

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

Monday, August 5, 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 – June 3, 2024**

**4. Correspondence**

**5. Reports**

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

**6. Old Business**

- a. PD 2024-57 – Copper Ridge Trailhead Conceptual Design – Continued

**7. New Business**

- a. PD 2024-58 – 2025 Parks Priority Projects – Discussion

**8. Public Comment**

**9. Items for Next Agenda – October 7, 2024**

**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 3, 2024**

**Roll Call of Commission Members:**

Present: Denise Schmuckal, Andy Hoort, Chris Remy, Art Bukowski

Absent and Excused: Fern Spence, William Scott, Chris DeGood

Staff Present: Parks Steward Sean Kehoe

**Call to Order:** Secretary Chris Remy called the meeting to order at 6:03 pm.

**Pledge of Allegiance:** Recited by all in attendance.

**1. Public Comment (6:04)**

None

**2. Review and Approval of the Agenda – Conflicts of Interest (6:04)**

*Schmuckal moved and Hoort seconded to approve the agenda as amended noting that Election of Officers should be removed.*

*Yeas: Schmuckal, Hoort, Bukowski, Remy*

*Nays: None*

**3. Review and Approval of Meeting Minutes – April 1, 2024 (6:05)**

*Hoort moved and Schmuckal seconded to approve minutes of the April 1, 2024 meeting as presented.*

*Yeas: Hoort, Schmuckal, Bukowski, Remy*

*Nays: None*

**4. Correspondence (6:05)**

None

**5. Reports (6:06)**

**a. Commissioner Reports**

Schmuckal said the Township is hiring and is looking to fill two positions: Township Manager and Building Official.

**b. Staff Report/Updates**

**i. Parks Steward Report (6:06)**

Kehoe submitted his report in writing and indicated the August and November meetings will be held in the Feiger Room. The dog park at River East Recreation Area is now open. The flag pole at Silver Lake Recreation Area was installed. Remy added that a work bee

was recently held at the Commons Natural Area for cleaning up the bike trails and signage was recently installed. The Commissioners discussed trail maps and agreed to hold off on the maps for now to allow for input from the mountain biking subcommittee.

- ii. **PD 2024-38 – Planning Department – Parks Projects Update**  
Commissioners acknowledged receipt of the Planning Department report and appreciated the information provided.

**6. Old Business (6:19)**

None

**7. New Business (6:19)**

**a. PD 2024-39 – Copper Ridge Trailhead – Conceptual Design**

One of the 2024 priority parks projects is the design and construction of a trailhead for the Commons Natural Area at Copper Ridge. Staff met with representatives of the Copper Ridge Professional Center association and the Copper Ridge Surgery Center earlier in 2024 to discuss this trailhead. The Township Engineer prepared a conceptual drawing for the preferred trail and trailhead design.

Commissioners discussed the proposed trailhead and commented on the sandy area. They agreed that any trailhead should offer easy access for bikers and wanted the mountain biking subcommittee to provide feedback on the proposed design.

**8. Public Comment (6:29)**

None

**9. Items for Next Agenda – August 5, 2024 (6:30)**

Items for the next agenda include taking another look at the proposed design for the Copper Ridge trailhead, an update from the mountain biking subcommittee, and an update regarding trail maps.

**10. Adjournment**

*Hort moved and Bukowski seconded to adjourn the meeting at 6:31 pm.*



## **Charter Township of Garfield Parks Report**

### **Silver Lake Recreation Area**

Staining Kiosks

Warning dog park users not to drive on grass up to fence.  
Cameras helped figure out who it was.

Fixed dog park hoses and nozzles.

Trimmed back sumac and growth near trail.

Walked tennis court area with local company looking ahead  
towards potential pickleball courts.

Monthly mowing completed.

### **Commons**

Finalizing the RFP for the Copper Ridge Trailhead. Walked it  
with sub committee and GFA.

Monthly mowing and trimming completed.

Covering up graffiti near Hippie Tree Area.

Removed some smaller trees from trails.

### **River East**

Working on getting the bathrooms purchased and locking down contractor on start date for next phase.

CPO's moved along a homeless couple being inappropriate near the trail. They have not been seen since.

Received park benches for dog park. Installing soon.

### **Boardman Valley**

Monthly mowing and trimming completed. Used UTV to make it deep into park.

Starting to remove old trash cans that are deteriorating.

### **Miller Creek**

Moved along one camper down below Petsmart with CPO.

Removed some smaller down trees behind Aldis.

Monthly mowing and pruning completed.

## **Kid's Creek**

Removed the big willow on trail and off bridge. Appears ants had degraded the trunk.

Scheduling to rake Chara Algae out of Oleson's Pond.

Monthly mowing and trimming completed.

Removed a large wasp nest under the boardwalk.

## **Buffalo Ridge Trail**

Monthly maintenance: mowing, brush hogging, and pruning.

Installed a park bench near bridge by assisted living.

Treated weeds growing through asphalt.

Removed more autumn olives bushes.

Submitted July 31st, 2024

Derek Morton

Sean Kehoe















 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-57</b>			
Prepared:	July 31, 2024	Pages:	1
Meeting:	August 5, 2024 – Parks and Recreation Commission	Attachments:	<input checked="" type="checkbox"/>
Subject:	Copper Ridge Trailhead Conceptual Design – Continued		

**OVERVIEW:**

One of the 2024 priority parks projects is the design and construction of a trailhead for the Commons Natural Area at Copper Ridge. Commissioners reviewed a conceptual drawing for this project at the June 3, 2024 meeting. Since then, Staff conducted a site visit with the Township Engineer, Gourdie-Fraser (GFA), and members of the mountain bike subcommittee. GFA prepared an updated conceptual drawing of a preferred design based on feedback following this site visit. The updated conceptual design for the trailhead consists of the following:

- A 7-space parking area accessible from Forest Park Drive. This area was identified as a trailhead area on the original site plan for the Copper Ridge development.
- A trailhead area directly behind the parking area, to be surfaced with woodchips and allow for any potential future amenities. A 2-foot-tall retaining wall would also be installed on the edge of the trailhead area.
- Two crushed gravel trail segments, one 6-feet wide and one 4-feet wide to connect the trailhead to existing trail heading to and from the hill to the west. The proposed routing was altered for this trail to account for the steep slope and allow for a gentler grade for the trail, as well as to help prevent erosion. The width was also narrowed since the previously proposed route following an existing, wider two-track.
- A 4-foot-wide crushed gravel trail segment connecting to the existing trail towards the east, which is shown as a future phase.

Staff met with representatives from the Copper Ridge association and Surgery Center earlier in 2024 to discuss this trailhead and have forwarded this conceptual drawing to them for their feedback.

No amenities are described in this conceptual design but could be added as part of a future phase. GFA also provided an updated opinion of probable construction cost (OPCC) for the project.

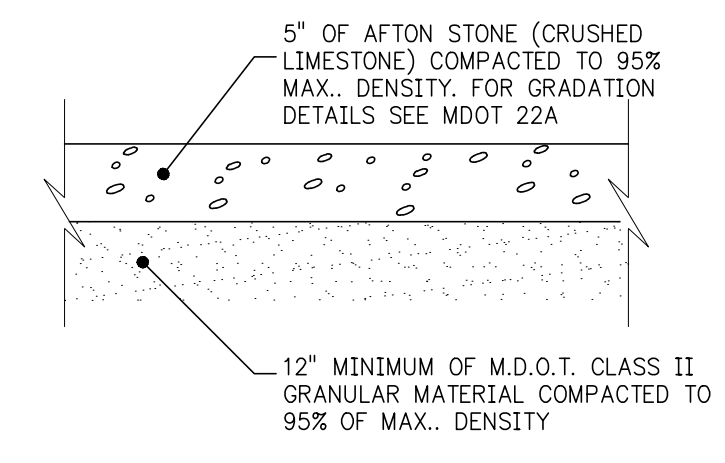
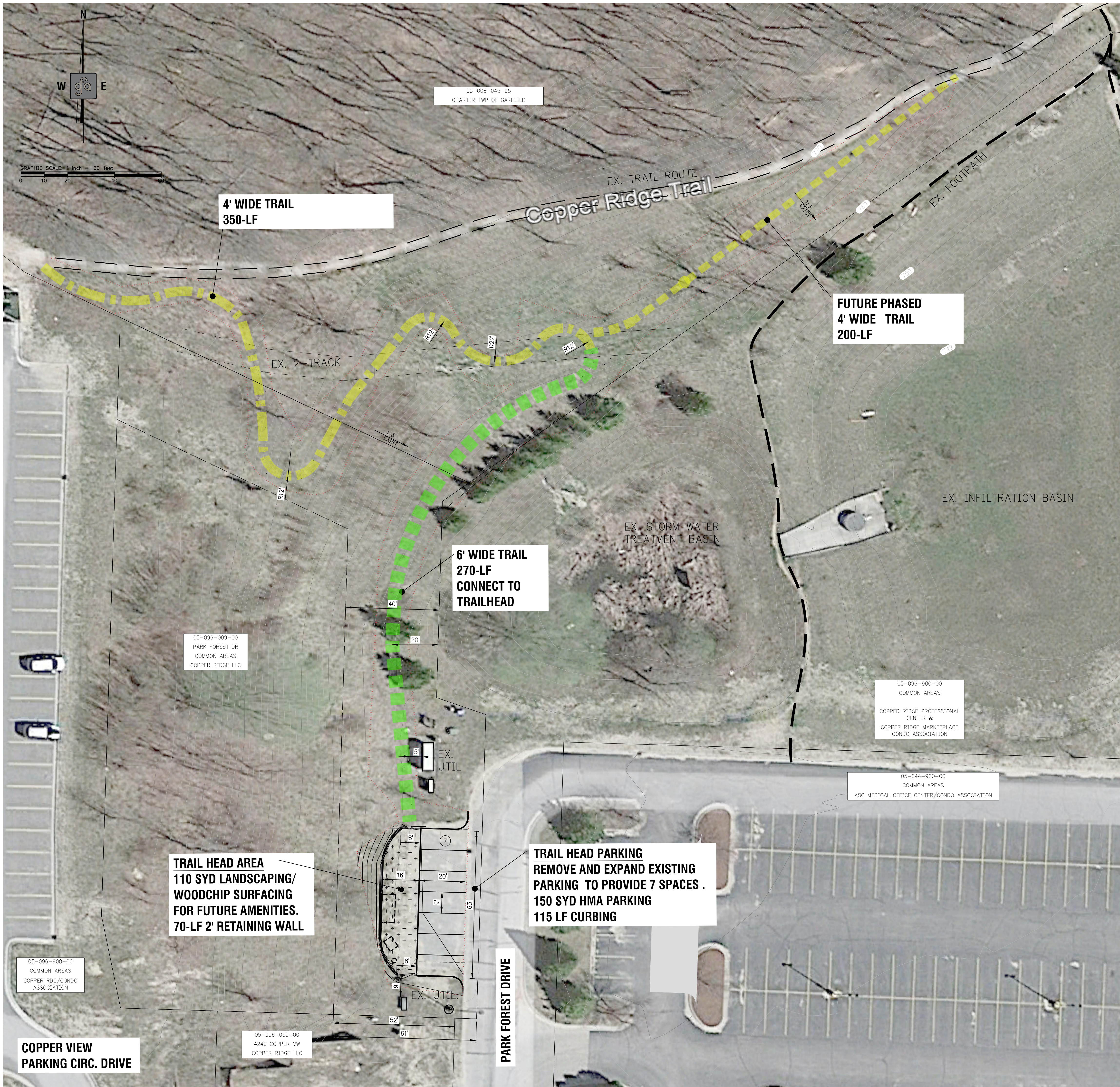
**ACTION REQUESTED:**

If the Parks and Recreation Commission supports the proposed design, the next step would be to recommend to the Township Board to release a request for proposals (RFP) that would allow for bids to be submitted for the project. If Commissioners support the conceptual design, the following motion is proposed:

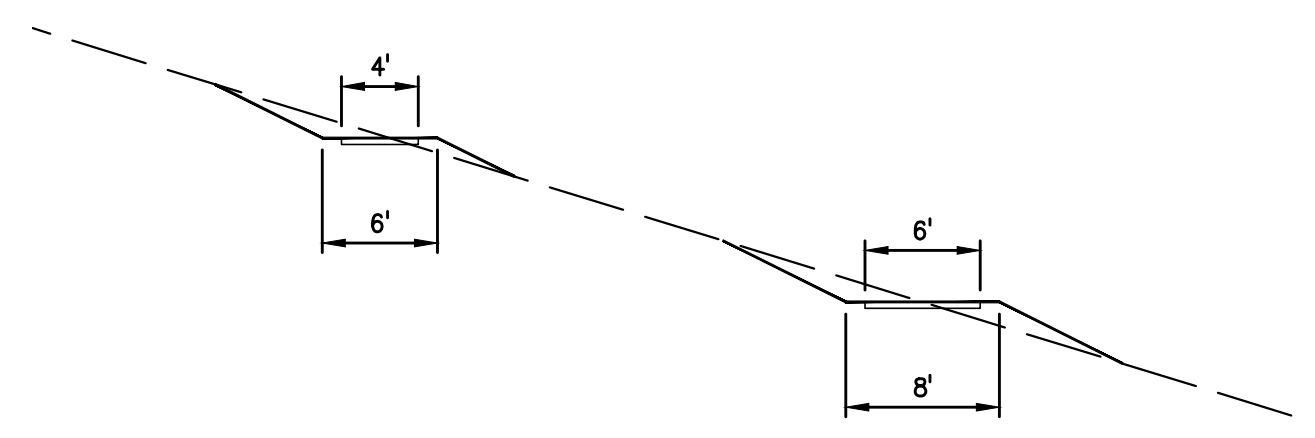
MOTION TO RECOMMEND to the Township Board that a request for proposals (RFP) be published for the Copper Ridge Trailhead project.

**Attachments:**

1. Updated Copper Ridge Trail Head Concept drawing, provided to Township by Gourdie-Fraser on July 24, 2024.
2. Updated Copper Ridge Trail Head Site Civil Costs, provided to Township by Gourdie-Fraser on July 24, 2024.



1  
1 AFTON STONE WALKWAY CROSS SECTION  
NO SCALE




2  
1 4' AND 6' TRAIL CROSS SECTION  
NO SCALE

1: PROJECT: 230290C-COPPER RIDGE TRAIL HEAD PARKING AND TRAILHEAD CONCEPTS FOR PARK 02/20/24 02/20/24 02/20/24 02/20/24

		<a href="http://gfa.tc">http://gfa.tc</a> 231.946.5874 (p) 231.946.3703 (f)		
<b>ENGINEERING SURVEYING &amp; OPERATIONS TESTING &amp; OPERATIONS</b> 123 West Front Street Traverse City, MI 49684				
REV#	DATE	BY	CHECKED	DESC
A	07/20/24	MWM		Final (for alignment) review sheet
B				
<b>CHARTER TOWNSHIP OF GARFIELD          COPPER RIDGE TRAIL HEAD          CONCEPT</b> SECTION 9, TOWN 27 NORTH, RANGE 11 WEST GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN				
These documents are prepared in accordance with the contractual terms and conditions for this project.				
PLOT NO.	<b>230290C</b> <b>1</b>			

<b>Copper Ridge Trail Head</b>					Subtotals	
	Qty	Unit	Unit Cost	Cost		
<b>Site Civil Costs</b>						
<b>Trail Head Improvements</b>						
Mobilization	1	LS	5000	5000		
Clearing and Grubbing	1	LS	1500	1500		
Earthwork (Trail Head)	75	CYD	50	3750		
HMA Surface Remove	170	SYD	10	1700		
Aggregate Base, 6 Inch (Parking Exp.)	25	SYD	20	500		
Curb and Gutter	115	LF	45	5175		
HMA ( 4EL & 5EL @ 165#/SYD ea)	26	Tn	300	7800		
Segmental Block Wall	70	LF	300	21000		
Woodchips	990	SF	3	2970		
Restoration	250	SYD	5	1250		
SESC	1	LS	2000	2000	<b>52645</b>	
<b>Trail Extensions</b>						
Mobilization	1	LS	5000	5000		
6' Connector + West 4' Trail	Clearing and Grubbing (6' Connector+West 4' Trail)	1	LS	2600	2600	
	Earthwork (6' Connector+West 4' Trail)	200	CYD	50	10000	
	Aggregate Base , 5 inch (6' Connector+West 4' Trail)	370	SYD	15	5550	
	Restoration (6' Connector+West 4' Trail)	800	SYD	5	4000	<b>22150</b>
East Future 4' Trail	Clearing and Grubbing (East Future 4' Trail)	1	LS	1500	1500	
	Earthwork (East Future 4' Trail)	65	CYD	50	3250	
	Aggregate Base , 5 inch (East Future 4' Trail)	100	SYD	15	1500	
	Restoration (East Future 4' Trail)	390	SYD	5	1950	<b>8200</b>
SESC	1	LS	5000	5000	<b>40350</b>	
Totals				<b>\$ 92,995.00</b>		
10% Cont.				\$ 9,299.50		
Engineering (15%)				\$ 13,949.25		
Total				<b>\$ 116,243.75</b>		



 <b>Charter Township of Garfield Planning Department Report No. 2024-58</b>			
Prepared:	July 31, 2024	Pages:	2
Meeting:	August 5, 2024 Parks and Recreation Commission	Attachments:	<input type="checkbox"/>
Subject:	2025 Parks Priority Projects – Discussion		

**OVERVIEW:**

In October 2023, the Parks and Recreation Commission recommended a list of priority parks projects for 2024 to the Township Board. The Township Board ultimately adopted the overall 2024 Township budget including a parks budget with capital outlay portion identified. The total capital outlay shown in the parks budget reflected three of the four projects recommended by Commissioners. The status of these projects is as follows:

2024 Priority Project	Budget	Description	Status
River East Recreation Area: Amenities (Playground, Signage, Wayfinding, etc.)	\$250,000	Several projects including the parking lot, pavilion, and dog park, have been completed in the past few years. The next project would add amenities including playground equipment and signage.	This project has not started since the previous River East project is still being finished. Bathrooms have been ordered and will likely be installed in spring 2025.
Grand Traverse Commons Natural Area: Copper Ridge Trailhead	\$100,000	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.	GFA has prepared the design and estimated costs for this project. These are being reviewed by Commissioners and have received input from the mountain bikers. This project is anticipated for construction in fall 2024.
Grand Traverse Commons Natural Area: Red Drive Trailhead Engineering and Design	\$15,000	Engineering and design for Red Drive trailhead as shown in the Commons Natural Area Design Plan, including design of the parking area, bathroom, and improved trail access.	This project is anticipated for fall 2024.

Commissioners had also recommended a project for the engineering, design, and survey work in relation to the accessible trail loop project at the Grand Traverse Commons Natural Area, as a part of local match funding for the Michigan Natural Resources Trust Fund grant. This project is not reflected in the capital outlay portion of the 2024 parks budget. However, at their March 26, 2024 meeting, the Township Board approved a proposal for engineering services for this project from Gourdie-Fraser (GFA), the Township’s Engineer of Record. Further, unused funds from the 2023 capital outlay for implementation of the Design Plan for the Commons Natural Area may potentially be used for this project.

**2025 PRIORITY PARKS PROJECTS:**

Several projects have been previously discussed as potential 2025 priority parks projects. Some facilities have also been identified as potentially requiring repairs. Potential priority parks projects to consider for 2025 include the following:

- **Accessible Trail Loop (Grand Traverse Commons Natural Area)**  
At their March 26, 2024 regular meeting, the Township Board approved a proposal from GFA for engineering services for the accessible trail loop project 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, so the anticipated cost attributed to the park budget for construction of the trail loop and other non-engineering expenses would be **\$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. There is an area between the existing tennis courts / basketball courts and the paved trail loop which could potentially house these courts. This area is identified as such on the Silver Lake Recreation Area Park Development Plan which is part of the Five-Year Parks and Recreation Plan. Staff can obtain a quote for the estimated cost of installing these courts.

**ACTION REQUESTED:**

The purpose of this item is for Commissioners to discuss the proposed priority parks project list for 2025. No action is required.