

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

Monday, August 2, 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 – June 7, 2021**

**4. Correspondence**

**5. Reports**

- a. Commissioner Reports
- b. Staff Report / Updates

**6. Old Business**

- a. Grand Traverse Commons Natural Area Update – August 2021
- b. Park User Survey Results

**7. New Business**

- a. Norm Fred Recognition
- b. PD 2021-101 – 2022 Parks Priority Projects

**8. Public Comment**

**9. Items for Next Agenda – October 4, 2021**

**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 7, 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, Parks Steward Derek Morton

**Call to Order:** Chair DeGood called the meeting to order at 6:05pm.

**1. Public Comment (6:05)**

None

**2. Review and Approval of the Agenda – Conflicts of Interest (6:05)**

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

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

*Nays: None*

**3. Review and Approval of Meeting Minutes – April 5, 2021 (6:05)**

*Hoort moved and Remy seconded to approve the minutes of April 5, 2021.*

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

*Nays: None*

**4. Correspondence (6:07)**

Correspondence items include a handout on item 7a.

**5. Reports (6:05)**

**a. Commissioner Reports**

Schmuckal reported that the BATA/TCHC project is ongoing.

**b. Staff Report/Updates**

Morton reported on each of the parks. At Silver Lake Recreation Area, he is working on crack seal bids and is proposing a third area for a dog park to let the grass rejuvenate. At the Commons Natural Area, he is working to keep graffiti and homeless camps at bay. At River East Recreation Area, electricity is hooked up to the barn and signage is being posted. Boardman Valley Nature Preserve looks good with the kayak launch installed and the parking lot being completed. At Miller Creek Nature Reserve, the Earth Day clean-up event was successful. Morton attended a meeting regarding the maintenance of Oleson's pond and is still working on the homeless encampment issues in all parks.

*Schmuckal moved and Bukowski seconded to write a letter of appreciation to Norm Fred for his help in the clean-up of the parks.*

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

**c. Grand Traverse Conservation District Report (6:30)**

Included in packets.

**6. Old Business (6:30)**

**a. PD 2021-73 – GT Commons Natural Area Update – June 2021**

Hannon said that the township is still awaiting the final documents from the state which deeds the Commons property back to the Township. The Grand Traverse County Brownfield Redevelopment Authority and staff have arranged a Phase I Environmental Site Assessment for the Commons area. Staff has prepared an Existing Conditions report for the Commons area which gives background on the site. Commissioners discussed the draft report. Staff has also prepared a draft RFP for Park Design services and hopes to issue the RFP in July. Discussion took place on the Commons property.

*Bukowski moved and Spence seconded to recommend to the Township Board that as soon as the Commons 100 Property is secured from the State of Michigan, that the RFP be issued.*

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

**7. New Business**

**a. Buffalo Ridge Trail – United Way “Born Learning” Stations (7:00)**

Seth Johnson, Executive Director of United Way of NW Michigan stated that the United Way would like to place signage in the park near the YMCA along the Buffalo Ridge Trail to promote activities for parents and children to do together which foster appreciation of the outdoors. Activities would target an age group of 5-12. United Way will maintain the signage.

*Schmuckal moved and Hoort seconded to recommend to the board to approve the installation of the Born Learning stations.*

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

**b. PD 2021-72 – 2022 Park Projects – Introduction (7:07)**

Staff has compiled a list of potential projects to consider in 2022 at the Commons Area, Kids Creek Park and Silver Lake Recreation area.

Commissioners discussed bids for upcoming projects in 2021. Pickleball courts at Silver Lake Recreation Area were discussed.

- c. PD 2021-74 – Park User Survey for Summer Newsletter (7:24)**  
Staff has drafted a park user survey to be mailed with tax bills. Commissioners reviewed the survey and suggested several changes and modifications.

- 8. Public Comment**  
None

- 9. Item for Next Agenda – August 2, 2021**

- 10. Adjournment**  
*Schmuckal moved and Remy seconded to adjourn the meeting at 7:30pm.*

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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**

Resealing Parking Lot August 2<sup>nd</sup> & 3<sup>rd</sup>. Posted at Park & Website

Cleaned up Wasp nets in various places

Discussion of installing a 3<sup>rd</sup> dog park to allow large dog park turf to recover.

Purchased gate for well house enclosure.

Installing edging & rock border around well house enclosure.

Public Survey responses adding up on Website.

Clearing Shumac & growth from walking trail.

Need to replace countertop in Men's Bathroom.

Planning on resealing floors in bathrooms before Winter.

## **Commons**

Cameras are up monitoring the kiosk near Greenspire & trail posts where graffiti has been occurring. New area near Cathedral Trail getting tagged. Staff covered it up & installed cameras.

Met with Planning Dept. on updates with deed restrictions & potential developer.

District & Staff removed a few down trees over trails.

Trail monitoring to deter camping. Nothing located in June.

Replaced missing trail map marker at Old Orchard Trail.

Walked problem areas with CPO's and found no new camps.

Mowing, trimming & pruning by Conservation District.

## **River East**

Waiting on signs from Traverse City Staff to install on their parcel (#05-022-002-50). Camping still occurring. Violation letter sent.

Met with Jennifer Hodges & Elmer's on site for Phase 1.

Researched well information.

Electricity was hooked up back up to Templeton Barn. Panel installed.

Still addressing the encampment issues spreading out from Goodwill Inn & City Property. Met with City & Goodwill Inn Staff addressing encampments.

Harmless Reduction Staff came through week of July 20<sup>th</sup> to sweep for needles again.

Took additional 25-30 bags of trash out of railroad area. Same individuals. Citations issued for littering.

Conversations with our Staff & City Staff about the ongoing encampment issues.

### **Boardman Valley**

Parking lot transformation almost complete. Waiting on concrete parking bollards.

Monitoring for encampments. Nothing to date found.

More boundary posts installed.

Posted & made contact later with two campers on Verizon Property. Both left and cleaned up their mess.

### **Miller Creek**

District removed a few more down trees on trails.

Pruned back walking trails.

Contacted American Waste about trash pick-up schedule.

Installing more boundary & rules posts near problem areas.

Mowing, pruning & trimming on trails as needed. District has helped.

Moved along a camper near sign. Been warned numerous times. Cleaned up behind him.

### **Kid's Creek**

Removed Chara (vegetation) and hauled over bank prior to fish stocking.

Harietta Hills could not get the hybrid bluegill. They did stock 100 rainbow trout.

Water temps have been around 60-64 degrees.

Multiple families & youth have been seen fishing & frogging.

Monitoring storm water run-off near the pond. Small breach over trail with major rain event of July 23<sup>rd</sup>.

Contact with TART & United Way – Born Learning Centers.

Walked Buffalo Ridge Trail with Rep. (Seth Johnson).

Re-contact with Kohls about their plan to fix erosion issue.

Conservancy & our Zoning Dept. are monitoring.

Submitted July 30th, 2021

Derek Morton



# Hentco<sub>LLC</sub> Tennis Court Specialist

Pickleball, Basketball & Other Outside Courts

589 River Rd East, Traverse City, Michigan, 49696  
office (231) 941-1727 cell (231) 631-6747, [jthentco@gmail.com](mailto:jthentco@gmail.com)

27 June 2021

Proposal submitted to:  
**Garfield Township**  
c/o Derek Morton  
[dmorton@garfield-twp.com](mailto:dmorton@garfield-twp.com)

We hereby submit specifications and estimates for: **Restoration of the tennis courts in the park on Silver Lake Rd .**

1. **Power clean courts.**
2. **Sand/mill the courts to remove all loose material & minor repairs as needed.**
3. **Repairs to cracks with Courtflex crack filler or ARMOR [aprx 190 ft]crack repair system [No guarantee on cracks] [one year guarantee on armor].**
4. **Resurface of the court with SportMaster tennis court coatings [Lt green & beige].**
5. **Stripe the tennis courts with tennis court line paint. [white]**

**We Propose** hereby to furnish material and labor to complete in accordance with the above specifications, for the sum of: **\$21,195.00**  
Payment to be made upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed on the direction of the person or designee to whom proposal was submitted to, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents of delays beyond our control.

Note: This proposal may be withdrawn  
by us if not accepted within  
**30** days.

Authorized  
Signature



John T. Hentschel

**Acceptance of Proposal**-The above prices, Specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Signature \_\_\_\_\_

**MADE POSSIBLE, IN PART,  
BY FUNDS FROM THE  
TRAVERSE AREA  
PICKLEBALL ASSOCIATION.**



**Traverse Area Pickleball Association**

**BACKGROUND:**

Over the years, The Boardman River Clean-up Association has been a huge part of keeping the Boardman River & our Parklands clean and safe for recreational users. This organization has been led by **Norm Fred** and his countless volunteer groups. As of May 2021, the total trash removed was over 80,000 pounds. In order to properly recognize Norm Fred's efforts from the Charter Township of Garfield, our staff has suggested to name a stretch of trail in our River East Recreation Area after him.

BEFORE




AFTER



**ACTION REQUESTED:**

Following discussion, if the Parks and Recreation Commission is comfortable naming a trail after Norm Fred, the following motion is suggested:

MOTION TO RECOMMEND to the Garfield Township Board to name a trail after Norm Fred in the River East Recreation Area.

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-101</b>		
Prepared:	July 28, 2021	Pages: 2
Meeting:	August 2, 2021 Parks and Recreation Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	2022 Parks CIP Priority Projects	

**BACKGROUND:**

In October 2020, the Parks and Recreation Commission recommended to the Township Board a list of the priority parks projects for 2021. These projects formed the basis of the capital outlay portion of the parks budget which was eventually adopted as part of the overall 2021 Township budget. The following table indicates the status of these projects:

Park	Project	Status
Silver Lake	Well house construction	Complete
Silver Lake	Tennis court resurfacing	Seeking contractor; anticipated fall 2021
Boardman Valley	Remove old tennis courts and site cleanup	Adding bollards is only remaining work
GT Commons	Master Park Design Plan	Existing Conditions Report and Phase I Environmental Site Assessment to be completed soon; RFP to be issued soon
River East	Phase #1 – site improvements and parking	Underway; sign frame up at road entrance; Elmer's to begin work soon

**2022 PRIORITY PROJECTS:**

At the June 7, 2021 meeting, Parks and Recreation Commissioners discussed the potential priority parks projects for 2022. Staff has included research and Commissioner feedback to compile a list of proposed projects for 2022 including the following:

Park	Project	Anticipated Cost
GT Commons	Master Park Design Plan	\$75,000
Kids Creek	Oleson Pond dredging and fish restocking	\$15,000
River East	Phase #2 – dog park area and restrooms	\$120,000
Trails	Potential MSU student project match – non-motorized planning	\$5,000
<b>TOTAL (including carryover funds from 2021)</b>		<b>\$215,000</b>

*Grand Traverse Commons Natural Area*

The 2021 project list included the beginning of the Master Park Design Plan. Staff has worked on some tasks for this plan including an Existing Conditions Report and a draft RFP for consultant services, and a Phase I Environmental Site Assessment is also being prepared for the site. The Township anticipates the deed restriction removal process to be completed shortly, after which the RFP will be issued. This project will likely begin in late 2021 but continue into 2022. The \$75,000 includes \$50,000 of funds allocated in 2021 for the Master Park Design Plan.

*Kids Creek Park*

The 2021 project list included a solar aeration system for Oleson Pond, but upon further investigation the preferred project would dredge the pond instead and provide for restocking of fish. The \$15,000 includes \$6,000 allocated in 2021 for solar aeration. The Township would also seek additional grant funds to help complete this project.

*River East Recreation Area*

The next phase of improvements at River East Recreation Area is a 2022 priority project. The conceptual plan for River East shows a dog park area and restrooms being constructed in 2022.

*Trails*

The Township was recently made aware of an opportunity to apply for a project with the Michigan State University Urban and Regional Planning Program for students to complete a capstone planning project for a community client. Staff identified the Township Non-Motorized Plan as a potential project that would benefit both students and the Township.

**FUTURE PROJECTS:**

The Parks and Recreation Commission may also identify future projects beyond 2022 to keep on the radar for future years, allowing time to investigate the costs and feasibility of these projects.

**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 2022 and to make a recommendation to the Township Board as they begin their discussion on the overall Township budget for 2022. 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 2022.

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

**Attachments:**

1. Proposed 2022 Parks Capital Improvements Program (CIP)

# Parks Capital Improvements Program

Proposed 2022 Parks Capital Improvements Program										
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 2022. 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	2021 Budgeted	Carryover Funding	2022 New Funding	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025	Township Funding	Non-Twp Funding	Total Cost
<b>SLRA</b>	Well house (completed in 2020) Re-allocate \$15,000 to tennis court resurfacing in 2021 and \$15,000 to 2022									
	\$30,000.00	\$15,000.00						\$15,000.00		\$15,000.00
<b>SLRA</b>	\$5,000.00							\$5,000.00		\$5,000.00
<b>SLRA</b>	New pickleball courts									
					\$50,000.00			\$50,000.00		\$50,000.00
<b>BVNP</b>	Tennis court removal									
	\$18,000.00							\$18,000.00		\$18,000.00
<b>Commons</b>	Master Park Design Plan									
	\$50,000.00	\$50,000.00	\$10,000.00	\$75,000.00				\$75,000.00		\$75,000.00
<b>Commons</b>	Master Park Design Plan Implementation (projects TBD)									
<b>Kids Creek</b>	Solar aeration system for Oleson Pond. Re-allocate to dredging and fish stocking in 2022.									
	\$6,000.00	\$6,000.00						\$0.00		\$0.00
<b>Kids Creek</b>	Oleson Pond dredging and fish restocking									
			\$9,000.00	\$15,000.00				\$15,000.00	\$10,000.00	\$25,000.00
<b>River East</b>	Park development - Phase #1 (parking lot, sign)									
	\$75,000.00							\$75,000.00		\$75,000.00
<b>River East</b>	Park development - Phase #2 (dog park, restrooms)									
			\$120,000.00	\$120,000.00				\$120,000.00		\$120,000.00
<b>River East</b>	Park development - Phase #3 (pavilion, playground)									
					\$100,000.00			\$100,000.00		\$100,000.00
<b>River East</b>	Park development - Phase #4 (trails, sidewalks)									
						\$150,000.00		\$150,000.00		\$150,000.00
<b>Trails</b>	MSU Student Project Match - Non-motorized Plan									
			\$5,000.00	\$5,000.00				\$5,000.00		\$5,000.00
<b>Trails</b>	Buffalo Ridge Trail - Phase #3 (year TBD)									
<b>Trails</b>	Trail Connector - BVNP to Miller Creek (year TBD)									
<b>TOTAL</b>	<b>\$184,000.00</b>	<b>\$71,000.00</b>	<b>\$144,000.00</b>	<b>\$215,000.00</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$628,000.00</b>	<b>\$10,000.00</b>	<b>\$638,000.00</b>