

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

Monday, October 7, 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

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 5, 2024

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report / Updates
 - i. Parks Steward Report
 - ii. PD 2024-85 – Commons Natural Area Accessible Trail Grant Project – Update
 - iii. Mountain Biking Subcommittee – Update

6. Old Business

- a. PD 2024-84 – 2025 Parks Priority Projects – Continued

7. New Business

8. Public Comment

9. **Items for Next Agenda** – December 2, 2024
 - a. Set 2025 Parks and Recreation Commission Meeting Schedule

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 5, 2024**

Roll Call of Commission Members:

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

Absent and Excused: Fern Spence

Staff Present: Parks Steward Sean Kehoe and 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 (6:04)

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

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

Nays: None

3. Review and Approval of Meeting Minutes – June 3, 2024 (6:03)

Schmuckal moved and Hoort seconded to approve the minutes of the June 3, 2024 meeting as presented.

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

Nays: None

4. Correspondence (6:03)

None

5. Reports (6:03)

a. Commissioner Reports

Schmuckal reported that there was a special board meeting at which the River East Recreation Area bathrooms were addressed, and a new ADA compliant model was ordered to include a urinal for the men's bathroom. Schmuckal also indicated that the Board turned down BATA's request for building occupancy. DeGood added that the Township Master Plan was approved by the Board. Scott stated that he hiked near Miller Creek and shared concerns about signage and lack of shade for benches.

b. Staff Report/Updates**i. Parks Steward Report (6:14)**

Kehoe submitted his report in writing and said that pickleball courts are being considered at Silver Lake Recreation Area and that Staff may ask for a quote for this project. Benches were ordered for the dog parks. Staff have removed old trash cans at Boardman Valley Nature Preserve which were deteriorating. A new bench has been installed on the Buffalo Ridge Trail near the senior living facility.

Hannon commented that the trail maps at each of the parks can be updated this winter once the Township completes its branding and website update project. Hannon also stated that the updated maps for the Commons Natural Area will account for the new trailhead at Copper Ridge.

6. Old Business (6:19)**a. PD 2024-57 – Copper Ridge Trailhead Conceptual Design – Continued**

Commissioners reviewed a conceptual drawing for this project at the June 3, 2024 meeting. Since then, Staff have conducted an onsite visit with the Township Engineer, Gourdie-Fraser (GFA), and members of the mountain bike subcommittee. GFA prepared an updated conceptual drawing for the project based on feedback following the site visit and this updated drawing was provided to the Parks and Recreation Commission.

The updated drawing was also shared with representatives of the Copper Ridge Surgery Center and Copper Ridge association. They provided their comments to Staff and indicated a preference for a preference of avoiding routing the trail on their property, and asked if bathrooms were part of the proposed amenities. Staff replied to the representatives' comments.

Commissioners discussed the proposed project and suggested that there should be two RFPs prepared: one for the parking lot / trailhead area and one for the trail.

Schmuckal moved and Remy seconded TO RECOMMEND to the Township Board that two Request for Proposals (RFPs) be published for the Copper Ridge Trailhead project.

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

7. New Business (6:50)**a. PD 2024-58 – 2025 Parks Priority Projects – Discussion**

Commissioners reviewed the 2024 priority projects and the status of each project. One project included a playground at River East Recreation Area and the Township may seek a grant to help cover the costs of this project if it is further pursued.

The Township Engineer is preparing drawings for the accessible trail loop project at the Commons Natural Area. The drawings will be used as part of the bid process which is anticipated for later this year.

Commissioners discussed potential 2025 projects such as the accessible trail at Commons Natural Area, resurfacing pickleball courts at Boardman Valley Nature Preserve, and adding pickleball courts near the playground at Silver Lake Recreation Area.

8. Public Comment (7:14)

None

9. Items for Next Agenda – October 7, 2024 (7:14)

Agenda items include the 2025 parks priority projects, and follow-up on ongoing projects.

10. Adjournment

DeGood motioned to adjourn the meeting at 7:15 pm



Charter Township of Garfield
Parks Report

Silver Lake Recreation Area

Drinking fountain is operational.

Irrigation will be winterized soon, but dog water left on for a bit.

Tennis Courts repaired.

Reservations are slowing down.

Getting quotes for future pickleball courts.

Working on repainting kiosks.

Looking at one more mow of the meadow for the year.

Replaced benches near playground.

Commons

Planning has been getting updates about DNR grant.

RFP out soon for Copper Ridge Trailhead.

Communicated with subcommittee on where to deliver trail material.

Need one more mow and trim for the year.

River East

Working on quotes for playground equipment.

Keeping portable toilets for the year until bathrooms are installed.

Dog park getting good use.

Periodic encampments have been pulled.

CPO's assisted staff in removing 5-6 campers behind Goodwill Inn after Metro Fire responded to a fire in that area.

Walk through our camera system with new IT Staff.

Down payment sent for pre-casted bathrooms.

Boardman Valley

Removed all the old, rotten, metal trash cans with UTV.

Trimmed and pruned back trails.

Looking to add some crushed gravel in spots where it gets wet.

Updating Kiosk for pickleball and trailhead.

Miller Creek

Cleaned up trails and pruned back.

4Front Credit Union scheduled to do a volunteer clean up for wind blown trash.

Kid's Creek

Monthly maintenance. Pruning and mowing back trails.

Tree count for CRA for grant replanting.

Buffalo Ridge Trail

Monthly maintenance. Mowing and pruning.

New bench is getting used.

Dealt with a couple wasp nests on or near trails.

Getting quotes for autumn olive removal from contractors.

Submitted Oct 2nd, 2024

Derek Morton

Sean Kehoe

 Charter Township of Garfield Planning Department Report No. 2024-85		
Prepared:	October 2, 2024	Pages: 2
Meeting:	October 7, 2024 – Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Commons Natural Area Accessible Trail Grant Project – October 2024 Update	

BACKGROUND:

In December 2023, Garfield Township was informed that its grant application for \$300,000 for an accessible trail at the Grand Traverse Commons Natural Area was recommended for funding by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees. In September 2024, the Michigan Legislature passed legislation with the 2023 grants recommended by the MNRTF Board; this legislation is awaiting signature by the Governor. Once this occurs, the Michigan Department of Natural Resources (MDNR) will receive the authorization to issue Project Agreement contracts. The terms of the Project Agreement will need to be adopted by resolution by the Township Board.

Meanwhile, the following steps can be taken before the project agreement is completed. Staff have been working on completing several of these steps; an update is provided as follows:

Prepare a legal description and boundary map of the project area

- Staff have prepared a boundary map (see attached)
- The Township Assessor has prepared the legal description and sketch (see attached)

Finalize any lease, easement, or use agreements

- The Township owns the entirety of the Commons Natural Area, though there are some existing conservation easements and a historic easement. These easements are depicted on the boundary map.

Make sure local matching funds are in place

- The Township Board passed a resolution on March 14, 2023 supporting the grant application and committed to using up to \$368,100 in Township matching funds as a 55% local financial match to the project. The funds would be allocated from the Township budget to the Park Fund. Some matching funds are used to cover the engineering portion of the project as described below. The remaining matching funds would cover the rest of the project, which is being considered as a 2025 priority project by the Parks and Recreation Commission.

Retain the services of a Prime Professional

- The Township's Engineer of Record, Gourdie-Fraser (GFA), provided a proposal for engineering services to the Township Board which was approved at their March 26, 2024 meeting. GFA will function as the Prime Professional on this project.
- GFA completed a boundary survey of the property in 2023 which will be used for this project.

Prepare plans, specifications, and bid documents

- GFA's proposal includes preparation of the engineering plans, specifications, and bid documents. GFA is working on the preparation of these materials.

Begin securing required permits

- Environmental Consulting & Technology, Inc. (ECT) completed a wetland delineation of the project area in 2023 which will be used when applying for wetland permits from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- Based on the wetland delineation, there are some potential adjustments which could be made to the proposed trail route to minimize impact on the wetlands. GFA is working on adjusting the proposed route as part of preparation of engineering plans before applying to EGLE for permits.

- Staff also 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.

Prepare a resolution to be adopted by the Township Board

- Staff are preparing a draft resolution for the Township Board in anticipation of the project agreement. This draft resolution is partly based on a sample resolution provided by the MDNR.

NEXT STEPS:

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
October- November 2024	Step 1: Project Agreement (once authorized by MDNR, resolution need from Township Board)
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)
September 2026	End of project period (two years from the date the grant is approved by the legislature)

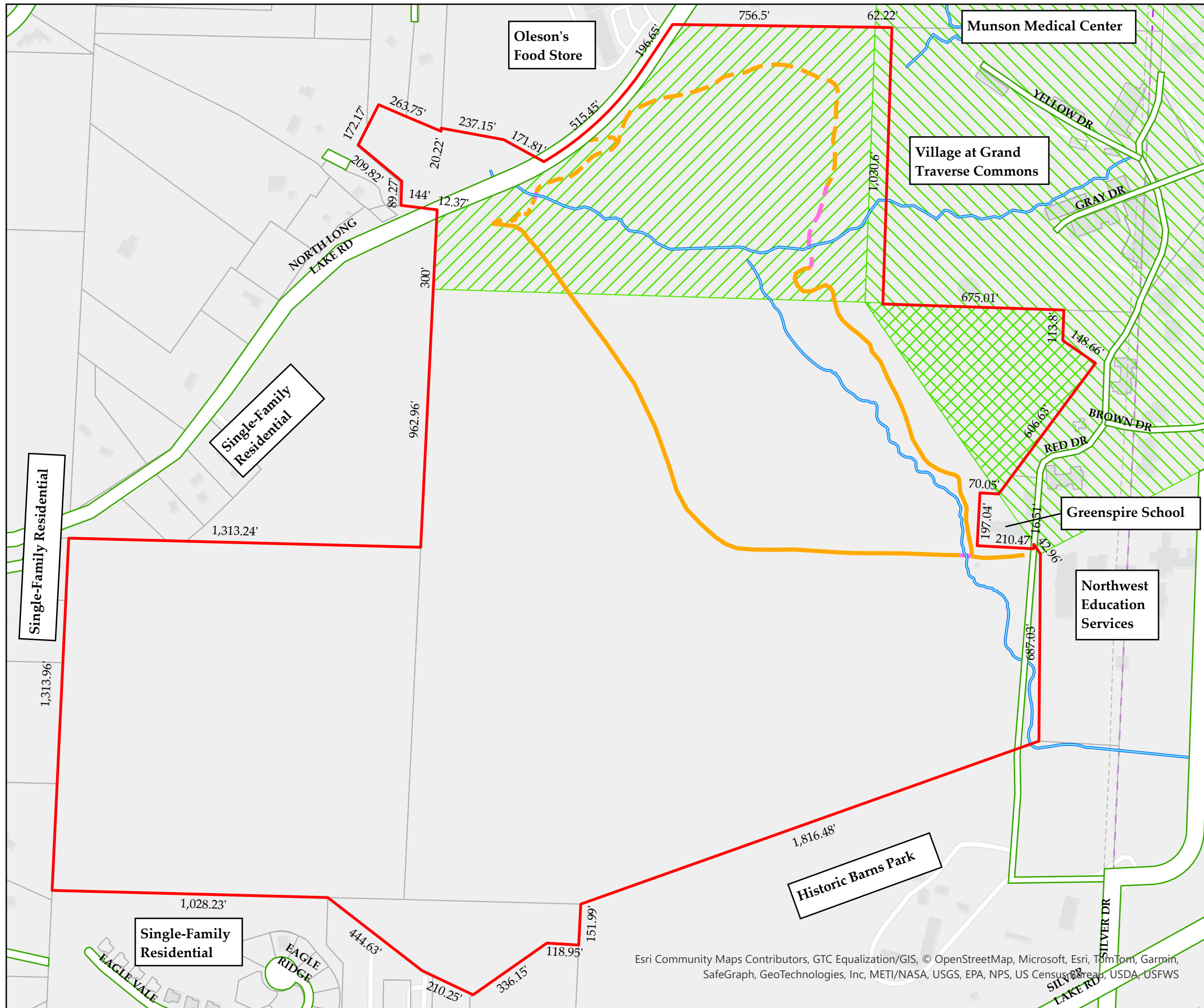
ACTION REQUESTED:

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

Attachments:

1. Boundary Map for the Commons Natural Area
2. Legal Description for the Commons Natural Area

Boundary Map



Grantee Name: Charter Township of Garfield
Project Name: Grand Traverse Commons Natural Area Accessible Trail
Grant Number: TF23-0025
County: Grand Traverse
Grantee Representative: John Sych
Grantee Representative Signature:

Legend

- Township Boundary
 - Township Parcels
 - Park Boundary
 - Streams
 - Historic Easement
 - Conservation Easements
 - Easements (Rights of Way)
- Existing and Proposed Facilities**
- Existing Trail (existing footbridge and boardwalk)
 - Existing Trail (to be improved with crushed gravel)
 - Proposed New Trail (boardwalk with foot bridges for stream crossings)
 - Proposed New Trail (crushed gravel)

Charter Township of Garfield

3848 Veterans Drive
 Traverse City, MI 49684
 Phone: 231.941.1620
 Fax: 231.941.1688



NOT A LEGAL SURVEY

This map is based on digital databases prepared by the Charter Township of Garfield. The Township does not provide any warranty, either express or implied, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

Grand Traverse Commons


Natural Area

Legal Description

The Northeast quarter of the Southeast quarter of Section 8, part of the Southeast quarter of the Southeast quarter of Section 8 together with parts of the Northwest quarter and the Southwest quarter of Section 9, Town 27 North, Range 11 West, more commonly described as: Commencing at the West Quarter corner of Section 9, thence North 00 degrees 54 minutes 19 seconds East, 962.96 feet; thence continuing North 00 degrees 54 minutes 26 seconds West, 300 feet; thence North 00 degrees 54 minutes 19 seconds East, 12.37 feet to the center line of North Long Lake Road; thence North 87 degrees 21 minutes 41 seconds West, 144 feet; thence North 00 degrees 54 minutes 19 seconds East, 89.27 feet; thence North 51 degrees 23 minutes 41 seconds West, 209.82 feet; thence North 25 degrees 08 minutes 19 seconds East, 172.17 feet; thence South 64 degrees 05 minutes 30 seconds East, 263.75 feet; thence North 00 degrees 54 minutes 19 seconds East, 20.22 feet; thence South 81 degrees 36 minutes 46 seconds East 237.15 feet; thence South 63 degrees 30 minutes 31 seconds East, 171.81 feet; thence 515.45 feet along a curve to the left with a radius of 1145.92 feet, and Chord bearing North 48 degrees 51 minutes 45 seconds East 670.95 feet; thence North 30 degrees 13 minutes 39 seconds East, 196.65 feet; thence North 89 degrees 10 minutes 34 seconds East, 756.5 feet; thence continuing North 88 degrees 50 minutes 42 seconds East 62.22 feet; thence South 00 degrees 02 minutes 38 seconds West, 1030.6 feet; thence due East 675.01 feet; thence due South 113.8 feet; thence South 57 degrees 24 minutes 47 seconds East, 148.66 feet; thence South 34 degrees 33 minutes 44 seconds West, 606.63 feet; thence North 88 degrees 56 minutes 19 seconds West 70.05 feet; thence South 01 degree 05 minutes 58 seconds West, 197.04 feet; thence South 88 degrees 54 minutes 23 seconds East, 210.47 feet; thence North 01 degree 08 minutes 14" East, 16.51 feet; thence South 36 degrees 46 minutes 38 seconds East, 42.96 feet; thence South 01 degrees 26 minutes 02 seconds East, 687.03 feet; thence South 68 degrees 11 minutes 47 seconds West, 1816.48 feet; thence South 00 degrees 08 minutes 00 seconds East, 151.99 feet; thence North 89 degrees 23 minutes 55 seconds West, 118.95 feet; thence South 52 degrees 10 minutes 41 seconds West 336.15 feet; thence North 67 degrees 27 minutes 52 seconds West, 210.25 feet; thence North 55 degrees 02 minutes 51 seconds West 444.63 feet to the South 1/8 line of Section 8; thence West along said South 1/8 line, South 88 degrees 40 minutes 42 seconds East, 1028.23 feet to the West line of the Northeast quarter of the Southeast quarter of Section 8; thence North 00 degrees 05 minutes 02 seconds East along said West line, 1313.96 feet to the East-West quarter line of Section 8; thence North 89 degrees 15 minutes 05 seconds East along said East-West quarter line, 1313.24 feet, to the East quarter corner of Section 8, said corner also being the West quarter corner of Section 9, and the point of beginning.

Commons Natural Area
186.71ac



 Charter Township of Garfield Planning Department Report No. 2024-84			
Prepared:	October 2, 2024	Pages:	1
Meeting:	October 7, 2024 Parks and Recreation Commission	Attachments:	<input type="checkbox"/>
Subject:	2025 Parks Priority Projects – Discussion		

OVERVIEW:

Annually, the Parks and Recreation Commission recommends a list of priority parks projects for the next year to the Township Board. The Township Board receives this list as part of gathering information for the budget process. Projects from this list or identified in discussions during the budget process form the basis of the capital outlay portion of the parks budget.

The Parks and Recreation Commission discussed the preliminary list of 2025 priority projects during their August 5, 2024 meeting. Projects discussed included the accessible trail at the Grand Traverse Commons Natural Area, pickleball court resurfacing at Boardman Valley Nature Preserve, and a potential pickleball court area at Silver Lake Recreation Area. Details on these projects are as follows:

- **Accessible Trail Loop (Grand Traverse Commons Natural Area)**
 At their March 26, 2024 meeting, the Township Board approved a proposal from the Township Engineer, Gourdie-Fraser (GFA) for engineering services for the accessible trail loop at the Grand Traverse Commons Natural Area in the amount of \$77,500. The total local match for the grant is \$368,100 as identified in the grant application. The anticipated cost attributed to the park budget for construction of the trail loop and other non-engineering expenses is **\$290,600**.
- **Pickleball Court Resurfacing (Boardman Valley Nature Preserve)**
 In early 2024, the Parks and Recreation Commission discussed resurfacing the pickleball courts at Boardman Valley Nature Preserve. The Township received a price guarantee from Hentco LLC for this project of **\$34,283**.
- **Potential Pickleball Courts (Silver Lake Recreation Area)**
 Staff have heard from some residents who are advocating for installing pickleball courts at Silver Lake Recreation Area. The Silver Lake Recreation Area Park Development Plan, which is part of the Township’s Five-Year Parks and Recreation Plan, shows an area between the existing tennis courts / basketball courts and the paved trail loop which could potentially house these courts. At their previous meeting, the Parks and Recreation Commission and Staff discussed the project and agreed that the area near the playground would be a better location for the courts. Staff estimate the cost of this project to be **\$130,000**.

ACTION REQUESTED:

Following discussion, if Commissioners are comfortable with the list of proposed 2025 priority projects, the following motion is suggested:

MOTION TO RECOMMEND to the Township Board the list of priority Parks and Recreation projects for 2025.

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