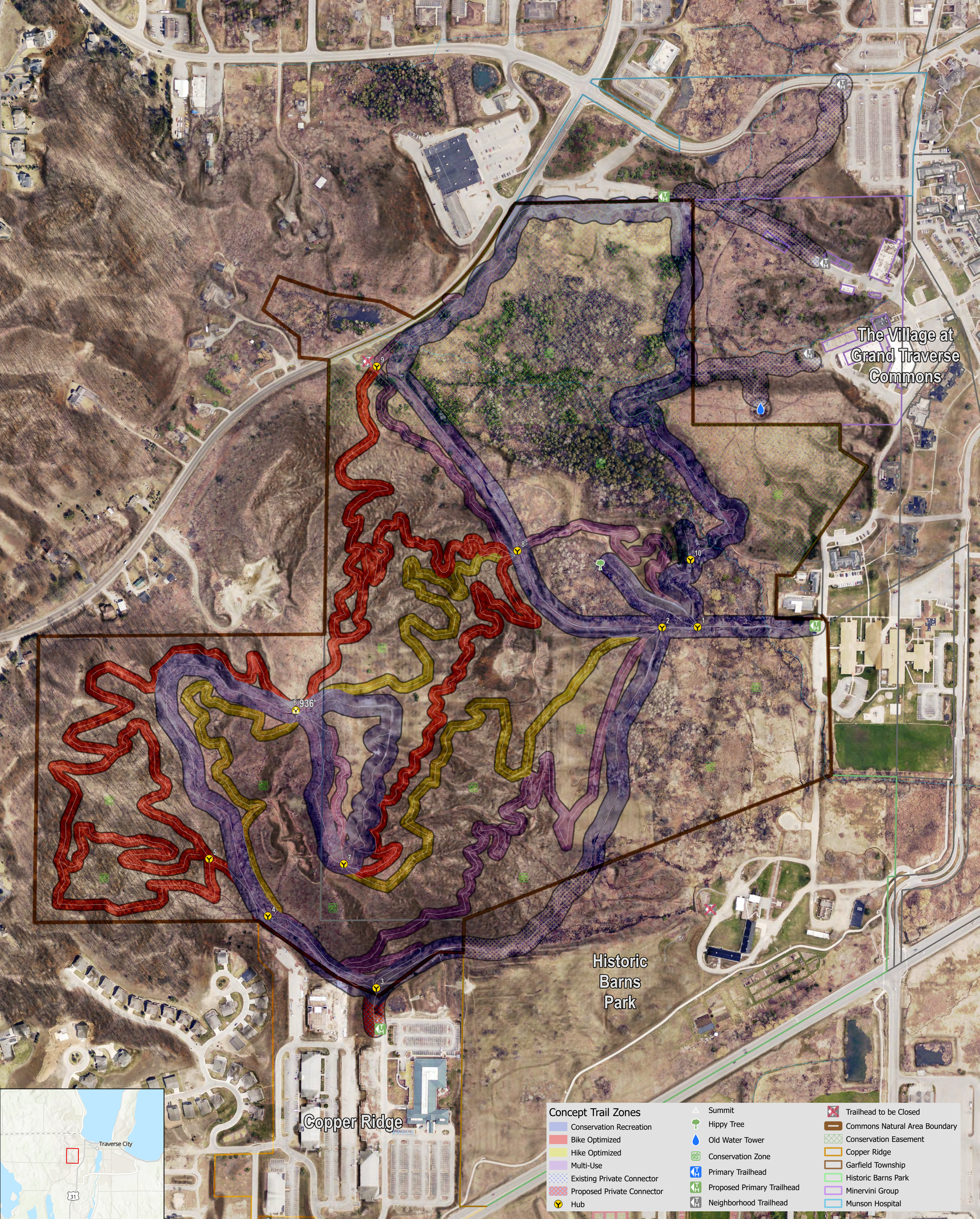
After the public engagement event on August 10, the next step will be to refine the concepts to a preferred scenario and develop specific projects, timelines, and cost estimates. This will help guide the Township in implementing this plan over the next several years.

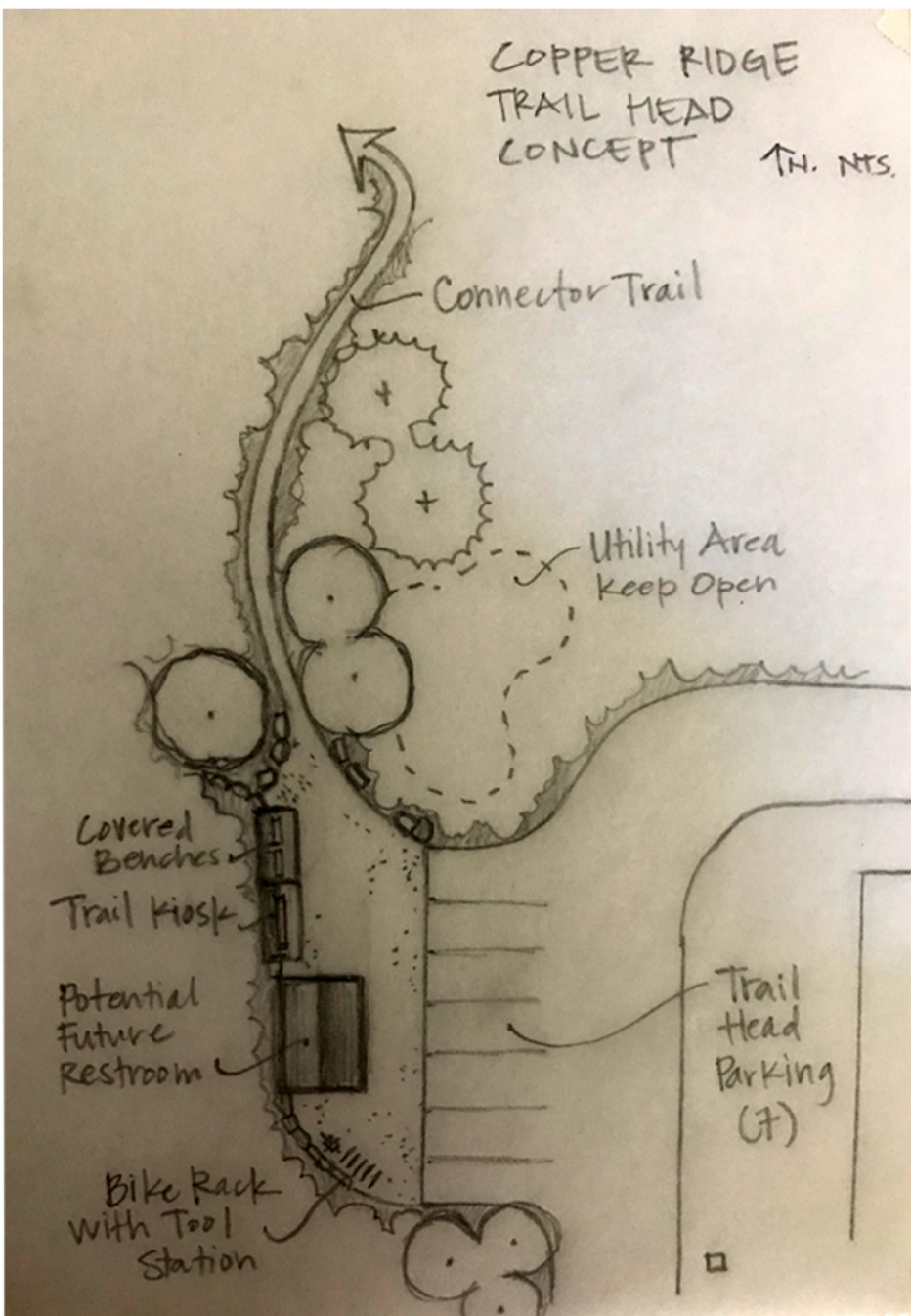
ACTION REQUESTED:

This report is for information and discussion only. No action is requested at this time.

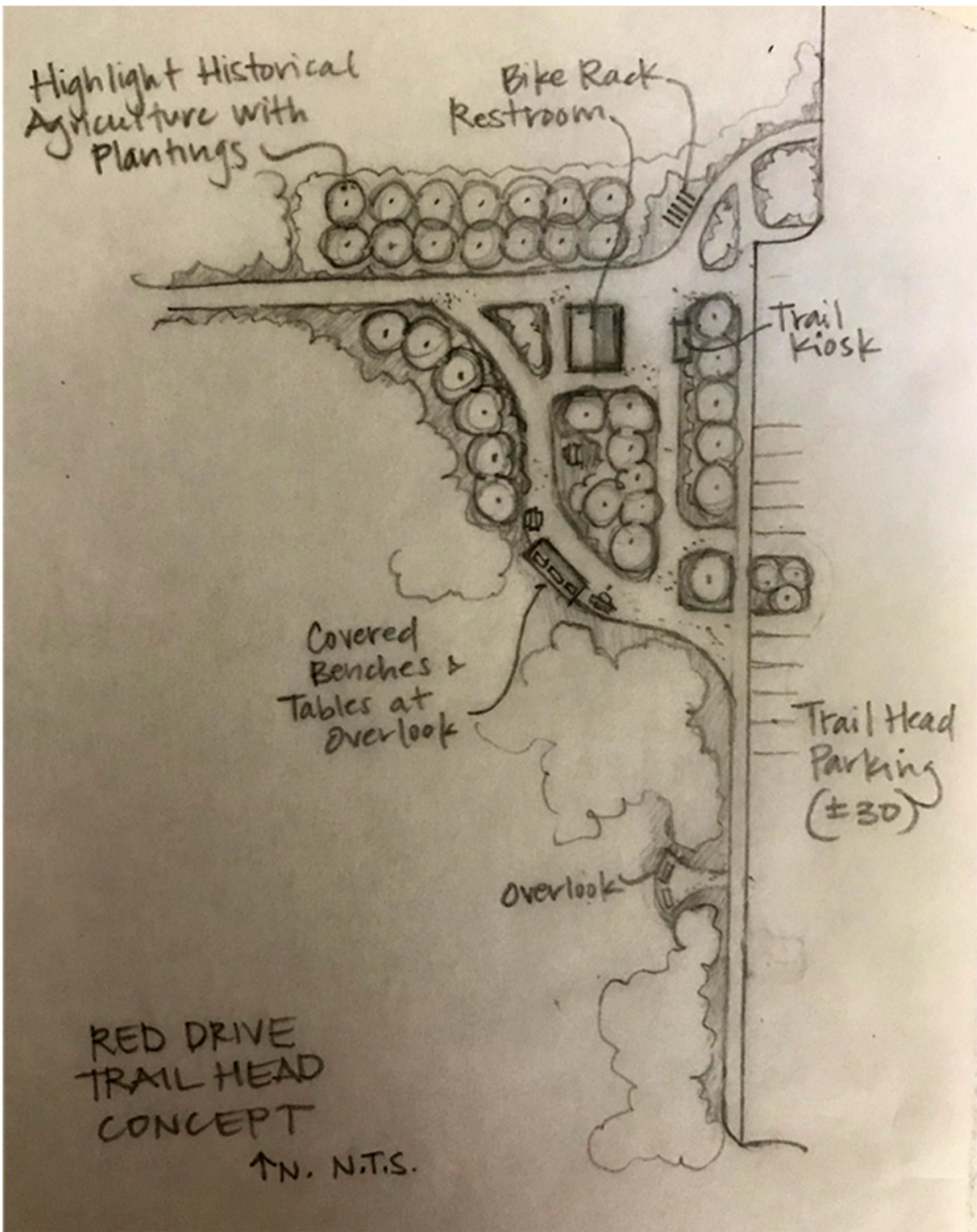
Attachments:

1. Design concepts for trail system and trailheads.

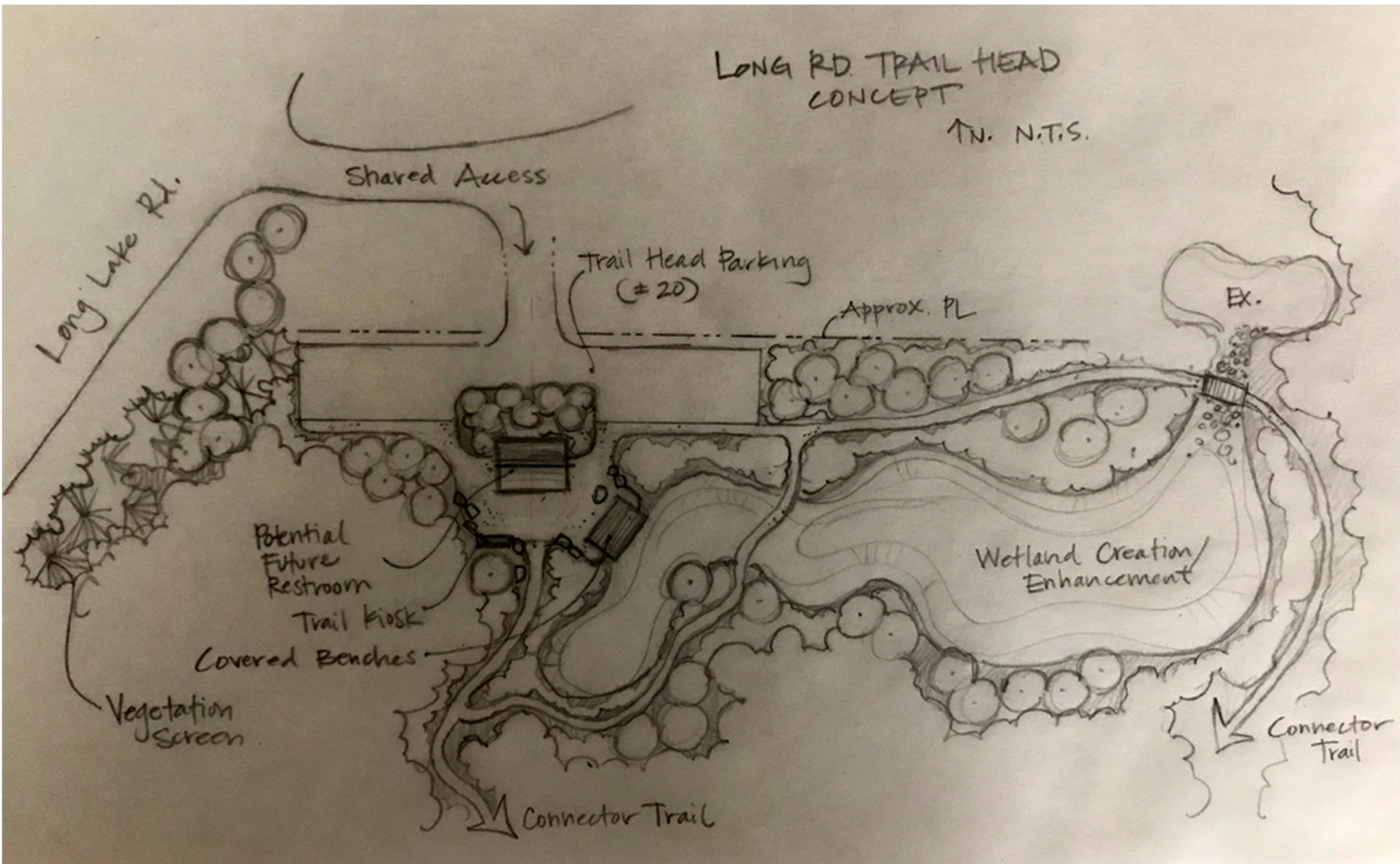




COPPER RIDGE TRAIL HEAD



RED DRIVE TRAIL HEAD



LONG LAKE TRAIL HEAD



Easiest
White Circle
Multi-Use
2-way, >8' wide
Foot Users & Wheeled Users



Easy, More Difficult, Very Difficult
Green Circle, Blue Square, Black Diamond
Singletrack
One-way, 2'-5' wide
MTBers, aMTBers, Bike Optimized



Easy, More Difficult
Green Circle, Blue Square
Singletrack
Two-way, 2-4' wide
Hikers, Hiking Optimized



Easy, More Difficult
Green Circle, Blue Square
Singletrack
One-way Bike, Two-way Hike, 4-6'
Foot Users & Wheeled Users, Bike Optimized

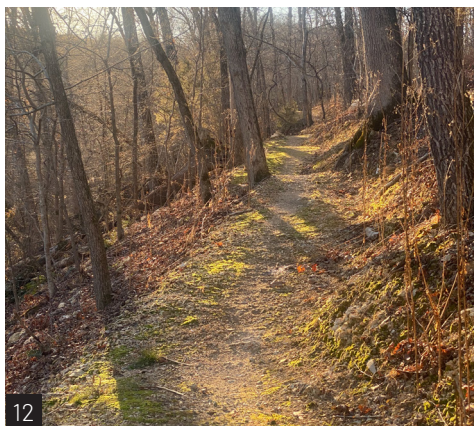
The Commons Natural Area Trail Type Concepts

The Commons Natural Area Concept Trail Type Matrix									
Trail Working Name	Difficulty Rating	Difficulty Symbol	Status	Trail Type	Directional	Targeted User	Width	Surface Type	Notes
Conservation Recreation Trail	Easiest	White Circle	Concept Corridor	Recreational multi-use	Two-way	Foot Users & Wheeled Users, Access Optimized	> 8'	Asphalt, Chip-seal or Natural Crushed Rock (appropriate surface type will likely vary by segment)	Wide 'stroll & roll' style trail. Manage runoff and erosion using catchment basins, erosion control blankets, sediment control logs. Frequent grade reversals incorporated into trail will limit volume and inenisty of runoff received by each 'drain'
Connector Corridor	Easiest	White Circle	Concept Corridor	Recreational multi-use	Two-way	Foot Users & Wheeled Users, Access Optimized	> 8'	Asphalt, Chip-seal or Natural Crushed Rock (appropriate surface type will likely vary by segment)	Existing trail corridor connecting the Natural Area to trailheads on neighboring parcels. A proposed corridor will connect to Copper Ridge Trailhead. Manage runoff and erosion using catchment basins, erosion control blankets, sediment control logs. Frequent grade reversals incorporated into trail will limit volume and inenisty of runoff received by each 'drain'
Bike Optimized	Easy, More Difficult, Very Difficult	Green Circle, Blue Square, Black Diamond	Concept Corridor	Singletrack	One-way	MTBers, aMTBers, Bike Optimized	2'-5'	Imported clay and/or fine crushed rock mixed with native sandy soil	Imported clay or crushed rock will likely be required for most single track. Imported materials will be mixed with native soils or compacted & capped to a depth of 4". Features would need to be constructed from imported rock or fabricated trail features.
Hike Optimized	Easy, More Difficult	Green Circle, Blue Square	Concept Corridor	Singletrack	Two-way	Hikers, Hiking Optimized	2'-4'	Imported clay and/or fine crushed rock mixed with native sandy soil	Imported clay or crushed rock will likely be for some sections, especially where the trail is steep or has switchbacks. Imported rock may be nescessary to construct sustainable steps in steep areas. Imported materials will be mixed with native soils or compacted & capped to a depth of 4". Tighter corners, steps and off camber corners are characteristic of hikig trails
Multi-Use	Easy, More Difficult	Green Circle, Blue Square	Concept Corridor	Singletrack	One-way Bike, Two-way Hike	Foot Users & Wheeled Users, Bike Optimized	4-6'	Imported clay and/or fine crushed rock mixed with native sandy soil	Imported clay or crushed rock will likely be required for most single track. Imported materials will be mixed with native soils or compacted & capped to a depth of 4". Use of imported rock would be minimal. Wider corners, rollable features and banked/inslope turns are characteristic of bike optimized trails. Bike optimized trails may contain side hits or optional lines which cater specifically to MTB riders, but not interfere with the main tread path



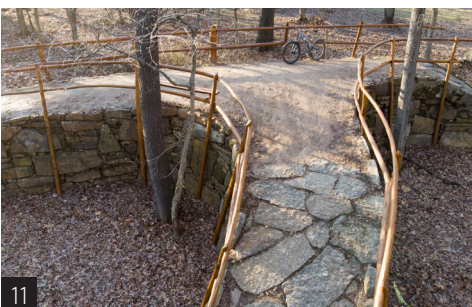
TRAILS

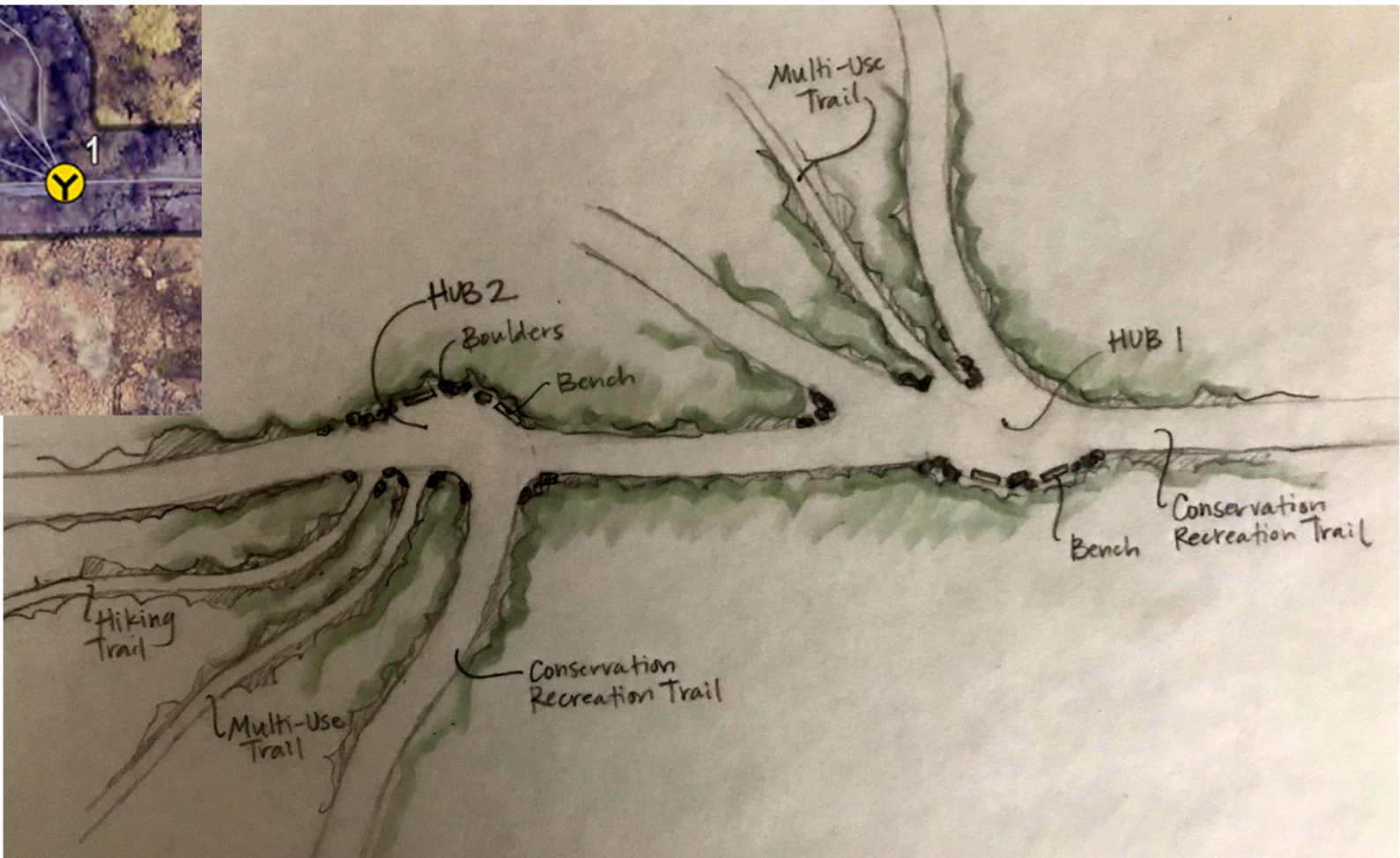
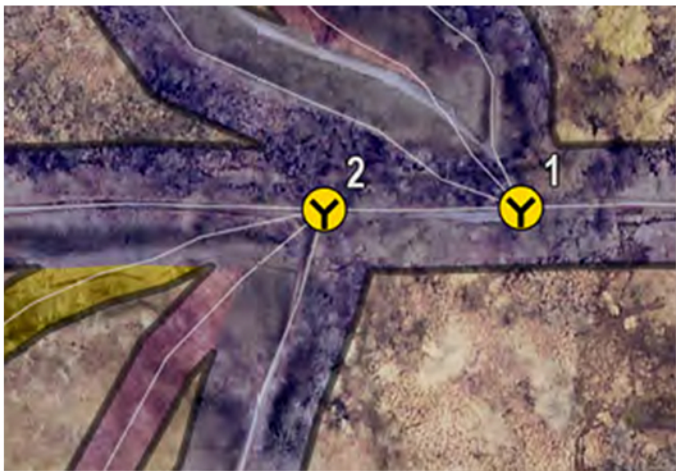
1. Bike Optimized - Blue Square
2. Conservation Recreation
3. Hiking Optimized - More Difficult
4. Bike Optimized - Very Difficult
5. Multi-Use Trail - Easy
6. Conservation Recreation & Bike Optimized with Hub
7. Hiking Optimized - More Difficult
8. Bike Optimized - More Difficult
9. Conservation Recreation
10. Bike Optimized - Very Difficult
11. Conservation Recreation
12. Multi-Use Trail - More Difficult
13. Conservation Recreation



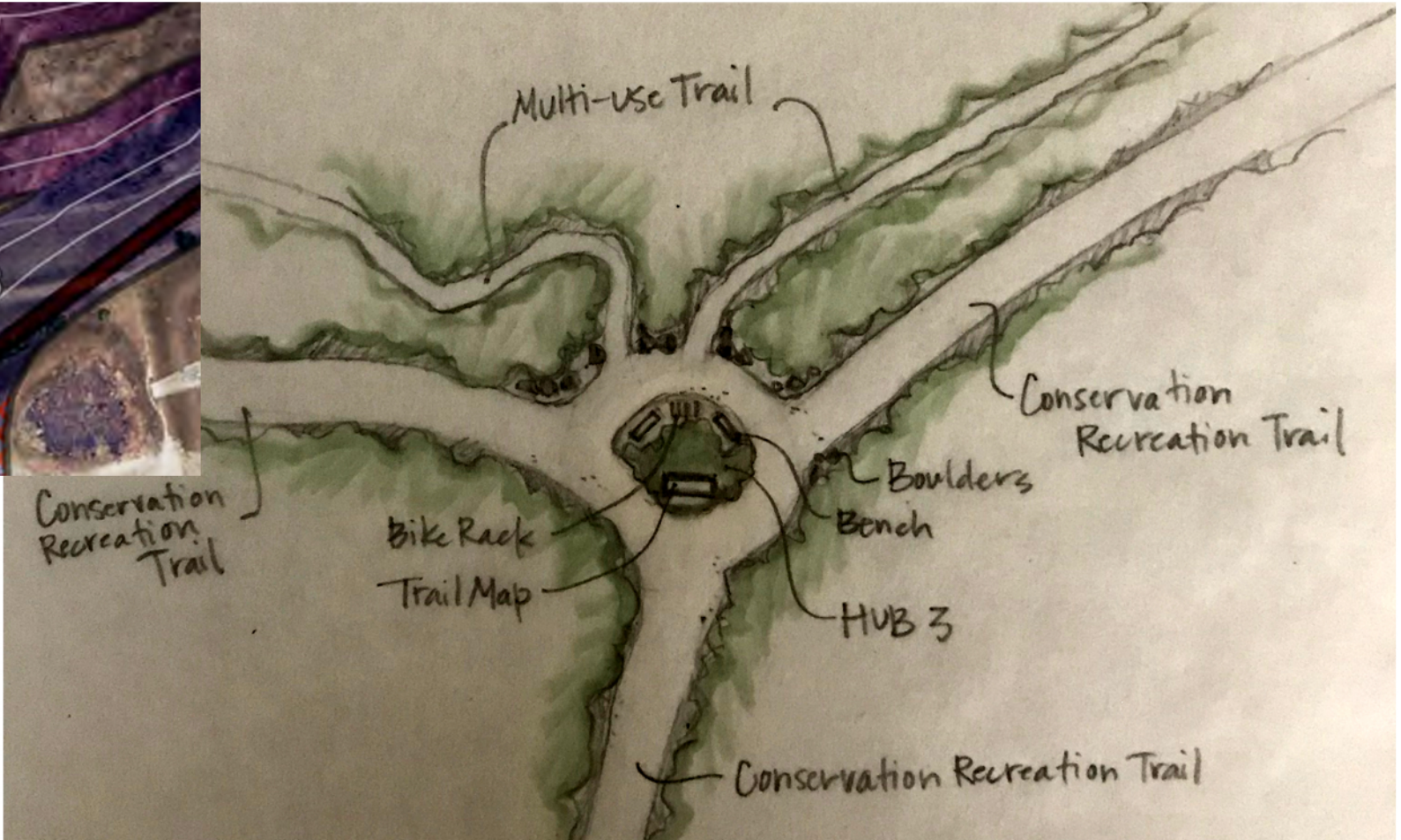
HUBS

1. Elevated Trail Hub
2. Simple Trailhead Layout
3. Trailside User Education
4. Trailhead Sign & Logo
5. Gathering at Hub
6. Simple Hub
7. Hub & Intersections
8. Elaborate Trail Flyover
9. Trailhead Map Kiosk
10. 'Natural' Trail Flyover
11. Simple Elevated Hub
12. Trailside Rider Education
13. Trail Marking & Wayfinding
14. Elaborate Elevated Hub

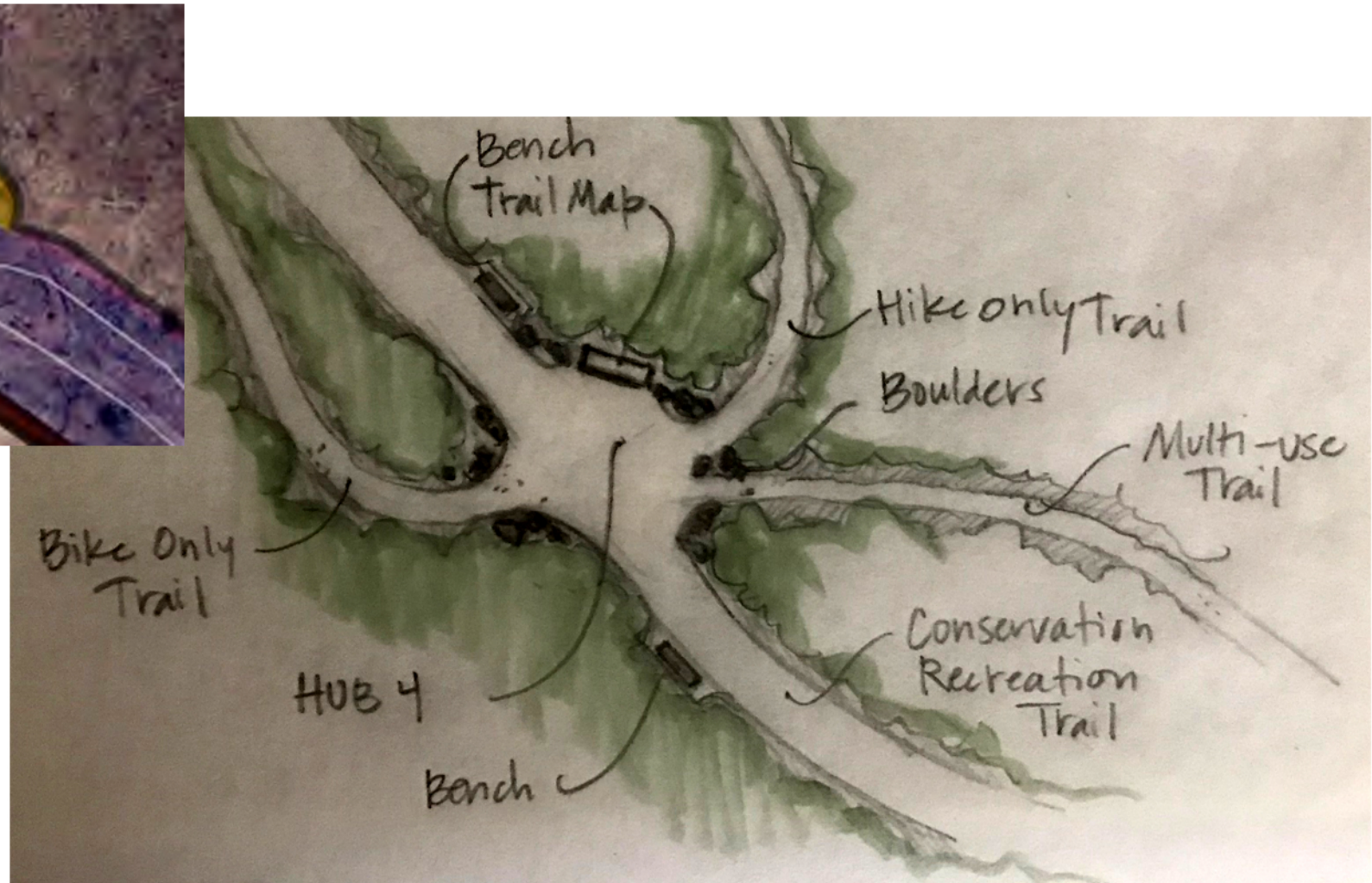




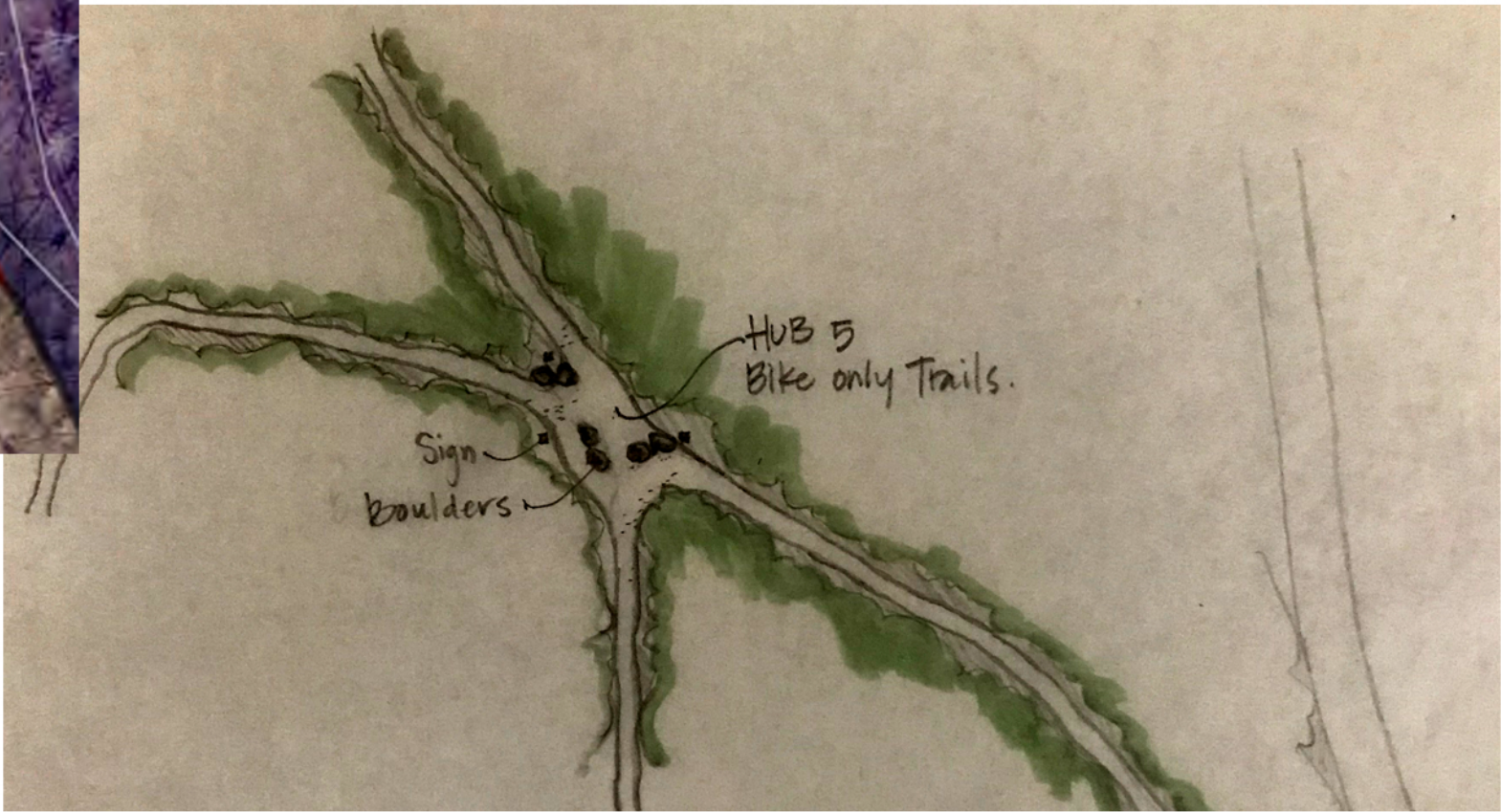
HUB 1 & 2 CONCEPT



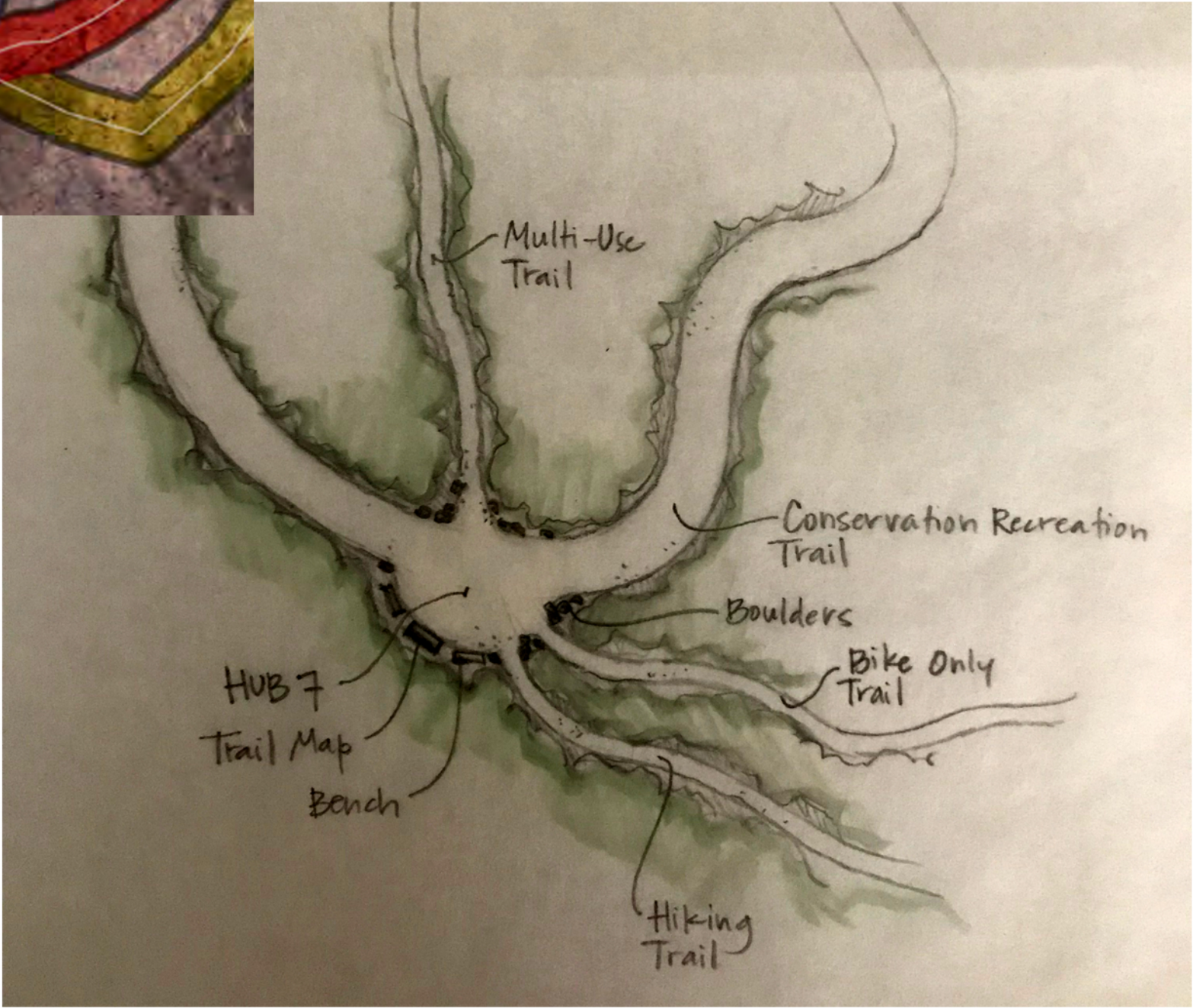
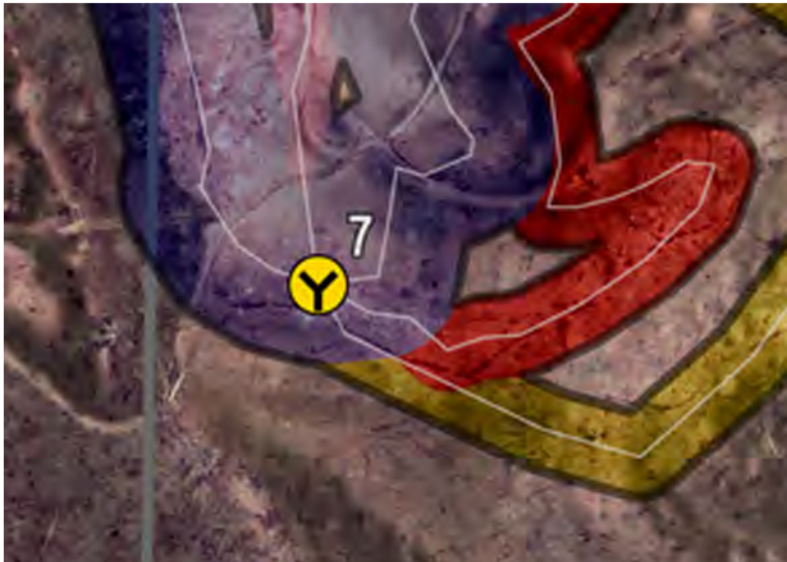
HUB 3 CONCEPT




HUB 4 CONCEPT



HUB 5 CONCEPT



HUB 7 CONCEPT

 Charter Township of Garfield Planning Department Report No. 2022-73		
Prepared:	July 26, 2022	Pages: 2
Meeting:	August 1, 2022 Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	2023 Parks Priority Projects	

BACKGROUND:

In October 2021, the Parks and Recreation Commission recommended to the Township Board a list of the priority parks projects for 2022. These projects formed the basis of the capital outlay portion of the parks budget which was eventually adopted as a part of the overall 2022 Township budget. The following table indicates the status of these projects:

Park	Project	Status
Silver Lake	Tennis court resurfacing	Project anticipated to start mid-August
GT Commons	Master Park Design Plan	First public input session held in May; second input session to be held in August; project completion anticipated fall 2022
Kids Creek	Oleson Pond dredging and fish restocking	Fish restocked; alternative options being explored for maintenance
River East	Phase #2 – Dog parks / site improvements	Project anticipated for fall 2022
Trails	MSU urban planning student project	Complete

2023 PRIORITY PROJECTS:

Commissioners conducted a preliminary discussion on 2023 priority projects at the June 6, 2022 meeting. Some ideas for priorities included added dog park space at Silver Lake Recreation Area, the next phase of River East Recreation Area, and projects to implement the Commons Natural Area Design Plan. Staff has compiled a list of potential 2023 priority projects including the following:

Park	Project	Anticipated Cost
River East	Phase #3 – bathrooms, trails, and sidewalk	\$348,000
GT Commons	Commons Natural Area Design Plan implementation	\$100,000
TOTAL		\$448,000

Staff anticipates two major projects for 2023: the next phase of improvements for River East Recreation Area and beginning implementation of the Commons Natural Area Design Plan. The next phase of River East Recreation Area improvements includes bathrooms, trails, and sidewalk. The conceptual plan of this park was prepared by the Township Engineer and is attached to this report.

The Commons Natural Area Design Plan will be completed by fall of 2022. The Design Plan anticipates projects to take place over the next several years such as trailhead enhancements, landscaping, restoration of natural areas, and redesigned trails. Estimated costs for projects will be included with the final Design Plan. The Township will also pursue outside funding through grants (e.g., Michigan Natural Resources Trust Fund, Rotary Charities, etc.), and so the Township contribution to some of these projects may be via a local match to a grant.

These two projects both have large scopes of work, and thus are recommended as highest priority projects for 2023. Commissioners may identify other projects for 2023 or future projects beyond 2023 to keep on the radar, allowing time to investigate the costs and feasibility of these projects.

ACTION REQUESTED:

The purpose of placing this item on the agenda is for the Parks and Recreation Commission to discuss the list of 2023 priority parks projects and if any changes should be made to this proposed list, and to make a recommendation to the Township Board as they begin discussion on the 2023 overall Township budget. Following the discussion, if the Commissioners are comfortable with the list of proposed priority projects, then the following motion is suggested:

MOTION TO RECOMMEND to the Township Board the list of priority Parks and Recreation projects for 2023.

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

Attachments:

1. River East Recreation Area estimated project costs

River East
Park Improvements
Preliminary Opinion of Probable Construction Cost
Dated: UPDATED 10/07/2021



YEAR IMPLEMENTED	SITE IMPROVEMENTS	Quantity	Unit	Unit Price	Total Price	TOTALS
2021	PHASE 1: PARKING & PAVILION					
	1	Mobilization	1.00	LS	\$2,000.00	\$2,000.00
	2	Gravel Parking Area	1,200.00	SYD	\$23.00	\$27,600.00
	3	Concrete Pad for Pavilion	550.00	SFT	\$6.00	\$3,300.00
	4	Alternate #1 - Pavilion (Metal Roof)	550.00	SFT	\$67.60	\$37,180.00
	5	Site Restoration and Seeding	1.00	LS	\$3,500.00	\$3,500.00
	CONSTRUCTION COST					\$ 73,580.00
	10% CONTINGENCY					\$ 7,358.00
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 16,197.46
	TOTAL CONSTRUCTION COST					\$ 97,135.46
2022	PHASE 2: DOG PARKS / GENERAL SITE IMPROVEMENTS					
	1	Mobilization	1.00	LS	\$ 20,000.00	\$ 20,000.00
	2	Chain link Fencing, 4' High Chain Link	2,100.00	LF	\$45.00	\$94,500.00
	3	Machine Grading	14,500.00	SYD	\$3.00	\$43,500.00
	4	Irrigation	1.00	LS	\$25,000.00	\$25,000.00
	5	Restoration (Topsoil, Seed & Mulch)	14,500.00	SYD	\$4.00	\$58,000.00
	6	Clearing & Grubbing	14,500.00	SYD	\$2.00	\$29,000.00
	7	Kiosks	4.00	EA	\$350.00	\$1,400.00
	8	Park Sign	1.00	EA	\$3,000.00	\$3,000.00
	9	Trash, Recycle Bins and Animal Waste Receptacles	2.00	EA	\$275.00	\$550.00
	10	Benches	4.00	EA	\$650.00	\$2,600.00
	11	Picnic Tables	4.00	EA	\$550.00	\$2,200.00
	CONSTRUCTION COST					\$ 279,750.00
	10% CONTINGENCY					\$ 27,975.00
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 35,000.00
	TOTAL CONSTRUCTION COST					\$342,725.00
2023	PHASE 3: BATHROOM, TRAIL & SIDEWALK					
	1	Mobilization	1.00	LS	\$ 20,000.00	\$ 20,000.00
	1	Bathroom, Unisex	250.00	SFT	\$375.00	\$93,750.00
	2	Electrical Service Extension / Lighting	1.00	LS	\$6,500.00	\$6,500.00
	3	Clearing & Grubbing	3,200.00	SYD	\$2.00	\$6,500.00
	4	Machine Grading	4.00	STA	\$1,000.00	\$4,000.00
	5	Subbase, Class II	3,120.00	CYD	\$15.00	\$46,800.00
	6	HMA LVSP, 165#/SYD -TRAIL (Asphalt 8' wide)	210.00	TON	\$120.00	\$25,200.00
	7	HMA LVSP Sidewalk, 5' Wide	5,800.00	SFT	\$5.00	\$29,000.00
	8	Erosion Control/Restoration	1.00	LS	\$25,000.00	\$25,000.00
	CONSTRUCTION COST					\$ 256,750.00
	10% CONTINGENCY					\$ 25,675.00
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 65,000.00
	TOTAL CONSTRUCTION COST					\$347,425.00

NOTES:

1. These costs are based on preliminary information. The actual site conditions may result in variations of unit prices or items.
2. This cost estimate is approximate and based upon 2021 prices. Actual construction bids may vary significantly from this statement of probable costs due to timing of bidding, construction, changed conditions, labor rate, changes, or other factors beyond the control of the Engineer.