

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

Monday, October 5, 2020 at 6:00 pm  
Garfield Township Hall Large Meeting Room  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

**AGENDA**

**ORDER OF BUSINESS**

**Call Meeting to Order**

**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 10, 2020**

**4. Correspondence**

- a. Public Act 159 of 2020 (Commons 100)

**5. Reports**

- a. Commissioner Reports
- b. Staff Report / Updates
- c. Grand Traverse Conservation District Report

**6. Old Business**

**7. New Business**

- a. PD-2020-135 – BVNP Tennis Court Transformation 2020 Project
- b. PD-2020-136 – Parks CIP – Revised Proposed 2021 Projects

**8. Public Comment**

**9. Items for Next Agenda – December 7, 2020**

**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  
August 10, 2020**

**Call to Order:** Vice Chair Spence called the meeting to order at 6:00 p.m.

**Roll Call of Commission Members:**

Present: Denise Schmuckal, Chris Remy, James Guilmet, Fern Spence and Art Bukowski

Absent and Excused: Chris DeGood, William Scott

Staff Present: Parks Steward Derek Morton, Deputy Planning Director Steve Hannon and Planning Director John Sych

1. **Public Comment:** Trustee Steve Duell noted that he was present and requested to speak on item 7.a. Silver Lake Recreation Area Frontage Landscaping – Discussion.
2. **Review and Approval of the Agenda – Conflicts of Interest**  
*Schmuckal moved and Bukowski seconded to approve the agenda as presented.*  
  
*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*  
*Nays: None*
3. **Review and Approval of Meeting Minutes – June 1, 2020**  
*Schmuckal moved and Bukowski seconded to approve the minutes of June 1, 2020.*  
  
*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*  
*Nays: None*
4. **Correspondence:** Correspondence from Bruce Allen regarding pickleball courts.
5. **Reports**
  - a. **Commissioner Reports:** None
  - b. **Staff Report/Updates:** Morton reported on activities including clean-up of Silver Lake dog park, playground inspections, upgrade of heating system at Silver Lake restrooms, Silver Lake berm, demolition of the Kids Creek mill, clean-up of the Commons area due to rains, graffiti and rogue trails, evaluation of River East for improvements, tennis court clean-up at the Boardman Valley Nature Preserve, capital improvement project planning, and cameras for Commons Natural Area. The Commission was interested in discussing the issue of cameras for the Commons Natural Area.

*Schmuckal moved and Bukowski seconded to add Cameras for the Commons Natural Area to the agenda as item 7.b under New Business.*

*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*

*Nays: None*

**c. Grand Traverse Conservation District Report:** Tom Vitale reviewed the ongoing maintenance activities they have been performing, including addressing safety hazards on trails and boardwalk improvements.

## **6. Old Business**

### **a. PD 2020-116 – Parks Capital Improvements Program – Proposed 2021 Projects (6:18 p.m.)**

Hannon provided an update on current Park projects with several photos and reviewed the 2021-2026 CIP (Capital Improvement Plan). Commissioners reviewed current 2020 projects and the proposed projects for the CIP. The tennis court resurfacing project planned for 2020 at Silver Lake Recreation Area was not expected to be completed this year so the Commission decided to move the project to 2021.

*Bukowski moved and Remy seconded to RECOMMEND to the Township Board the list of priority Parks and Recreation projects for 2021 including removing the old tennis courts and site cleanup at Boardman Valley Nature Preserve, the Master Park Design Plan at Grand Traverse Commons Natural Area, the site improvements and gravel parking lot at River East Recreation Area, and the tennis court resurfacing at Silver Lake Recreation Area for a total of \$150,000.*

*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*

*Nays: None*

### **b. PD 2020-117 – Revised Fee Schedule for Silver Lake Recreation Area (6:33 p.m.)**

The Commission reviewed and discussed the revised fee schedule.

*Bukowski moved and Remy seconded to recommend APPROVAL of the revised Fee Schedule for Silver Lake Recreation Area to the Township Board as provided in PD Report in 2020-117.*

*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*

*Nays: None*

## **7. New Business**

### **a. Silver Lake Recreation Area Frontage Landscaping – Discussion (6:36 p.m.)**

Morton reviewed the current situation at Silver Lake Recreation Area. There is an opportunity to utilize trees donated from DTE Energy to improve the berm. Trustee Duell would like to improve appearance of the park. Vitale noted that the Grand Traverse Conservation District is focused on maintaining native vegetation. The Commission generally agreed to having native trees and plantings and the removal of invasive species, but not particularly mowed or manicured.

*Bukowski moved and Remy seconded to recommend that the Board direct the Township staff and Grand Traverse Conservation District staff work together to remove invasive species and plant native trees and plantings at the berm at the Silver Lake Recreation Area.*

*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*

*Nays: None*

**b. Cameras for Commons Natural Area (7:02 p.m.)**

Morton discussed the issues related to rogue trails and other disruptions at the Commons Natural Area. The use of cameras would help to investigate and deter these disruptions.

*Bukowski moved and Guilmet seconded to recommend the purchase of six cameras for surveillance at the Commons Natural Area.*

*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*

*Nays: None*

**8. Public Comment: None**

**9. Item for Next Agenda – October 5, 2020**

**10. Adjournment**

*Schmuckal moved and Bukowski seconded to adjourn the meeting at 7:10 p.m.*

*Yeas: Schmuckal, Bukowski, Spence, Remy, Guilmet*

*Nays: None*

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Chris Remy, Secretary  
Garfield Township Parks & Recreation  
Commission  
3848 Veterans Drive  
Traverse City, MI 49684

Act No. 159  
 Public Acts of 2020  
 Approved by the Governor  
 September 17, 2020  
 Filed with the Secretary of State  
 September 17, 2020  
 EFFECTIVE DATE: September 17, 2020

**STATE OF MICHIGAN  
 100TH LEGISLATURE  
 REGULAR SESSION OF 2020**

Introduced by Senator Schmidt

**ENROLLED SENATE BILL No. 595**

AN ACT to authorize the state administrative board to accept and convey real property in Grand Traverse County; to prescribe conditions for the conveyance; and to provide for disposition of the revenue from the conveyance.

*The People of the State of Michigan enact:*

Sec. 1. (1) The state administrative board, on behalf of this state, subject to and contingent on the conveyance of the property to the Charter Township of Garfield, Grand Traverse County, as provided in subsection (2), may accept from the Charter Township of Garfield, for consideration of \$1.00, real property that was originally conveyed, in accordance with 1993 PA 38, by a December 14, 1993 quitclaim deed that is recorded in Liber 0984 page 304, Grand Traverse County records. The property is located in Grand Traverse County, Michigan and more particularly described as:

Parcel RR: Part of the Northwest fractional 1/4 and part of the Southwest 1/4 of Section 9, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan more fully described as beginning at the West 1/4 corner of said Section 9; thence along the West Line of said section North 00 degrees 54 minutes 19 seconds East 962.96 feet to a point South 00 degrees 54 minutes 19 seconds West 300.00 feet from the centerline of County Road No. 610 (Long Lake Road); thence East 1,613.66 feet; thence South 36 degrees 46 minutes 38 seconds East 1,137.45 feet to the Northwest corner of the Arnell Engstrom property as recorded in Liber 0917, Page 221; thence along the West line of said parcel South 01 degrees 26 minutes 02 seconds East 687.03 feet; thence South 68 degrees 11 minutes 47 seconds West 1,816.48 feet to the Northeast corner of the West 1/2 of the Southwest 1/4 of said Southwest 1/4 of Section 9; thence along the South 1/8 line of said section South 89 degrees 36 minutes 42 seconds West 659.34 feet to the West line of said section; thence along said West Line North 00 degrees 49 minutes 09 seconds East 1,314.34 feet to the Point of Beginning, containing 100.87 acres of land more or less.

(2) The state administrative board, on behalf of this state, after receiving the conveyance authorized in subsection (1), shall convey the property to the Charter Township of Garfield, for consideration of \$1.00.

(3) The description of the property in subsection (1) is approximate and for purposes of the conveyances is subject to adjustment as the state administrative board or attorney general considers necessary by survey or other legal description.

(4) Any conveyance of property under subsection (2) must not contain any restriction, as required by section 3(10) of 1993 PA 38, relating to a memorandum of agreement between the department of management and budget, now the department of technology, management, and budget, and the Grand Traverse Commons Redevelopment Corporation. However, the conveyance must contain any other restrictions required by 1993 PA 38 and all of the following restrictions:

(a) That the land must be used solely and exclusively for nonmotorized public purposes.

(b) That if a fee, term, or condition is imposed on members of the public for use of the property, or if such a fee, term, or condition is waived, all members of the public must be subject to the same fees, terms, conditions, and waivers.

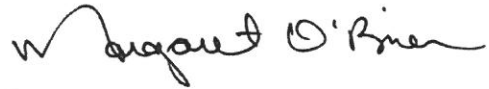
(c) That changes to the property must not exacerbate any known or unknown contaminated soils.

(5) If property conveyed under this act is used in a manner that violates any of the restrictions imposed under subsection (4), this state may reenter and take the property, terminating the grantee's or any successor's estate in the property. An action to regain possession of the property may be brought and maintained by the attorney general on behalf of this state.

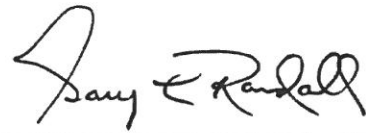
(6) If this state reenters and repossesses property under subsection (5), this state is not liable to reimburse any person for any improvements made on the property or to compensate any person for any part of an unfulfilled contract or license issued to provide goods or services on or for the property.

(7) The state administrative board shall make the conveyance authorized by subsection (2) by quitclaim deed or other instrument approved by the attorney general.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor



## Charter Township of Garfield Parks Report

### Silver Lake Recreation Area

Removed weeds from berm. Treated soil. Looking treat again when we till prior to seeding with pollinator mix.

Treated Black Locus on berm

Fall planting with donated trees from DTE. Contact with Releaf Michigan. Staked trees with Rep. Also, sent jpeg file for flyers. Looking for volunteers for plantings on **October 13<sup>th</sup>**.

Final seeding occurred 9/11 around sidewalks and parking lot.

Looking to upgrade wall heaters with new units & add radiant heater above the toilets and sinks in restrooms.

Topsoil & seed added around Main Pavilion.

Still waiting on three contractors for tennis court resurfacing bids. Only one bid that has been submitted.

One dead tree just out of Right of Way. Sent to bid. Only 2 of 5 tree companies wanting to give estimates.

## **Commons**

Down trees located on trails. District removed.

Removed purple loosestrife seed heads from spotted areas with Tom Vitale.

Cleaned up Graffiti of kiosk & trail markers.

Walked trails many times & seems that rogue trail building has subsided for the most part.

## **River East**

Planning Department has put the potential development for River East into Stages. Outlying the potential ideas & lay-outs.

CPO's moved along campers near Templeton Barn.

Working on getting signs posted for the northern boundary.

Walk through scheduled with CPO's to make sure the camps have moved we previously had contact with.

## **Boardman Valley**

Met with contractors for tennis court transformation to parking lot. Received estimates from Elmer's & Molon. Still waiting on



potentially two more bids. Two other contractors do not wish to bid.

Boardwalk Extension with Youth Works (~100 feet) proposed for the wet area south of crushed gravel trail. Secure boardwalk material that was left over from previous projects.

### **Miller Creek**

Contact with Liv Arbors about tobacco use from their residents on the Parks/Township Line.

Identified some boardwalk repairs that need to happen this Fall or Early Spring.

### **Kid's Creek**

Conservation District cleaned up banks at pond.

Identified Area where bio-controls of purple loosestrife can be used in the Spring.

District pulled aquatic weeds in pond.

Site Restoration is holding firm at Mill Demo Location.

### **Conservation District Meets**

Meetings with Planning/Conservation District working on Draft Agreement for budgeting towards 2021.

## **Snow Removal Bids**


Sending out Snow Removal Bids for the township office, walking trails and park parking lots. Bid package on township website.

Submitted,

Derek Morton

Park Steward

September 29<sup>th</sup>, 2020

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-135</b>		
Prepared:	September 29, 2020	Pages: 1
Meeting:	October 5, 2020 Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	BVNP Tennis Court Transformation 2020 Project	

**BACKGROUND:**

The old tennis courts at Boardman Valley Nature Preserve are in a state of disrepair, including cracks in the surface and trees and shrubs growing through the fence. Also, the water table is very high in this area which provides long-term maintenance challenges.

In speaking with a few engineers, it appears that the most cost-effective way to improve the site would be to crack fill, seal, and topcoat with asphalt for additional parking. In doing so, this would alleviate some of the stress of the existing small parking lot for the pickleball courts, the YMCA, Kid’s Club, and other recreational users of the park. A small crushed gravel entrance would be installed between the existing parking lot and the newly renovated parking lot. The fence around the courts would be removed and the area would gain approximately 30 new parking spaces.

Contractor Estimates	
Molon	\$15,125.00
Elmer’s	\$25,950.00
Popp	No Bid
Basch & Sons	No Bid

With the scope of work and availability of sub-contractors, only Molon & Elmer’s are willing to fit this project in this fall. As Molon has provided the lowest bid, it is suggested that the Parks and Recreation Commission consider recommending to the Township Board to move forward on this project with Molon.

This project was originally identified to be completed in 2021 as part of the Parks Capital Improvements Program for 2021. Furthermore, one project identified for 2020, the well house at Silver Lake Recreation Area, will likely need to be delayed to 2021 due to difficulty of finding contractors for this type of work. It is suggested that the Parks and Recreation Commission consider recommending an amended Parks CIP for 2021 to the Township Board to account for swapping these two projects, among any other changes.

**ACTION REQUESTED:**

Following discussion, if the Parks and Recreation Board is comfortable with the Molon’s estimate, then the following motion is suggested:

MOTION TO RECOMMEND to the Township Board to accept the bid from Molon for a project at Boardman Valley Nature preserve to replace the existing old tennis courts with an additional parking lot area.

**Attachments:**


1. Scope of work – BVNP Tennis Court Transformation
2. Pictures showing current conditions of BVNP tennis courts

## Tennis Court Transformation – BVNP

- 1) Fencing Removal
- 2) Place Aggregate in Post Holes
- 3) Remove & replace aggregate driveway
- 4) Patch tennis court post holes
- 5) Seal Coat (two coats over tennis surface)
- 6) Stripe for parking spaces
- 7) Place ten (10) parking bumpers





 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-136</b>		
Prepared:	September 29, 2020	Pages: 2
Meeting:	October 5, 2020 Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Revised Proposed 2021 Parks and Recreation Projects	

**BACKGROUND:**

At the August 10 Parks and Recreation Commission meeting, the Commissioners recommended a list of priority projects for 2021 to the Township Board as part of the discussion for the overall Township budget for 2021, as follows:

Silver Lake Recreation Area	Tennis court resurfacing (carry over from 2020)	\$5,000
Boardman Valley Nature Preserve	Remove old tennis courts / site cleanup	\$20,000
Grand Traverse Commons	Master Park Design Plan	\$50,000
River East Recreation Area	General site improvements / parking area	\$75,000
<b>TOTAL</b>		<b>\$150,000</b>

The Parks and Recreation Commission should consider some new information to potentially amend the proposed list of 2021 priority projects, as follows:

- The removal of the tennis courts at Boardman Valley Nature Preserve was originally proposed for 2021 but this project could potentially be completed in 2020. Also, the well house construction at Silver Lake Recreation Area was proposed for 2020 but may need to be delayed to 2021.
- Grand Traverse Conservation District has recommended the installation of a solar aeration system for Olesen Pond at Kids Creek Park to improve water quality of the pond. Commissioners should consider the benefits and impacts of this proposed project, including future maintenance for this system should it be installed.
- After an internal initial review and feedback on the proposed project list, and given the desire to maintain a similar parks budget in 2021 as in 2020 for both projects and maintenance, the Parks and Recreation Commission should consider recommending an amount for projects in 2021 in the same range as the amount in 2020, which was \$135,000. This may be accomplished by reducing the scope of the project at River East Recreation Area. Also, the 2021 list includes some projects which were budgeted for 2020 and will carry over to 2021.

Accounting for this information would result in the following proposed projects list:

Silver Lake Recreation Area	Tennis court resurfacing (carry over from 2020)	\$5,000
Silver Lake Recreation Area	Well house construction (carry over from 2020)	\$30,000
Grand Traverse Commons	Master Park Design Plan	\$50,000
Kids Creek Park	Solar aeration system for Olesen Pond	\$6,000
River East Recreation Area	General site improvements / parking area	\$50,000
<b>TOTAL</b>		<b>\$141,000</b>

**ACTION REQUESTED:**

The Parks and Recreation Commission should discuss the proposed revisions to the 2021 list of proposed projects. Following discussion, if Commissioners are satisfied with this list of priority projects, then the following motion is suggested:

MOTION TO RECOMMEND to the Township Board the revised list of priority Parks and Recreation projects for 2021.

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