

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

Monday, August 7, 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 – June 5, 2023

4. Correspondence

5. Reports

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

6. Old Business

- a. PD 2023-90 – 2024 Parks Priority Projects – Draft Project List
- b. PD 2023-91 – Grand Traverse Commons Natural Area – August 2023 Updates

7. New Business

8. Public Comment

9. Items for Next Agenda – Monday October 2, 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
June 5, 2023**

Roll Call of Commission Members:

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

Absent and Excused: Art Bukowski, Chris DeGood, William Scott

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

Call to Order: Vice Chair Spence called the meeting to order at 6:00 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 (6:02)

Schmuckal moved and Remy seconded to approve the agenda as presented

Yeas: Schmuckal, Remy, Hoort, Spence

Nays: None

3. Review and Approval of Meeting Minutes – May 1, 2023 (6:02)

Schmuckal moved and Spence seconded to approve the minutes of May 1, 2023

Yeas: Schmuckal, Spence, Hoort, Remy

Nays: None

4. Correspondence (6:02)

None

5. Reports (6:02)

a. Commissioner Reports

None

b. Staff Report/Updates

i. Parks Steward Report (6:03)

Kehoe submitted his report in writing and indicated the Boardman Valley Nature Preserve pickleball players wanted more courts. At the Commons Natural Area, the DNR site visit for a review of the Township's grant application was postponed, Greenspire School a work bee was held, and the lid on the well area has been secured. At River East Recreation Area, a fence was installed, and watering stations are being added for the dog park.

6. Old Business**a. PD 2023-61 – Grand Traverse Commons Natural Area – Updates (6:13)**

Hannon indicated the MNRTF grant app has been submitted and is under review. A walkthrough by a DNR representative will be done soon, but it did need to be rescheduled. A wetland delineation and boundary survey are out for bids. Once the bids are received, they will be presented to the Township Board. The mountain bike signage which Remy suggested will be sought out for quotes. Hannon said a proposed 501(c)(3) fundraising agreement was forwarded to the mountain biking subcommittee.

7. New Business**a. PD 2023-62 – 2024 Priority Projects – Discussion (6:27)**

Hannon gave an overview of the 2023 projects and gave a status update on each project. Commissioners discussed potential projects for 2024 as listed in the Parks and Recreation Master Plan Capital Improvement Plan and discussed which 2023 projects could be carried into 2024. Projects considered to be high priorities included the completion of the River East Recreation Area improvements and the local match for the DNR grant at the Commons Natural Area. Other parks such as Silver Lake Recreation Area are seen as needing fewer projects at this point.

b. PD 2023-71 – BVNP Pickleball Courts Agreement (6:52)

Staff recommends that the Commissioners review the previous agreement with TAPA and forward any proposed changes to the Township Board. To avoid a potential future condition where the agreement expires, language could be considered to allow an agreement to continue until a replacement is adopted. Other items in the agreement, such as the rules for use of the courts and times available for court reservations, may also warrant review and adjustment as necessary. Commissioners discussed some proposed changes to the agreement language regarding the times for reservations.

Schmuckal moved and Spence seconded TO RECOMMEND to the Township Board that the revised agreement with the Traverse Area Pickleball Association (TAPA) for the pickleball courts at Boardman Valley Nature Preserve, as attached to Planning Department Report 2023-71, and with corrections as discussed regarding hours, BE IMPLEMENTED.

Yeas: Schmuckal, Spence, Hoort, Remy

Nays: None

8. Public Comment (6:59)

None

9. Items for Next Agenda – August 7, 2023 (6:59)

Items to be included on the next agenda include a draft 2024 project priority list, updates on the Commons Natural Area including the MNRTF grant application and mountain biking subcommittee, and follow-up on bathrooms for River East Recreation Area.

10. Adjournment

Schmuckal adjourned the meeting at 7:01 pm



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Fair amount of activity this summer. Tennis courts, basketball courts and baseball field have been getting heavily used.

All the bad trees have been removed from the dog park and the stumps have been grinded down. The mulch from the stump was spread in a common area of the dog park to keep the dust down where there was no grass growing.

Received quotes for resealing, crack seal and repairs to Walking Loop.

Recovered two bikes and a backpack left behind by a family. CPO's assisted in the recovery.

Commons

Signage has been placed near West Front Medical directing people to the new temporary parking area for a trail head.

Gourdie-Fraser has responded back to staff with the best option for a permanent trail head. As we get closer to implementing that phase, we can discuss cost, etc.

Carsonite Posts have been delivered for the mountain bike trail. Plans to create signage for the posts need to be discussed with Chris Remy who may have a template for that signage.

Few reports of tents in the area, but once posted, the people have packed up and moved on.

Have removed some bigger trees this summer that have fallen.

River East

Watering stations in dog park are installed and operational. Grass in the dog parks is coming in nicely. It has been mowed and fertilized recently.

Deputies reported that when they were looking for a subject behind the Goodwill Inn, they noticed some abandoned encampments that recently showed up along with lots of trash behind the apartments.

Boardman Valley

Been in contact with Conservation District to see if they have any replacement lumber for the Boardman River Overlooks as one of them is missing a guardrail.

Trails have been mowed and trimmed.

Miller Creek

Identifying areas of boardwalk that are in need of repair.

Picked up windblown trash.

Cleared a couple small trees that fell across trail.

Kid's Creek

Assisted GTSD with found bike that was stashed in the weeds.

Mowing and trimming has been completed.

Plantings from this spring are doing so-so due to the initial dry weather we had, but CRA has reported that they have received grant funding from the Bureau of Indian Affairs for a re-plant in the fall or spring depending on when they actually get the funds.

Buffalo Ridge Trail


Plantings from this spring are doing so-so due to the initial dry weather we had, but CRA has reported that they have received grant funding from the Bureau of Indian Affairs for a re-plant in the fall or spring depending on when they actually get the funds.

Additional Information

None

Submitted July 31, 2023

Derek Morton and Sean Kehoe

 Charter Township of Garfield Planning Department Report No. 2023-90		
Prepared:	August 2, 2023	Pages: 2
Meeting:	August 7, 2023 Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	2024 Parks Priority Projects – Draft 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 August 2023:

Park / Item	Project	Status
GT Commons Natural Area	Design Plan implementation projects	<ul style="list-style-type: none"> The Township Board approved Gourdie-Fraser's bid for the boundary survey and ECT's bid for the wetland delineation. Proposed signage for the mountain bike area was reviewed by the mountain bike subcommittee and will be ordered. Michigan Natural Resources Trust Fund grant application was submitted; follow-up site work is anticipated.
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 September 2023. Phase #2 (dog parks / site improvements) is wrapping up.
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:

At their meeting on June 5, 2023, the Parks and Recreation Commission held an initial discussion on the potential priority projects for 2024. Commissioners considered completion of the River East Recreation Area improvements and the local match for the DNR grant at the Commons Natural Area as high priority projects. Other Township parks including Silver Lake Recreation Area are seen as needing fewer projects at this point. Commissioners also reviewed the Five-Year Capital Improvements Program (CIP) from the Township's 2023-2027 Five-Year Parks and Recreation Master Plan. After reviewing the discussion and input from Commissioners, the following may be considered for the 2024 priority project list:

- Grand Traverse Commons Natural Area: Accessible Loop Trail / Local Match for Michigan Natural Resource Trust Fund (MNRTF) Grant Application***
 The Township submitted an MNRTF grant application for an accessible trail loop. As part of the application, a local is required if the Township were to receive the grant funds. The local match was estimated to be about \$368,100.
- Grand Traverse Commons Natural Area: Red Drive Trailhead Engineering and Design***
 This project would be for engineering and design of the components of the Red Drive trailhead as depicted in the Commons Natural Area Design Plan, including the design of the parking area, the bathroom, and improved access to the trails.

- ***Grand Traverse Commons Natural Area: Copper Ridge Trailhead***

This would establish an official trailhead at Copper Ridge, which would be the main trailhead for the mountain biking area near this portion of the park. This project is anticipated to be supported by fundraising efforts of the mountain bike subcommittee members.

- ***River East Recreation Area: Amenities (Playground, Signage and Wayfinding, etc.)***

Several major projects at River East 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.

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 Planning Department Report No. 2023-91		
Prepared:	August 2, 2023	Pages: 1
Meeting:	August 7, 2023 – Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Grand Traverse Commons Natural Area Design Plan – August 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 Commons Natural Area Design Plan:

- *MNRTF Grant Application* – The grant application was submitted to MDNR by the April 1, 2023 due date and is currently under review by MDNR. An on-site visit from MDNR staff to the Commons Natural Area project site was originally scheduled for spring 2023 but needed to be delayed. This visit is anticipated for later in 2023 and will include an MDNR staff member and Township Staff walking the proposed location of the accessible trail loop.
- *Wetland Delineation and Boundary Survey* – At their July 11, 2023 meeting, the Township Board approved a bid from Gourdie-Fraser for the boundary survey and ECT for the wetland delineation. The work on these projects is expected to begin shortly.
- *Mountain Bike Area: Signage* – The mountain bike subcommittee reviewed desired locations for signage in the mountain bike area. Staff are ordering and will install the signage.
- *Mountain Bike Area: 501(c)(3) and Donations* – 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 mountain biking subcommittee while enabling a mechanism for fundraising efforts.
- *Copper Ridge Trailhead* – Gourdie-Fraser, Township Engineer of Record, is working on evaluating different scenarios for the Copper Ridge trailhead design and what's feasible in the area near the retention basin. This will help inform a future RFP for the Copper Ridge trailhead project.

ACTION REQUESTED:

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