

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

Monday, August 10, 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 – June 1, 2020

4. Correspondence

5. Reports

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

6. Old Business

- a. PD-2020-116 – Parks Capital Improvements Program – Proposed 2021 Projects
- b. PD-2020-117 – Revised Fee Schedule for Silver Lake Recreation Area

7. New Business

- a. Silver Lake Recreation Area Frontage Landscaping – Discussion

8. Public Comment

9. Items for Next Agenda – October 5, 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
VIRTUAL PARKS and RECREATION COMMISSION
MEETING MINUTES
June 1, 2020**

Roll Call of Commission Members:

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

Absent and Excused: James Guilmet

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

1. **Call to Order:** Chair DeGood called the meeting to order at 6:01pm.
2. **Public Comment:**
None
3. **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, Scott, DeGood
Nays: None
4. **Review and Approval of Meeting Minutes – May 4, 2020**
Bukowski moved and Scott seconded to approve the minutes of May 4, 2020.

Yeas: Bukowski, Scott, Schmuckal, Remy, Spence, DeGood
Nays: None
5. **Correspondence**
None
5. **Reports**
 - a. **Commissioner Reports**
Bukowski thanked Derek Morton and Tom Vitale for helping with the rogue trail issue in the Commons. Other commissioners agreed and all had a spirited discussion on stopping the building of unauthorized trails.
 - b. **Staff Report/Updates**
Deputy Planner Hannon said that the DNR requirements have been met for the Boardman Valley Trust Fund grant. Parks Steward Derek Morton said that the Silver Lake Park paving project is almost complete. Dog parks will be closed later this week for tree trimming and the Franke Mill demolition is still on hold for now pending an inspection next week. He added that the revised Parkland Ordinance was adopted by the board.

c. **Grand Traverse Conservation District Report**

Tom Vitale reiterated what was happening to trails at the Commons. He has the support and watchful eyes of many individuals and groups in the area. He touched on the rain event, which caused quite a bit of erosion in parklands and staff is trying to repair it as best as they can. Oleson Pond has been stocked with fish and the mapping project is continuing.

6. **Old Business**

a. **PD 2020-82 – Hunting Permit Application – Proposed Revision - Update (6:31)**

At the last meeting, Park Commissioners asked for clarification on each of the hunting area maps for each park in order to reflect the DNR regulations. Staff clarified details on the maps and included that is solely the responsibility of the hunter to comply with all township and DNR regulations. Commissioners recommended that only one person in the township be given the responsibility of approving the hunting permits to provide for better tracking. Commissioners also discussed the proposed Wildlife Survey and thought that it could be stricken from the application.

Bukowski moved and Schmuckal seconded to recommend to the Township Board that the revised Township Hunting Permit Application be adopted with the Wildlife Survey Portion stricken.

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

Schmuckal moved and Spence seconded to revise Garfield Township Ordinance No. 50 to eliminate item J4 from the Ordinance.

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

7. **New Business**

a. **PD 2020-83 – 2021 Parks Capital Improvements Program – Introduction/Discussion (6:44)**

Hannon introduced the 2021 Capital Improvements Plan for the parks. He said that it was a good tool for implementing projects in order to anticipate upcoming costs and projects. Commissioners liked the proposed CIP and asked about other projects such as fencing at Serenity Park, grass seeding and pylons in the area where trees were cut near the airport. A plan for upgrading the heating in the bathroom building at Silver Lake was discussed and commissioners said that project may need to be completed this year to save money over the winter months.

b. Commercial Paddling Permitting – Boardman Valley Nature Preserve – Discussion (7:08)

This is continued discussion of a proposed permit for River Outfitters to enter into an agreement with Grand Traverse County and Garfield Township for the use of the Boardman River access in the Boardman Valley Nature preserve for kayakers to exit the river. Commissioners talked about making infrastructure improvements to the existing driveway on the Verizon property and shared concerns with a commercial use on a public property. Township resident Alisa Korn gave commissioners some background in the proposal and explained that the water levels are too high for kayakers to continue past S. Airport Road to the original landing at Medalie Park. Township Supervisor Chuck Korn also commented on the matter. Commissioner discussion focused on policies for such a use, and whether the township should fund businesses asking for improvements on a property as well as using township owned parkland for such a use. There was some interest in a temporary improvement to the land as long as it is not funded by the township. Concerns were also raised as to who would be responsible for any engineering fees incurred to make the site amenable to the proposed use.

8. Public Comment

Parks Steward Morton commented that he would like guidance on dealing with the rental of playing fields. He has been taking many calls from several groups wishing to rent the fields. Commissioners said they would take up the matter at the August meeting and provide more definite guidelines for field rental.

9. Item for Next Agenda – August 3, 2020

- a. River East Recreation Area – Public Engagement**
- b. Parks Capital Improvements Program**


10. Adjournment

Schmuckal moved and Scott seconded to adjourn the meeting at 7:58pm.

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

Nays: None

Chris Remy, Secretary
Garfield Township Parks & Recreation
Commission
3848 Veterans Drive
Traverse4 City, MI 49684

 Charter Township of Garfield Planning Department Report No. 2020-116		
Prepared:	July 29, 2020	Pages: 2
Meeting:	August 10, 2020 Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Proposed 2021 Parks and Recreation Projects	

BACKGROUND:

In late 2019 and early 2020, Parks and Recreation Commissioners recommended a list of priority projects to the Township Board which were adopted by the Board in February 2020. This report presents a list of proposed priority projects for 2021 to forward to the Township Board as they begin discussing the overall Township budget for 2021 later in August.

The proposed parks projects are presented in the form of a Capital Improvements Program (CIP) which is anticipated to be part of an overall CIP for the Township. The Michigan Planning Enabling Act (MPEA) requires the Township to adopt a CIP showing capital projects anticipated to occur over the next six years and is reviewed annually. The CIP includes any Township-owned capital assets including parks, water and sewer infrastructure, and public buildings.

The list of 2020 proposed projects totaled \$135,000 as shown in the table below. The adopted Township budget also included \$5,000 in additional contingencies for a total of \$140,000.

Silver Lake Recreation Area	Well house construction	\$30,000
Silver Lake Recreation Area	Sidewalk connections / trail extension	\$52,000
Silver Lake Recreation Area	Tennis court resurfacing / restriping	\$5,000
Silver Lake Recreation Area	Electrical outlets at large pavilion	\$5,000
Boardman Valley Nature Preserve	Crushed gravel trail	\$23,000
Kids Creek Park	Water mill – structure demolition	\$20,000
TOTAL		\$135,000

PROPOSED 2021 PROJECTS:

The following is a list of proposed 2021 Parks and Recreation projects. Descriptions of these projects are included in the Parks CIP document attached to this report.

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
TOTAL		\$145,000

FUTURE PROJECTS:

Any future Parks and Recreation projects should be included in the Parks CIP. The purpose of including future projects is to ensure that projects not being completed in the short term are still “on the radar” to be completed in future years and to anticipate the scale of future costs. The detailed costs of any projects are only determined for the given budget year.

ACTION REQUESTED:

The purpose of placing this item on the agenda is for the Parks and Recreation Commission to discuss the list of priority projects for 2021 and to make a recommendation to the Township Board as they begin their discussion on the overall Township budget for 2021. Following the discussion, if the Commissioners are comfortable with the list of proposed priority projects, then the following motion is suggested:

MOTION 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, and the site improvements and gravel parking lot at River East Recreation Area.

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

Attachments:

1. Proposed 2021-2026 Parks Capital Improvements Program (CIP)

Parks Capital Improvements Program 2021-2026


Proposed Parks Capital Improvements Program 2021-2026

The Parks Capital Improvements Program (Parks CIP) is intended to identify priority projects within the parks system. Highest-priority projects are intended to be completed in 2021. Other projects in the Parks CIP are targeted for future completion but may be completed if priorities change, funding is appropriated sooner, or other funding sources are secured.

	Description	Park Budget 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Total Project Cost	Non-Twp Funding	Township Funding
SLRA	Well house construction	\$30,000.00							\$30,000.00		\$30,000.00
SLRA	Sidewalk connections / trail extension	\$52,000.00							\$52,000.00		\$52,000.00
SLRA	Tennis court resurfacing	\$5,000.00							\$5,000.00		\$5,000.00
SLRA	Install new heating system at bathroom	\$5,000.00							\$5,000.00		\$5,000.00
BVNP	Crushed gravel trail	\$23,000.00							\$23,000.00		\$23,000.00
BVNP	Tennis court removal		\$20,000.00						\$20,000.00		\$20,000.00
Commons	Master Park Design Plan		\$50,000.00						\$50,000.00		\$50,000.00
Kids Creek	Water mill - structure demolition	\$20,000.00							\$20,000.00		\$20,000.00
River East	Park development - Phase #1			\$120,000.00					\$120,000.00		\$120,000.00
River East	Park development - Phase #2				\$100,000.00				\$100,000.00		\$100,000.00
River East	Park development - Phase #3					\$150,000.00			\$150,000.00		\$150,000.00
River East	Park development - Phase #4										
TOTAL		\$135,000.00	\$145,000.00	\$120,000.00	\$100,000.00	\$150,000.00	\$0.00	\$0.00	\$650,000.00	\$0.00	\$650,000.00

Category	Project Title	Project Year(s)	Project Description / Need	Cost Estimate / Township Share	Funding Sources	Policy / Plan Goal / Objective	Strategic Plan Goal
PR	Boardman Valley Nature Preserve (BVNP) – Tennis Court Removal	2021	The tennis courts at BVNP have been in a state of disrepair for several years. The area also sees a high level of activity with the South YMCA, pickleball courts, kayak launch, and the trail along the Boardman River. This project will demolish the tennis courts with site cleanup including seeding and landscaping and will not add any more active uses to the site.	\$20,000	Township Parks budget	Parks and Recreation Master Plan – the recommendations for BVNP include that it "is intended to remain primarily in a natural, undeveloped state as an in-town opportunity for hiking, nature walking, hunting, and fishing. This project helps restore part of this site to a more natural state.	Parks and Trails
PR	Grand Traverse Commons Natural Area – Master Park Design Plan	2021	This design plan is intended to continue the planning, design, and public engagement process at the Grand Traverse Commons Natural Area, with a goal of determining a set of projects which will facilitate different activities to coexist on this site. Efforts to plan for future projects on this site have faced several challenges in recent years, including a deed restriction in state law preventing bicycling as an allowed activity. A proposed bill to allow bicycling at the Commons Natural Area has been passed by the Michigan Senate and is now being discussed in the Michigan House, with a potential resolution by the end of 2020.	\$50,000	Township Parks budget, grants and matching funds will be pursued	Parks and Recreation Master Plan – the plan acknowledges challenges facing the Commons Natural Area including woodland management, trail management, and development of the "North Parcel" portion of the site. The Master Park Design Plan will be comprehensive in scope and include an implementation plan with projects that account for all users.	Parks and Trails, Partnerships
PR	River East Recreation Area park development Phase #1	2021	This project includes several improvement projects in the front portion of the park to begin development of this park, including general site improvements (signs, kiosks, picnic tables, benches, etc.) and gravel parking area.	\$75,000	Township Parks budget, grants and matching funds will be pursued	Parks and Recreation Master Plan – the development plan for the River East Recreation Area has several different amenities along with a gravel parking area. This project is the first step of the development plan, and future projects will implement more of this plan and allow for additional public engagement.	Parks and Trails, Partnerships
PR	River East Recreation Area park development Phase #2	2022	This project continues the development of River East Recreation Area with projects including construction of a dog park and restrooms.	\$120,000	Township Parks budget, grants and matching funds will be pursued	Parks and Recreation Master Plan – the development plan for the River East Recreation Area includes a restroom facility and dog park.	Parks and Trails, Partnerships

Category	Project Title	Project Year(s)	Project Description / Need	Cost Estimate / Township Share	Funding Sources	Policy / Plan Goal / Objective	Strategic Plan Goal
PR	River East Recreation Area park development Phase #3	2023	This project continues the development of River East Recreation Area with projects including construction of a pavilion.	\$100,000	Township Parks budget, grants and matching funds will be pursued	Parks and Recreation Master Plan – the development plan for the River East Recreation Area includes a picnic pavilion.	Parks and Trails, Partnerships
PR	River East Recreation Area park development Phase #4	2024	This project continues the development of River East Recreation Area with projects including construction of trails/sidewalks.	\$150,000	Township Parks budget, grants and matching funds will be pursued	Parks and Recreation Master Plan – the development plan for the River East Recreation Area includes natural trails and paved trail (ADA compliant).	Parks and Trails, Partnerships
NMF	Buffalo Ridge Trail Phase #3	TBD	The project would provide an extension of the existing Buffalo Ridge Trail from the current southern end at Creekside Drive to the intersection of Silver Lake Road and Zimmerman Road.	TBD	Township Parks budget; TART; other grants and matching funds will be pursued	Parks and Recreation Master Plan – this plan was amended in early 2019 to include additional details on Phase #3 of this trail and to identify the support of the public for "pathways to connect neighborhoods to schools, parks, and entertainment" and "building regional trail connections."	Parks and Trails, Partnerships
NMF	Trail Connector between Boardman Valley Nature Preserve and Miller Creek Nature Reserve	TBD	This project would connect two Township parks with a trail from Miller Creek Nature Reserve, across Sabin Data Center and Dairy Square, to Boardman Valley Nature Preserve. Final design and alignment of this trail need to be determined.	TBD	Township Parks budget, grants and matching funds will be pursued	Parks and Recreation Master Plan – this plan was amended in early 2019 to include additional details on the support from the public for "pathways to connect neighborhoods to schools, parks, and entertainment" and "building regional trail connections." This project is also specifically listed on the Action Program.	Parks and Trails, Partnerships

 Charter Township of Garfield Planning Department Report No. 2020-117		
Prepared:	July 30, 2020	Pages: 2
Meeting:	August 10, 2020 Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Revised Fee Schedule for Silver Lake Recreation Area	

BACKGROUND:

At its meeting on February 3, 2020, the Parks and Recreation Commission recommended the following updated rental fees for the park facilities at the Silver Lake Recreation Area:

PARK FACILITY RESERVATIONS		
	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Main Pavilion - 4-Hour	\$25	\$40
Main Pavilion - All Day	\$45	\$60
Multi-Purpose Field - 4-Hour	\$40	\$60
Multi-Purpose Field - All Day	\$65	\$80

At its meeting on February 25, 2020, the Township Board approved the above listed reservation fees.

At its meeting on June 9, 2020, the Township Board reviewed a proposed update to the complete Township fee schedule. The fee schedule includes the Park Facility Reservation fees. After discussion of the fees for field rentals, the Township Board decided to remand the Park Facility Reservation fee schedule back to the Parks and Recreation Commission for further review.

In follow up to previous discussions by the Parks & Recreation Commission, it is suggested to revise the user fees for the Multi-Purpose Field. Additional maintenance is required to keep the grass and field maintained with heavier use. Increasing the cost to rent this area may help to offset the added watering & fertilization needed to keep the field in good quality. Revised user fees are recommended below:

PARK FACILITY RESERVATIONS		
	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Main Pavilion - 4-Hour	\$25	\$40
Main Pavilion - All Day	\$45	\$60
Multi-Purpose Field - 4-Hour	\$50	\$65
Multi-Purpose Field - All Day	\$85	\$100

ACTION REQUESTED:

Following discussion, if the Parks and Recreation Commissioners are comfortable with the proposed revised rental fees for the Multi-Purpose Field, then the following motion is suggested:

MOTION 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.