

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

Monday, December 4, 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 – October 2, 2023

4. Correspondence

5. Reports

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

6. Old Business

7. New Business

- a. Buffalo Ridge Trail Phase #3 – Discussion
- b. PD 2023-136 – Parks and Recreation Plan Implementation Matrix

8. Public Comment

9. Items for Next Agenda – Monday February 5, 2024

- a. 2023 Annual Report

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
October 2, 2023**

Roll Call of Commission Members:

Present: Denise Schmuckal, Andy Hoort, Chris Remy, William Scott, Art Bukowski, and Chris DeGood

Absent and Excused: Fern Spence

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 (6:00)

None

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

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

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

Nays: None

3. Review and Approval of Meeting Minutes – August 7, 2023 (6:02)

Schmuckal moved and Hoort seconded to approve the minutes of August 7, 2023.

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

Nays: None

4. Correspondence (6:02)

None

5. Reports (6:02)

a. Commissioner Reports

Schmuckal stated that the Township Board has discussed putting some ARPA funds into the parks.

DeGood stated that the Master Plan update process is still moving along. Bukowski commented that Silver Lake Recreation Area is one of the premier parks in the region.

b. Staff Report/Updates**i. Parks Steward Report (6:05)**

Kehoe submitted his report in writing and added that the walking loop at Silver Lake was repaired and pavement was resealed. For the Commons Natural Area, he met with Copper Ridge staff about the proposed trailhead and indicated that ECT has completed the wetlands delineation. Staff are working on the next phase of the River East Recreation Area projects with the Township Engineer. Plans for winterization are underway at all parks.

ii. PD 2023-113 – Grand Traverse Commons Natural Area – October 2023 Updates (6:14)

Hannon provided an update on the Commons Natural Area. The Township received a preliminary score of 365/500 on the MDNR grant application, and staff met with the MDNR grants coordinator to walk the proposed trail loop. ECT has completed the wetlands delineation and Gourdie-Fraser will work on the boundary survey. The mountain biking subcommittee is scheduling a work bee for October 22 to install signage. Potential designs for the trailhead area at Copper Ridge are being evaluated.

6. Old Business**a. PD 2023-113 – 2024 Parks Priority Projects – Recommended Project List (6:16)**

Hannon reviewed 2024 parks priority projects and the estimated budget for these projects. The local match for the Commons Natural Area grant was taken off the priority list because if awarded, grant funds may not be received until late 2024. Commissioners discussed requesting funds in the priority list for the engineering, design, and survey work for the grant application since this portion of the work could potentially begin as soon as the grant funds are received.

Remy moved and Scott seconded to RECOMMEND to the Township Board the list of priority Parks and Recreation projects for 2024, subject to the following:

- 1. Staff will review the budget for the Red Drive Trailhead Engineering and Design with the Township Engineer*
- 2. Add in Engineering, Design, and Survey Work for the Commons Natural Area Accessible Trail project*
- 3. List projects in priority order*

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

Nays: None

7. New Business

a. 2024 Parks and Recreation Commission Schedule (6:41)

Commissioners reviewed the proposed meeting schedule for 2024.

Hoort moved and Bukowski seconded to approve the 2024 meeting dates as presented.

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

Nays: None

8. Public Comment (6:43)

Kehoe brought up making improvements on the portion of lake shoreline owned by the Township at Silver Lake Recreation Area. Commissioners discussed the idea and the potential impacts on surrounding areas.

9. Items for Next Agenda – December 4, 2023 (6:57)

Items for the next meeting will include an update on Township Board budget and ARPA discussions, an update from the mountain bike subcommittee after doing their work bee, and an implementation matrix for the goals and objectives of the Parks and Recreation Master Plan.

10. Adjournment

DeGood adjourned the meeting at 6:58 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

Blocking off small parking lots soon.

Replaced keyless door handle at storage room.

New kiosk poster of park and trails ordered.

New soap dispensers installed.

Commons

Covered up some minor graffiti.

Monitoring trails.

Removed some smaller trees across trails.

River East

Replaced one foot bridge and trying for a second before snow.

Wood purchased and stored at Barn.

Met with Jennifer Graham & Planning Dept. for future phases of development. Looking forward to phase 3.

Building picnic tables as needed this winter in barn.

Walked proposed trail for GIS Mapping updates.

Boardman Valley

Replaced kiosk signage to reflect updated court times and rules for pickleball.

Met with Pickleball board regarding cameras, resurfacing, drinking fountains and lighting.

Trouble shooting three wet areas south on the trail. TART involved.

Met with GT Band & DNR Fisheries for potential area on Boardman River for sturgeon tanks.

Miller Creek

Continue to monitor Cass Rd. for encampments.

Identifying areas of boardwalk that need repair.

Blew off boardwalks before snow.

Removed a couple smaller trees down on trails.

Posted invasive species signs for EGLE & Watershed.

Kid's Creek

Posted invasive species signs for EGLE & Watershed.

Blew off trails and boardwalks before snow.

Covered up minor graffiti.

Buffalo Ridge Trail

Assisted TART with volunteer group that was starting to remove
Invasive Autumn Olive Bushes.

Snow removal has started for Safe Routes to School.


Additional Information

Worked on parks portion of Winter Newsletter.

Submitted Nov. 23, 2023

Derek Morton

Sean Kehoe

 Charter Township of Garfield Planning Department Report No. 2023-136		
Prepared:	November 28, 2023	Pages: 1
Meeting:	December 4, 2023 Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Parks and Recreation Plan Implementation Matrix	

On January 10, 2023, the Township Board adopted the 2023-2027 Five-Year Parks and Recreation Master Plan to help guide policies for the Township's parks and recreation system over the next five years. This Plan includes a section on Goals and Objectives as well as an Action Program to guide implementation of these Goals and Objectives.

Additionally, Staff recommends annually reviewing Parks and Recreation projects, actions, and tasks and tracking progress in meeting the Goals and Objectives. Staff has prepared a matrix showing completed, ongoing, and future tasks to meet the Goals and Objectives; this matrix is attached to this report.

No action is requested; however, Commissioners are invited to review this matrix and discuss any Parks and Recreation activities or proposed future actions to include in the matrix.

Attachments:

1. Draft Parks and Recreation Plan Implementation Matrix

2023-2027 Parks and Recreation Master Plan – Implementation Matrix

Objectives	Actions Taken/Underway	Proposed Future Actions
Goal 1 – Expand and improve the Township’s non-motorized transportation system of trails, sidewalks, and pathways		
Invest in non-motorized projects identified in the Action Program <ul style="list-style-type: none"> Identify and pursue additional funding sources for projects, including grants Engage the public for input on priority non-motorized projects Work with MDOT and GTCRC to include safe crossings for trails and sidewalks which intersect major roadways 	<ul style="list-style-type: none"> MNRTF grant application: Commons accessible trail BATA/TCHC & Ridge45 working with GTCRC on LaFranier Road crossing 	<ul style="list-style-type: none"> Twp. ARPA funding for Barlow/South Airport and Westchester-Wyatt trail and sidewalk projects
Collaborate with partner organizations, including TART and neighboring communities, on future projects for additional connections and expansions to the regional trail system		<ul style="list-style-type: none"> Long Lake Twp. identified potential trail connections into Garfield
Build out the trail system design as envisioned in the Commons Natural Area Design Plan including the different trail types, trailheads, and hubs	<ul style="list-style-type: none"> MNRTF grant application: Commons accessible trail Working w/subcommittee on mountain bike trails Considering options for Copper Ridge trailhead 	
Develop consistent maintenance standards for trails and sidewalks, including innovative and cost-effective approaches to long-term maintenance, and clarify responsibilities for each entity in the regional non-motorized system		
Work with regional partners to develop consistent wayfinding signage and information for the regional non-motorized system	<ul style="list-style-type: none"> TART/County: consistent signage along Boardman River for the trail system 	
Work with MDOT and GTCRC to implement the Township’s Complete Streets resolution to incorporate Complete Streets design considerations and practices as a routine part of infrastructure planning and implementation		

Objectives	Actions Taken/Underway	Proposed Future Actions
Include Complete Streets considerations in Township processes including the Township Master Plan, Zoning Ordinance, and development review		
Goal 2 – Protect and preserve natural resources such as wetlands, habitats, and water bodies		
Invest in projects identified in the Green Infrastructure Plan within the Action Program <ul style="list-style-type: none"> Identify and pursue additional funding sources for projects, including grants Evaluate property acquisitions or donations using criteria described in the Green Infrastructure Plan to determine their overall benefit to the Township, and review these criteria on a regular basis 		
Inventory properties which are protected or preserved through other methods, such as a conservation easement, but which are not intended for acquisition		
Develop a planting and forestry management program for each park to identify invasive species for removal and vegetation for planting including native species		
Develop management plans for water bodies in parks including Kids Creek and Oleson Pond, monitor water quality, and pursue projects to improve water quality as needed	<ul style="list-style-type: none"> GTCD and the Watershed Center provided technical guidance on native plants for Kids Creek / US 31 	
Restore wetlands as envisioned in the Commons Natural Area Design Plan		<ul style="list-style-type: none"> Future implementation project, for area near the Munson parking Lot Q
Continue working with the ISN, landowners, EGLE, MDNR, and other stakeholders to prioritize and remove invasive species, prevent the spread of new invasive species, and educate residents about the stewardship of natural resources	<ul style="list-style-type: none"> Native landscape species part of Zoning Ord., used consistently in reviews 	
Require wetland delineations in Township processes including development review, and enforce Zoning Ordinance provisions to protect wetlands	<ul style="list-style-type: none"> Part of Zoning Ord., used consistently in reviews 	

Objectives	Actions Taken/Underway	Proposed Future Actions
Goal 3 – Provide a variety of parks and recreation amenities and activities to meet the needs of all segments of the population		
Prioritize new amenities, improvements to existing amenities, and maintenance projects which improve accessibility for all users	<ul style="list-style-type: none"> • ADA swing at SLRA 	
Consider accessible design elements in all projects including Americans with Disabilities Act (ADA) standards, barrier-free accessibility, and principles of universal design	<ul style="list-style-type: none"> • ADA swing at SLRA • MNRTF grant application: Commons accessible trail 	
Add benches, rest areas, and shade areas where feasible to enhance usability of the parks		
Evaluate potential demand for new park features or amenities, especially those which are not currently offered at any Township parks, when creating park development plans for specific parks or considering projects		
Goal 4 – Promote responsible stewardship of the parks and recreation system		
Utilize volunteer groups for stewardship projects and document all volunteer activities	<ul style="list-style-type: none"> • United Way tree planting • 4Front Commons cleanup • Boardman River Clean Sweep cleanup events 	
Encourage the public to contact Staff to report any issues at the parks, and document the type of issue, resolution, and other information for each report		
Educate the public on the parkland rules as defined in the Township Parkland Ordinance and spread awareness of any major issues, such as vandalism or off-leash pets		
Publicize parks and recreation information via the Township website, Facebook page and other social media, newsletter articles, and by posting at trailhead kiosks, and make the information accessible digitally using QR codes or other technology		

Objectives	Actions Taken/Underway	Proposed Future Actions
Goal 5 – Encourage continued public involvement in evaluating and improving the parks and recreation system		
Provide regular opportunities for residents to offer feedback on the Township parks and recreation system including focus groups, public meetings, surveys, or through feedback solicited at Township events		
Use the Township’s Public Participation Strategy to guide public engagement methods, identify key stakeholders, and evaluate the effectiveness of public engagement efforts		
Promote meetings of the Parks and Recreation Commission as an opportunity for people to provide input	<ul style="list-style-type: none"> • Agendas and packets are consistently posted on the Township website 	
Utilize public input to help guide amendments to and implementation of this Plan		
Goal 6 – Develop stable sources of funding and practice sound fiscal management of the parks and recreation system		
Maintain consistent parks funding for general maintenance, improvements, acquisition, and as a local match for grants	<ul style="list-style-type: none"> • TB supported the parks budget & local match for MNTRF application • TB allocated some ARPA funds for parks / trails 	
Pursue additional funding sources for the park system including state and federal grants, local nonprofits, local businesses, and other sources	<ul style="list-style-type: none"> • MNRTF grant application: Commons accessible trail 	<ul style="list-style-type: none"> • Seeking 100% match grant for River East playground
Generate revenue for the park system through appropriate fees for pavilion reservations, hunting permits, or other activities, and review fees annually	<ul style="list-style-type: none"> • Fees for special events added to fee schedule 	
Goal 7 – Evaluate the parks and recreation system on a regular basis		
Update annual maintenance and management programs to anticipate major projects and repairs needed for each park in the upcoming year		

Objectives	Actions Taken/Underway	Proposed Future Actions
Guide improvement projects for specific parks by utilizing park development plans, such as the River East Recreation Area Park Development Plan and Grand Traverse Commons Natural Area Design Plan, and review development plans as projects are completed	Design Plan implementation: <ul style="list-style-type: none"> • Wetland delineation • Boundary survey • MNTRF application 	<ul style="list-style-type: none"> • Anticipated “build-out” design of River East being prepared; 2024 River East projects are in budget
Gather information on the use of the parks and recreation system from public input, trail counters, and other sources to determine ongoing needs		
Create an implementation matrix to track progress on meeting the Goals, Objectives, and Action Program and to identify responsible parties, funding sources, partnerships, and timelines, and review the matrix annually	<ul style="list-style-type: none"> • Created this matrix based on goals / objectives from Parks and Recreation Plan 	<ul style="list-style-type: none"> • Include progress report on these items in the annual report to Township Board