

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

Monday, December 6, 2021 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**

**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 4, 2021**

**4. Correspondence**

**5. Reports**

- a. Commissioner Reports
- b. Staff Report / Updates
  - i. Grand Traverse Commons Natural Area Design Plan – Update
- c. Grand Traverse Conservation District Report

**6. Old Business**

**7. New Business**

- a. 2022 Meeting Dates
- b. Certificate of Appreciation – William Scott

**8. Public Comment**

**9. Items for Next Agenda**

- a. 2021 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 4, 2021**

**Roll Call of Commission Members:**

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

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

**Call to Order:** Chair DeGood called the meeting to order at 6:02 pm.

**1. Public Comment (6:02)**

None

**2. Review and Approval of the Agenda – Conflicts of Interest (6:02)**

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

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

*Nays: None*

**3. Review and Approval of Meeting Minutes – August 2, 2021 (6:03)**

*Hoort moved and Scott seconded to approve the minutes of August 2, 2021.*

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

*Nays: None*

**4. Correspondence (6:03)**

None

**5. Reports (6:03)**

**a. Commissioner Reports**

Schmuckal stated that the Township Board is discussing the 2022 budget next week and will focus on Parks and Recreation.

**b. Staff Report/Updates**

Kehoe reviewed his report with Commissioners. He stated that ground hornets have been terrible this year in all the parks and a case was solved using the park security cameras. United Way cleanups are coming up and downed trees have been removed. Homeless camps are being removed and citations are being issued.

Hannon said that if a commissioner's term is up and s/he wishes to serve again, an application needs to be filled out.

- c. **Grand Traverse Conservation District August 2021 Report**  
Report was included in commissioner packets.

**6. Old Business**

- a. **PD 2021-127 – Park User Survey Results (6:16)**

Staff will reach out to Blair Township for their station centered fitness walk. Results of the survey show that residents also want more seating on trails and commissioners discussed that option. Staff and Commissioners discussed doing another parks survey and talked about having one in Spring 2023 to coincide with the Parks and Recreation Master Plan.

- b. **PD 2021-128 – 2022 Parks Priority Projects (6:41)**

Commissioners asked to add benches into the proposed 2022 budget for both Silver Lake and River East.

*Bukowski moved and Spence seconded to RECOMMEND to the Township Board the list of priority Parks and Recreation projects for 2022 with the addition of a line item for benches included.*

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

- C. **PD 2021-129 - Grand Traverse Commons Natural Area Update (6:54)**

Execution of the deed transfer and removal of the deed restriction was finalized in September 2021 and Staff has arranged to have a Phase I Environmental Site Assessment (ESA) for the Commons Natural Area to determine existing environmental conditions on the site. Staff published the RFP this afternoon and anticipates conducting consultant interviews the week of November 30, 2021 and selection of a consultant in December 2021. Public engagement and a press release for the Commons area was discussed as it relates to the RFP process. Staff has also completed the Existing Conditions Report which provides information on the site, an inventory of features and amenities and other key information.

**7. New Business**

None

**8. Public Comment**

None

**9. Item for Next Agenda – December 6, 2021**

- a. 2022 Parks and Recreation Commission Meeting Dates

**10. Adjournment**

*Schmuckal moved and Remy seconded to adjourn the meeting at 7:19pm.*

---

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**

Planted Oak Tree by pavilion for Bill Mouser.

Working on remembrance sign for Bill.

Staking off first parking lot on right for snow season.

Installed a few more “no motorized vehicles” signs in preparation for snowmobilers this winter.

Need to repair line in drinking fountain near bathrooms for Spring.

Blowing leaves off trails.

Contacted Rugby about Posts being removed.

Recontacted Apple Fence for gate on wellhead storage.

Mulched trees out in the field to protect from herbicide treatments in Spring.

## **Commons**

Interviews started with Consultant Groups for Commons Development.

Winterizing & pruning trails at Commons.

No camping to date and next Spring we should be ahead.

## **River East**

Phase 1 almost complete. Back order on trusses. Parking lots are in. Pavilion done by next week. Pouring pad Nov. 3<sup>rd</sup>.

Pavilion construction has started. Trusses just arrived that were on back order. Pad has been poured.

Camera quote has been received for surveillance system. Grant submitted for system.

No encampments to date. Last little bit has been cleaned up.

Installed garbage surround for trash totes to protect Wellhead in parking area.

Planted arborvitae bordering the barn and parking lot.

Hanging camera near barn. Appears to be late night traffic.

No camping to date and next Spring should be better to maintain.

Appealing Informal Hearing with Goodwill Inn Citation for allowing a campground. Waiting on court date.

## **Boardman Valley**

Monitoring for encampments. Nothing to date found.

Pruned & trim trails.

Added a roll away tote from GFL. Norm's Volunteers grab trash on river and dispose near Kayak Launch. Norm provided a barrel for trash to those using paddling the river to clean up trash. Grant money used for onion bags.

Removed kayak launch. Secure cables that were damaged.

Portable toilets removed. Done for year.

Windscreens, nets and posts taken down by TAPA. Stored.

## **Miller Creek**

Staff removed a few more down trees on trails.

Pruned back walking trails.

Backpack blown leaves from boardwalks.

Repaired a washout near Aldi's.

Camera mounted near bench being tagged. Nothing to date.

Walked western boundary to assess potential trail access with development near Baymont.

Removed more down trees on trails.

No encampments to date.

## **Kid's Creek**

Born Learning Stations installed. United Way.

Few trout still in pond.

Installed posts for "Dogs on Leash" for Buffalo Ridge Trail.

Kohls fixed erosion site. Installed raised curb to deter any further issues.

Pruned and trimmed trails.

Blown off boardwalks.

Salmon making it up past the pond.

## **Trash Removal**

Assisted King Court Maintenance. Two more truck loads taken out of area near brush drop off. CPO's gave trespass warnings to the same three individuals trashing that area.

Contact with Goodwill Inn and City of Traverse City about lingering trash left behind by campers.

Submitted November 29th, 2021

Derek Morton

Sean Kehoe



## **Grand Traverse Conservation District**

### **October 2021 Report**

#### **OWNER/PARKLAND: Garfield Township – Various**

##### **Administration**

- Continued communication with Garfield Township Park Steward, Derek Morton, in regard to project planning and park maintenance needs.
- Provided invoices for quarterly billing periods.

##### **Monitoring and Maintenance**

- Forwarded trail reports and concerns to Township staff as they were received.
- Provided final mowing and trimming of Township parks before winter.
- Changed info-station seasonal posters to reflect fall themes.
- Reconned various parkland needs and forwarded to Township staff.

#### **OWNER/PARKLAND: Recreational Authority – Hickory Meadows**

##### **Administration**

- Attended the monthly Rec Authority Board meeting and provided updates.
- Coordinated Hickory Meadows Advisory Committee (HMAC) monthly meeting. Drafted an agenda and follow-up minutes for HMAC review.
- Met with HMAC members in development of discussion points for signage and trail needs.
- Prepared and submitted an EGLE Joint Permit Application for construction of the NW trail proposal with two boardwalk crossings.
- Emailed the Wayne Street neighbor to discourage blocking of trailhead access gate with their boat and trailer.
- Sought tractor rentals with brush mower attachment in preparation of mowing winter groomed trails. Communicated with City representatives to determine availability of their equipment.
- Reserved contracted snow services for the M-72 parking lot with Popp Excavating for the 2021/22 winter season.
- Corresponded with Matt Cowall and Derek Morton, Garfield Township Park Steward and Code Enforcement, about a neighbor infringing on Meadows property for archery target practice and off-road vehicle use.

## **Monitoring and Maintenance**

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary, including the dispenser at Historic Barns Park.
- Mowed trimmed along trails as necessary.
- Downloaded and analyzed trail counter data on a monthly basis.
- Monitored property boundaries for further use of off-road vehicles.
- Reposted flagging identifying the proposed trail route for regulatory permit review.
- Re-secured dogs off-leash banners to t-bar posts to ensure visibility.
- Re-secured cedar railings along fencing in vicinity of pond.
- Reposted missing trailside signage where necessary.

## **Other**

- Provided basic locational information pertaining to TCL&P owned land off Cedar Run Road in follow-up of potential solutions for dogs off-leash space.



# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
PH: (231) 941-1620 • FAX: (231) 941-1588

## 2022 PARKS AND RECREATION COMMISSION MEETING DATES

---

The Charter Township of Garfield Parks and Recreation Commission has scheduled the following meeting dates for 2022. All meetings begin at 6:00 PM and are held in the Meeting Room (2nd floor) at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

The 2022 meeting schedule is as follows:

### **Regular Meeting**

February 7, 2022  
April 4, 2022  
June 6, 2022  
August 1, 2022  
October 3, 2022  
December 5, 2022

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

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 the Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.



# CERTIFICATE OF APPRECIATION

**Whereas**, it is the desire of the Charter Township of Garfield Parks & Recreation to extend its sincere appreciation to William Scott for his three years of service to the Parks & Recreation Commission;

**Whereas**, William in his capacity as Parks & Recreation Commissioner, provided insight to assist his fellow commission members in making sound decisions in order to protect the future of the community parks through thoughtful planning;

**Now, Therefore, Be It Resolved** that the Charter Township of Garfield Parks & Recreation Commission does hereby express its sincere appreciation on behalf of the community to William Scott for his dedicated service.

---

JOHN SYCH, PLANNING DIRECTOR

---

CHRIS DEGOOD, CHAIRMAN