



**Notice**  
**City Commission Regular Meeting**

**7:00 pm**

**Tuesday**, February 16, 2016

Commission Chambers, Governmental Center  
400 Boardman Avenue  
Traverse City, Michigan 49684  
Posted and Published: 02-11-2016

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:  
c/o Benjamin C. Marentette, MMC, City Clerk  
(231) 922-4480  
Email: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)  
Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)  
400 Boardman Avenue  
Traverse City, MI 49684

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*The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.*

**Welcome to the Traverse City Commission meeting!**

**Agenda**

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

**Pledge of Allegiance**

**1. Roll Call**

**2. Consent Calendar**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the City Commission meetings of January 25, 2016, February 1, 2016, and February 8, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of declaring a Police Department motorcycle surplus and authorizing a purchase order for its replacement. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- c. Consideration of authorizing a purchase order for a maintenance and support package for the City's fleet management software. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- d. Consideration of adopting a resolution authorizing the submission of a grant application to the National Park Service for furthering the City's compliance efforts with NAGPRA with respect to the Con Foster Collection; and consideration of supporting the strategic plan for the Con Foster Collection. (Adoption and support recommended) (Marty Colburn)
- e. Consideration of authorizing a three-year extension to the agreement with the Michigan Department of Natural Resources for the centralized reservation system for transient boat slips at the Duncan L. Clinch Marina. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of adopting to make permanent various traffic control orders. (Adoption recommended) (Marty Colburn, Timothy Lodge)
- g. Consideration of authorizing a service order to make the restroom in the City Opera House tenant space previously occupied by the Saddle Shop barrier-free. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of authorizing the City Opera House Heritage Association to make improvements to the third floor of the City Opera House and authorizing the necessary related agreements, with the full cost of the improvements to be paid for by secured grants and private donations. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- i. Consideration of authorizing a consultant agreement for public engagement and conceptual design services for the Eighth Street Corridor. (Approval recommended) (Marty Colburn, Russell Soyring, Jean Derenzy) (5 affirmative votes required)

## **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

- a. Public Hearing on a request from Grand Traverse Area Catholic Schools (Diocese of Gaylord) for approval to vacate portions of two streets, Second Street and Vine Street and consideration of adopting two resolutions approving such request. (Marty Colburn, Russell Soyring)
- b. Public hearing regarding the proposed five-year Parks and Recreation Master Plan. (Marty Colburn, Dave Green)
- c. Consideration of adopting the proposed five-year Parks and Recreation Master Plan, as recommended by the Parks and Recreation Commission. (Marty Colburn, Dave Green)
- d. Public hearing on a \$195,759 Michigan Natural Resources Trust Fund Grant application for Hickory Hills. (Marty Colburn, Russell Soyring)
- e. Consideration of approving a Preserve Hickory Gift Acceptance, Donor Recognition and Naming Policy with respect to fundraising efforts for Hickory Hills, as recommended by Preserve Hickory; and consideration of authorizing a cooperation agreement with the City of Traverse City and Charter Township of Garfield Recreation Authority with respect to management of Hickory Hills and Hickory Meadows for grant-seeking purposes. (Marty Colburn, Dave Green) (5 affirmative votes required for agreement)

#### **4. New Business**

- a. Consideration of approving the conceptual plan for the Bryan Crough Memorial as recommended by the Traverse City Arts Commission and authorizing the related contracts and expenditures from the Public Arts Trust Fund. (Marty Colburn, Mary Bevans Gillett, Benjamin Marentette) (5 affirmative votes required)

#### **5. Appointments**

- a. Consideration of removing John Gessner as a Parks and Recreation Commissioner for non-attendance at Parks and Recreation Commission meetings and consideration of an appointment to fill the vacancy. (Marty Colburn, Benjamin Marentette)
- b. Consideration of establishing an ad hoc interview committee regarding one appointment to the Traverse City Light and Power Board. (Marty Colburn, Katie Zeits)

#### **6. Reports, Announcements and Correspondence**

**Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.**

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.

2. Minutes of the Traverse City Light and Power Board meeting of December 8, 2015.
- e. Reports and correspondence from non-City officials.

None.

## **7. Public Comment**

- a. Reserved.

None.

- b. General.
- c. Mayor and City Commissioners.

## **8. Adjournment**

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*The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.*

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The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: <sup>msc</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

Attached are the minutes from the following meetings of the City Commission:

- January 25, 2016, Study Session
- February 1, 2016, Regular Meeting
- February 8, 2016, Study Session

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

**that the minutes of the January 25, 2016 Study Session, February 1, 2016, Regular Meeting, and February 8, 2016, Study Session, be approved.**

MC/kez

k:\tcclerk\city commission\minutes



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Study Session**  
**January 25, 2016**

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

Mayor Jim Carruthers presided at the meeting.

1.

Discussion regarding future plans for the Sara Hardy Farmer's Market.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director

Kristie Summers, Beckett & Raeder

Nick Viox, Downtown Development Authority Special Projects Coordinator

2.

Discussion regarding the Adopt-A-Commissioner Youth Engagement Program.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Tak Ready, Traverse City West Senior High School High School Teacher

3.

Discussion regarding generalized summary of public comment positions within the official minutes of the City Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

4.

Continued discussion regarding a two-year strategic plan for the City.

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk

5.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

6.

Public comment.

The following addressed the Commission:

Marty Colburn, City Manager

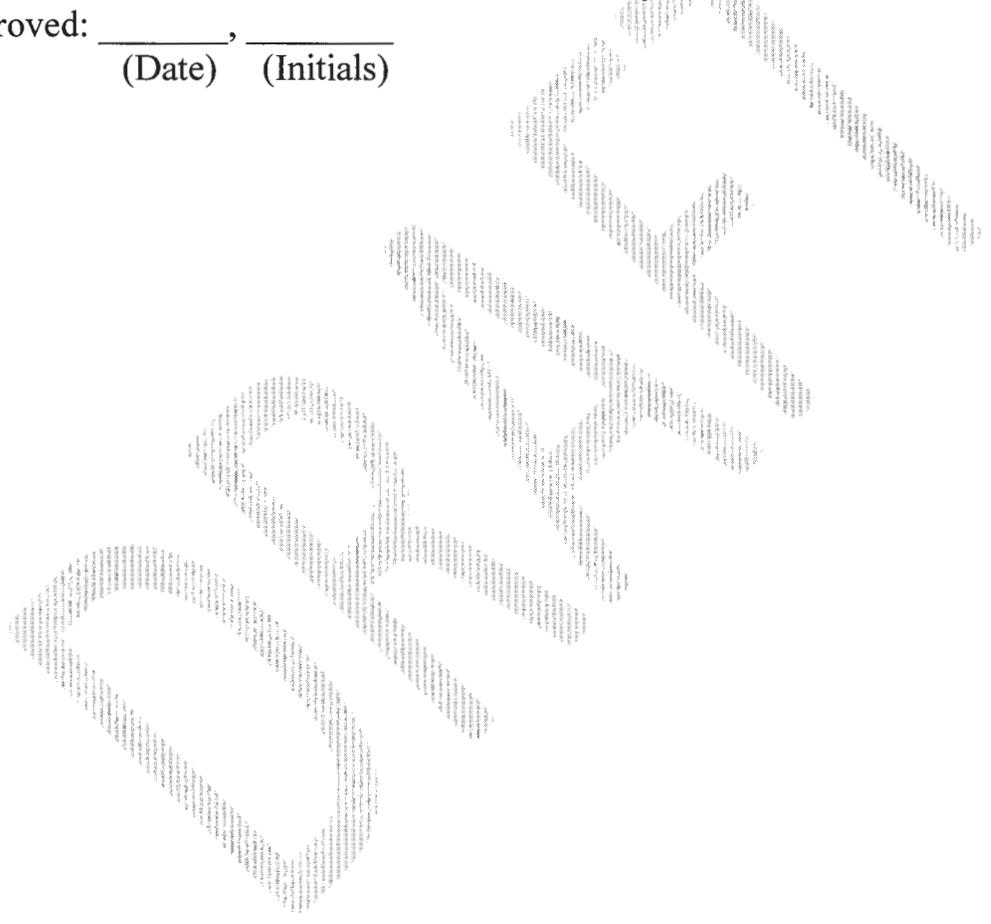
There being no objection, Mayor Carruthers declared the meeting adjourned at 9:17 p.m.



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Benjamin C Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)



**Minutes of the**  
**City Commission for the City of Traverse City**



**Regular Meeting**

**February 1, 2016**

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(j) be removed from the Consent Calendar for individual consideration by the Commission.

As requested by Rick Buckhalter, Agenda Item 2(b) and 2(h) be removed from the Consent Calendar for individual consideration by the Commission.

**2. Consent Calendar**

Moved by Howe, seconded by Richardson, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the January 19, 2016, Regular Meeting, be approved.
- b. Removed from the Consent Calendar.
- c. the City Manager be authorized to issue a purchase order to Lesman Corporation in the amount of \$7,192.48 for the purchase of a 3" Maxon

- shut-off valve for the Wastewater Treatment Plant, with funds available in the Sewer Fund.
- d. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$11,058.61 to Lemmon Oil Company for 10,001 gallons of dyed #2 ultra-low sulfur diesel fuel without additives priced at \$1.10575 per gallon with funds available in the Garage Fund.
  - e. that the settlement agreement in the matter of Zagunis v. City of Traverse City (Grand Traverse County Circuit Court Case No. 12-29494-NO) described in the memorandum from the City Attorney dated January 25, 2016 be approved and that the Mayor and City Clerk be authorized to sign any necessary documents to effect the settlement, subject to approval as to their substance by the City Manager and form by the City Attorney.
  - f. the Mayor and City Clerk be authorized to execute an Intergovernmental Agreement with Grand Traverse County for management of the Senior Center for a term of five years, expiring December 31, 2021, subject as to its substance by the City Manager and its form by the City Attorney.
  - g. a public hearing regarding the grant application to the Michigan Natural Resources Trust Fund for funds to support phase one of the Hickory Hills improvements, be scheduled for Tuesday, February 16, 2016.
  - h. Removed from the Consent Calendar.
  - i. the City Commission authorizes the re-establishment of the position of Human Resources Director within the non-union, Administrative, Confidential and Technical (ACT) Employee Group; and that a budget amendment be authorized to decrease contingencies by \$25,000 and increase the Human Resources budget within the General Fund by \$25,000.
  - j. Removed from the Consent Calendar.
  - k. the Resolution Amending the 2006 Resolution Granting Partial Tax Exemption for Bay Hill Housing Development for the property at 600 Bay Hill Drive which contains 90 workforce housing/affordable rate units to Hollander Development Corporation, be adopted; and further that the Mayor and City Clerk execute a municipal services agreement with Hollander

Development Corporation, for it to pay the City \$18,000 annually for City services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

1. the Mayor and City Clerk execute a three-year agreement with KONE for it to provide elevator maintenance at the Larry C. Hardy and Old Town Parking Garages, with funds available in the Auto Parking System Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously

### **Items removed from the Consent Calendar**

a.

Consideration of adopting a resolution granting approval of a request from The Woda Group for a Payment-in-Lieu of Taxes (PILOT) arrangement for a housing development at the southwest corner of Pine Street and West Front Street, for citizens of low income; and consideration of authorizing the related municipal services agreement.

The following addressed the Commission:

Marty Colburn, City Manager  
Lauren Tribble-Laucht, City Attorney

Moved by Richardson, seconded by Shamroe that the Resolution Granting Tax Exemption for the property at the southwest corner of Front and Pine Streets which will contain 64 workforce housing/affordable rate units to 77 Pine Limited Dividend Housing Association, Limited Partnership, establishing Payment In Lieu of Taxes (PILOT) for affordable and workforce housing, be adopted; and further that the Mayor and City Clerk execute a municipal services agreement with 77 Pine Street Limited Dividend Housing Association, Limited Partnership, for it to pay the City \$12,500 annually for City services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Michael Jackson, 217 Sixth Street  
Bill Kirschke, 515 Fifth Street  
Stuey Zacks, 203 Wadsworth Street

Rick Buckhalter, 932 Kelley Street  
Lavern Broughton, 611 Hastings Street  
Ann Rogers, 1236 Peninsula Drive  
Tony Lentych, Traverse City Housing Commission, 718 Highland Park Drive

Roll Call:

Yes – Haas, Howe, Lewis, Shamroe, Werner, Richardson

No – Carruthers

CARRIED.

b.

Consideration of authorizing a confirming emergency service order for emergency services in connection January 2, 2016, watermain break at Pine and State Street.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Werner that the City Manager be authorized to issue a confirming service order to Molon Excavating, Inc. in the amount of \$28,423.87, for emergency water main repairs at Pine & State Streets, with funds available in the Water Funds.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

c.

Consideration of scheduling a public hearing regarding the Five-Year Parks and Recreation Plan for Tuesday, February 16, 2016, as recommended by the Parks and Recreation Commission and Planning Commission.

The following addressed the Commission:

Marty Colburn, City Manager  
Rick Buckhalter, 932 Kelley Street

Moved by Haas, seconded by Shamroe that a public hearing regarding the City of Traverse City Parks and Recreation Plan, 2016-2021, be scheduled for Tuesday, February 16, 2016.

CARRIED unanimously.

### **3. Old Business**

#### **3(a).**

Consideration of a request from Commissioner Richard Lewis for the City Commission to consider tabling a contract amendment for professional services associated with finalizing the appropriate permit applications to the Michigan Department of Environmental Quality for the Public Pier.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Howe, that the amendment to the consultant agreement with SmithGroup JJR, dated August 5, 2014, for services in conjunction with preparation and submittal of permit applications to the Michigan Department of Environmental Quality as it relates to the Traverse City Public Pier Project, be tabled until April 4, 2016, with a condition that 80% of the proposed funds be available from the private sector.

Greg Klang, 1422 Arnold Court, business owner  
Ann Rogers, 1236 Peninsula Drive  
Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes – Lewis

No – Howe, Shamroe, Werner, Richardson, Carruthers, Haas

FAILED.

**3(b).**

Informational update on the West Boardman Lake Trail Project.

The following addressed the Commission:

Marty Colburn, City Manager  
Julie Clark, Executive Director of TART Trails  
Scott Post, Civil Engineer, Prein & Newhoff  
Matt Levandoski, Landscape Architect, Prein & Newhoff

**4. New Business**

**4(a).**

Consideration of a request from Mayor Jim Carruthers for the City Commission to adopt a resolution in support of House Resolution 182, requesting State of Michigan Officials shut down the Enbridge Pipeline, which transports oil underneath the Straits of Mackinac.

The following addressed the Commission:

Liz Kirkwood, Executive Director of FLOW

Moved by Lewis, seconded by Shamroe, that the Resolution of Support to Stop the Transportation of Oil Under the Great Lakes, be adopted.

Chris Maxbauer, 503 West Eighth Street  
Mary Vanvalin, 871 Webster Street  
Ann Rogers, 1236 Peninsula Drive  
Hans Voss, 727 Washington Street  
Craig Patterson, 722 Lakeside Drive, Mackinaw City  
Kate Madigan, 400 Boughey Street  
Chris House, 6830 Randall Woods Drive  
David Petro, 9988 Riley Road, Interlochen

Rick Buckhalter, 932 Kelley Street  
June Thaden, 520 Highland Park Drive

Roll Call:

Yes – Lewis, Shamroe, Werner, Richardson, Carruthers, Haas, Howe

No – Werner

CARRIED.

**4(b)**

Consideration of adopting a resolution in opposition to Public Act 269, which prohibits communication from public officials regarding ballot measures within 60 days in advance of the subject election.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Haas, that the Resolution of Opposition to Public Act 269, be adopted.

Christine Maxbauer, 503 West Eighth Street  
Tony Lentych, 718 Highland Park Drive  
David Petro, 9988 Riley Road, Interlochen

CARRIED unanimously.

**5. Appointments**

**5(a).**

Consideration of appointing an ad hoc committee to develop a proposed policy regarding payment-in-lieu-of-tax (or PILOT) arrangements.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Richardson, that a City Commission Ad Hoc Committee Regarding Payment in Lieu of Tax (PILOT) Arrangements to develop a proposed policy and develop actions steps for other recommendations from the Joint Housing Task Force Report from April, 2015 be established; and that Commissioners Howe, Haas, and Richardson be appointed to such Committee with Commissioner Howe to serve as Chair.

CARRIED unanimously.

## **6. Reports and Communications**

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the Deputy City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Quarterly Report from Traverse City Parking Services for the second quarter, September through December 2015.
  3. 2015 Annual Report for Code Enforcement.
- e. Reports and correspondence from non-City officials.
  1. Minutes of the Traverse Area District Library Board of Trustees meeting of August 20, 2015.

## **7. Public Comment**

The following addressed the Commission:

1. Reserved.

None

2. General.

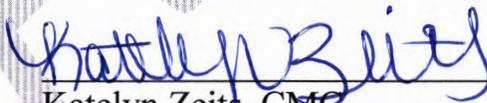
Chris Maxbauer, 503 West Eighth Street  
Ann Rogers, 1236 Peninsula Drive  
Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Gary Howe  
Commissioner Tim Werner  
Mayor Jim Carruthers

**8. Adjournment**

There being no objection, Mayor Carruthers declared the meeting adjourned at 9:32 pm.

  
\_\_\_\_\_  
Katelyn Zeits, CMC  
Deputy City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)



**Minutes of the  
City Commission for the City of Traverse City  
Study Session  
February 8, 2016**

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioner was absent: Brian Haas.

Mayor Jim Carruthers presided at the meeting.

1.

Review and discuss report regarding running, blinking, and rotating lights on marquees.

The following addressed the Commission:

Marty Colburn, City Manager  
Russ Soyring, City Planning Director

Commissioner Gary Howe made the following disclosure: He has a personal and limited professional relationship with the Traverse City Film Festival; he does not have a financial conflict of interest and will be participating in the discussion and making of any future decision on this matter.

Benjamin Marentette, City Clerk

2.

Discussion regarding establishment of a Tax Increment Financing Plan.

The following addressed the Commission:

Marty Colburn, City Manager

Rob Bacigalupi, Downtown Development Authority Executive Director

Chuck Judson, Downtown Development Authority Board of Trustees  
Chairman

3.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

4.

Public comment.

The following addressed the Commission:

Kathy Marx (sp?), 234 Washington Street

Chris Maxbauer, 503 West Eighth Street

Rick Buckhalter, 932 Kelley Street

Ann Rogers, 1236 Peninsula Drive

LaVern Broughton, 611 Hastings Street

Geraldine Greene, 214 East 11<sup>th</sup> Street

There being no objection, Mayor Carruthers declared the meeting adjourned  
at 8:09 p.m.

  
\_\_\_\_\_  
Benjamin C. Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)

DRAFT



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016  
FROM: *MC*  
MARTIN COLBURN, CITY MANAGER  
SUBJECT: 2015/2016 SCHEDULED FLEET REPLACEMENT #39

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval to declare a 2005 FLHP Harley Davidson Police Motorcycle (#39) surplus, and to approve the planned purchase of one 2016 FLHP Harley Davidson Police Motorcycle for use by the Police Department.

I recommend the following motion (5 affirmative votes required):

**that the City Manager be authorized to declare Motorcycle #39, a 2005 FLHP Harley Davidson Police Motorcycle surplus, and that the City Manager be authorized to issue a purchase order to Classic Motor Sports of Traverse City, in the amount of \$19,363.00 for the purchase of a new 2016 FLHP Harley Davidson Police Motorcycle to be used by the Police Department, with funds available in the Garage Fund.**

MC/jd

cc: Dave Green, DPS Director  
Dave Courtad, Garage Superintendent

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director   
DATE: February 4, 2016  
SUBJECT: 2015/2016 Fleet Replacement, # 39

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase a new Harley Davidson Police Motorcycle to replace an eleven year old model that is beyond its service life. The bike is listed for replacement in the 2015/2016 fiscal year budget.

As Dave explains, we advertised for bids on this purchase but didn't receive any by the bid deadline. Classic Motor Sports had prepared a bid but submitted it late. Upon reviewing the situation, we feel it is in the best interest of the City to accept the late bid from Classic Motor for this transaction since they were the only vendor to bid, even though it was late, and it was under our estimate.

Please request that the City Commission declare vehicle # 39, a 2005 Harley Davidson FLHP Police Motorcycle surplus and approve a purchase order in the amount of \$19,363.00 to Classic Motor Sports of Traverse City, Mi. for the purchase of one new 2016 FLHP Harley Davidson Police Motorcycle to be used by the Police Department with funds available in the Garage Fund for this scheduled replacement.

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# Memorandum

The City of Traverse City  
Department of Public Works



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**TO: Dave Green DPS Director**

**CC:**

**FROM: Dave Courtad Garage Superintendent**

**DATE: January 29, 2016**

**SUBJECT: Vehicle Purchase**

**Bids were solicited for a new Harley Davidson Police Motorcycle to replace garage vehicle #39 a 2005 Harley Davidson FLHP Police Motorcycle with the bid opening slated for Monday, January 25, 2016 at 2 p.m. No bids were received. I called our local Harley Davidson dealer and was told that they had a bid prepared however had forgot to submit. I asked to have the bid e-mailed to me and have attached to this memo.**

**Harley Davidson's policy is to provide Motorcycles through the local dealer, in this case Classic Motor Sports of Traverse City, Mi. Pricing appears to have had only minimal increase of \$913.00 over the models we purchased last fiscal year.**

**Would you please request of the City Commission permission to issue a purchase order to Classic Motor Sports, of Traverse City, Mi. in the amount of \$19,363.00 to purchase a 2016 FLHP Harley Davidson Police Motorcycle, and request that the current Garage Vehicle #39 be deemed surplus.**

**This is a planned purchase and funds are available in the Garage Fund.**

A handwritten signature in black ink, appearing to be 'D. Courtad', written over the text of the memorandum.

**City of Traverse City, Michigan**  
**INTERNAL SERVICE FUND**  
**GARAGE FUND**  
**2015-16 Vehicle Replacement Schedule**

<b>Department</b>	<b>Vehicle Description</b>	<b>Estimated Replacement Costs</b>
Police	2010 Ford Crown Vic Cruiser	\$ 28,500
Police	2010 Ford Crown Vic Cruiser	28,500
Police	2006 Harley Davidson	20,000
Street	1995 F450 Dump Truck	65,000
Water	2001 F350 Dump Truck w plow	62,000
garage	2001 Dodge Ram w/Utility body,compressor	65,000
Street	2001 Holder C9700	85,000
Fire	1994 Pierce Dash Fire Pumper	618,000
TCLP	2002 Freightliner w/altec digger	285,000
TCLP	2007 GMC Savanna 4wd Van	28,000
Engineering	2001 E150 van	60,000
Parks	2000 Bombardier Groomer	300,000
Parks	1970 Bombardier Groomer	200,000
Street	2001 Holder C9700	84,000
Parks	2003 Tennant Litter Sucker	38,000
TCPS	2002 Ford Ranger	27,500
<b>Estimated Total Replacement Cost</b>		<b>\$ <u>1,994,500</u></b>

Chapter XVI of the Charter of the City of Traverse City.

The City may require an in house equipment demonstration for your bid to be considered.

Bidder agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Please direct ALL questions to: Dave Courtad, Garage Superintendent, City of Traverse City, at 231-922-4900, ext. 111.

Supply and Deliver One (1) Harley Davidson FLHP Police Motorcycle.

Price quoted shall include title fee, any documentation fee, and all transportation (delivery) charges fully prepaid to the City Garage, 625 Woodmere Ave. Traverse City, MI 49686

MAKE AND MODEL OF EQUIPMENT BID: 2016 Harley Davidson  
FLHP Road-King

COST OF INSTALLED SPECIFIED EQUIPMENT: \$ 19363.00

EXPECTED DELIVERY DATE: Two Months after time of order  
(Length of time after receipt of purchase order and Vehicle)

Submitted by:

Signature

Jamey Brown Sales  
Name and Title (Print)

231-943-9344 x620 / 231-943-4201  
Phone Fax

Classic Motor Sports  
Company Name

3939 South Blue Star  
Company Address

Traverse City MI 49685  
City, State, Zip

Corporation  
Sole proprietorship/partnership/corporation

MI  
If corporation, state of corporation



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016  
FROM: <sup>MAC</sup> MARTIN A. COLBURN, CITY MANAGER  
SUBJECT: 2015/2016 FASTER FLEET MANAGEMENT WEB  
UPGRADES & SUPPORT

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, to approve the purchase of the annual web upgrade, maintenance and support package for the City Garage.

I recommend the following motion (5 affirmative votes required):

**that the City Manager be authorized to issue a purchase order to Faster Asset Solutions of Virginia Beach, VA, in the amount of \$7,146.22 for the purchase of the maintenance package with funds available in the Garage Fund for this scheduled purchase.**

MC/jd

cc: Dave Green, DPS Director  
Dave Courtad, Garage Superintendent

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director *DSG*  
DATE: February 5, 2016  
SUBJECT: 2015/2016 Faster Fleet Management Web Upgrades & Support

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase the 2015/2016 annual web upgrade, maintenance and support package for the Faster Asset Solutions software the Garage purchased with City Commission approval back in March of 2013.

This software allowed us to convert the management of our entire fleet over from an antiquated BOS fleet maintenance management system to a SQL server web based program.

Please request that the City Commission approve a purchase order in the amount of \$7,146.22 to Faster Asset Solutions of Virginia Beach, Va. for the purchase of the maintenance package with funds available in the Garage Fund for this scheduled purchase.

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# Memorandum

The City of Traverse City  
Department of Public Works



**TO: Dave Green DPS Director**

**CC:**

**FROM: Dave Courtad Garage Superintendent**

**DATE: January 25, 2016**

**SUBJECT: Faster Web Upgrades and Support**

**On the March 18, 2013 Commission Meeting the commissioners authorized the purchase and implementation of Faster Asset Solutions for fleet management, which included the implementation and first year of Support and Upgrades. Currently the Faster Web Upgrades and Support through 9/30/2016 is due (see attached), as per our contract with Faster Asset Solutions.**

**Would you please request of the City Commission permission to issue a Purchase Order to Faster Asset Solutions of Virginia Beach, Va. In the amount of \$7,146.22.**

**This software, support and upgrade is a planned expense and funds are available in the Garage Fund.**

A handwritten signature in black ink, appearing to be 'D. Courtad', written over the end of the text block.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: MARTY COLBURN, CITY MANAGER *MC/bcm*

SUBJECT: CON FOSTER COLLECTION

Attached is a memo from Assistant City Manager Penny Hill recommending two items with respect to the Con Foster collection currently managed by the City. The City has responsibilities and legal obligations for the proper dispensation of the sacred artifacts within the collection; and both recommended items move us toward that goal.

1. Supporting the Con Foster Collection Strategic Plan (a 43-page document; a copy of which is on file with the City Clerk's Office). This plan was developed by Bernstein and Associates, who was retained by the City and will serve as a guideline for establishing full compliance with our responsibilities for dispensation. "Support" of the plan is non-binding.
2. Authorizing the submission of a grant to cover professional services by Bernstein and Associates (max grant amount of \$90,000). Bernstein and Associates would assist us with the proper assessment of the collection to ensure we are complying with regulations.

I recommend the following motion:

**That the City Commission supports the Con Foster Strategic Plan; and that the City Manager be authorized to execute any grant application documents with respect to grant funding in connection with the City's proper dispensation of the Con Foster Collection.**

MC/bcm

k:\tcclerk\city commission\grants\con foster collection

---

# Memorandum

The City of Traverse City

Office of the City Manager



---

TO: MARTIN COLBURN, CITY MANAGER  
LAUREN TRIBLE-LAUCHT, CITY ATTORNEY

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature in black ink, appearing to read "Penny Hill".

DATE: FEBRUARY 4, 2016

SUBJECT: REQUEST FOR CITY COMMISSION SUPPORT OF STRATEGIC PLAN FOR NAGPRA COMPLIANCE AND AUTHORIZATION TO SUBMIT GRANT APPLICATION TO NATIONAL PARK SERVICE FOR NAGPRA COMPLIANCE – CON FOSTER COLLECTION

***Background:***

On May 18, 2015 the City Commission passed a motion to authorize an Agreement with Bernstein & Associates, LLC to develop a strategic plan for compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) with respect to items in the Con Foster collection that may be sacred objects, objects of cultural patrimony, or unassociated funerary objects. The *Con Foster Collection Strategic Plan for NAGPRA Compliance* was finalized and presented to the Carnegie Building/City Assets Ad Hoc Committee at its August 11, 2015 meeting. A copy of the Strategic Plan is attached here for reference.

A number of items in the Con Foster collection have been identified as having a strong likelihood of being subject to NAGPRA. Because Con Foster accumulated his collection nationwide, it is possible that the City could be involved in repatriation of objects nationwide. To ensure our sensitivity for and respect for the cultural significance of these items, we are not listing them here, nor are we allowing them to be displayed or photographed.

***Strategic Plan:***

The six year strategic plan developed by Bernstein and Associates for ensuring full compliance with NAGPRA includes, in part, compliance with Section 6 of NAGPRA, which mandates providing the National NAGPRA Program and all Federally-recognized Indian Tribes with a summary of items that may be subject to NAGPRA. This was accomplished in September of 2015 and the City of Traverse City is in compliance with this section of the Act.

In response to mailing the summary, the City has already received a number of requests for additional information about certain objects in the collection and has received offers from several Indian Tribes to work with the City in its efforts to evaluate and repatriate those objects in the Con Foster collection that are determined to be either sacred objects, objects of cultural patrimony, or unassociated funerary objects. We have also received offers from local volunteers to assist the City in this project. In order to make the determination of whether or not an object should be repatriated, it will be necessary to engage experts to assist the City.

The Strategic Plan also includes a provision that the City of Traverse City either self-funds, or applies for a series of NAGPRA Consultation/Documentation grants to work with specific groups of Indian Tribes, beginning with the regional Great Lakes Tribes, and expanding outward to include other tribes as the grant budget allows in order to determine which objects, if any should be repatriated. It is estimated that this will be a five year process, including four NAGPRA grant cycles.

***About the NAGPRA Grant:***

Once a year, the National NAGPRA Program awards grants between \$5,000 to \$90,000 for NAGPRA Consultation/Documentation to museums and Indian tribes to fund NAGPRA projects that support the goal of repatriation. There is no local match requirement. This year's grant application is due on March 11, 2016 and grant award notices will be issued in late summer. These grants are awarded on a competitive basis. No limitations are placed on the number of grant proposals that a single applicant can submit, be awarded or have open in a given year.

If the City applies for and is successful in obtaining a grant, it is recommended that we continue working with Bernstein and Associates as the consultant/expert throughout this process. Bernstein and Associates through its principal, Jan Bernstein, is familiar with the Con Foster collection and has been assisting museums to facilitate repatriation of items since 1986. Bernstein and Associates also developed the Con Foster Collection Strategic Plan for NAGPRA Compliance. By continuing to work with Bernstein and Associates, the City will be able to keep its momentum in its efforts at compliance.

If each of the four NAGPRA Consultation/Documentation grant proposals detailed above is funded and each grant budget is for the maximum allowable (\$90,000), the total amount of grant funds (including indirect but excluding cost-sharing) needed to implement the Strategic Plan will be \$360,000.

Each recipient of a NAGPRA Consultation/Documentation grant enters into a grant agreement. The grant period in the agreement is always for a two year period even when the grant proposal includes a shorter timeline.

Awarded NAGPRA Consultation/Documentation grants can be extended for up to five years from the start date established in the grant agreement. In addition to extensions,

requests can be submitted to the National NAGPRA Program for scope of work and budget modifications.

Each grant proposal may include the following line items:

- Salary & fringe benefits
- Consultant fees
- Supplies
- Transportation and Per Diem (travel)
- Other costs (e.g. delivery services, photocopying, and stipends for tribal elders)
- Indirect costs (maximum allowable is 25%)

#### Staffing Needs for Each Grant-Funded Project

Per Bernstein and Associates, the following personnel will be needed to successfully implement each this plan:

NAGPRA assistant (preferably a local person with knowledge of the collection)

Responsibilities would include:

- Photo document items if images cannot be located
- Locate and assemble associated documentation in preparation for consultations
- Coordinate tribal travel
- On-site meeting prep (room, refreshments, etc.)
- Object handling
- Note taking
- Data entry

NAGPRA consultant

- Train designated individuals in NAGPRA basics including, meaningful consultation, repatriation claim development and evaluation
- Train NAGPRA assistant
- Provide technical support throughout implementation
- Meeting facilitation
- Grant writing
- Grant interim and final report writing
- Draft Pesticide Statement
- Draft Con Foster Collection NAGPRA Compliance Procedures

City of Traverse City Responsibilities will include:

- Participate in consultations
- Repatriation claim evaluation
- Authorization for publication of notices
- Grant financial management and reporting
- Facilitate purchases associated with consultation including travel of tribal representatives
- Deaccession and transfer control of items to be repatriated

***Recommendation:***

1. It is recommended that the City Commission consider supporting the proposed *Con Foster Collection Strategic Plan for NAGPRA Compliance* developed by Bernstein and Associates. The Strategic Plan will then be used as a general guideline for establishing full compliance with NAGPRA as grant funding becomes available.
2. It is recommended that the City Commission authorize the City Manager's office to submit an initial Consultation/Documentation grant through the National Parks Program for the maximum grant amount of \$90,000 with no City contribution. The grant application is to be prepared by Bernstein and Associates.

Attachment: *Con Foster Collection Strategic Plan for NAGPRA Compliance*



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: *cmc*  
MARTY COLBURN, CITY MANAGER

SUBJECT: AGREEMENT – MARINA CENTRAL RESERVATION SYSTEM

Attached is a memo from Director of Public Services Dave Green recommending that the City extend the agreement for three years with the Michigan Department of Natural Resources. This particular agreement allows the City to utilize the central reservation system administered by the DNR for boaters to reserve transient slips. Use of this system has worked well.

I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute a three-year contract extension with the Michigan Department of Natural Resources (original agreements authorized and extended January 19, 2004, August 6, 2007, and December 7, 2009), for use of the central reservation system at the Duncan L. Clinch Marina, which extends such agreement to October 31, 2019, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

k:\tcclerk\city commission\agreements\marina central reservation system 2016 to 2019

copy: Dave Green, Director of Public Services

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director *DSS*  
DATE: February 8, 2016  
SUBJECT: Marina Central Reservation System

Attached is a Contract Addendum seeking to extend an existing Contract between the Michigan Department of Natural Resources (MDNR) and the City of Traverse City regarding the Central Reservation System at the Duncan L. Clinch Marina that is set to expire on October 16, 2016. We have been in this arrangement with the MDNR since the 2004 boating season and believe it is a system that works well for both parties and at the same time allows the boaters flexibility in securing a transient slip anytime during the season. Barry Smith, Marina Harbormaster, wishes to continue using the Central Reservation System and I concur, it has served us well. This addendum will extend our existing contract for 3 years expiring October 31, 2019.

Please request City Commission approval to enter into a three year Central Reservation System contract extension with the Michigan Department of Natural Resources.

*Contract addendum on file  
w/ City Clerk.*

*[Signature]*



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: MARTY COLBURN, CITY MANAGER

*MC / BC*

SUBJECT: TRAFFIC CONTROL ORDERS 589, 590, 591, 592, AND 593

Attached is a memo from Assistant City Manager Penny Hill indicating that various traffic control orders have been in effect for at least 90 days and are ready to be adopted by the Commission as permanent. These traffic control orders are described in detail in Ms. Hill's memo.

I recommend the following motion:

**that Traffic Control Orders 589, 590, 591, 592, and 593, which install “stop” signs on Randolph and Madison Streets, removes “left turn only” and “right turn only” signs from both sides of the north/south alley from Munson to Beadle between Fair and Cochlin, installs “no left turn” signs on the north-south alley between Fair Street and Cochlin Street at Munson Avenue, install “no parking” signs on the west side of Rose Street From Hannah Street south to the alley, and removes “wrong way – do not enter” signs on the east/west alley west from Cochlin Street, respectively, be adopted to be made permanent.**

MC/kez

K:\tcclerk\city commission\traffic control order\TCO 589 590 591 592 593\_201600216.doc

copy: Timothy Lodge, City Engineer  
Jessica Carpenter, Engineering Technician

# Memorandum

The City of Traverse City  
Engineering Department



TO: Martin Colburn, City Manager  
Timothy J. Lodge, P.E., City Engineer

FROM: Penny Hill, Assistant City Manager 

DATE: Monday, February 9, 2016

SUBJECT: Traffic Control Orders 589, 590, 591, 592, and 593 to be made permanent

The following Temporary Traffic Control Orders have been in effect for at least 90 days and are ready to be made permanent.

NEW TCO#	Description	Location	Replaces or Impacts TCO#
589	<i>INSTALL "STOP" Signs</i>	On Randolph Street and on Madison Street at that intersection, creating a four way stop.	115
590	<i>REMOVE "LEFT TURN ONLY" signs</i>  <i>REMOVE "RIGHT TURN ONLY" signs</i>	Both sides of the north/south alley from Munson to Beadle, between Fair and Cochlin, southbound at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin;  Northbound lane of the north/south alley from Munson to beadle, between Fair and Cochlin, at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin	333
591	<i>INSTALL "NO LEFT TURN" signs</i>	North-south alley between Fair Street and Cochlin Street at Munson Ave	N/A
592	<i>INSTALL "NO PARKING" signs</i>	West side of Rose St from Hannah St south to the alley	579
593	<i>REMOVE "WRONG WAY – DO NOT ENTER" signs</i>	Westbound on the east/west alley west from Cochlin Street, just south of 124 Cochlin Street. Removal of this sign shall allow two-way traffic through the alley.	333

TCO 589 was recommended by City Police after receiving requests from residents to increase driver awareness of the intersection. Current speed limit is 35mph at the top of the hill and 25 mph within the city limits, resulting in vehicles traveling at higher than expected speeds through the intersection for those stopped on Madison. This was creating an unsafe situation at that intersection. The temporary TCO was reviewed by the Transportation Committee and it was the consensus to recommend that the TCO be made permanent.

TCO 590 and 591 were proposed by residents and City staff to convert the alley to two-way traffic and to prohibit left turns on the north-south alley between Fair Street and Cochlin Street to improve traffic flow along the alley. A survey was taken with the majority of residents agreeing that existing signs should be removed, and that left turns should be prohibited at Munson. The temporary TCOs were reviewed by the Transportation Committee and it was the consensus to recommend that the TCOs be made permanent.

TCO 592 was proposed by residents and City Police to prohibit parking on the west side of Rose from Hannah south to the alley to allow more maneuvering room for Day Care Center pick-up/drop-off vehicles on the east side of Rose. The temporary TCO was reviewed by the Transportation Committee and it was the consensus to recommend that the TCO be made permanent.

TCO 593 was proposed by residents and City staff to convert the east/west alley west from Cochlin Street, just south of 124 Cochlin Street to two-way traffic to improve connectivity in this area. The temporary TCO was reviewed by the Transportation Committee and it was the consensus to recommend that the TCO be made permanent.

The authority of the City Manager for these Temporary Traffic Control Orders has expired and they must be extended or made permanent by the City Commission in order to continue. The City Commission can always rescind a Traffic Control Order at a later date if they so choose.

Staff is recommending that TCO 589, 590, 591, 592, and 593 be made permanent.

Temporary Traffic Control Orders are on file with the City Clerk's office.

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 Fax  
tcmanage@traversecitymi.gov



**TRAFFIC CONTROL ORDER NO.: 589      DATE: August 25, 2015**

The following signs regulating traffic shall be installed at the following locations:

**“STOP”**

signs on Randolph Street and on Madison Street at that intersection creating a four-way stop.

A handwritten signature in blue ink, appearing to read 'Martin Colburn', written over a horizontal line.

Martin Colburn  
City Manager

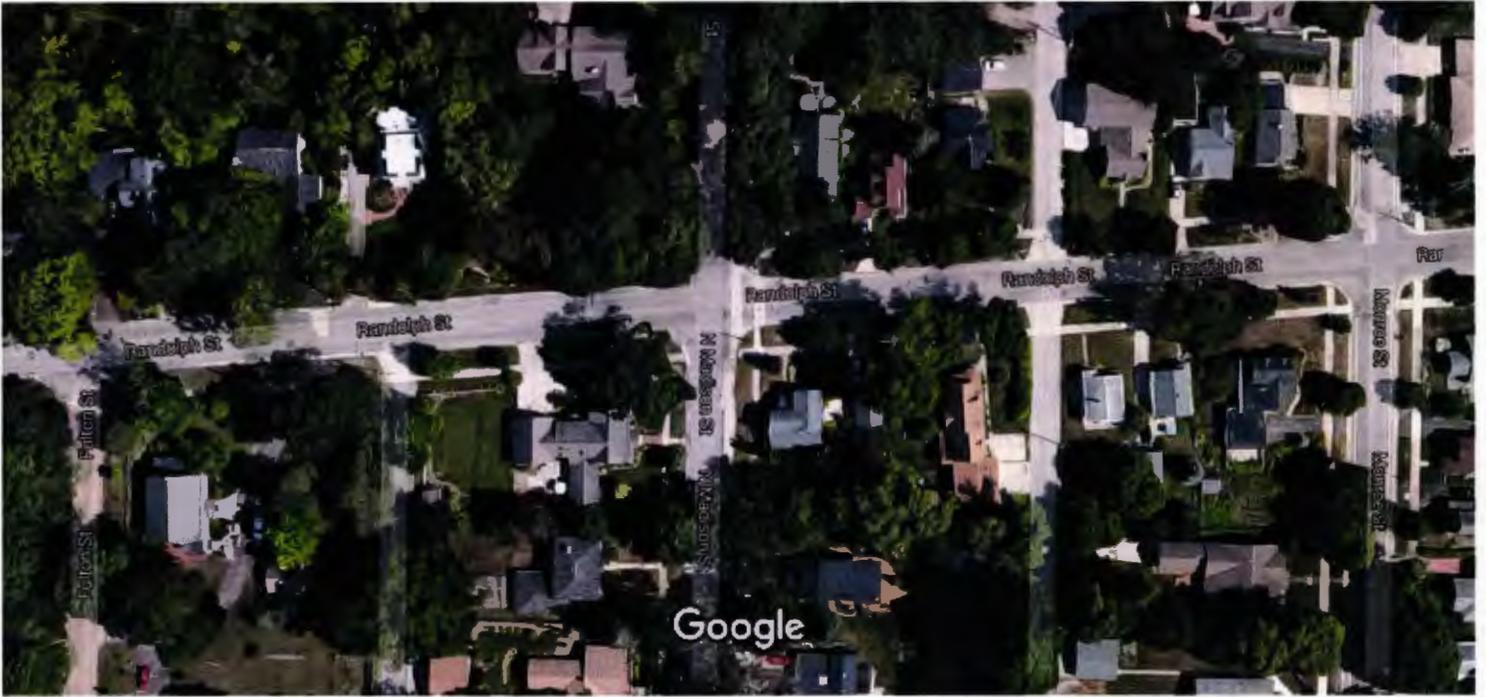
**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Recommended by the City of Traverse City Transportation Committee on August 19, 2015.

Confirmed by the City Commission \_\_\_\_\_  
(Date)

This Traffic Control Order shall supersede Traffic Control Order #115 as it relates to this intersection.

Google Maps Randolph St



Imagery ©2016 Google, Map data ©2016 Google 50 ft



**TRAFFIC CONTROL ORDER NO.: 590**

**DATE: September 17, 2015**

The following signs regulating traffic shall be removed at the following locations:

**“LEFT TURN ONLY”**

signs on both sides of the north/south alley from Munson to beadle, between Fair and Cochlin, southbound at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin;

**“RIGHT TURN ONLY”**

signs on the northbound lane of the north/south alley from Munson to beadle, between Fair and Cochlin, at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin.

  
\_\_\_\_\_  
Martin Colburn  
City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Recommended by the City of Traverse City Transportation Committee on September 17, 2015.

Confirmed by the City Commission \_\_\_\_\_  
(Date)

NOTE: This traffic control order shall make null and void TCO #333 as it relates to the above mentioned signs.

The City of Traverse City  
Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
P.O. Box 592  
Traverse City, Michigan  
49685-0592



C I T Y   O F   T R A V E R S E   C I T Y  
M I C H I G A N

TRAFFIC CONTROL ORDER NO.: 333

DATE: 8-21-92

The following signs and barricade regulating traffic shall be installed at the following designated locations:

"LEFT TURN ONLY"

signs on both sides of the north/south alley from Munson to Beadle, between Fair and Cochlin, southbound at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin;

"RIGHT TURN ONLY"

signs on the northbound lane of the north/south alley from Munson to Beadle, between Fair and Cochlin, at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin;

"WRONG WAY - DO NOT ENTER"

signs westbound on the east/west alley west from Cochlin. just south of 124 Cochlin, even with the building front, to prevent westbound traffic through that alley;

A BARRICADE/DIVERTER

diagonally at the intersection of the north/south alley from Munson to Beadle between Fair and Cochlin with the east/west alley to Cochlin, to force traffic southbound on the north/west alley to turn left (east) on the east/west alley and exit onto Cochlin, and to force northbound traffic on the same alley to turn right (east) at the same intersection to exit onto Cochlin. North of the alley intersection, traffic shall remain 1-way southbound, and south of the alley intersection it shall remain 2-way, with its only entrance from Beadle. There shall be no northern entrance to the 2-way portion of the alley except from residents' driveways.

Richard I. Lewis  
Richard I. Lewis, City Manager

TEMPORARY ORDER TO BE EFFECTIVE IMMEDIATELY FOR 60 DAYS

Re-established for 30 days: Richard I. Lewis 10-21-92  
Richard I. Lewis, C.M. (date)

Confirmed by the City Commission (date): December 7, 1992

# Alley between Fair and Cochlin

■ = Tel. 700



05/06/2014

Decade St

Cochlin St

Hamilton St

2014 Picometric

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 Fax  
tcmanage@traversecitymi.gov



**TRAFFIC CONTROL ORDER NO.:** 591      **DATE:** September 17, 2015

The following signs regulating traffic shall be installed at the following locations:

**“NO LEFT TURN”**

signs on the north-south alley between Fair Street and Cochlin Street at Munson Ave.

A handwritten signature in blue ink, appearing to read "Martin Colburn".

Martin Colburn  
City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Recommended by the City of Traverse City Transportation Committee on September 17, 2015.

Confirmed by the City Commission \_\_\_\_\_  
(Date)



# TCO 591 Location Map

**Print Date:** 09/18/2015  
**Image Date:** 05/06/2014  
**Level:** Community

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 Fax  
tcmanage@traversecitymi.gov



**TRAFFIC CONTROL ORDER NO.: 592      DATE: September 18, 2015**

The following signs regulating traffic shall be installed at the following locations:

**“NO PARKING”**

signs on the west side of Rose St from Hannah St south to the alley.

A handwritten signature in blue ink, appearing to read 'Martin Colburn', written over a horizontal line.

Martin Colburn  
City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Recommended by the City of Traverse City Transportation Committee on September 17, 2015.

Confirmed by the City Commission \_\_\_\_\_  
(Date)

NOTE:      This traffic control order shall make null and void TCO #579 as it relates to this section of the west side of Rose St.

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The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 Fax  
tcmanage@traversecitymi.gov



**TRAFFIC CONTROL ORDER NO.: 579      DATE: January 20, 2015**

The following signs regulating traffic shall be removed at the following locations:

**“NO PARKING BETWEEN THE HOURS OF  
1:00 PM AND 5:00 PM  
EXCEPT SUNDAYS”**

signs on Hannah Avenue from Bates Street to Garfield Avenue and on the west side of Rose Street from Hannah Avenue to Wood Street.

  
\_\_\_\_\_  
Jered Ottenwess  
City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Confirmed by the City Commission \_\_\_\_\_  
(Date)

NOTE: This traffic control order shall make null and void TCO #164, 180, and 213 as it relates to parking on this section of Hannah Avenue and Rose Street.



# TCO 592 Location Map

**Print Date:** 09/18/2015  
**Image Date:** 05/06/2014  
**Level:** Community

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 Fax  
tcmanage@traversecitymi.gov



**TRAFFIC CONTROL ORDER NO.: 593      DATE: October 12, 2015**

The following sign regulating traffic shall be removed at the following location:

**“WRONG WAY – DO NOT ENTER”**

sign westbound on the east/west alley west from Cochlin Street, just south of 124 Cochlin Street.  
Removal of this sign shall allow two-way traffic through the alley.

A handwritten signature in blue ink, appearing to read "Martin Colburn", written over a horizontal line.

Martin Colburn  
City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Recommended by the City of Traverse City Transportation Committee on October 12, 2015.

Confirmed by the City Commission \_\_\_\_\_  
(Date)

NOTE:      This traffic control order shall make null and void TCO #333 as it relates to this alley.

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
P.O. Box 592  
Traverse City, Michigan  
49685-0592



C I T Y O F T R A V E R S E C I T Y

M I C H I G A N

TRAFFIC CONTROL ORDER NO.: 333

DATE: 8-21-92

The following signs and barricade regulating traffic shall be installed at the following designated locations:

"LEFT TURN ONLY"

signs on both sides of the north/south alley from Munson to Beadle, between Fair and Cochlin, southbound at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin;

"RIGHT TURN ONLY"

signs on the northbound lane of the north/south alley from Munson to Beadle, between Fair and Cochlin, at its intersection with the east/west alley to Cochlin located just south of 124 Cochlin;

"WRONG WAY - DO NOT ENTER"

signs westbound on the east/west alley west from Cochlin. just south of 124 Cochlin, even with the building front, to prevent westbound traffic through that alley;

A BARRICADE/DIVERTER

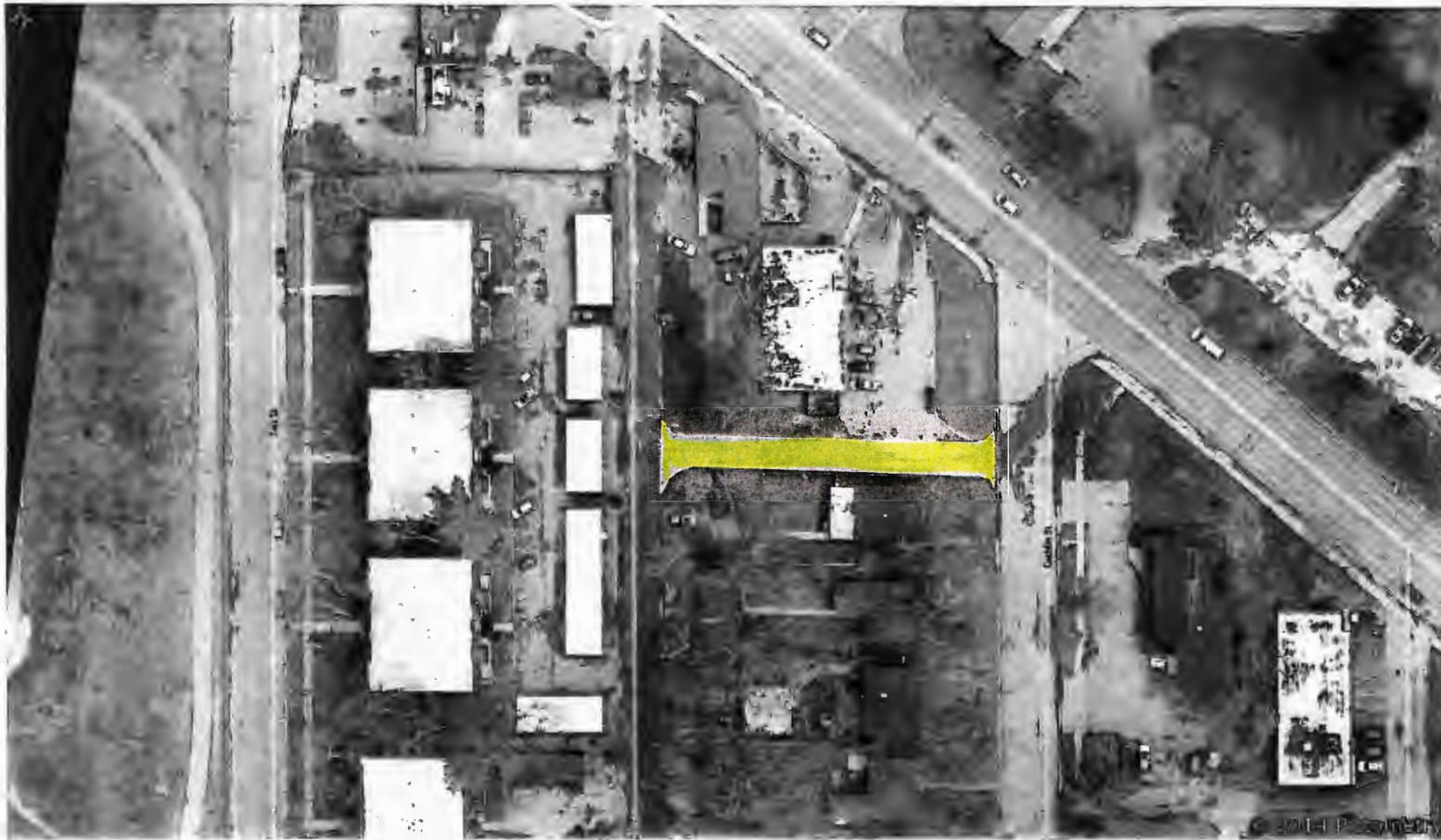
diagonally at the intersection of the north/south alley from Munson to Beadle between Fair and Cochlin with the east/west alley to Cochlin, to force traffic southbound on the north/west alley to turn left (east) on the east/west alley and exit onto Cochlin, and to force northbound traffic on the same alley to turn right (east) at the same intersection to exit onto Cochlin. North of the alley intersection, traffic shall remain 1-way southbound, and south of the alley intersection it shall remain 2-way, with its only entrance from Beadle. There shall be no northern entrance to the 2-way portion of the alley except from residents' driveways.

Richard I. Lewis  
Richard I. Lewis, City Manager

TEMPORARY ORDER TO BE EFFECTIVE IMMEDIATELY FOR 60 DAYS

Re-established for 30 days: Richard I. Lewis 10-21-92  
Richard I. Lewis, C.M. (date)

Confirmed by the City Commission (date): December 7, 1992



## Alley South of 7/11 Location Map

**Print Date:** 10/07/2015  
**Image Date:** 05/08/2014  
**Level:** Neighborhood



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: *mac*  
MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 OPERA HOUSE TENANT BARRIER-FREE RESTROOM

Attached is a memo from City Engineer Timothy Lodge recommending a service order to make the restroom barrier-free in the tenant space at the City Opera House that was previously-occupied by The Saddle Shop.

As explained by Mr. Lodge, we did not seek competitive bids because the recommended contractor, Spence Brothers, is completing similar work under a separate contract with the City Opera House Heritage Association (COHHA). Using Spence Brothers will also keep this project moving expeditiously as they are already mobilized, which will allow us to move the new tenant in more quickly.

I recommend the following motion (5 affirmative votes required):

**that the competitive bidding requirements be waived for this professional service, which is in the best interest of the City; and that the City Manager be authorized to issue a service order to Spence Brothers in the amount of \$25,778 to make the restroom within tenant space in the City Opera House (previously occupied by The Saddle Shop) barrier-free, with funds available in the Opera House Fund.**

MC/bcm

K:\tcclerk\city commission\service orders\opera house restroom barrier free

copy: Timothy Lodge, City Engineer

---

# Memorandum

The City of Traverse City  
Engineering Department



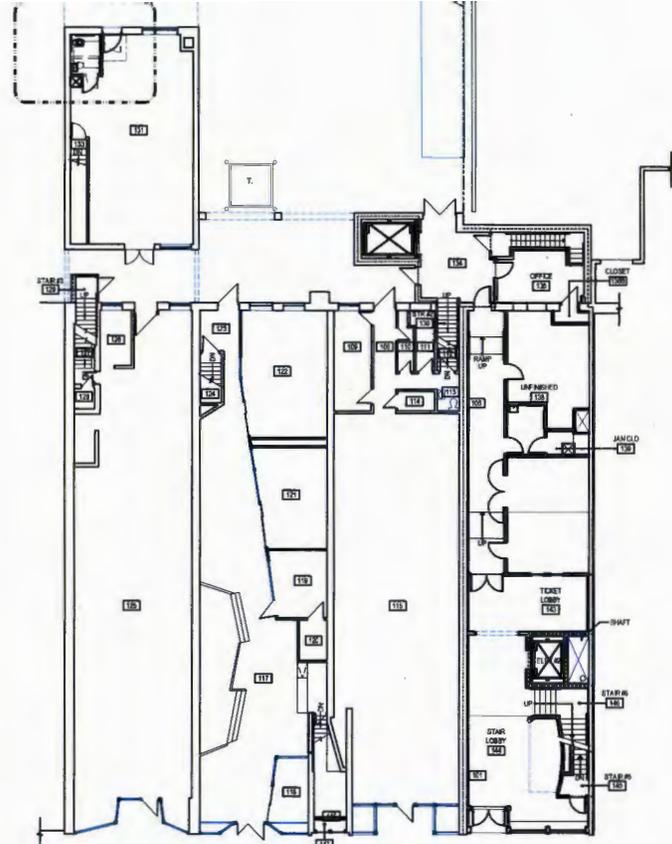
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TO: Marty Colburn, City Manager  
FROM: Timothy J. Lodge, City Engineer *TJ Lodge*  
DATE: February 8, 2016  
SUBJECT: 2016 Opera House Tenant Barrier Free Restroom

While completing the Opera House Dressing Room project last fall we were informed that the tenant space in the "Saddle Shop" was not compliant with current code requirements with the lack of barrier free restroom facilities. The project is included in the current budget as project #939. We worked with AAI, a local architectural firm to develop the attached plan and then secured pricing from Spence Brothers in the amount of \$25,778 for the work. Spence Brothers is completing similar work under a separate contract with the City Opera House Heritage Association (COHHA) for the Opera House. The other reason to use Spence Brothers is to expedite the project as the tenant space is currently vacant with a new tenant waiting.

Therefore, it is recommended that a service order to Spence Brothers in the amount of \$25,778 be authorized for this this work with funds therefore available in the Opera House Fund.

1"=6'-0"  
 1"=5'-0"  
 1"=4'-0"  
 1"=3'-0"  
 1"=2'-0"  
 1"=1'-0"  
 3"=1'-0"  
 1 1/2"=1'-0"  
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 1 1/2"=1'-0"  
 1"=1'-0"  
 3/4"=1'-0"  
 1/2"=1'-0"  
 3/8"=1'-0"  
 1/4"=1'-0"  
 1/8"=1'-0"  
 1/16"=1'-0"



**FIRST FLOOR COMPOSITE PLAN**  
 SCALE: 1/16" = 1'-0"

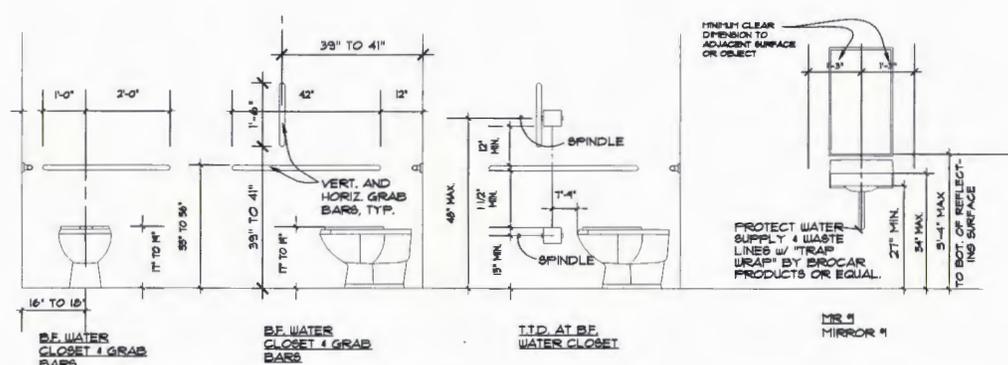
1. ARCHITECT/ENGINEER SHALL NOT BE RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OF CONSTRUCTION SELECTED BY CONTRACTOR.
2. THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE ARCHITECT/ENGINEER HAS NO RESPONSIBILITY FOR THE SAFETY OF PERSONNEL OR SAFETY CONDITIONS AT THE SITE.
3. CONTRACTOR AND HIS AGENT(S) SHALL VERIFY ALL INFORMATION AND DIMENSIONS CONTAINED WITHIN THESE CONSTRUCTION DOCUMENTS PRIOR TO PROCEEDING WITH THE WORK. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS, INCLUDING BUILDINGS, SITE CONDITIONS, AND SOIL BEARING PRESSURE. ALL ERRORS, OMISSIONS, AND INCONSISTENCIES ARE TO BE REPORTED TO THE ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK. FAILURE TO DO SO WILL RELEASE THE ARCHITECT/ENGINEER OF ALL RESPONSIBILITY. ANY CHANGES FROM THESE DOCUMENTS IS THE RESPONSIBILITY OF THE CONTRACTOR. THESE DRAWINGS ARE NOT TO BE SCALED. IF INSUFFICIENT INFORMATION EXISTS, CONTACT THE ARCHITECT/ENGINEER FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
4. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO PROCEEDING WITH THE WORK. SHOULD ANY DISCREPANCY BE FOUND, CONTRACTOR SHALL NOTIFY ARCHITECT/ENGINEER OF THE CONDITION PRIOR TO PROCEEDING WITH THE WORK.
5. DO NOT SCALE DRAWINGS.
6. WHERE THERE IS A CONFLICT BETWEEN THE DRAWINGS AND SPECIFICATIONS, OR A CONFLICT WITHIN DRAWINGS, OR WITHIN THE SPECIFICATIONS, THE CONFLICT SHALL BE RESOLVED BY PROVIDING THE BETTER QUALITY OR THE GREATER QUANTITY. SEE SPECIFICATIONS FOR FURTHER DETAILED INFORMATION.

- OCCUPANT LOAD OF TEN  
 SALES AREA - 836 G.S.F.

(1) EXIT IS REQUIRED - (2) E  
 AREA THAT IS BEING RENOV  
 ONE UNIBOX TOILET IS REQ  
 FACILITIES ARE NOT REQ  
 OR FEWER OCCUPANTS.  
 MINIMUM TRAVEL DISTANCE

**FLOOR PLAN GEN**

- A. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS PRIOR TO PROCEEDING WITH ANY WORK.
- B. WHENEVER QUESTIONS OR DISCREPANCIES ARE ENCOUNTERED WHICH ARE IN CONFLICT WITH THESE DRAWINGS, THE CONTRACTOR SHALL CONSULT WITH THE ARCHITECT/ENGINEER FOR ANY FURTHER ACTION.
- C. ALL DIMENSIONS ARE FACE UNLESS OTHERWISE NOTED OR TO/FROM FACE OF WALL OR SURFACE.



**FIXTURES & ACCESSORIES**  
 SCALE: NONE



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: *mc*  
MARTY COLBURN, CITY MANAGER

SUBJECT: CITY OPERA HOUSE – THIRD FLOOR RENOVATION PROJECT

Attached is a memo from the City Opera House Heritage Association (COHHA) regarding the Third Floor Renovation Project at the City Opera House. The attached memo articulates the scope of work that would be completed for \$350,000. The full \$350,000 for this work has been raised privately – no City funds will be used.

I thank the COHHA for their efforts in obtaining all funding for this work through grants and donations. The lease between the City and the COHHA requires that the City Commission approve the improvements to the City Opera House in advance; the improvements then become the property of the City's.

I recommend the following motion (5 affirmative votes required):

**that the City Commission approves the improvements to the third floor City Opera House as outlined in the February 8, 2016, communication from the City Opera House Heritage Association; and further that the Mayor and City Clerk be authorized to execute any necessary agreements, such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.**

MC/bcm

k:\tcclerk\city commission\agreements\opera house second floor improvements

copy: Diane Baribeau, City Opera House Heritage Association Executive  
Director – [executive@cityoperahouse.org](mailto:executive@cityoperahouse.org)

# CITY OPERA HOUSE

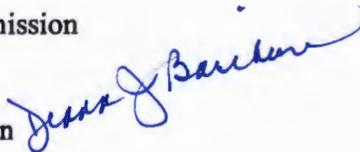
106 E. Front Street • Traverse City, MI 49684 • (231) 941-8082 • Fax (231) 941-7374  
[WWW.CITYOPERAHOUSE.ORG](http://WWW.CITYOPERAHOUSE.ORG)

February 8, 2016

## MEMORANDUM

TO: Mayor Jim Carruthers and City Commission  
City Manager, Marty Colburn

FROM: City Opera House Heritage Association



RE: Third Floor Renovation Project

On behalf of the City Opera House Heritage Association we are requesting approval to move forward with the following of the last remaining major capital projects for the Opera House.

The scope of this project includes the following:

- Completing the original plans to install duplicate numbers of Men's & Women's restroom to accommodate balcony level patrons. Currently the area known as the Dance Room has roughed in plumbing that was not completed during the major renovation. Completion of this would alleviate long lines on the second floor and allow accessible restrooms for patrons without having to take the elevator back down to the second floor. These new restrooms would mirror the second floor restrooms.
- Converting the remaining 600 square feet into a multi-purpose space that would accommodate the following:
  - Allows the Opera House to use as a reception space pre & post shows to cultivate donors. Allows other users to have a private space for entertaining or meetings.
  - Useful as an educational space for masterclasses, community outreach and COH's existing Arts Education programs.
  - Provide additional conference style space for community use, which would provide additional revenue for the Opera House.

This project would also include correcting an installation problem on the most recent Dressing Room project. The shower units installed were not installed as ADA accessible and need to be corrected in order for COH to have permanent occupancy.

The estimate for this project is approximately \$350,000 which the Opera House has accumulated via grants and a few private donations. Expected start date is March 2016 with 2-3 months for completion. Work in either of these spaces would not impede the Opera House from maintaining day to day operations.

# CITY. OPERA. HOUSE

106 E. Front Street • Traverse City, MI 49684 • (231) 941-8082 • Fax (231) 941-7374  
[WWW.CITYOPERAHOUSE.ORG](http://WWW.CITYOPERAHOUSE.ORG)

The Lease provides the mechanism whereby the Tenant may make improvements to the building with permission of the Landlord, which then become the property of the Landlord. In order to establish permission and the conditions of permission we are submitting this to the City Commission for approval of an agreement for the improvements that will provide for permission of the specific improvements. Plan and project scope along with bonding, insurance, and confirming that the project will be donated to the City and any other relevant conditions are with this request or forthcoming pending approval from the City.

*Paragraph 12 provides "All current and future construction and renovation shall be subject to review and approval by the Landlord before construction."*

*Paragraph 15 provides "All fixtures, alterations, additions and improvements in or upon the premises or the building made by either party (except Tenant's trade fixtures) shall become the property of the Landlord and shall remain upon and be surrendered with the premises as part thereof at the termination or other expiration of the term hereby granted."*

Thank you to the Mayor, City Manager and City Commission for your consideration in finishing up the major needs for the City Opera House.

3rd floor renovation of 1600 square feet

Restrooms for balcony level

potty parity

greater restroom capacity

restrooms for half of seated guests

Reception and conference area,

plus rental income and program support

# CITY. OPERA. HOUSE

## Balcony Facilities Project

Last area in the building to be updated and renovated.



## CITY·OPERA·HOUSE

### Balcony Facilities Project

- 800 sf for accessible restrooms on the balcony level
- 600 sf for reception room, meeting space.
- 200 sf for hallway and access

CITY. OPERA. HOUSE

## Balcony Facilities Project



The remaining  
unimproved  
space at  
City Opera House

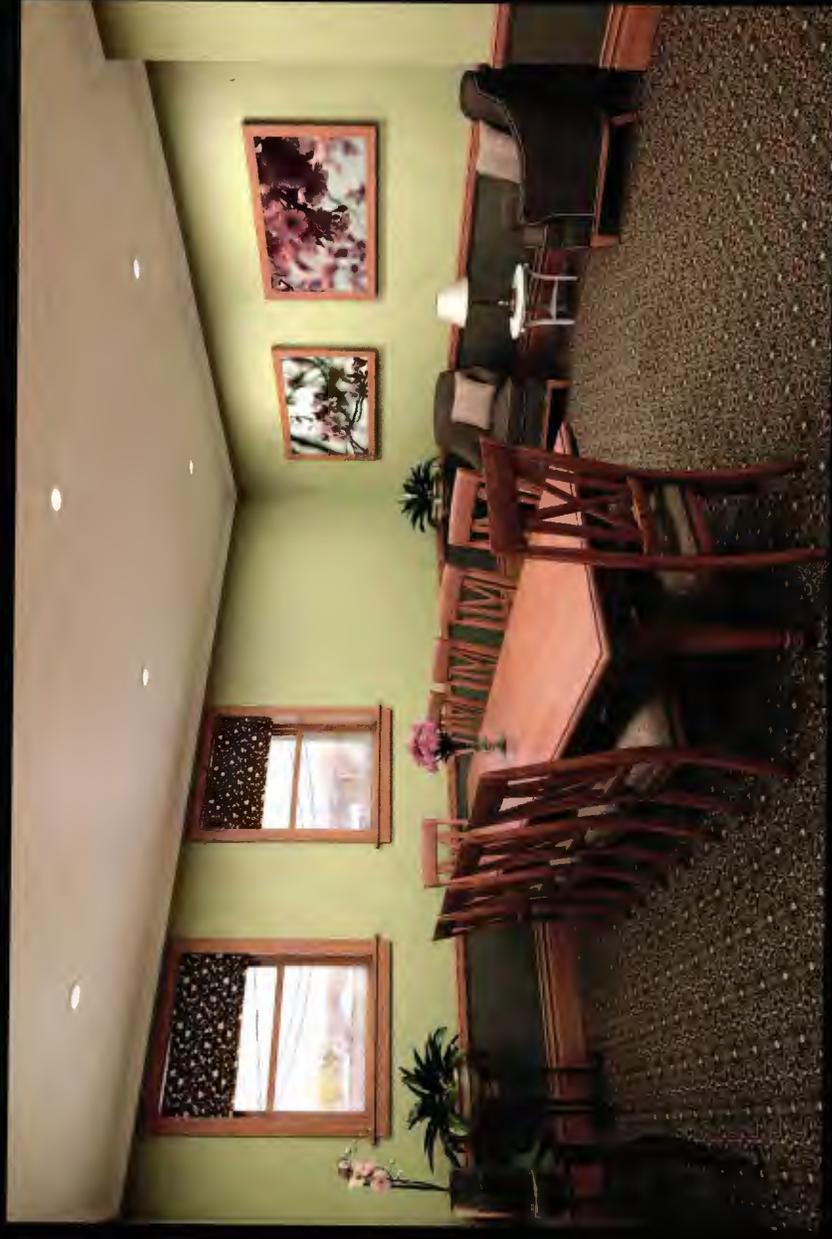
# CITY. OPERA. HOUSE

## Balcony Facilities Project

The improvement  
plan:

Reception area

Meeting space



## CITY. OPERA. HOUSE

## Balcony Facilities Project

The project proposes restrooms for balcony level patrons - typically 40% of the house.

Currently, the second floor restrooms serve the entire house. Result: long lines for the second floor restrooms, resulting in poor service and often prolonging intermission.



CITY·OPERA·HOUSE

## Balcony Facilities Project

Construction cost

\$ 350,000

Timeline

Mid-March 2016 with 2-3 months to completion



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: MARTY COLBURN, CITY MANAGER *mc/Bell*

SUBJECT: EIGHTH STREET PLANNING AND DESIGN CHARRETTE

Attached is a memo from Russ Soyering, City Planning Director, and Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development, regarding the above matter.

As explained in the attachment, we obtained proposals for professional assistance with respect to public engagement efforts and the development of a conceptual plan for the Eighth Street corridor. This process will also deliver a development code for this section of Eighth Street.

The following recaps the funding sources for this \$105,000 project:

Source:	Amount:
City General Fund (Corridors Implementation of CIP)	\$ 40,000
Grand Traverse County Land Bank Authority (CDBG funds)	\$ 30,000
MSHDA	\$ 35,000
<b>Total:</b>	<b>\$105,000</b>

I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute a contract with Farr Associates for it to conduct the planning and design charrette for the Eighth Street Corridor, in the amount of \$105,000, with funding to be provided as outlined in the February 8, 2016, communication from the Planning Director and Grand Traverse County Deputy Director for Planning and Development, with the \$40,000 in City**

*-Motion continued on following page-*

**funding to come from the Corridors Implementation CIP section of the General Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

K:\tcclerk\city commission\agreements\eighth street planning and design

copy: Russ Soyring, City Planning Director  
Jean Derenzy, Grand Traverse County Deputy Director of Planning and  
Development

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# Memorandum

The City of Traverse City  
Planning Department



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TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*  
JEAN DERENZY, DEPUTY DIRECTOR, GRAND TRAVERSE CO. PLANNING & DEV

SUBJECT: CONSULTANT FOR EIGHTH STREET PLANNING AND DESIGN CHARRETTE

DATE: FEBRUARY 8, 2016

The Capital Improvement Plan indicates the reconstruction of 8<sup>th</sup> Street between Lake and Woodmere Avenues will occur in Fiscal Year 2018/19. In conjunction with the street project is the replacement of a water main that runs under the street.

To prepare for reconstruction of 8<sup>th</sup> Street, a call for proposals went out in late December seeking professional assistance in engaging the public in the development of a conceptual design for the 8<sup>th</sup> Street corridor including both the public and private components of the corridor. The planning process will include a five-day charrette in mid-May where a preferred concept plans for the street, sidewalk, lighting, and landscaping will be developed along with the drafting of a development code to regulate the building types and development patterns along the street.

Funders for the charrette include the City of Traverse City (\$ 40,000), Michigan State Development Authority (\$35,000) and Grand Traverse County Land Bank Program (\$30,000). It is estimated, that City and County staff will also contribute \$20,000 in in-kind services.

Six proposals were received. A panel consisting of Jim Tishler, MSHDA; John Sych, Grand Traverse County Planning Director; Jean Derenzy Deputy Director from Grand Traverse County; Matt McCauley, Networks Northwest; Rob Bacigalupi, Executive Director of the DDA and myself reviewed the proposals and picked three firms to interview. Those firms were McKenna Associates, Northville, MI; Ferrell-Madden, Washington DC and Farr Associates, Chicago. All proposals were between \$100,000 and \$105,000.

After conducting interviews, conference calls were held with the top two firms lead engineers. Tim Lodge, City Engineer and Dave Green, Public Service Director took part in those conference calls. This review process concluded with the project managers Jean Derenzy and myself in selecting Farr Associates as the preferred firm with the provision that Farr Associates agrees to supplement the design team with a licensed professional transportation engineer with strong experience in both corridor projects similar to Eighth Street and designing streets in cities that experience heavy snowfall. The lead engineer identified is subject to City approval.

Please forward the recommendation to contract with Farr Associates to conduct the planning and design charrette for 8<sup>th</sup> Street for \$105,000.

# CHARRETTE OVERVIEW

## *Definition*

A charrette (as developed by the National Charrette Institute) is a **three-phase holistic, collaborative planning process** during which a multiple-day charrette is held as the central transformative event. The process commences with the Preparation Phase, followed by the Charrette acting as a fulcrum at the middle phase, and closes with the Plan Implementation Phase. The goal of the charrette is to produce a feasible plan with minimal rework that benefits from the support of all stakeholders through its implementation.

## *Participants*

A multidisciplinary charrette team, consisting of consultants, staff, and others produces the plan. Stakeholders – those being anyone who can approve, promote or block the project as well as anyone directly affected by the outcomes – are involved along with key public meetings.

## *Length*

**The charrette needs to last at least 5-days** to accommodate 3 feedback loops, the optimal number for gaining stakeholder understanding and support.

## *Location*

Charrettes takes place in a charrette studio situated on or near the project site. Meetings, interviews, and design activities are conducted at the studio. Accommodations for work and food are necessary given the continuous time committed to the charrette.



# Eighth Street Charrette Process

## Consultant Selection

**Dec-Feb, 2016**

Project managers will issue a request for proposals for a Consultant to assist with the process. Project managers will confer with the National Charrette Institute on developing a successful approach for the Charrette process. Interviews and selection of a Consultant will be led by the charrette team.

## Charrette Preparation

**Jan-May, 2016**

This phase is formation of a charrette team, developing an organizational structure for the process, conducting stakeholder and data research, and outlining charrette logistics. Initial guiding principles will set the tone and focus by the team. Stakeholders ranging from neighborhood residents to elected officials to business owners will be involved in an outreach and engagement effort. Viewpoints from stakeholders will be gathered and analyzed. Other sources of data and studies will be brought together. Key pre-charrette products will include project mission, community history, process road map, stakeholder analysis and summary, objectives and measures, and data summary.

## Charrette Preparation

**(Tentative: May 17-21, 2016)**

The charrette is tentatively scheduled for May 17-21, 2016. The parameters of the charrette will change based on the form and plan agreed upon with the Consultant. Generally, the charrette will start with public and primary stakeholder meetings. Based on these meetings, alternative concepts are developed. As the concepts are developed there may be subsequent stakeholder reviews. The concepts are refined and synthesized into a preferred plan. The plan is presented at an open house. The plan may be further refined utilizing stakeholder reviews. Once plan production is completed, a presentation is made at a public meeting. A sample schedule of a 5-day charrette is provided below.

## Plan Adoption

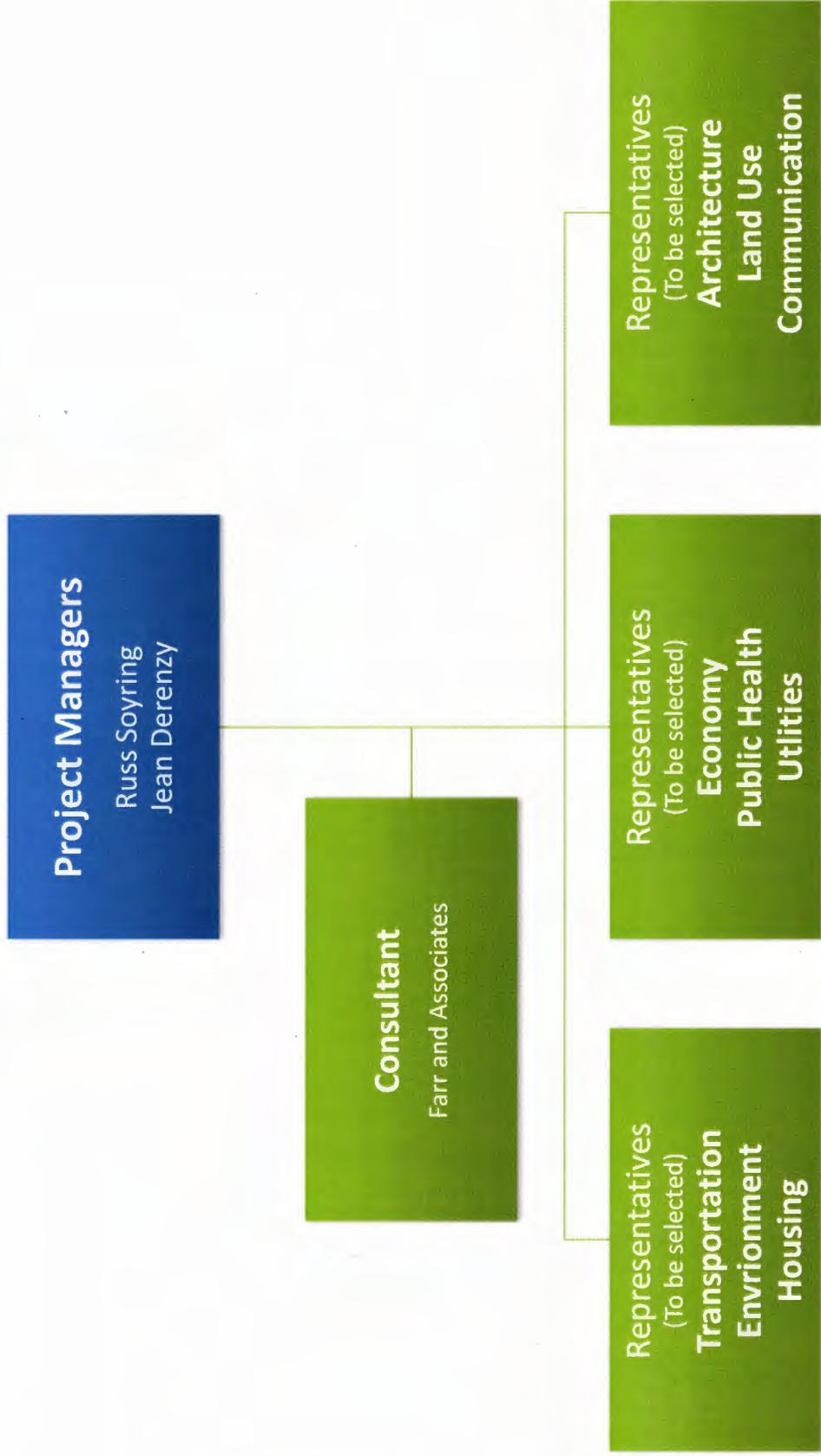
**May-Aug, 2016**

During this phase the charrette team tests and refines the plan. Communication with stakeholders also continues through e-mail, websites, and possibly social media. During a follow-up public meeting, the refined plan is presented for another feedback session. The results and process of all 3 charrette system phases are summarized in a final project report ready for agency approvals.

# Sample 5-day Charrette Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00 AM			Team meeting	Team meeting	Team meeting
9:00	Studio set up	Team meeting	Pref. plan synthesis	Plan development	Production
10:00					
11:00	Tours	Alt. concepts development			
12:00					
	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 PM					
2:00	Primary stakeholder meetings	Preferred plan synthesis	Preferred plan synthesis	Product.	Stakeholder review
3:00					
4:00	Meeting preparation				Meeting preparation
5:00			Open House		
	Dinner	Dinner		Dinner	
6:00					
7:00		Preferred plan synthesis/ team review	Plan development	Production	Final charrette public meeting
8:00	Public meeting #1				
9:00					
10:00					Celebration
11:00					

# Charrette Team



# Project Funding

## Total Project Cost

- **Total: \$105,000**

## State of Michigan

- MSHDA: \$35,000
- Land Bank Program Income: \$30,000

## City of Traverse City

- General Fund: \$40,000
- In-Kind Staff: \$20,000

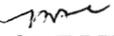


The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM:   
MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC HEARING – REQUEST FROM GRAND TRAVERSE AREA  
CATHOLIC SCHOOLS TO VACATE PORTIONS OF SECOND AND  
VINE STREETS

A public hearing on the request from the Grand Traverse Area Catholic Schools to vacate portions of Second Street and Vine Street has been scheduled for Monday evening.

Attached is a previously distributed memo from City Planning Director Russell Soyring indicating the Planning Commission's recommendation that this request be approved.

Following the public hearing, I recommend the following motion (5 affirmative votes required):

**that the Resolution Deeming it Advisable to Vacate a Portion of Vine Street and the Resolution Deeming it Advisable to Vacate a Portion of Second Street, as recommended by the City Planning Commission, be adopted.**

MC/kez

k:\tcclerk\city commission\vacations\cover memo \_second and vine vacation\_ph\_20150216.doc

copy: Russell Soyring, City Planning Director  
Timothy Lodge, City Engineer  
Scott Jozwiak, GTACS Representative



## City Planning Department

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**TO:** MARTY COLBURN, CITY MANAGER  
**FROM:** RUSSELL A SOYRING, PLANNING DIRECTOR   
**SUBJECT:** REQUEST FROM GRAND TRAVERSE AREA CATHOLIC SCHOOLS TO  
VACATE A PORTION OF VINE AND SECOND STREETS  
**DATE:** DECEMBER 15, 2015

On September 15, 2015, the Planning Commission heard a request from Scott Jozwiak, representing Grand Traverse Area Catholic Schools to vacate a portion of Vine Street from a point 280 feet south of Randolph Street to Second Street and to vacate Second Street from Cedar to Vine Street and to grant a new right-of-way along the north property line of the campus connecting Vine to Cedar Street. The street vacation and granting new right-of-way would provide the property owner the ability to build a new early elementary education facility to be located together as one parcel, not bisected by any public streets or drive aisles.

In a related topic, the Planning Commission recommended approval of an amendment to the zoning code to allow schools by special land use permit to have a higher impervious surface limits.

City departments impacted by this request reviewed the vacation request and provided comments to the Planning Department. Light and Power indicated that all the new easements and costs associated with relocating existing electrical facilities be borne by the applicant. City Engineering requested that all existing utility easements be retained or plan and pay for the relocated utilities and related easements.

The Streets Department stated they have no objection to the vacation provided all of Vine and that portion of Second Street west of Cedar Street are vacated. The reason cited is that the new alignment and layout of Second and Vine Street would be problematic for maintenance, especially in terms of snow plowing. The Street Department request that full width utility easements are retained should the streets be vacated.

Vacating the subject streets in their entirety would change traffic patterns and would increase the length of trips for some travelers. Retaining non-motorized easements would allow for shorter, more direct pedestrian and bicycle travel should the subject streets are vacated in their entirety.

The Michigan Municipal Planning Act states that a master plan shall include those subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction. Included in the list of subjects is the vacating or extension of streets. The Traverse City Master Plan

for the TC-3 Traditional Neighborhood states the area to be "Auto accessible with historic street grid." The Master Plan goes onto say that sidewalks, bike lanes and alleys are also appropriate as is public transportation.

After considering the request, the Planning Commission took the following action:

Motion by Commissioner Koebert, second by Commissioner Dow that the request from Grand Traverse Area Catholic Schools, to vacate a portion of Vine Street and Second Street as requested by the applicant in their submittal provided any and all utility easements and associated costs with the relocation of the utilities and are borne by the applicant be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 6-0 (Commissioners Fleshman, Howe, and Serratelli absent)

Please pass the Planning Commission's recommendation on to the City Commission for their consideration.

Attachments: Map of area  
Street vacation request



© 2014 PlanetImagery

05/06/2014

September 8, 2015

Russ Soyring  
Planning Director  
City of Traverse City

**RE: Request for Street Abandonment and Preliminary Site Plan Review  
Immaculate Conception Campus**

Dear Russ:

In an effort to commence with the review process for the Immaculate Conception campus, we are asking to present a preliminary campus plan. We have discussed the many attempts to work around various obstacles that occur on this site with city staff in the recent past and would like to explain how those constraints led us to develop the plan we've prepared for review.

### **Property Constraints**

Some of the constraints are:

- State regulations regarding the required footprint of the school as it pertains to Pre-K through First grades. These regulations dictate the overall size of the school's ground floor since all activities of this grade range must be located on the ground floor.
- A 21" sewer line bisects the property from the end of Second Street to Division. This gravity sewer line receives sewage from the Elmwood lift station and City Engineering advises against relocation.
- The campus includes parcels on both sides of Second and Vine Streets. This restricts the ability to locate a consolidated school with an appropriately sized footprint without some sort of concession.

In your packet, you will see a plan that depicts the current campus layout. This plan also illustrates the corridors where building cannot occur as result of the street right-of-way and the utility easements.

### **Alternative Options Considered**

Alternative options that we considered include:

- An elevated pedestrian overpass to connect "two" schools on either side of Vine Street. This option was not possible due to the State regulations mentioned above.
- Relocating the existing 21" sewer to permit the school be located within the utility corridor was an option considered. This plan came close to serving the school's needs but it left the only room available for a playground to be placed across Vine Street. This resulted in a public street crossing to reach the playground which is very undesirable for safety reasons.
- Purchasing additional property. Property is not available for sale adjacent to the current properties, nor would those parcels cause the school to overcome the spatial needs that they are seeking.

### **Proposed Campus Plan**

The constraints listed above have led to the preparation of a plan for the proposed campus that requires the school to request a street vacation of both Second and Vine Streets within the Diocese property limits.

The advantages of this plan include:

- It allows the campus of an early elementary education facility to be located together as one parcel, not bisected by any public streets or drive aisles.
- The school can stay within the city limits and continue to be in this location. As stated by the Planning Commission and by you, schools in the city neighborhoods are encouraged. Large tracts of contiguous land is not available in the community if relocation within the city were to be considered.

- Two distinct traffic patterns to minimize and disperse vehicles to various locations. We will be providing a traffic study as part of our full project submittal.
- Leaving the existing sewer in its current location, which the City Engineering staff have determined as the most optimal situation.

Thoughts on this plan as far as the communities' use of this right-of-way are:

- While we are sensitive to the fact that this will result in a change for some that use these street segments, we believe this change will not cause significant disruption.
- Second Street, nor Vine, is a through street. Use of these two streets are not significant to traffic circulation within this neighborhood.
- The elimination of this right of way will not cause hardship for the neighboring community.
- The proposed plan provides enhanced fire access to the church and the school and does not detrimentally affect the fire access to adjacent buildings or the neighborhood.

### **Adjacent Property Owners**

We have reviewed and discussed this plan with Mr. and Mrs. Cairns, owners of Sleders and the building that houses Zany Consignment Shop. Their comments about the proposed plan were positive. We presented the idea of full abandonment of Vine and this segment of Second Street. They preferred to not have the street segment adjacent to their properties vacated. As a result of this request, we are proposing that a right-of-way be formed along our north property line that would connect Vine to Cedar. Simply put, the "L" shaped right-of-way currently formed by Second and Vine would be shortened.

The next concern Mr. and Mrs. Cairns had was to continue to have some additional parking available to them during their peak business hours. Currently, Sleders and IC have an agreement to share parking using the main parking lot located along Vine Street. In response to this request, parking will be situated along our north property line. This parking is proposed to be public parking and be located within the new right-of-way. Mr. and Mrs. Cairns are satisfied with this proposal.

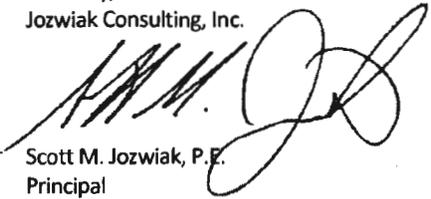
### **Request for Consideration**

Grand Traverse Area Catholic Schools (GTACS) is requesting to be on the September 15<sup>th</sup> Planning Commission meeting for the following:

- Continue discussion on the impervious area requirement
- Commence the process for street vacation
- Present the current site plan to initiate feedback.

We look forward to presenting on the 15<sup>th</sup>. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,  
Jozwiak Consulting, Inc.



Scott M. Jozwiak, P.E.  
Principal



City of Traverse City

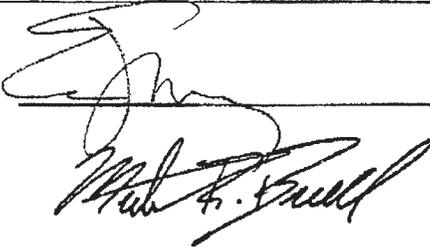
### APPLICATION FOR ALLEY/STREET VACATION

400 Boardman Avenue, Traverse City, Michigan 49684 (p) 231-922-4778 (f) 231-922-4457

Applicant Name: Grand Traverse Area Catholic Schools (Diocese of Gaylord)  
 Address: 123 E. Eleventh St., Traverse City, MI 49684  
 Phone: 231-946-8100 Fax: \_\_\_\_\_

Description/location of alley/street to be vacated: \_\_\_\_\_

1. Vine Street from a point 280' south of Randolph to Second Street
2. Second Street from Cedar Street to Vine Street
3. Grant a new right-of-way along the north property line of the campus connecting Vine to Cedar.

Applicant Signature:  Date: 9-9-15

**(Office Use Only)**

Non-refundable fee of  \$2,475 Street/Alley Vacations not requiring Circuit Court action  
 \$2,715 Street/Alley Vacations requiring Circuit Court action

Application Fee received on: 10-21-15 ch. 18094

Planning Commission Public Hearing on: \_\_\_\_\_

Resolution Deeming Advisable to Vacate adopted by City Commission on: \_\_\_\_\_

Public Hearing and Resolution Vacating Alley/Street adopted by City Commission on: \_\_\_\_\_

# Proposed Street Vacation

Portion of Second Street and Vine Street

## **Second Street Vacation:**

A portion of Second Street from the east right-of-way of Cedar Street to the intersection of Vine Street.

## **Vine Street Vacation:**

A portion of Vine Street from the intersection of Vine and Second Street to a line beginning at the Southeast corner of Lot 4, Block 2, Hannah Lay & Co's 3<sup>rd</sup> Addition and continuing along a 66 degree radius curve to the left to a point midway between the vacated alley adjacent to Lots 4 and 6 of Block 1, Hannah Lay and Co's 3<sup>rd</sup> Addition.

## **Proposed Relocated Street:**

All of Lot 4, Block 2, Hannah Lay & Co's 3<sup>rd</sup> Addition and the south 15' of vacated alley between Cedar Street and Vine Street.



CITY OF TRAVERSE CITY  
RESOLUTION DEEMING IT ADVISABLE TO VACATE A  
PORTION OF VINE STREET

- Because,** the City has received a request from Grand Traverse Area Catholic Schools (Diocese of Gaylord) to vacate a portion the streets described below; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been paid by the applicant; and
- Because,** the Commission finds it is necessary for the health, welfare, comfort and safety of the people of the City to discontinue the alley shown on the plat.
- Resolved,** by the City Commission of the City of Traverse City, Michigan, that this Commission deems it advisable to vacate, discontinue and abolish a portion of Vine Street, lying between Second Street and Randolph Street, City of Traverse City, County of Grand Traverse, Michigan, which is more fully described below, be vacated, discontinued and abolished.

Vine Street Vacation: A portion of Vine Street from the intersection of Vine and Second Street to a line beginning at the Southeast corner of Lot 4, Block 2, Hannah Lay & Co's 3rd Addition and continuing along a 66 degree radius curve to the left to a point midway between the vacated alley adjacent to Lots 4 and 6 of Block 1, Hannah Lay and Co's 3rd Addition.

**Be it further resolved,** that such vacation is subject to the following conditions:

1. Any and all utility easements and associated costs with the relocation of the utilities shall be borne by the applicant.
2. That the street be relocated as outlined in Parcel 51-826-006-09 within Exhibit A; as well as include the south 15' of vacated alley between Cedar Street and Vine Street; and all related costs shall be borne by the applicant.

I hereby certify that the above resolution was adopted by the City Commission at the regular meeting held on February 16, 2016, at the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin C. Marentette, MMC, City Clerk

*Resolution Deeming it Advisable to Vacate a Portion of Vine Street*  
*Page 2*

Prepared by:

Lauren Tribble-Laucht, City Attorney  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440

When recorded return to:

Katelyn Zeits, Deputy City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480



CITY OF TRAVERSE CITY  
RESOLUTION DEEMING IT ADVISABLE TO VACATE A  
PORTION OF SECOND STREET

- Because,** the City has received a request from Grand Traverse Area Catholic Schools (Diocese of Gaylord) to vacate a portion the streets described below; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been paid by the applicant; and
- Because,** the Commission finds it is necessary for the health, welfare, comfort and safety of the people of the City to discontinue the alley shown on the plat.
- Resolved,** by the City Commission of the City of Traverse City, Michigan, that this Commission deems it advisable to vacate, discontinue and abolish a portion of Second Street, lying between Vine Street and Cedar Street, City of Traverse City, County of Grand Traverse, Michigan, which is more fully described below, be vacated, discontinued and abolished.

Second Street Vacation: A portion of Second Street from the east right-of-way of Cedar Street to the intersection of Vine Street.

**Be it further resolved,** that such vacation is subject to the following conditions:

1. Any and all utility easements and associated costs with the relocation of the utilities shall be borne by the applicant.
2. That the street be relocated as outlined in Parcel 51-826-006-09 within Exhibit A; as well as include the south 15' of vacated alley between Cedar Street and Vine Street; and all related costs shall be borne by the applicant.

I hereby certify that the above resolution was adopted by the City Commission at the regular meeting held on February 16, 2016, at the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin C. Marentette, MMC, City Clerk

*Resolution Deeming it Advisable to Vacate a Portion of Second Street*  
*Page 2*

Prepared by:

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When recorded return to:

Katelyn Zeits, Deputy City Clerk  
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400 Boardman Avenue  
Traverse City, MI 49684  
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The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: PARKS AND RECREATION FIVE YEAR PLAN – PUBLIC  
HEARING

A public hearing regarding the Parks and Recreation Plan 2016-2021 is scheduled for Monday evening.

Attached you find a copy of the final draft Parks and Recreation Plan 2016-2021 prepared by the Parks and Recreation Commission and City Staff. This plan has been reviewed and recommended for adoption by the Planning Commission and the Parks and Recreation Commission.

As mentioned by Parks and Recreation Superintendent Lauren Vaughn, comments and suggestions were received by the public and where appropriate, many suggestions were incorporated into the final draft.

After the public hearing, the City Commission will be asked to consider adopting the Parks and Recreation Plan 2016-2021.

MC/kez

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copy: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Supervisor

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# Memorandum

The City of Traverse City



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TO: Martin Colburn, City Manager

FROM: Lauren Vaughn, Parks and Recreation Superintendent

DATE: February 8, 2016

SUBJECT: *Parks and Recreation Plan Final Draft*

On Thursday, February 4, 2016 the Parks and Recreation Commission approved the enclosed resolution to recommend to the City Commission, the adoption of the Parks and Recreation Plan 2016 - 2021.

The Plan is the culmination of a one year process of dissecting our previous Parks and Recreation Plan and creating the new Parks and Recreation Plan for 2016 to 2021. In the Plan, the Parks and Recreation Staff and Commissioners, updated pertinent facts and figures to reflect the changes in the community since the 2010 – 2015 plan.

Comments were sought from the community during a 30 day period which ended on February 4, 2016. Several comments were received from the public, City staff and board and commission members, other public agency staff members, and non-profit organizations. Where appropriate, these suggestions were incorporated into Final Draft that is under consideration for adoption. The recommendation of the City Commission to include mention of the National Writers Series, the City Opera House and the Traverse Area District Library has been included in the plan on pages 3 and 4.

The Parks and Recreation Plan is required by the Department of Natural Resources to be eligible for the state and federal grants that are administered by the DNR Grants Division. Traverse City has been very fortunate in receiving many grants over the years which verifies that creating the Plan is a very worthwhile project.

The Plan was created in-house without the expense of hiring a consulting firm to create the plan for the City. The DNR provides a document entitled "Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans, that indicates what is required in the Plan along with offering valuable tools to help in creating the document.

Please seek City Commission approval of the resolution for adoption of the Parks and Recreation Plan 2016 – 2021.

**RESOLUTION ESTABLISHING  
THE  
PARKS AND RECREATION PLAN**

**WHEREAS**, The City of Traverse City has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain parks and recreation facilities during the period between 2016 and 2021, and

**WHEREAS**, a public comment session was held on Thursday, November 12, 2015 at the Parks and Recreation Commission's "Public Workshop for the Future of Parks and Recreation", in the Governmental Center Training Room, 400 Boardman Avenue, Traverse City, Michigan 49684, to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Division and the Parks and Recreation Plan, and

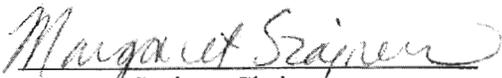
**WHEREAS**, the City of Traverse City has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

**WHEREAS**, an opportunity for public comment was also held on Thursday, January 7, 2016 and on Thursday, February 4, 2016 at the Parks and Recreation Commission meetings in the City Commission Chambers, 400 Boardman Avenue, Traverse City, Michigan 49684, to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Plan, and

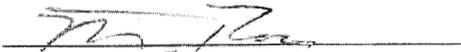
**WHEREAS**, after the opportunity for public input, the City of Traverse City Parks and Recreation Commission voted to adopt said Parks and Recreation Plan on February 4, 2016.

**NOW THEREFORE**, be it resolved that the City of Traverse City Parks and Recreation Commission hereby adopts the City of Traverse City Parks and Recreation Plan as a guideline for improving parks and recreation for the residents and guests of the City of Traverse City.

**BE IT FURTHER RESOLVED**, that a copy of the Parks and Recreation Plan for the City of Traverse City be officially submitted to the City Commission for formal adoption on February 16, 2016.



Margaret Szajner, Chairperson  
Traverse City Parks and Recreation Commission



Matthew Ross, Vice-Chairperson  
Traverse City Parks and Recreation Commission

(Yeas: 5      Nays: 0      Absent: 2 )

**CITY OF  
TRAVERSE CITY**

**PARKS AND  
RECREATION  
DRAFT PLAN  
2016 – 2021**

# INTRODUCTION

This Recreation Plan describes the parks system and recreation opportunities in the City of Traverse City and establishes goals, objectives and an overall vision for our community's parks and recreation future.

The City Parks and Recreation staff takes the lead in the direction of the planning process and the preparation of the City Recreation Plan with guidance from the City Parks and Recreation Commission and other City staff members.

This Parks and Recreation Plan is the result of a collaborative effort undertaken by the City of Traverse City's Parks and Recreation Commission and various City departments. The intent of this plan is to identify the current status of parks and recreation, the recreational needs of the community, and to develop priorities for Traverse City by evaluating the current available resources such as planning documents and public input.

The citizens of Traverse City have continually demonstrated their support for the maintenance and development of quality City parks and recreation facilities. Past surveys revealed strong local support in favor of continued development and maintenance of the existing facilities. Perceived as an essential component of the community, these facilities function both in meeting the needs of local residents and by providing a major attraction for tourism, which is Traverse City's most important industry.

For purposes of this plan, recreation can be defined as any activity that promotes the physical and/or mental well being of the person who is participating, and that provides relief from the routine and stress of everyday life. Recreational activities are often classified into two broad categories of "active" and "passive" involvement. Open space is defined simply as space that is not used for buildings or man-made structures. It can be air, land or water and is an area that is often used for recreational activities.

# SECTION 1

## COMMUNITY DESCRIPTION

This recreation plan has been developed for the City of Traverse City, located in Grand Traverse County 253 miles northwest of Detroit and 316 miles north of Chicago. The City's northern boundary is Lake Michigan's Grand Traverse Bay, a large bay divided by the Old Mission Peninsula. The southern tip of West Grand Traverse Bay is fully within the City of Traverse City. The western portion of the southern tip of East Grand Traverse Bay is also in the City limits. Situated in the Boardman River Valley, the City is surrounded by forested hills, cherry and apple orchards, vineyards, and numerous inland lakes along with a rapidly growing community that expands out into the surrounding townships. The area's beauty has historically attracted sportsmen and outdoor enthusiasts from southern Michigan as well as throughout the U.S.A. Prior to developing a reputation as a recreation and tourist area, this part of the state, as well as all of northern Michigan, based its economy on lumbering and to a lesser extent, agriculture. In the 1850's, the City bustled with the activity of several sawmills and related industries along with a great number of diversified businesses of the era until the lumbering industry waned at the turn of the 20<sup>th</sup> century.

Today, several downtown buildings and businesses are reminders of that era dating back a century or more. Among them are the City-owned Opera House, the Hannah - Lay Building, and the old State Bank building (now Fifth-Third Bank). Both have maintained the 19<sup>th</sup> century flavor while adding modern conveniences of the 21<sup>st</sup> century.

Preservation of Traverse City's historic buildings and homes is important to residents. Within walking distance of downtown, one may tour the well maintained historic neighborhoods and view some of the finest "lumbering era" architecture in Michigan.

A number of major events are held in the area reflecting the region's tie to its natural resource and agriculture base. Some of the best known events are the National Cherry Festival, the Bayshore Marathon, "The Iceman Cometh" mountain bike race, the M-22 Challenge, the North American Vasa Cross Country Ski Race and the Great Lakes Equestrian Festival. In addition, the area hosts a variety of sporting events including sail boat races, boat and car shows, golf championships, disc golf tournaments, skiing events, foot races, off road bicycle racing, and all variety of sports tournaments.

Unlike many communities the size of Traverse City, the area is not lacking in cultural and educational activities. World famous artists perform throughout the year and outdoor summer concerts are a highlight at the Interlochen National Music Camp and Arts Academy. Since 2009, the National Writers Series has hosted public

conversations with nationally recognized authors and offered writing workshops for students and adults. The Traverse City Film Festival continues to gain in prominence and is becoming well known internationally. In addition, the Northwestern Michigan College Dennis Museum permanently houses an extensive collection of artwork and a children's discovery area, along with works by masters and regional artists. The school ship, Inland Seas, provides classes on West Grand Traverse Bay for school aged children. The Traverse Area District Library is a virtual treasure trove of print, audio and visual literature. Over one million pieces of material are checked out of the library annually.

Each year, many additional concerts, plays and special events such as art, antique, car and boat shows take place in the Traverse City area. Traverse City features the Traverse Symphony Orchestra, the Old Town Playhouse, and many other music and theater groups providing varied entertainment. The restored, historic State Theatre on Front St. and the Bijou By The Bay theatre, housed in the former Con Foster Museum Building in the City's Clinch Park, allow for both live theater and motion picture venues. Both of these are operated by the Traverse City Film Festival organization. The City Opera House has undergone major restoration including a grand entrance in a former store front and a new dressing room, and is hosting many events in the cultural, entertainment and educational areas.

The 2013 population estimate for Traverse City proper was 15,018. According to the U.S. Census Bureau, the City of Traverse City population as of the 2010 census was 14,674. This was up slightly from the 2000 census figure of 14,532 and down from the 1990 figure of 15,155. The surrounding townships however, continue to grow at a rapid rate. Grand Traverse County has grown from the 1970 population of 31,975 to the 2014 estimate of 90,782. The 2010 census figure was 86,986, in 2000 it was 77,654 and the 1990 population was 64,273. This figure indicates an over 29% increase during this 24 year period. The City of Traverse City has provided parks and recreation facilities that have been under increasing pressure from use by the growing area population along with the tourist influx, especially in the summer months.

# **NATURAL RESOURCES**

## **INTRODUCTION**

Enjoyment of recreation in the Traverse City area is due in large part to the abundance of natural and physical resources in the region. Certainly, this is true for boaters, swimmers, bikers, campers, bird-watchers, fishing enthusiasts, scuba divers, hikers, and both cross country and downhill skiers.

## **EAST AND WEST GRAND TRAVERSE BAYS (Lake Michigan)**

The bays are the most important natural resource. Its shoreline is an area of great concern, particularly in light of development pressures it is exposed to daily. While much of the bay shore is privately owned, the bay itself is a public resource. It is used for fishing, sailing, boating, swimming, wind-surfing, diving, and simply viewing from the shore. There is a desire to link all the City bay front parks together, featuring trails, walkways, etc., with interpretive educational centers as part of the trail. Several historical and watershed educational stations have been added in the past few years. There also is a push to enhance shore-based fishing, with an emphasis on more public fishing without need for a boat. One location in the planning stage is at the mouth of the Boardman River where it empties into West Grand Traverse Bay.

Management of the City's shorelines and riparian areas must include protection and enhancement of fish habitat to improve this fishery. Another aspect that needs improving along the shore line is the placement of storm water drains. There continues to be enormous thought going into planning for these positive steps to lessen impact on the bays. Stormwater treatment devices have been installed in four parks to help reduce the amount of pollutants and sediments reaching the Boardman River and the Bays. Removing or controlling several invasive species of plants and animals is also at the forefront of environmental efforts. The re-establishment of native vegetation in some disturbed habitat areas is the best defense against the growth of invasive plants.

About half of Traverse City's shoreline is sandy beach. Other parts of the shoreline have been altered with protective shoreline measures from rock revetments to broken concrete slabs to steel sheet pilings.

## **BOARDMAN RIVER SYSTEM**

The Boardman River passes through the City of Traverse City including Boardman Lake. This lake level is enhanced approximately nine feet by the Union Street Dam right in the center of the City. The lake and river both offer many recreational opportunities both land based and water based. With the bays so close at hand, Boardman Lake and River do not see the level of use that they would have if located in a community away from the Great Lakes. The potential is great for development of

facilities that will enhance the uses of the Boardman River system as it passes through the City.

## **TRANSPORTATION SYSTEMS**

### **HIGHWAYS**

Traverse City is served by US-31, M-37, M-72 and M-22 allowing highway access to the community from any direction. US-131, a limited access highway from Grand Rapids, does not directly tie into Traverse City but comes within 39 miles of servicing the community. Located at the head of Grand Traverse Bay, several highways converge in the City. This phenomenon results in considerable traffic along the City's waterfront, especially during the peak travel months. An extension of Hammond Road, completed in 2010, connects with Keystone Road and has provided another alternative to going to the waterfront to get across Traverse City.

The heavy traffic along Traverse City's waterfront brings many people in close proximity to the City's fine recreation opportunities along the bay. With most parking located away from the bay, the roads bearing that heavy traffic also tend to create physical and physiological barriers to safely reaching recreation facilities and also create environmental concerns with storm water runoff and pollutants. The City has attempted to reduce the barriers with a pedestrian tunnel under Grandview Parkway (US-31, M-72, M-22) at Cass Street, an underpass at the Murchie Bridge near Grandview and Front Street, an at grade crossings at Oak Street and Elwood Avenue, and signalized crossings of Grandview Parkway at Division, Union and Park Streets. The City continues to explore options for carrying pedestrian traffic safely across Grandview Parkway to bayside destinations. This was one of the most important goals set during the "Your Bay, Your Say" planning sessions that began in 2005 and have begun implementation with the Clinch Park revitalization that was completed in 2013 and the Elmwood Avenue crossing in the fall of 2014.

### **LOCAL STREETS**

Most City parks are accessed via Traverse City's local streets. These streets are continuously targeted for improvements through the City's Public Improvements Program. The City has nearly 29 miles of major streets and 49 miles of local streets as defined by the Michigan Department of Transportation.

Hickory Hills Ski Area and Brown Bridge Quiet Area lie outside the City limits and are accessed by County roads. The County road servicing Hickory Hills is maintained in the winter by the City.

## **PEDESTRIAN AND BICYCLE TRAVEL**

There are areas within the community that were designed years ago primarily for the automobile; where pedestrian travel has inadvertently been discouraged. In some areas, pedestrian and bicycle travel is challenging because streets were designed to move many vehicles as quickly as possible. The City is taking steps to correct these conditions by steadily enhancing the sidewalk network, adding trails and by marking bicycle lanes along many City streets. In 2009, the League of American Bicyclists designated Traverse City as a "Bicycle Friendly Community".

Cities and communities across the country are developing inclusive transportation solutions that encourage pedestrian and bicycle traffic. Traverse City has studied and is nearing completion on an active transportation plan. Active recreation and transportation master plans look at more than your everyday rail to trail conversions and non-motorized pathways; more importantly they begin to look at an entire transportation system. The transportation system will include pathways such as the TART and Leelanau Trails, but must also include a transportation system to get to and from such pathways, as well as developing and designing guidelines for the development of bike facilities including those within City parkland.

Developing an active recreation and transportation master plan involves several key steps including in-depth fieldwork. Key steps to a successful plan include evaluating surfaces and travel lane widths, how long it takes to cross the street, curb and gutter design, and vehicular turning radii and speeds. The sequence and approach to designing for active transport is also important; moreover, designing for pedestrians first, bicyclists second, transit riders and operations third, and private motor vehicles last is typical when designing for active -transportation – and recognized in the City's Master Plan.

The City Master Plan calls for community streets to be designed for a wide range of users, not just the motor vehicle driver. Roadway improvement designs must also consider the needs of the pedestrian and bicyclist, by incorporating sidewalks and bike lanes. Sidewalks need adequate separation from the roadway to provide comfort and clear demarcation between the road edge and the sidewalk. Driveways must be designed and limited in number so that they do not impair the safety of the pedestrian or bicyclist. Designs should also include consideration for mitigation of increased impervious surfaces or alternate surfaces.

To further encourage pedestrian and bicycle travel, a system of trails and connecting walks are being implemented to make these forms of travel through and around the community inviting. The eleven mile long TART trail is a paved urban transportation corridor that currently runs between Bunker Hill Road in Acme Township and Carter Road in Elmwood Township which is past the M22/M-72 intersection in Traverse City. The trail runs along Grand Traverse Bay, through downtown Traverse City neighborhoods and the Mitchell Creek watershed and is a favorite of families, visitors, bicyclists and in-line skaters.

The Leelanau Trail stretches 17 miles through the last of the Leelanau County railway corridors. The Leelanau Trail connects Traverse City and Suttons Bay. The entire distance is now paved. These two trails combine for 28 contiguous miles of hiking, biking and roller blading possibilities. Capital funds and grant monies have been used and more will be needed to construct additional new trails and to maintain existing trails and pathways.

The Boardman Lake Trail is moving forward toward completion. The Boardman Lake East Trail that connects Hull Park and the Traverse Area District Library at the north end and Medalie Park in Garfield Township at the south end was completed in 2005. In 2009, the Boardman Lake North Trail was completed that connects the Old Town and other neighborhoods west of Boardman Lake with the East Trail and the library. This trail includes a major pedestrian bridge that crosses the Boardman River. In 2014 the first portion of the West Boardman Lake Trail was completed from 10th Street to 14th Street. Plans are underway to complete the trail around the entirety of Boardman Lake. The Boardman Lake Trail now connects to the TART Trail and eventually will connect to trails in the Boardman Valley and beyond.

The Vasa Trail pathway which is managed under agreement with the Michigan Department of Natural Resources, Grand Traverse County, and TART Trails, is located amid the pristine beauty of the Pere Marquette State Forest. The Vasa Pathway, utilized by cross country skiers, mountain and fat tire bikers, walkers and naturalists, features a series of loops and trails that offer both challenging and easier routes for every level of user.

## **PUBLIC TRANSPORTATION**

The Traverse City area, including Grand Traverse and Leelanau Counties, is served by the Bay Area Transportation Authority (BATA). BATA provides scheduled routes with the City loops, various local area loops, and regional connections.

Two services that BATA provides that serves the recreation community are the popular Bike-n-Ride and Ski-n-Ride programs.

Bike-n-Ride offers transportation for riders and up to 11 bicycles that don't want to pedal all the way both ways to enjoy two popular rides. One route serves Traverse City to Suttons Bay and Northport and the other from Traverse City to Glen Arbor and Empire.

Ski-n-Ride offers transportation from Traverse City, including stops at local middle schools, to Hickory Hills and Mt. Holiday during the week and to The Homestead and Crystal Mountain on the weekends. Skiers can take their equipment with them on the bus and for the middle school students, the schools have set up areas where the skis can be kept during the school day.

## **SECTION 2**

# **ADMINISTRATIVE STRUCTURE**

### **PARKS AND RECREATION COMMISSION**

The Parks and Recreation Commission, formed in 1992, serves as an advisory body to the City Commission in Parks, Recreation, and Cemetery matters. Six of the seven commissioners are appointed by the City Commission and serve staggered terms of three years. The seventh member is the City Manager's appointee. This body is an important liaison between the citizens of Traverse City and the City Commission, along with other groups and governmental units. The Commission was formed under the authority of Section 30 of the Charter of the City of Traverse City.

### **STAFF**

The Parks and Recreation staff directs the operation and maintenance of parks, cemetery, and special facilities and develops and organizes recreation programs. The Parks and Recreation Division is under the direction of the Parks and Recreation Superintendent who reports to the Director of Public Services who reports directly to the City Manager. The City Manager is responsible to the City Commission which consists of six citizens elected for staggered four year terms and an elected Mayor that serves a two year term. The Mayor and the City Commission are, in turn, ultimately responsible to the citizens which they serve. The Brown Bridge Advisory Group makes recommendations to the City Manager on issues related to the Brown Bridge Quiet Area.

Day to day purchasing decisions of an operational nature are made by the management level employees up to the normal City spending limit of \$2,000.00. The City Manager can authorize expenditures up to \$7,000.00 and the City Commission for amounts larger than \$7,000.00.

The Parks and Recreation Division is responsible for recreation programming and facilities, Hickory Hills Ski Area, Oakwood Cemetery, the urban forestry program, public park operations and maintenance, three outdoor ice skating rinks and snow removal from several City parking lots.

The Duncan L. Clinch Marina is under the direction of the Department of Public Services Director.

## **STAFFING LEVELS**

In the Parks and Recreation Division there are currently fifteen full-time employees including:

- Parks and Recreation Superintendent
- Marina Dockmaster / Hickory Hills Manager
- Parks and Recreation Supervisor
- Departmental Secretary (shared among several divisions)
- Cemetery Sexton
- Recreation Specialist
- Waterscape / Hickory Hills Recreation Specialist
- Recreation Specialist / Parks Maintenance Worker
- An Office Clerk who works part time at the Oakwood Cemetery office.
- General Maintenance and Repair Specialist
- Five Parks Maintenance Workers
- Approximately fifty seasonal workers

The Senior Center Network, is now under the umbrella of the Grand Traverse County Parks and Recreation Department. The Senior Center Network is supported by 5 FTE and over 100 volunteers.

Many other City divisions offer assistance to the Parks and Recreation Division, Marina, Oakwood Cemetery and Senior Center. These include the Streets, Water Treatment, and Sewer and Water Maintenance Divisions in the Department of Public Services. The Planning, Zoning and Engineering Departments lend assistance in the planning and designing of facilities, putting together grant proposals and long range planning.

From time to time for community service projects or special programs, the City gets the help of volunteers for various maintenance activities. Some examples are painting of buildings, litter pick-up, tree and flower planting, and beach clean-up.

## **PARKS OPERATIONS AND MAINTENANCE**

The Parks and Recreation Division is responsible for the operation, maintenance, and repair of the public park lands, fixtures, and buildings. In addition, the Parks and Recreation Division is responsible for the maintenance and operation of Oakwood Cemetery, garbage pick-up in both the downtown and Old Town areas, the urban forestry program which cares for over 9,000 street trees plus parks and cemetery trees, numerous perennial and shrub beds, and planting and maintaining approximately 10,000 annual flowers each year. The Division also builds and maintains three outdoor ice skating rinks, operates Hickory Hills Ski area, plows some public parking lots, maintains and cleans the Union Street Dam and spillway of debris, plus other activities too numerous to mention.

During the National Cherry Festival in July, the Parks and Recreation and Streets Divisions spend considerable time setting up and taking down fencing and cleaning up during and after many events.

## **RECREATION PROGRAMS**

Traverse City prides itself on a well maintained and diversified parks system. Using these areas, along with school and county facilities, the Parks and Recreation Division has developed a variety of programs for youth and adults. The City recreation programs are coordinated with other area agencies so as not to compete or conflict with their activities and programs. The programs run throughout the year and are available to residents and non-residents alike. Below is a summary of offerings available through the City to residents in the area.

- 1) Day Camp. Children 7-12 years of age may attend this summer program held at the Grand Traverse County Civic Center and Hickory Hills Recreation Area. The program emphasizes outdoor recreation, arts and crafts, nature education, and beach activities. The program is a cooperative effort between the City of Traverse City and Grand Traverse County. The City provides the registration, Administration and staffing and the County makes the space available at a low rental rate and provides some logistical support. The ten week program has a maximum of 50 children per week and is full many weeks.
- 2) Adult Volleyball Leagues. The City uses Traverse City Area Public Schools' elementary school gyms for this program which currently features women's, and co-ed leagues that play from October through March.

Several other recreation programs are held on City property and operated by local non-profit organizations. The main programs are:

- 1) The Traverse Area Community Sailing (T.A.C.S.) Program. This summer program gives children an opportunity to learn to sail and is located at the north end of Boardman Lake at Hull Park. Donations to the group funded the construction of docks and a large boat storage building.
- 2) The Grand Traverse Area Ski Club. The GTSC offers children the opportunity to learn how to ski and snowboard in a non-competitive format at the City's Hickory Hills Ski Area and then they can become involved in the Club's ski racing program. The Club has also been active in raising money for capital improvement projects and equipment for Hickory Hills.
- 3) The Northern Michigan Disc Sports Organization. This group first approached the City with the offer to design and set up a 24 hole disc golf course at the City's Hickory Hills Recreation Area in 1998. The course was completed in 1999 and has had subsequent improvements with the assistance of local community

foundation grants. The NMDSO continues to be involved in the program with tournaments, weekly leagues and work bees to improve and maintain the course.

- 4) Traverse Area Community Rowing, is a new group that in 2016 will begin offering regular instructional programs in various types of rowing shells and opportunities for those that already have the skills to use the group's boats to row on Boardman Lake.

## Recent Recreational Program Participation Levels

<u>Program</u>	<u>Total Number of Participants for Year</u>			
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Day Camp for children	94	79	89	71
Downhill & XC skiing	11,737	13,186	13,996	12,056
Adult Volleyball	314	153	169	172
<b>TOTAL ❖</b>	<b>12,145</b>	<b>13,418</b>	<b>14,254</b>	<b>12,299</b>

❖ These figures do not include participants in the TACS Sailing Program, or any participants in the disc golf course located at Hickory Hills. The figures for day camp are based on the total number of different children enrolled and not the total number of camper days.

# **PARK AND RECREATION FUNDING**

## **INTRODUCTION**

Historically, the City of Traverse City has led the area in providing quality recreation. The community investment not only has improved the quality of life for the residents of the County, it has also helped to generate a strong tourist industry for the City. A past survey conducted by Traverse City Tourism indicated motel guests participated heavily in recreation when visiting the area. For example, 78% "relaxed on the beach" while staying in the area and 84% rated their recreational activity experience as "great." Maintaining a high quality park system is seen, from an economic perspective, as an important element to be considered during the budget process. Finding a balance between resident and tourist, however, requires sensitivity since interests between the groups may be divergent.

## **METHOD OF FINANCE**

Parks and Recreation facilities and programs in the City of Traverse City are funded primarily by property tax revenues. During the fiscal year 2014-2015, approximately 90 % of the operating budget for Parks and Recreation (excluding marina) was generated from property taxes with the remainder from user fees.

Parks and Recreation financial resources from the City are dependent upon fluctuations in the municipal budget. However, other forms of revenue options are available to the City to ensure financial stability of a viable Parks and Recreation Program. Alternative sources used or proposed are: permits, metered parking, concession sales, adopt-a-park programs, user fees, intergovernmental cooperation, work release programs, park usage fees, gifts, and donations.

Major capital improvement projects for Parks and Recreation, including property acquisition and development projects, are funded by the Capital Improvement Budget. The decisions to fund larger projects or to accept grants for those projects lies with the City Commission. A number of capital improvements have been funded in part by organizations or grant programs such as: Coastal Management Program, Michigan Natural Resources Trust Fund, Michigan Department of Environmental Quality, Michigan Recreation Bond Fund, Land and Water Conservation Fund, the Oleson Foundation, the Grand Traverse Band of Ottawa and Chippewa Indians, Traverse Area Recreation and Transportation Trails, Inc. (TART), Rotary Charities, Grand Traverse Whitetails, Ruffed Grouse Society, Ducks Unlimited, Grand Traverse Ski Club, Friendly Garden Club, Cherryland Garden Club, and the Kiwanis Club. These programs have provided not only matching funds but incentives to improve the City's recreational assets.

## FUNDING LEVEL

Parks and Recreation funding has been a substantial portion of the City of Traverse City budget. For fiscal year 2015/2016 the City has allocated \$1,911,100.00 for Parks and Recreation. The Duncan L. Clinch Marina budget is listed as \$585,500.00. Of these total expenditures, approximately \$734,500.00 is returned by revenue producing facilities or programs. Specifically, the marina is slated to generate \$530,000.00 for the 2015/2016 budget. All of the parks and recreational programs combined will produce approximately \$204,500.00 for the same period. The total operating budget allocated for Parks and Recreation constitutes just over 12.28 % of the City General Fund budget.

## RECENT RECREATION RELATED ACTIVITIES BUDGETS

The following divisions and activities all are related to recreation pursuits. Some are passive activities and others are active. The Cemetery provides a more contemplative form of recreation with walking and historic observation. The other three take on a more active role in the provision of recreation.

<b>Division</b>	<b>2013-2014 (actual)</b>	<b>2014-2015 (actual)</b>	<b>2015-2016 (budgeted)</b>
Parks and Recreation	\$ 1,704,842.00	\$ 1,912,100.00	\$ 1,911,100.00
Marina	\$ 485,877.00	\$ 582,600.00	\$ 585,500.00
Senior Center	\$ 120,890.00	\$ 124,400.00	\$ 122,500.00
Oakwood Cemetery	\$ 323,831.00	\$ 347,200.00	\$ 369,800.00
<b>TOTAL</b>	<b>\$ 2,635,440.00</b>	<b>\$ 2,966,300.00</b>	<b>\$ 2,988,900.00</b>

Compared to the surrounding townships and Grand Traverse County, the City allocates a much greater amount of funds for parks and recreation. In a Grand Traverse County Area Parks and Recreation Analysis done in August of 2010 by R. Clark and Associates of Traverse City, research indicated that townships adjacent to the City spent anywhere from \$4.23 per capita for East Bay Township to \$21.68 for Garfield Township. Grand Traverse County spent \$15.11 per capita. In contrast, the City of Traverse City spent \$111.39 per capita which is more than the County and four adjacent townships spent combined. There have been recent improvements for many of the area governments in budgeting for parks and recreation, especially in Garfield Township. The discrepancy in spending patterns may be partially tied to the reality that the City's budget includes staff and equipment for forestry maintenance along with Parks and Recreation maintenance and programs which may fall under the general public works departments or road commissions of some of those jurisdictions.

It is anticipated the costs will continue to increase for the City of Traverse City to maintain the existing level of service for the Parks and Recreation programs. The City taxing rate presently stands at 11.1167 mills.

Other sources of revenues may need to be secured in the near future to support City Parks and Recreation programs. Perhaps in recognition of the regional nature of Traverse City recreation facilities, financial agreements with adjacent units of government can be reached. There has been some movement in that direction

## **PUBLIC AGENCY COORDINATION**

### **CITY OF TRAVERSE CITY / CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY**

The City and Garfield Township combined to create a Recreational Authority for the initial purpose of purchasing and preserving some land that was on the Real Estate market. In the November 2004 General Election, two ballot funding proposals for the Recreational Authority passed.

**The first proposal was** "The Open Space and Natural Area Preservation Bond Proposal". This proposal will allow the Recreational Authority of Traverse City and Garfield Township to purchase and improve land to preserve open space and scenic views of the Bay and protect wildlife habitat and natural areas. Properties to be purchased include the West Bay Waterfront property (formerly the Smith Barney building), the Barns at the Grand Traverse Commons, and the property next to Hickory Hills. State law requires an annual independent audit of the Recreational Authority.

"Shall the City of Traverse City and Charter Township of Garfield Recreational Authority formed by the City of Traverse City and the Charter Township of Garfield borrow the sum of not to exceed Six Million Six Hundred Fifty Thousand Dollars (\$6,650,000.00) and issue its general obligation, unlimited tax bonds for all or portion of that amount, payable in not to exceed twenty years from the date of issuance, for the purpose of open space and scenic view preservation and wildlife habitat and natural areas protection by purchasing and improving land for public parks, including West Bay Waterfront property, the Barns at the Commons, and the property next to Hickory Hills?"

The millage levied in 2004 was 0.27 mills (\$0.27 per \$1,000.00 of taxable value) and the estimated simple average annual millage rate required to retire the bonds is 0.27 mills (\$0.27 per \$1,000.00 of taxable value). This is expected to result in an increase of \$13.50 in the tax levied on property valued at \$100,000 for a period of 20 years.

**The second proposal was** "The Open Space and Natural Area Millage Proposal". This proposal will allow the Recreational Authority of Traverse City and Garfield Township to maintain natural areas, wildlife habitat, public parks, and open space. The proposal would levy a property tax of up to 0.1 mills that would cost the owner of a

home with a value of \$100,000.00, \$5.00 per year. State law would require an annual independent audit of the Recreational Authority.

“Shall the limitation on the amount of taxes which may be imposed on taxable property in the City of Traverse City and the Charter Township of Garfield Recreational Authority, be increased by up to 0.1 mill (\$0.10 per \$1,000.00 of taxable value) for a period of twenty (20) years, as a new millage for the purpose of protecting natural areas, wildlife habitat, and open space by acquiring, maintaining and improving public parks?”

Both proposals were only effective because they both passed. If one passed but not the second, the purchases could not have been accomplished.

*The 0.1 mill general fund operational revenue is estimated to be \$170,000.00 in the 2015-2016 fiscal year and the bond fund estimate is \$530,000.00.*

## **OTHER COORDINATED VENTURES**

To make efficient use of limited fiscal resources and maximize usage of existing recreation facilities, the City coordinates a number of activities with the public schools and Grand Traverse County. For instance, the winter volleyball leagues are conducted within school gyms. Two outdoor City skating rinks are on school property, and one on City park land. Several school athletic programs use City parks for practice locations. Our summer Day Camp is located at the Grand Traverse County Civic Center.

The Traverse City Senior Center, located on the west arm of Grand Traverse Bay, serves adults 50 years of age and older with a wide range of programs. Currently over 3,000 people enjoy choosing among over 100 programs and activities such as; daily lunches, card games, computer lab with internet access and classes, exercise and dance classes, local and out-of-state trips, painting classes, ping pong and pool tables, tennis, pickleball, golf and shuffleboard leagues, wellness clinics for blood pressure, hearing, vision, reflexology and support groups. The Senior Center also serves as a meeting place for many senior related clubs and organizations. In 2015, over 49,000 visits were recorded at the Senior Center.

In the November 2, 2010 election, Grand Traverse County voters approved a millage to change the funding model and operation methods for the Senior Center. Grand Traverse County entered into an agreement with the City of Traverse City that took effect July 1, 2011 for the Grand Traverse County Commission on Aging to operate the Traverse City Senior Center along with satellite programs in several other smaller towns, to serve the entire County with more programs and with the expense of running the centers and programs spread to all County residents. Membership fees for County residents age 60 and over have been eliminated. County residents between ages 50 and 60 pay \$10.00 per year. All non-county residents pay \$50.00 per year. In 2015, Grand Traverse County reorganized the Commission on Aging and moved the Senior

Center Network to the County Parks and Recreation Department. As of January 1, 2016, all Senior Center programs will be under the direction of the Grand Traverse County Parks and Recreation Commission.

The Senior Center is in the planning stages of a capital campaign to renovate the current building in Traverse City. The 2000 U.S. Census data shows us that the local population is aging at a rate higher than the national average. This equates to an increasing demand for services from those 50 and older. Membership to the Senior Center averages about 50 new members a month. The 50-year old building is literally bursting at the seams. There are structural and utility concerns that must be addressed. The building is not adequate to serve the existing programs, not to mention the expected increased use. Major renovations are a must if the program is to continue. The City and County Commissions have supported the conceptual plan to renovate the current Senior Center building. A feasibility study, funded with a grant from Rotary Charities, determined that the best course of action is to raise funds to improve the current structure. With the addition of satellite locations throughout the County and increased collaborations with local organizations and businesses, the Senior Center hopes to be able to accommodate participation growth. Staff will work with City administration to further these fundraising efforts.

## **SECTION 3**

# **RECREATION INVENTORY**

## **REGIONAL PERSPECTIVE**

Probably the greatest attraction of the Traverse City area is its abundance of recreational opportunities in a varied, interesting landscape. Within a one-half hour driving distance from the City are a National Lakeshore, three State parks, two regional ski resorts (Holiday Hills and Hickory Hills), a large expanse of State forest lands, a State game area, many public swimming areas, inland lakes, biking trails, and within 1 to 1 ½ hours you have seven major ski resorts (Crystal Mountain, Nub's Nob, Shanty Creek, Boyne Mountain, and Boyne Highlands, The Homestead and Caberfae Peaks). In addition, numerous historic sites, as well as the beauty of the peninsulas, bays, and various orchards and vineyards, attract people from all over the State of Michigan and the country to the Traverse City region. These areas provide an unlimited array of recreational opportunities to the residents of Traverse City as well as to the outside visitor. The map identifies the locations of many recreational opportunities in the region.

## **FEDERAL AND STATE FACILITIES**

Although available, many State and Federal recreational areas are not geared toward serving a day-use population. Day-use can occur, but the primary focus of these parks is more passive long-term recreation. For example, Sleeping Bear Dunes National Lakeshore, after many years of development, is a major recreation area. The Dunes once serviced a localized population but they now attract a wider range and larger number of outside visitors because they are now better publicized and better known. Day-use of the area by local residents of Traverse City is possible since it is located relatively close to the community; however, repeated day-use is deterred because of higher day use costs and the likely competition for facilities by outside visitors.

## **COUNTY AND TOWNSHIP FACILITIES**

The facilities on the county and township levels serve both day-use and overnight users. It has been pointed out that the Sand Lakes Quiet Area, among others, and the open space area surrounding the City provide many opportunities for day-use activities. The recreational focus of some of the County-wide facilities is more toward longer term recreation. As to the nature of the long-term facilities, camping opportunities are available along the Boardman River and are concentrated in the State forests, the two State parks and Whitewater Township Park. Two major trails pass through the County along the Boardman River. The Cross State Riding and Hiking Trail is a developed trail that runs throughout the northern part of Lower Peninsula. Unfortunately, in Grand Traverse County, it does not connect with any major recreational area or site. A trail for

snowmobiling has been developed and runs parallel to the riding and hiking trail. During the summer months it unofficially doubles as a motorcycle/ATV trail.

Public access to many nearby lakes and streams is available, ranging from those for non-motorized craft to power boat launching. In the City, the only public park on West Grand Traverse Bay that can handle larger motorized boats is a two lane launch site at Clinch Park Marina. Small to medium sized motorized boats can be launched at the river launch site near the Boardman River mouth on West Bay. East Bay Park has a small ramp that can be used by small boats in times of higher water levels such as are occurring now. During low water levels it is usable only for watercraft that can be carried in. Other sites exist around the Bay as shown on the County-wide recreation facilities chart. The City has a launch ramp at Hull Park at the north end of Boardman Lake that will accommodate up to medium size power boats. Official public access sites are available on many inland lakes throughout the area, but more areas are needed to meet the growing demands of this recreational pursuit.

Picnic sites exist throughout the County; however, many of these sites often tend to be little more than roadside rest areas with a scenic focus. These sites are somewhat buffered from traffic and are geared toward day-use.

Grand Traverse County itself owns nine recreational facilities with special restricted uses and are described below.

Power Island (formerly named Marion Island) and Bassett Island - The 202 acre wooded Power Island has hiking trails, picnic grounds, and there is a small, four site primitive campground on the attached 2 acre Bassett Island. The islands are in the West Arm of Grand Traverse Bay and are accessible only by boat.

Twin Lakes Park - This facility is located on a 175 acre parcel of land bordering North Twin Lake. It has Gilbert Lodge which is a dining and meeting facility for up to 200 people, and a large dormitory building that can sleep up to 142 people. Hiking trails run throughout the property and a beach is located on the lake. The facility can be rented out by various organizations or groups for meetings, retreats, weddings, etc. for a day or up to a week.

The Nature Education Reserve - The Natural Education Reserve was set aside as a "natural environmental classroom for area youth" and is comprised of 505 acres. The property, which includes over seven miles of improved trails, runs along the Boardman River south of Boardman Lake and is used by naturalists, students, hikers, fishermen, kayakers and canoeists. The Boardman River Nature Center that opened in August of 2008 on the Reserve, is operated by the Grand Traverse Conservation District.

Civic Center - The Civic Center is located within the city limits of Traverse City and is situated on 45 acres of land. The facility has an indoor ice skating rink, indoor swimming pool, skate park, several softball/baseball fields, a paved one mile walking/biking trail, basketball courts, an amphitheater, and a picnic shelter that is available for reservations.

Medalie Park – a 15 acre park at the south end of Boardman Lake that has picnic facilities including a picnic shelter with restrooms, paved hiking/biking trail, a canoe launch and fishing platforms. The East Boardman Lake Trail connects Medalie Park to the City's Hull Park at the north end of the lake.

Beitner Park - This 5 acre park is a canoe/kayak launch site on the Boardman River just south of the Nature Reserve.

Bartlett Park, Vasa Pathway Trailhead - A 40 acre parcel located at the beginning of 34 kilometers of non-motorized trails, which features parking, restrooms and a warming hut.

Keystone Soccer Complex - In a cooperative venture with Traverse Bay Area Youth Soccer (TBAYS), 16 soccer fields have been developed just south of Traverse City on 40 acres of the 77 acre parcel.

Maple Bay Park – A recently acquired 400 acre farm on East Grand Traverse Bay is in the early development stages including parking and a two mile trail. The Grand Traverse Regional Land Conservancy helps with some programming and stewardship at the park.

Bunker Hill Property – This includes the TART trail between Bunker Hill and Five Mile Roads.

Many of the townships in the area have their own park facilities for the enjoyment of their residents and guests. Some of the most active townships are Acme, Blair, East Bay, Garfield, Green Lake, Long Lake and Whitewater Township in Grand Traverse County and Elmwood Township in Leelanau County.

Taking into consideration the amount of recreational opportunities available throughout the region and the County, the average Traverse City resident is fortunate to have a number of facilities available that address a wide variety of recreational activities.

## **CITY FACILITIES**

At the present time, Traverse City owns 34 parks and recreational properties, ranging from a small downtown parcel to the larger Hickory Hills Ski Area, Grand Traverse Commons and Brown Bridge Quiet Area. The City enjoys a broad range of recreational opportunities. Much of the park land is heavily concentrated along the Boardman River and along the shoreline of the West Grand Traverse Bay. The City park locations are shown on the accompanying map. In total, over 1,600 City-owned acres are currently dedicated to recreational pursuits including Hickory Hills Ski Area and Grand Traverse Commons that are each approximately 125 acres and Brown Bridge Quiet Area, located 10 miles southeast of the City, has nearly two square miles (1,310 acres) of natural area along the Boardman River. City parks are listed beginning on the page 24.

Clinch Park Marina is operated by the City and is located on West Grand Traverse Bay at the north end of Union Street at the intersection with the Grandview Parkway. The marina, a State Grant-In-Aid harbor operated under policies of the Michigan State Waterways Commission, was rebuilt in 2002 - 2003. It offers 65 seasonal and 54 transient slips. Amenities include water, electricity (50 and 30 amp), restrooms, showers, gasoline, diesel, pump out, ice, boat launch, playground/park (Clinch Park), grills/picnic tables, cable TV hookups, and laundry.

## **CULTURAL FACILITIES**

Typically, cultural amenities are tied to the more heavily populated metropolitan regions of the state, leaving the rural northern areas of Michigan largely void of such opportunities. Traverse City, however, is atypical of most communities of its size and is blessed with a wealth of cultural developments complementing the natural beauty of the area. World famous artists perform throughout the year and outdoor concerts are a highlight at Interlochen Center For The Arts. The Traverse Symphony Orchestra holds both summer and winter concerts and season tickets are in high demand.

The Old Town Playhouse Civic Players entertain tourists and residents throughout the year. The local State Theatre has been renovated by the Traverse City Film Festival non-profit organization and is open again showing movies and holding other community events. In a cooperative agreement with the City of Traverse City, the Con Foster building that used to house the Con Foster Museum Collection in Clinch Park, is now home to the "Bijou By The Bay" movie theatre that is also operated by the Traverse City Film Festival. In and around the community are numerous art galleries exhibiting every medium of art. In addition, there is the City Opera House, Crooked Tree Arts Center of Traverse City, Northwestern Michigan College Dennis Museum, Lars Hockstad and Milliken Auditoriums for concerts, WIPR, WIAA, and WNMC Public Radio, the local public access channel, Maritime Heritage Alliance and numerous art fairs.

Although cultural events may not be seen as recreational to some, it is clear the citizens of Traverse City view these amenities as important in contributing to their quality of life. Residents ranked "live entertainment" as the third most popular recreational activity in a past survey. The downtown even holds special "Friday Night Live" events in August which brings thousands of people into the downtown area.

## **OTHER FACILITIES**

Many other properties used for recreational purposes are located in the City limits and surrounding areas. School facilities provide playgrounds, sports fields and indoor facilities used by the community. Seven public, three parochial, and two charter school sites are located in the City Limits plus Northwestern Michigan College. One of the six public elementary schools has been closed to their former use to cut costs to the school district but the grounds are still available for recreational use. The Traverse City Country Club offers a nice green space along the southern boundary of the City. Here

is a list of schools and a chart of other non-county public and private recreational lands and facilities within five miles of the City.

**Traverse City Area Public Schools that offer a combination of playgrounds, court and field sport facilities, and indoor gymnasiums:**

Central Grade School - 301 W. 7<sup>th</sup> St., TC  
Courtade Elementary – 1111 Rasha Rd., TC  
Eastern Elementary – 1600 Eastern Ave., TC  
Glenn Loomis Montessori – 1009 Oak St., TC  
Silver Lake Elementary – 5858 Culver Rd., TC  
Traverse Heights Elementary – 933 Rose St., TC  
Willow Hill Elementary – 1250 Hill St., TC  
TC Central High School – 1150 Milliken Dr., TC  
TC West High School – 5376 N. Long Lake Rd., TC  
Traverse City High School – 3962 Three Mile Rd., TC  
International School at Bertha Vos – 3723 Shore Dr., Williamsburg  
East Middle School – 1776 Three Mile Rd., TC  
West Middle School – 3950 Silver Lake Rd., TC

**Other local schools:**

Trinity Lutheran School – 1003 S. Maple St., TC  
Immaculate Conception Elementary – 720 Second St., TC  
St. Francis High School – 130 E. Tenth St., TC  
St. Elizabeth Ann Seaton Middle School -  
The Children's House Montessori – 5363 N. Long Lake Rd., TC  
Traverse City Christian School – 753 Emerson Rd., TC  
Grand Traverse Academy – 1245 Hammond Rd. East., TC  
The Greenspire School – 1026 Red Dr., TC  
New Campus School TBAISD – 1100 Silver Dr., TC  
Oak Park School TBAISD – 301 S. Garfield St., TC

Recreation Facility	Owner	Address	Description
East Bay Public Access (4 Mile Rd)	East Bay Township	Four Mile Rd at US-31	Small public boat launch
Dock Road Access Site	GT County Road Comm.	Dock Road, Acme	East Bay public boat launch
Tibbets Lake Access Site	East Bay Township	Badger St off Poplar St	Public boat launch
High Lake Access Site	East Bay Township	Badger St off High Lake Rd	Public boat launch
Deepwater Point Natural Area	Acme Township	Shore Rd at Deepwater Point Rd	Natural area – hiking, nature study
Bayside Park	Acme Township	Shores Beach Ln at US-31	Beach, playground, picnic facilities, sports
East Bay Public Access	State of Michigan	Bunker Hill Rd at US-31, Acme	Small public boat launch
East Bay Shore (Tony Gilroy Roadside Park)	State of Michigan	US- 31 south of M-72, Acme	Picnic area, shore access
Everflowing Waters Campground	Private	5481 Brackett Rd, Acme	Private campground
East Bay Harbor Marina	Private	US 31 North, Acme	Private Marina on East Bay
Grand Traverse Resort and Spa	GT Band	US 31 North, Acme	3 Golf courses, pool
Lochenheath Golf Course	Private	Lochenheath Dr. off US-31 N, Acme	Golf course
Traverse Bay RV Park Inc.	Private	6500 Traverse Bay Dr., Acme	Private campground
Boardman River Access	State of Michigan	Shumsky Rd, Blair Township	River access site
Holiday Park Campground	Private	4860 US-31 South – Grawn	Private Campground
Incredible Mo's	Private	1355 Silver Lake Crossings Blvd, Grawn	Bowling, indoor miniature golf, arcade
Killingsworth Park	East Bay Township	2807 Chandler Rd	Boat launch, picnicking, playground
Grace McDonald Park	East Bay Township	133 E. Arbutus Lake Rd	Court and field sports, sledding, picnicking, playground
Pine Grove Park	East Bay Township	920 Hemlock St	Picnicking, basketball, playground
Arbutus Lake #5 Public Access Site	East Bay Township	East Arbutus Lake Rd	Picnicking, fishing pier, playground
Pines Park	East Bay Township	1750 Eikey Rd	80 Acre parcel to be developed
Gen's Park	East Bay Township	2263 US-31 North	Picnicking and East Bay beach access
Kelly Park	East Bay Township	2817 Point View Rd	Chandler Lake boat launch
Spider Lake Access Site	East Bay Township	587 Peninsula Trail	Spider Lake boat launch
Keith Charters Traverse City State Park	State of Michigan	1132 US-31 North - TC	Campground, beach playground, picnicking
Arbutus Lake #4 Public Access Site & Campground	State of Michigan	2720 Arbutus Lake Rd - TC	Primitive campground, boat launch
VASA Trail	State of Michigan	Supply Rd - TC	Hiking, biking, cross country skiing
Spider Lake South Public Access Site	State of Michigan	Grace Rd off E. Arbutus Lake Rd - TC	Public boat launch
Elmbrook Golf Course	Private	420 Hammond Rd East, TC	Golf Course
Pirate's Cove	Private	1710 N. US-31 North, TC	Miniature golf, water slide, go-carts, arcade
Pebble Brook	Private	2072 US-31 North, TC	Miniature golf

Recreation Facility	Owner	Address	Description
Mt. Holiday	Private non-profit	3100 Holiday Rd	Ski area, tubing, zip lines
Timber Ridge Campground	Private	4050 E. Hammond Rd, TC	Campground, cross country skiing
YMCA Camp	Private non-profit	1350 E. Arbutus Lake Rd	Private Camp
Refitt Nature Preserve	East Bay Township	Three Mile Rd	Hiking, nature study
The Crossing	Garfield Township	Crossing Circle Dr	Hiking
Zimmerman Property	Garfield Township	1785 N East Silver Lake Rd	Hiking
Grand Traverse Commons	Garfield Township	Red Dr – Part of old State Hospital	Hiking, mountain biking
Silver Lake Access Site	State of Michigan	N. East Silver Lake Rd, TC	Public boat launch
Silver Lake Recreation Area	Garfield Township	N. East Silver Lake Rd	Picnicking, playground, court & field sports, dog park, hiking
YMCA - Silver Lake Rd	Private non-profit	West Silver Lake Rd, TC	Pool, gyms, indoor court sports, fitness center, field sports
YMCA – Racquet Club Dr	Private non-profit	3000 Racquet Court Dr, TC	Court sports, field area
Lake Point Walkway	Private	East side of Boardman Lake, TC	Hiking
Bay Meadows Golf Course	Private	5220 Barney Rd, TC	Golf course
Traverse City Golf and Country Club	Private	1725 S. Union St., TC	Golf course
The Crown Golf Course	Private	2411 W. Silver Lake Rd, TC	Golf course
Great Wolf Lodge Water Park	Private	3631 Franke Rd, TC	Large indoor water park
Kid's Creek Park	Garfield Township	US 31 near Franke Rd	Hiking, nature study
Cedar Run Historical Building	Long Lake Township	11779 Cedar Run Rd.	Historic site
Bass Lake Access Site	State of Michigan	Fishing Site Rd, TC	Public boat launch
Timbers Girl Scout Camp	Private non-profit	8195 Timbers Trail, TC	Girl Scout camp
Round Island	Long Lake Association	In Long Lake	Picnicking
Traverse City Golf Center	Private	6270 Secor Rd, TC	Golf driving range
Archie Park	Peninsula Township	10273 Center Rd	Picnicking, playground
East Bay Access Site	State of Michigan	8400 Center Rd, TC	Public boat launch
TBAYS Coast Guard Soccer Field	Traverse City	Airport Access RD at Parsons Rd, TC	Soccer Field
Thirby Field	TCAPS	13 <sup>th</sup> St at Pine St, TC	Football stadium, softball, outdoor ice rink
Lucky Jack's	Private	Garfield Rd north of S. Airport Rd	Bowling, arcade
Greilickville Harbor Park and Marina	Elmwood Township	M-22 at Grandview Rd	Beach, playground, picnicking, boat launch
Elmwood Township Park	Elmwood Township	10090 Lincoln Rd.	Court and field sports, picnicking, playground
Cedar Lake Public Access	State of Michigan	Cherry Bend Rd. TC	Public boat launch

# CITY PARK INVENTORY

## **American Legion Park - .47 acres – Washington Street at Cass Street**

This small neighborhood park has frontage on the Boardman River and serves those entering or leaving downtown as a place to stop and rest. There is a memorial to area Veterans, and park benches. Only the sidewalk passing adjacent to the park meets accessibility guidelines.



## **Arbutus Park - .13 acres – At the east end of Arbutus Court at Boon Street**

A small, neighborhood park with quarter court basketball court, a donated child's recycled plastic picnic table and a park bench. Used primarily by those living close by, for a place to relax or to shoot a few free throws. Only the sidewalk passing adjacent to the park meets accessibility guidelines.

## **Ashton Park – 4.70 acres - Between Wayne and Hill Streets at Madison Street**

A neighborhood park adjacent to Willow Hill Elementary School that features an old growth forest of beech, hemlock, oak and maple trees. This park is used as a shortcut route to school and as a nature study area by the neighborhood and school. There is a short self-guided nature trail located in the wooded area. Along the east side of the park near Wayne Street, there is a small, older Jack and Jill play structure and a climber. Only the sidewalks passing adjacent to both sides of the park meet accessibility guidelines.

## **Boon Street Park - .34 acres – On Boon Street, west of Rose Street**

This neighborhood park services a several block area along the south central boundary of the City. Amenities include: half court basketball court, slide, swing set and climber. None of the park areas meet accessibility guidelines.

### **Brown Bridge Quiet Area – 1,310 acres – South-east of the City off Garfield Road**

A regional parcel that is park-like and offers hiking trails, including some accessible trails, water access on the Boardman River and a vault-type toilet. This rustic area is popular with nature enthusiasts. The dam that formed Brown Bridge Pond was removed in 2012 and the river channel re-established and the lake bottom planted with native species for restoration. Recreation opportunities, land and water features, maintenance practices and capital expenditure requirements changed as a result. Some of the park features meet accessibility guidelines.

### **Bryant Park – 3.32 acres – Peninsula Drive at North Garfield Avenue**

A community park that serves residents, non-residents and tourists alike. Bryant is located at the south-east corner of West Grand Traverse Bay and has a great swimming beach, boat-themed play structure constructed in 2002, swing set, picnic grills, park benches and a restroom building. Most of the facilities meet accessibility guidelines.



### **Clancy Park – 3.0 acres – Sheridan Road at West Orchard Drive**

This larger neighborhood park features a large open grass field area for informal sports and games along with some wooded areas. The service area is the large Orchard Heights neighborhood. Facilities include a Jack and Jill play structure, slide, swing set, merry-go-round, climber and quarter court basketball. Currently, none of the park features meet accessibility guidelines however a project that has been awarded a Michigan Natural Resources Trust Fund Grant will include accessible walkways, benches, a small picnic shelter and new play equipment.

### **Clinch Park – 6.72 acres – Grandview Parkway at Cass Street**

Clinch Park features the longest, wide beach in Traverse City and a portion is the former home of the Clinch Park Zoo that showcased Michigan wildlife for 50 years. The Spirit of Traverse City, a ¼ scale steam locomotive that pulled passengers around the former zoo property and through a picnic area near the beach stopped operation in

2012. New construction in 2012 – 2013 funded in part by a Michigan Natural Resources Trust Fund Grant replaced the old restroom and food concession building. The project also included a new waterscape spray park and small playground, improved beach access and new walkways. The Con Foster Building that formerly housed the local history museum is now the “Bijou By The Bay” movie theater operated by the local non-profit, Traverse City Film Festival. The Traverse Area Recreational Trail (TART) runs through the park. The Duncan L. Clinch Marina is adjacent to the park and features a boat launch and boat slips. Almost of the facilities in the park meet accessibility guidelines.



**Darrow Park – 1.11 acres – Bay Street at Monroe Street**

Darrow Park has the size and appearance of a neighborhood park but with its location across from West Grand Traverse Bay, gets a lot of summer use from tourists and non-residents. The park features a play structure and swing set. There are ten plastic recycled benches in the park and a spring rocking toy in the playground donated in memory of local residents. Most of the features of this park meet accessibility guidelines.



**East Bay Park – 3.23 acres – East Bay Boulevard at East Front Street**

East Bay Park is a community park used by many people in the City and surrounding area, along with tourists. The park has bathroom facilities, a play structure and swing set, a small boat launch and a swimming beach on East Grand Traverse Bay. Most of the facilities meet accessibility guidelines.



**F and M Park – 3.5 acres – Surrounded by State, Hope, and Washington Streets and Railroad Avenue**

F & M Park, so named due to the Florida and Michigan fruit packing company that used to be on the site, is a great neighborhood park that often takes on the role of a community park. During the National Cherry Festival, large numbers of people attend Cherry Kid's events held at F & M. Many school groups from the region stop at the park for end of year parties and as a stop on field trips. Amenities include a gazebo constructed in 2003, a train-themed play structure installed in 2009, slide and merry-go-round. An ice skating rink has been installed here since 2006. Most features of this park meet accessibility guidelines.



### **Fulton Park – 9.19 acres – Carter Road off of M-22**

This natural area park features a four tenths of a mile self-guided nature trail. There is access to the trail from a small parking lot and from the Traverse Area Recreational Trail (TART). The parking area meets accessibility guidelines.



### **Grand Traverse Commons – 129.80 acres - Centers around Division and 11<sup>th</sup> Streets**

The Grand Traverse Commons is a community park. A portion of the former Traverse City State Hospital has become dedicated City park land with two trails that were used by patients at the hospital. These were called the Women's Walk and the Men's Walk and have kept the same names. Work by Eagle Scout projects and Camp Pugsley work crews rejuvenated the trails in the 1990s. A significant portion of this entire property is dedicated wetlands and nature study is a major activity at this park. The local Veteran's Coalition has relocated the War Memorials that were previously located at the former Veteran's Memorial Park to a site on the Commons' Parkland near the corner of 11<sup>th</sup> Street and Elmwood Avenue. Walkways, a picnic shelter, and benches have been added to this area. The sidewalks passing along Eleventh Street and Division Street along the park and the Veteran's Monuments area meet accessibility guidelines.



**Hannah Park – 2.29 acres – Sixth Street at Union Street**

Hannah Park features a large change in elevation from its southern border along Sixth Street downhill to the Boardman River. A walking path traverses the upper portion of the park linking Sixth Street to Wadsworth Street. The park hosts many weddings and “Shakespeare in the Park”, along with fishing on the platforms constructed in 2007. The sidewalks passing along Sixth Street and Union Street meet accessibility guidelines as does the new Perry Hannah statue plaza (2015) at the intersection corner of the two streets.



**Hickory Hills Recreation Area – 122.5 acres – At the west end of Randolph Street, 1 ¼ miles west of Division Street**

Hickory Hills is a multi-season recreation provider and regional park. In the spring, summer and fall, a 24 hole disc golf course constructed by the Northern Michigan Disc Sports Organization with donations from local foundations and labor from the club members, receives heavy use. The cross country ski trails attract many hikers during eight months of the year. In the winter, Hickory is transformed into a downhill and cross country ski area featuring eight downhill runs with five rope tows. One of the slopes

also has terrain park features added when snow conditions allow. Approximately three kilometers of cross country and snowshoe trails are available, along with a lodge with a warming fireplace, restrooms and a snack bar. Lighting is present for seven of the downhill runs and one cross country trail. Some of the features meet accessibility guidelines. A recently completed master plan and an active advisory group are currently raising funds to make many improvements to Hickory Hills. These include a new lodge, more downhill terrains, more features that can be used during the other three seasons such as a ropes course, climbing wall, and trails for hiking and biking.



#### **Highland Park – 1.35 acres - Between Highland Park Drive and Bloomfield Road**

Highland Park is a neighborhood park that is primarily an open field for informal play and sports. There is a slide available and there is pedestrian access from three easements provided when the neighborhood was created. None of the park features meet accessibility guidelines.

#### **Hull Park – 6.4 acres – Hannah Avenue west of Woodmere Avenue**

Hull Park was transformed in 1999 by a Michigan Natural Resources Trust Fund Grant, from a road through a field with a boat launch on Boardman Lake to a very attractive community park with a multi-use building with restrooms and a picnic/meeting area. Other facilities include a small wooden gazebo overlooking the lake, four seating platforms, boardwalks and docks with fishing opportunities and an improved boat launch. In 2009, the Traverse Area Community Sailing (TACS) group donated the materials and construction costs for a large boathouse to store their sailing fleet for summer classes taught to area young people and some also offers some adult classes. TACS has a long term management agreement for the boathouse and they also use the multi-use recreation building for teaching sailing lessons. TACS has recently installed an accessible lift to get people into boats on the lake. Some money for the boat lift and related projects was from the Kellogg Foundation grant program. A new non-profit called Traverse Area Community Rowing plans on starting a community rowing program in 2016. Almost all features of this park meet accessibility guidelines.

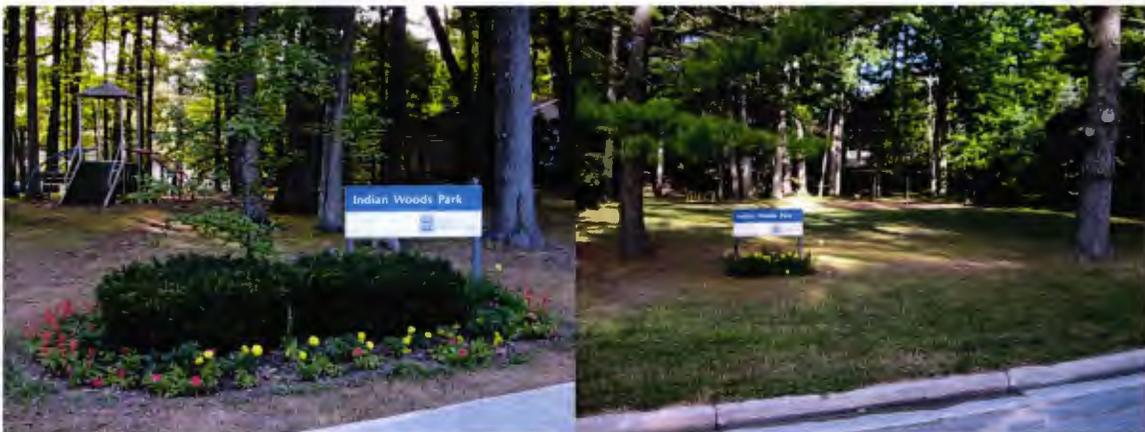


**Huron Hills Park – 1.71 acres – Between Kewaunee and East Timberlane Drives just west of Birchwood Avenue**

This is a small neighborhood park with no amenities except for a small open field and a small hill that is sometimes used as a sledding hill. None of the park features meet accessibility guidelines.

**Indian Woods Park - .62 acres – Between Indian Woods Drive and Huron Street, just south of East Front Street**

This two-tiered neighborhood park has frontage on two streets and offers a Jack and Jill play structure, swing set, merry-go-round, climber and benches. None of the park features meet accessibility guidelines.



**Lay Park - .79 acres – Union Street near 6<sup>th</sup> Street**

This downtown neighborhood park offers a shaded sitting area and park benches. Only the sidewalk passing along Union Street along the park meets accessibility guidelines.

**Meijer's Silverbrook Acres – 58.89 acres – Division Street at West Silver Lake Road**

This undeveloped parcel along US-31/M-37, is a natural area with Kid's Creek running through the length of the property. This property is deed-restricted for use as a nature study area and only viewing platforms or boardwalks for that purpose, could be constructed. None of the park features meet accessibility guidelines.

**Mini-Park - .30 acres – East Front Street at Grandview Parkway**

This small neighborhood-sized park straddles the Grandview Parkway, with a walkway along the Boardman River offering fishing opportunities. This path also serves as the TART trail as it passes under the Murchie (US 31/M37, Grandview Parkway) Bridge. The park also features the Vietnam Veterans' Memorial and a State Historic Marker. Most of the park features meet accessibility guidelines.

**Open Space Park – 7.19 acres – Grandview Parkway at Marina Drive**

This is a park that fulfills both the community and regional labels depending on the time of year. Several major and minor festivals held on this space, draw crowds from all over the region. The Cherry Festival and Film Festival draw people from all over the United States, along with several other countries. The park features a promenade along the West Grand Traverse Bay which doubles as the TART trail. There are few other amenities, as this area is kept as the name implies, open space. Most of the park features meet accessibility guidelines.



**Park A – 1.2 acres – Between Arrowhead Drive and East Timberlane Drive**

This neighborhood park is a wooded parcel that is surrounded by homes in one of the newer developments on the east side of the City. It is strictly a natural area used by park neighbors. None of the park features meet accessibility guidelines.

**Park C - .10 acres – Birchwood Avenue at Kewaunee Drive**

This small neighborhood park offers access to East Grand Traverse Bay down a set of steps that were constructed in 2006 by a Camp Pugsley work crew. A bench is also provided along the steps. None of the park features meet accessibility guidelines.

**Senior Center Park – 3.7 acres – East Front Street at Barlow Street**

The Senior Center Park houses the Senior Center building that serves the entire Grand Traverse area community with programs for mature adults age 50 and over. The park, that fronts on West Grand Traverse Bay, offers tennis courts that are also marked for pickleball, shuffleboard courts, and picnic facilities. A swimming beach and public restrooms are also available. Most of the park features meet accessibility guidelines.



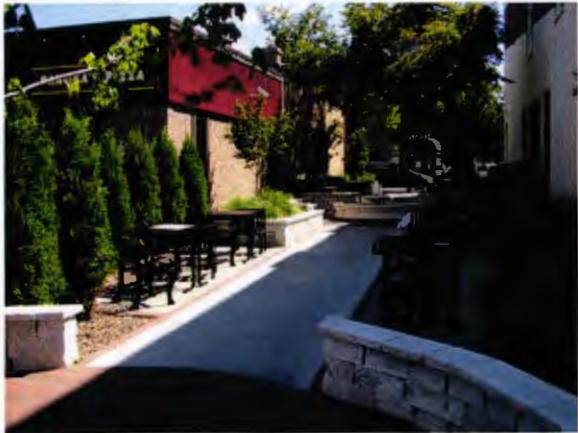
**Slabtown Corner (formerly Veteran’s Memorial Park) - 2.24 acres – Division Street between Bay and Cypress Streets**

This community park offers four lighted tennis courts, a restroom building, a small swing set and slide. The park is also home to Wags West, the first off-leash Dog Park in the City. Until 2010, the park was home to a grouping of memorials commemorating the ultimate sacrifice of Veterans from conflicts dating from the Civil War to present day. These memorials have been relocated to the new Veteran’s Memorial on City Parkland at the Grand Traverse Commons. Most of the park features meet accessibility guidelines.



**J. Smith Walkway - .06 acres – 100 Block of East Front Street between Union and Cass Streets**

This tiny downtown pocket park offers an attractive path from Front Street to a pedestrian bridge across the Boardman River to the Farmer's Market area. The park features benches, tables, wall seating and a fountain. All of the park features meet accessibility guidelines.



**Sunset Park – 2.22 acres – East Front Street at Hope Street**

Sunset Park is a small community park that has a beach on West Grand Traverse Bay. A swing set and merry-go-round are also found at the park. Only the sidewalk passing along Front Street along the park meets accessibility guidelines.



**Triangle Park (the park is in the process to be renamed Jupiter Gardens) - .14 acres – Boyd Avenue at Rose Street**

This small neighborhood park borders the TART trail and has a bench and peace pole donated by the local Rotary Club. The trail meets accessibility guidelines. The planet Jupiter model is depicted on a pole mounted adjacent to the park as part of the scaled solar system installed along the TART trail from Hull Park to a point about 5 miles east.

**Union Street Dam Park - .93 acres – Union Street at 6<sup>th</sup> Street**

Union Street Dam offers fishing opportunities for trout, salmon and other species along the toe of the dam or on the fishing deck along the river. There is also a fish-ladder for passage of (primarily) steelhead trout to reach upstream spawning grounds. Some of the park features meet accessibility guidelines.



**Volleyball Court Area – 2.79 acres – Grandview Parkway east of Oak Street**

The community park includes two parcels separated by a parcel owned by the City of Traverse City – Garfield Township Recreational Authority. The eastern parcel has a parking lot and access to the beach on West Grand Traverse Bay. The western parcel has six sand volleyball courts. The TART trail also passes along the southern boundary of this park. Some of the park features meet accessibility guidelines.

**Wellington Street Plaza - .07 acres – East Front Street at Wellington Street**

Wellington Street Plaza is a small downtown pocket park nestled between two businesses. It offers Boardman River fishing, some seating areas and a place to tie up a boat for short-term day use access to downtown. It connects to the Mini Park and TART trail. Some of the park features meet accessibility guidelines when entered through the Mini Park.

**West End Beach – 4.06 acres – Grandview Parkway from Oak Street to Division Street**

This long narrow community park stretches along the Grandview Parkway (US 31/M-37/M-72) and is fronted on West Grand Traverse Bay. A marked swimming area is present at the west end of the volleyball courts and the TART trail follows the entire park to the second marked beach at the intersection of Division Street. There is a bathroom facility at this second beach location. Some of the park features meet accessibility guidelines.



PARK NAME	PRIMARY SERVICE AREA
American Legion Park	Downtown employees and residents
Arbutus Court Park	Traverse Heights neighborhood
Ashton Park	Slabtown neighborhood and Willow Hill School
Boon Street Park	Traverse Heights neighborhood
Brown Bridge Quiet Area	Entire region and tourists
Bryant Park	Entire City, community and tourists
Clancy Park	Orchard Heights neighborhood
Clinch Park	Entire City, community and tourists
Darrow Park	Slabtown neighborhood and tourists
East Bay Park	Entire City, community and tourists
F & M Park	Boardman and Oak Park neighborhoods and community
Fulton Park	Entire community and TART trail users
Grand Traverse Commons	Entire region and tourists
Hannah Park	Central neighborhood and community
Hickory Hills	Entire region and tourists
Highland Park	Local neighborhood
Hull Park	Entire community
Huron Hills Park	Local neighborhood
Indian Woods Park	Indian Woods neighborhood
Lay Park	Downtown employees, residents and tourists
Meijer's Silverbrook Acres	Entire community
Mini Park	Downtown and Boardman neighborhoods and tourists
Open Space	Entire region and tourists
Park A	Local neighborhood
Park C	Local neighborhood
Senior Citizen Park	Entire community and tourists
Slabtown Corner	Entire community and tourists
J. Smith Walkway	Downtown employees, shoppers and tourists
Sunset Park	Entire community and tourists
Triangle Park (Jupiter Gardens)	North Traverse Heights neighborhood and TART trail users
Union Street Dam Park	Entire community
Volleyball Courts (West End)	Entire region and tourists
Wellington Street Plaza	Downtown employees, shoppers and tourists
West End Beach	Entire region and tourists

# ACCESSIBILITY ASSESSMENT

The City of Traverse City is moving forward in providing facilities that are barrier-free to better serve all segments of the population. As an example, the Streets Division has installed ramps at all intersections throughout the City. Four playgrounds have been installed that meet current accessibility guidelines. As old picnic tables need replacing, they are replaced with tables designed for accessibility. Changes have been made to parking lots and other changes are in the works for a possible public fishing pier at the mouth of the Boardman River. Accessible walkways on the beach are now available at Bryant, Clinch and East Bay parks. Older restrooms have been retro-fitted with new faucets, grab bars, etc. to bring them up to current standards and new restrooms have been built at Clinch Park. The Hickory Hills Master Plan has recommended facilities that will all meet current accessibility standards. The City will continue to make improvements until all possible facilities and public spaces will be accessible.

An important step in this process was an August 2013 ADA compliance review by the Disability Network of Northern Michigan. In their report, they listed various items in parks and other areas of public accommodation where remediation was necessary. Most of these items have been corrected except those that are longer term fixes when buildings are renovated or replaced. A few items that were recommended are not ideal in their current configurations but are within the recommended tolerances for compliance and therefore were not changed.

The following list indicates for each park what the current barrier-free status is, as determined by Parks and Recreation staff, and current plans for improvements. The rankings are defined by the 2010 ADA Standards for Accessible Design as:

- ADA Ranking 1 – None of the site elements meet ADA Standards
- ADA Ranking 2 – Some of the site elements meet ADA Standards
- ADA Ranking 3 – Most of the site elements meet ADA Standards
- ADA Ranking 4 – All of the site elements meet ADA Standards
- ADA Ranking 5 – The facility meets the Principles of Universal Design

- American Legion Park – ADA Ranking 2 - No facilities except for sidewalks on two sides of park, a Veteran's monument and a drinking fountain that are barrier-free.
- Arbutus Court – ADA Ranking 2 - Accessible from neighborhood sidewalk.
- Ashton – ADA Ranking 1 - Wooded lot featuring old growth beech and hemlock trees. Small playground and trails not accessible.
- Boon Street Park – ADA Ranking 1 - Small neighborhood park with 3 pieces of playground equipment and ½ court basketball. Currently has grass with no hard surface path to any of these items.

- Brown Bridge Quiet Area – ADA Ranking 2 - Wild and scenic area with some barrier free nature trails and MDNR-type primitive toilet.
- Bryant Park – ADA Ranking 3 - Has barrier free flush toilet facility, designated parking and a playground meeting ADA standards. A hard surface path connects parking to the play structure along with a picnic table and barbeque grill pad. A portable ADA path to beach was installed in 2014.
- Clancy Park – ADA Ranking 1, after grant project in 2016 will increase to a ranking of 3 - Old playground, 1/4 court basketball and large grass area. No hard surface paths to either. MNRTF grant has been recommended for funding for 2016 to add walkways, playground pieces and small picnic shelter that will be accessible.
- Clinch Marina - ADA Ranking 4 - New construction of entire marina completed in 2003 allows access to all parts of the marina by all.
- Clinch Park – ADA Ranking 3 - New barrier-free restrooms and paths were opened in 2013 thanks to donations and a MNRTF grant. A beach access walk was added in 2012 and upgraded in 2014.
- Darrow Park – ADA Ranking 2 - New playground installed in 2000 is per ADA accessibility guidelines. Sidewalks surround park and lead to playground.
- East Bay Park – ADA Ranking 3 - New playground installed in 1996 is per ADA accessibility guidelines. New parking lot also installed with designated parking and sidewalks to restroom, playground and toward the beach. An accessible walkway on the beach was relocated from Clinch Park in 2015.
- F & M Park – ADA Ranking 2 - A new play structure was constructed in late fall of 2009 per ADA accessibility guidelines. A gazebo constructed in 2003, has a sidewalk added in 2005 that connects the gazebo to the sidewalk system surrounding the park.
- Fulton Park – ADA Ranking 2 - Natural area that had new parking lot installed in 2004 that is ADA accessible.
- Grand Traverse Commons – ADA Ranking 2 - Sidewalks exist on the edges of portions of the property. Current nature trails are not ADA accessible. The Veteran's Memorial area is ADA accessible.
- Hannah Park – ADA Ranking 2 – A new statue plaza was installed in the south east corner of the park in 2015 that is accessible. The rest of the park is not currently accessible except a sidewalk along Sixth and Unions Streets. The park facilities include two sets of steps leading to the lower level near the Boardman

River and three fishing platforms overhanging the river.

- Hickory Hills Ski Area – ADA Ranking 1 - Needs new lodge and parking arrangements to become barrier-free. A master plan has been completed and fund raising has begun. Construction is tentatively planned for 2018.
- Highland Park – ADA Ranking 1 - No development to this small neighborhood park. Only a slide is currently present. Only access is across grassy areas.
- Hull Park – ADA Ranking 3 - Major renovations completed in 2002 allow access to boardwalk, boat launch facilities, restrooms and amphitheater. An accessible boathouse used for sailing classes was completed in 2009. The East, North, and first leg of the West Boardman Lake Trails connect at Hull Park and are accessible.
- Huron Hills Park – ADA Ranking 1 - Small grassy neighborhood park, no facilities, no access.
- Indian Woods Park – ADA Ranking 1 - Four pieces of play equipment accessible only by grass lawn areas.
- Lay Park – ADA Ranking 2 - No development to this downtown park except for sidewalks on three sides.
- Meijer's Silverbrook Acres – ADA Ranking 1 - No development, no access at this natural area park.
- Mini Park (Wequetong Point) Park- ADA Ranking 2 - Walkways to river are accessible for fishing and sight-seeing.
- Open Space Park – ADA Ranking 2 - Has accessible walkways to observe West Bay. Improvements could be made to the interior of the park with walkways and picnic facilities.
- Park A – ADA Ranking 1 - No development, no access. Small wooded parcel.
- Park C – ADA Ranking 1 - Small set of steps leading to East Bay frontage. Not currently accessible.
- Senior Center Park – ADA Ranking 3 - Shuffleboard Courts and Tennis Courts are accessible along with the main part of the building. The restrooms that are reached from the exterior of the building need some renovation. The building will be updated as soon as fund- raising is complete. 2017-18 is target year.
- J Smith Walkway – ADA Ranking 4 - Small park with accessible walkway to downtown. Upgrades completed in 2006 made it more attractive and accessible.

- Sunset Park – ADA Ranking 1 - Only facilities are swings and a merry-go-round. They are not reachable by hard surface paths, nor is beach. There is an accessible sidewalk on one side.
- Triangle Park (soon to be Jupiter Gardens) – ADA Ranking 1 - Park that has the TART trail passing adjacent to it. Has no facilities except for a bench and peace pole donated by the Rotary Club but does have the TART trail access.
- Union Street Dam Park – ADA Ranking 2 - Long sloping ramp to fishing dock is present. Accessible walk across dam
- Slabtown Corner (formerly Veteran’s Memorial Park) – ADA Ranking 3 - Sidewalks from accessible parking to restroom building and tennis courts is complete. Improvements to restroom accessibility were completed in 2005. Wags West off-leash dog park was opened in 2013. Sidewalks lead to the gate of the dog area.
- Volleyball Court Area – ADA Ranking 2 - The TART trail passes along the edge of this property and a parking lot with designated spaces is a short distance from the courts.
- Wellington Street Plaza – ADA Ranking 2 - River access for fishing is accessible from the South Mini-Park.
- West End Beach – ADA Ranking 2 - Draft plans have been prepared for a new restroom structure and ramped path to beach. Waiting for funding to become available. TART trail runs the length of this park area and new pathway was constructed in the fall of 2014 that allows access to the beach level at Elmwood Avenue.

# GRANT INVENTORY

## ***Grant Number – 26-00333 Land and Water Conservation Fund Veteran’s Memorial Park Development - 1972***

Scope items: Two lighted tennis courts, shelter and restroom building, tot lot play equipment, fencing, walks, benches, parking, landscaping and utilities.

Tennis courts have been removed and replaced with new courts. Benches were deteriorating and were replaced, some of landscaping has died or become unsightly and was replaced. The original fencing along Division Street has been replaced as part of the Wags West dog park project. This park was renamed Slabtown Corner in 2014 after the Veteran’s monuments were moved to another location.

## ***Grant Number – 26-10247 Land and Water Conservation Fund Boardman River Access – 1981***

*(Cass St. at the river, east side – Called the Chamber of Commerce River Plaza for identification reference.)*

Scope Items: Boat landing, retaining wall planter, steps and barrier free ramp, boardwalk, lighting and landscaping.

Some decking has been replaced on boardwalk, steps and ramp. Some of the retaining wall was redone with construction of the new Chamber of Commerce Building. Landscaping has been updated in many locations.

## ***Grant Number – TF704 Michigan Natural Resources Trust Fund West Grand Traverse Bay Acquisition – 1983***

This 3.83 acre parcel is along West Grand Traverse Bay from the area that is now the volleyball courts to near West End Beach. This area is used as a beach, volleyball courts, general park green space / sitting area along the Grandview Parkway (U.S. 31/M – 37/M – 72).

## ***Grant Number TF88-184 Michigan Natural Resources Trust Fund West Bay Beach – 1988 (Called West End Beach)***

Scope Items: Create beach, topsoil and seed, irrigation, landscaping, plaza with sidewalks, parking lot, lighting, bike trail, wooden steps and decking.

All items in good shape, some aging to wooden deck and steps. The bike trail has been resurfaced.

***Grant Number TF92-199 Michigan Natural Resources Trust Fund  
Riverfront Acquisition - 1992***

This project added 70 acres to the Brown Bridge Quiet Area with 2,500 feet of Boardman River frontage protecting it from further development and adding to the natural area.

***Grant Number TF99-160 Michigan Natural Resources Trust Fund  
Hull Park Waterfront- 1999***

Scope Items: Multiuse recreation pavilion, boardwalks and accessible docks, parking for boat trailers, bituminous pathway, shade pavilion / overlook, move access road, landscaping and irrigation.

All development items are in good condition and used heavily. Has turned field and small dock into a vibrant community park.

***Grant Number TF02-151 Michigan Natural Resources Trust Fund  
Boardman Lake Trail - East***

Trail is in good shape with the exception of some root damage to bituminous surface in a few locations. Trail is well used and a great community asset.

***Grant Number TF05-104 Michigan Natural Resources Trust Fund  
Boardman Lake Trail – West (North)***

Trail is in good shape with the exception of some root damage to bituminous surface in a few locations. Trail is well used and a great community asset.

This trail connects the East Boardman Lake Trail through Hull Park, across the Boardman River to the north end of the west side of the lake. All items are almost new and doing very well.

***Grant Number TF11-060 Michigan Natural Resources Trust Fund  
Boardman Lake Trail West***

Trail, picnic shelter and fishing dock / kayak launch were constructed in 2014 with dedication in 2015. The trail and other amenities are in new condition. Trail is great addition to the local trail system and is this first part of the west trail that will eventually connect the East and North trails to surround Boardman Lake.

## **SECTION 4**

# **PLANNING METHODS**

## **INTRODUCTION**

Park and Recreation planning for the City of Traverse City is a participatory process involving the public, City Staff, the Planning Commission, the Parks and Recreation Commission, and the City Commission. Principal City staff involved in the process is the Parks and Recreation administration and office team.

## **LAND USE**

The City's Master Plan (2009) incorporates a "Natural Resources Element" and a "Parks and Recreation Element" both of which have provided a basis for this plan. The "Natural Resources Element" deals specifically with environmentally sensitive lands such as steep slopes, wetlands, shoreline zones, and wildlife habitat. Management guidelines are provided to minimize negative impacts when developing in or near these sensitive areas. Generally, the guidelines limit or discourage development in the environmentally sensitive areas.

The "Parks and Recreation Element" provides policies and guidelines for developing and regulating the use of the municipal park system, and its facilities. The plan discusses the various types of parks the City has and guidelines for their development.

Generally, the plan indicates the areas within the City that should be committed to permanent open space usage. A sizable percentage is proposed to be preserved as open space providing protection for flood plain, stream basin, shoreline, steep slope, and wetland areas.

## **PARKS, RECREATION & OPEN SPACE PLAN**

Another element of the City Master Plan is the provision of "linkages" that tie groups of parks along the bay and Boardman River together. These linkages strengthen the relationship between recreational areas and enhance usability.

Perhaps the most noted portion of the plan concerns the "Bayfront Plan", a generalized name given to the property lying between Senior Citizen Park on the east and the intersection of M-72 and Grandview Parkway on the west. The "Bayfront Plan" area is intended to be a balanced active and passive facility designed to serve residents and tourists alike. The overall park is really a succession of specialized smaller parks interconnected by green space linkages. In 2004, the City of Traverse City - Garfield Township Recreational Authority was established with the intentions of acquiring and

developing additional land for the area's future. Bond and millage issues passed that allowed another parcel on West Grand Traverse Bay to become public recreational land.

## **ZONING**

The City Zoning Ordinance allows for the development of parks, playgrounds, and community recreational buildings owned or operated by the City, and country clubs or golf courses (public or private), in most zoning districts.

## **OVERVIEW**

The Traverse City Parks and Recreation Plan was prepared by staff and the Parks and Recreation Commission for review by the public and City Planning Commission. After advertised public meetings, the City Commission adopts this document by formal resolution as the Traverse City Parks and Recreation Plan and authorizes submission to the Michigan Department of Natural Resources for approval.

In addition, the Traverse City Planning Commission must prepare a Public Improvements Plan annually for submittal to the City Commission. The plan describes all major proposed physical improvements and equipment purchases for the next six years, including improvements for City parks and recreation facilities. The plan complements the Traverse City Parks and Recreation Plan's Public Improvement Schedule and is prepared annually rather than once every five years, as is the case with the Recreation Plan.

The Public Improvements Plan and subsequent reviews are held at public meetings both at the Planning Commission and City Commission levels. Finally, the plans are carried into action via the Traverse City Annual Budget as prepared by staff for City Commission implementation.

## **STAFF INPUT**

The principal City staff involved in the process is the Superintendent of Parks and Recreation and the Department of Public Services Clerical Support Staff, with input from the Senior Center Director, Brown Bridge Quiet Area Project Coordinator, Director of Public Services, City Planning Director, Planning and Zoning Administrator, and the City Manager.

## **SECTION 5**

# **PUBLIC INPUT PROCESS**

### **SURVEYS**

During the past few years, several formal and informal surveys, mostly in an on-line format, have been completed on topics, such as the Hickory Hills Master Plan (2014), Triangle Park (2015) and Sunset Park (2015) improvements and use patterns. A survey was also distributed in various media forms in the fall of 2010. The survey was made available at the "Public Workshop for Parks" held on September 23, 2010, a link to the survey was placed on the City's website, the neighborhood groups were informed of the survey availability and the Downtown Development Authority publicized the survey. These surveys, while not scientifically administered, offer valuable information on what a portion of the citizens and area residents feel about the facilities and programs offered by the City. The Hickory Hills survey was gathered during the master plan process and its results were very valuable in creating the final report.

### **PUBLIC MEETINGS**

The Parks and Recreation Plan and the Public Improvement Schedule (PIS) were a collaborative effort of the Superintendent of Parks and Recreation, Director of Public Services, Planning and Zoning Administrator, Planning Director and the City Manager. The PIS is reviewed and amended by the City Parks and Recreation Commission at public meetings and forwarded to the Planning Commission and then to the City Commission for their action.

### **"YOUR BAY - YOUR SAY" PUBLIC PLANNING PROCESS HISTORY**

Beginning in February 2004, a committee was formed to begin looking at what to do with the space that would become park land when the Bayfront Power Plant was removed. About a year later, the scope of the committee was expanded to include a roughly two mile stretch of waterfront from Senior Center Park on the east side, to the intersection of M-72 and the Grandview Parkway on the west side.

The Small Town Design Initiative program from Michigan State University and the Master's Level program in Landscape Architecture and Urban Planning from the University of Michigan were both contracted to assist in planning the Bayfront area. The MSU group was concerned mainly with the Bayfront and Boardman River area and the U of M group was charged with strengthening the connections between the downtown area and the Bayfront.

On June 23, 2005, the first public meeting was held with about 150 people in attendance. At this meeting, people were asked to list what they were proud of, sorry about, and what they would like to see from a hot air balloon if they flew over Traverse City in 5 to 10 years.

The next series of meetings was held on September 15 - 17, 2005. On the 15<sup>th</sup>, a visual preference survey was held on design styles. September 16<sup>th</sup> was a walking tour with Dan Burden from "Walkable Communities". A public design process was held on September 17<sup>th</sup>. After these meetings, the MSU students divided into teams and prepared design proposals that were presented in an interactive telecast from MSU to Traverse City on November 10, 2005.

After opportunities for the public to view the design boards at various locations around Traverse City, a meeting was held on January 19, 2006 where people were able to rate their favorite parts of all designs. Those comments were then taken back to MSU where a final design was produced and presented at a public meeting on June 8, 2006.

The University of Michigan Downtown Character Study was presented at a public meeting on May 11, 2006 after a series of public sessions to prepare the study.

At the conclusion of the MSU and U of M processes, a Request for Proposals was issued for a private consulting firm to take the results of the two college groups along with additional public input and work them further into a conceptual master plan for the entire Bayfront. The RFP deadline was in late July of 2006 and interviews of the top three firms were held on September 14, 2006. After the contract was awarded to JJR/Wade Trim, work began on the master plan.

During this phase of the planning for the Bayfront, public meetings were held on January 25 and April 24, 2007 to gather public input on proposed designs. The presentation of the results of the design process, "Key Recommendations - Traverse City's Waterfront Plan", was held in a public meeting on June 21, 2007. The plan, with some slight modifications, was accepted and adopted in September of 2007 by the City of Traverse City.

## **FURTHER PLANNING STEPS FOR THE BAYFRONT PLAN**

In February 2010, proposals were received to take the Master Plan to the preliminary engineering level. URS Corporation was selected and began their duties in March. The public was highly involved with this process including a three day charrette where a great number of civic, business, educational and other groups were present to listen to a short presentation and then to provide input. There were also sessions for the general public to observe and give input during the planning and design days. Representatives from URS gave summary presentations to local neighborhood groups, boards and commissions and civic organizations, then answered questions and received feedback.

Their final product was presented to the City Commission on July 19 which was followed by approvals of various boards and commissions before the City Commission formally adopted the plan on September 7, 2010.

In 2011, proposals were received for the Clinch Park – Phase One Final Design and Construction Documents. The contract was awarded to Hamilton – Anderson. After these documents were completed, proposals were received in 2012 from construction contractors with the contract awarded to Hallmark Construction of Traverse City. Construction began in early September of 2012 and the park was reopened to the public in late June of 2013.

## **PUBLIC PIER PLANNING PROCESS**

In 2014, the City received a Great Lakes Fishery Trust Grant for \$232,000 to complete the design, preliminary engineering, studies, and construction drawings and details to build an approximately 550 foot, universally accessible fishing pier at the mouth of the Boardman River on West Grand Traverse Bay. The pier will provide unique, outstanding access for people of all ages, needs and abilities to fish for migratory and other species, and to learn about the Great Lakes, the importance of stewardship, and the value, challenges and opportunities involving the fishery.

The City retained the professional services of SmithGroupJJR, of Ann Arbor, to complete the design study of a new public pier. The project included a design process which engaged the community, and completed studies that assessed the feasibility, impacts, costs, and benefits of a new public pier.

The Schematic Design Phase of the project included a thorough consideration of potential sites and design options, and an extensive public involvement process. The planning and design also assessed the basic feasibility of a fishing pier at the proposed location on the west side of the mouth of the Boardman River. The resulting proposal to build a fishing pier at this location includes the construction of a publicly accessible pier with amenities and features to encourage fishing, as well as many landside improvements to support the pier and connect it to the downtown and larger community.

The Design Development Phase of the project was based on input from the public, City staff, and the Study Group which resulted in the features of the pier being designed with a focus on creating an interesting place that is unique to Traverse City, and that is constructed with materials and resilience to withstand heavy use by the public and the marine conditions expected in this environment.

Construction-ready drawings have been completed as part of this effort. The opinion of probable costs states that the pier would cost approximately \$5.5 million. Currently, the City is not actively fundraising for this project.

## **“PUBLIC WORKSHOP FOR THE FUTURE OF PARKS AND RECREATION”**

On November 12, 2015, the Parks and Recreation Commission hosted the “Public Workshop for the Future of Parks and Recreation” to gather insight from the community on needs and desires for parks, recreation facilities, and recreation programs. An informational briefing was followed by small group input on goals and objectives from the 2011-2016 plan. The last project of the evening was for those in attendance to look at park maps and then make design and operational suggestions for future consideration

The workshop was publicized in the local Record-Eagle newspaper, on the City's website, The Ticker, a local daily electronic news and events emailing, and other media outlets including WTCM Radio. Although the workshop was lightly attended, there was a good cross-section of the community represented. Participants from many parts of town were present along with a varied age range.

## SECTION 6

# COMMUNITY GOALS & OBJECTIVES

Recreation surveys, citizen comments, and the recreation facility planning process provide a wide variety of ideas and priorities to guide staff and City efforts. The goals stated below provide a basis in the development of the objectives. The objectives in turn provide guidance in the development of an action plan to improve recreation for the citizens of Traverse City while at the same time enhancing the City's image as a vacationland. Understanding that values and priorities are ever changing in the community, this set of goals will be continually refined and expanded to reflect new attitudes and ideas.

### GOAL 1: HICKORY HILLS MASTER PLAN IMPLEMENTATION

*Build a stronger recreation facility at Hickory Hills that provides year round recreation opportunities.*

#### Objectives:

- a. Work together with the Grand Traverse Ski Club, Preserve Hickory, and Garfield Township to implement the Hickory Hills Multi-Season Recreation Master Plan.
- b. Coordinate Phase 1 design plans with fundraising efforts so that construction can begin in a timely manner as listed below:
  1. Winter 2015-16, prepare RFP for infrastructure and maintenance facility design services leading to 2016 to 2017 construction.
  2. Develop RFP for lodge construction and slope improvements tentatively planned for the 2018 construction season.
- c. Work with various user groups, including TART and the City of Traverse City / Garfield Township Recreational Authority, to collaborate in connecting recreation and Nordic trails to create an integrated trail systems between the trail systems at Hickory Hills, Hickory Meadows, and the Historic Barns property at the Grand Traverse Commons. This would accommodate four seasons of uses including cross country skiing, snowshoeing, biking, hiking, and running.
- d. Continue to work with the Northern Michigan Disc Sports Organization to maintain and improve the disc golf course in concert with other Hickory Hills improvements.
- e. Continue to explore funding sources for further phases of the Master Plan implementation including summer uses.

## **GOAL 2: MAINTAIN AND IMPROVE EXISTING PARKS**

*Strengthen communications and relationships with neighborhood associations and other community groups and individuals, to develop new parks, recreational amenities and park enhancements.*

Objectives for all parks:

- a. Work together with neighborhood associations and community groups to facilitate discussion and planning for park improvements including safe access to all parks.
- b. Encourage the public to use the Park Planning Process to present and develop ideas for park improvement.
- c. Work together with foundations and organizations for building or replacing aging playground structures.
- d. Provide facilities to allow all parks to encourage multi-generational recreation.
- e. Embrace the area's agricultural heritage in programming and facilities.
- f. Encourage plant, animal, and insect species diversity in landscaping plans.

Objectives for certain parks with various planning stages in process:

- a. Clancy Park (Successful MNRTF Project for 2016 construction season)
  1. Develop RFP package for design and construction services to complete the scope items of the grant application and site plan.
  2. Award contract and complete construction during the fall of 2016.
  3. Work together with the Orchard Heights Neighborhood group to continue to maintain and improve Clancy Park.
- b. Hannah Park
  1. Now that work on the Perry Hannah sculpture plaza is complete, work with the Central Neighborhood Association and other interested citizens to continue to improve Hannah Park and develop a site plan that will lead toward construction during 2017. The funds donated for the entire construction costs of the sculpture plaza can be used as a match for Brown Bridge Trust Fund monies to be used to fund these improvements.
- c. Lay Park
  1. Develop a revised site plan that supports recreational opportunities in Old Town.
  2. Continue to work with park neighbors and others to raise the matching funding so that the Brown Bridge Trust Fund can be used to fund improvements as early as 2016 or 2017.
- d. Jupiter Gardens (Rose and Boyd Streets)
  1. Work with neighborhood group and other interested citizens to develop a site plan that will lead toward improvements including perennial gardens, walkways and a small trailside shelter.
- e. Sunset Park
  1. Work with community to make improvements to Sunset Park and encourage its use as a multi-generational park.

## **GOAL 3: BOARDMAN LAKE & RIVER**

*Develop Boardman Lake and River and adjoining properties as a natural resource promoting active, passive and water related recreational opportunities.*

### **Objectives:**

- a. Continue to provide a mixed-use recreation environment that promotes active and passive activities.
- b. Work with the appropriate agencies and local non-profits (TART) to complete the final phase (west side) of non-motorized trail around Boardman Lake by 2018.
- c. Develop activities that connect downtown to the south end of Boardman Lake and future non-motorized access to the south of S. Airport Road.
- d. Continue to support Traverse Area Community Sailing (TACS), Traverse Area Community Rowing (TACR), TC Whitewater and other non-profit organizations that encourage water-related recreational use of Boardman Lake and River.
- e. Design a riverwalk that will provide connection from downtown to Boardman Lake and pursue recreation development along this corridor.
- f. Work with US Army Corps of Engineers and other appropriate agencies and non-profits, on the modification of Union Street Dam that provides for universal river access and maximizes other recreational opportunities.

## **GOAL 4: ACTIVE MULTIMODAL RECREATION & TRANSPORTATION**

*Complete the active transportation plan that would support future trails, pathways and transportation improvements in and around the community to increase and encourage more recreational opportunities.*

### **Objectives:**

- a. Advocate for implementation of a complete streets ordinance.
- b. Complete the comprehensive multimodal transportation plan for the City working with appropriate City staff, local agencies and the Planning Commission.
- c. Consider developing standards and locations for the development of bicycle facilities and pedestrian walkways.
- d. Evaluate existing and future transportation corridors in the City for improved multimodal options in conjunction with ongoing trail and streetscape planning efforts.
- e. Build sidewalks adjacent to, and where appropriate, within all parks located within a neighborhood setting to make them safer and more accessible.
- f. Improve overall transportation choices that would also improve recreational opportunities by connecting recreational facilities together.
- g. Utilize existing and past trail planning efforts that have been completed by TART Trails, City Planning and neighboring townships.

- h. Work with local non-governmental organizations (NGO's) such as the Grand Traverse Regional Land Conservancy and trail advocacy groups including the NW Michigan Council of Governments and the Traverse Area Recreation and Transportation Trails (TART).
- i. Implement universal accessibility design principles as a design standard for all new facilities.
- j. Support Safe Routes to Schools Program
- k. Utilize Leadership in Energy and Environmental Design (LEED) & Green Building Standards on all site and building solutions.
- l. Work together with the Downtown Development Authority to increase active transportation in the DDA District.
- m. Continue to partner with user groups, local schools, Bay Area Transportation Authority, and non-profit groups to provide after school transportation to Hickory Hills to increase student utilization of the park.

## **GOAL 5: TRAVERSE CITY BAYFRONT REVITALIZATION**

*Design and implement the next phases of the Bayfront Revitalization Plan as means to care for our public waterfront as a recreational resource for use by all, with care and attention given for preserving and enhancing the natural and environmental qualities.*

### **Objectives:**

- a. Prioritize the remaining elements of the Traverse City Bayfront 2010 Plan, for next phase implementation projects.
- b. Continue to leverage local dollars and apply for local, state and federal grants.
- c. Utilize the Traverse City Bayfront 2010 Plan, preliminary engineering, cost projections, and recommendations as a guide to move forward with implementation.
- d. Utilize Leadership in Energy and Environmental Design (LEED) & Green Building Standards on all site and building solutions where possible.

## **GOAL 6: SIGNAGE & WAYFINDING**

*Develop consistent wayfinding signage system to improve overall identity and name recognition of the City parks as well as improve access and increase use of the parks.*

As the City moves forward with developing its park facilities, signage and wayfinding will be an important aspect of this growth. Quality, universally understood and a well thought out array of signs will increase the sense of ownership, increase name recognition and increase park usage.

### **Objectives:**

- a. Develop wayfinding analysis and recommendations including sign concepts and sign array for park entrance signs, internal circulation and directional

- signs, interpretive signs that include educational and historical components, administrative and policy signs, and wayfinding signs.
- b. Review City ordinance for signage requirements and restrictions.
  - c. Consider permit requirements for sign construction and placement within the MDOT and Grand Traverse County Road Commission rights-of-way.
  - d. Consider funding and phasing plan for implementation of signs.
  - e. Develop signage program and design intent drawings (construction details and specifications) for bidding.
  - f. Place signs to identify each park, regardless of size or location.

## **GOAL 7: BROWN BRIDGE QUIET AREA**

*Continue to maintain the Brown Bridge Quiet Area as a recreational resource for the residents of Traverse City and surrounding region.*

### **Objectives:**

- a. To enhance recreational opportunities by constructing two pedestrian bridges over the Boardman River that will connect over five miles of established trails that are currently separated by the River..
- b. Work with the Grand Traverse County Road Commission and TART to develop a bike route from Traverse City to the Brown Bridge Quiet Area.
- c. Now that the dam has been removed, manage the 175 acres of exposed bottomlands and 2.8 miles of “new” river to provide universal river access and other quality recreational opportunities that enhance and protect the ecological integrity of the area.
- d. Work with the Grand Traverse County Road Commission to close a section of Brown Bridge Road that dissects the southern portion of the Quiet Area and turn it into a multi-use wheel chair accessible recreational trail.

## **GOAL 8: RECREATION PROGRAMS**

*Develop strong and dynamic recreation programming affording a variety of recreational activities and experiences for a wide range of users.*

### **Objectives:**

- a. Conduct annual analysis and efficiency review of programs.
- b. Partner with local non-profits, schools, and community organizations that are providing recreation programs.
- c. Survey community to ascertain their opinion on ways to continually improve the recreation programs.
- d. Recreation programs need to be affordable and fulfill a community value.
- e. Adjust user fees for programs and entrance fees (including Hickory Hills) on an as needed basis.

## **GOAL 9: SENIOR CITIZEN CENTER**

Continue to support the Grand Traverse County Parks and Recreation Commission to provide recreation programs, education and assistance for mature adults, age 50 and over.

Objectives:

- a. Work cooperatively with the Grand Traverse Senior Center Network to maintain and improve the park surrounding the Senior Center.
- b. Continue to support development of innovative programming.
- c. Continue to enhance the working relationship with the Senior Center.

## **GOAL 10: DEVELOP MANAGEMENT PLANS FOR GRAND TRAVERSE COMMONS AND MEIJER'S SILVERBROOK ACRES**

Develop management plans for the Grand Traverse Commons and Meijer's Silverbrook Acres Parks to outline a systematic approach to improving the landscaping and usability of the two parks.

Objectives:

- a. Make plans for removing invasive vegetation.
- b. Enhance trail systems to showcase the scenic and unique areas of the parks.
- c. Develop appropriate use areas for low impact recreation opportunities at the Commons.
- d. Maintain the unique character of habitat types in certain designated areas.

## **GOAL 11: PARKS AND RECREATION AWARENESS**

Develop a marketing plan that focuses on increasing awareness of City parks and recreation programs.

Objectives:

- a. Utilize existing promotional material and continue to develop more.
- b. Utilize local community events to pass out promotional material including Park Guide and Map and recreational program information.
- c. Recognize July as National Park and Recreation Month and celebrate by holding special events in the month of July.
- d. Promote awareness of health, education, social, and environmental benefits of recreation.
- e. Encourage family participation programs.

## **GOAL 12: SCHOOLS**

Work with schools to make recreation facilities and programs part of the education system.

Objectives:

- a. Develop educational programs for recreational skills and environmental understanding.
- b. Investigate summer neighborhood programs using school playgrounds and gyms.
- c. Develop programs with area schools to promote the utilization of Hickory Hills.
- d. Investigate with Traverse City Area Public Schools, the possibility of developing a City park on a lease or use agreement, in the wooded area adjacent to Traverse Heights Elementary School.

## **GOAL 13: LAND ACQUISITION**

Purchase additional property on an as-needed basis that will help grow and diversify the City's recreational facilities.

Objectives:

- a. Consider feasibility of acquiring property near parks to provide future land for expansion of recreational activities.
- b. Consider feasibility of acquiring easements or full purchase of property with Boardman River Property Owners for the future extension of a riverwalk.
- c. Consider purchase or lease of property in areas of the City that are deficient in parks.

## **GOAL 14: CAPITAL IMPROVEMENT FUND**

Develop a capital improvement fund for improvements to City parkland.

Objectives:

- a. Survey the community to gauge interest and support for funding parks and recreational programming.
- b. Consider a recreational millage.
- c. Seek to direct revenue from park usage fees, donations and fundraisers to a dedicated capital improvement fund.
- d. Earmark specified donations and apply them to capital improvements for the specific park facility.

# CAPITAL IMPROVEMENT PROJECT SUMMARY

The following Capital Improvement Schedule is provided for planning purposes and is subject to change depending on many factors. These include; budget restrictions, the availability of lack thereof for private or grant funding, and changes in thought of citizens or City officials on the priority of projects..

FISCAL YEAR	PROJECT NAME	PROJECT DESCRIPTION	COST ESTIMATE	POSSIBLE FUNDING SOURCES
2016 – 2017				
1	Hickory Hills Maintenance Building	Maintenance building is needed for storage and care of snow groomers, snow guns and other ski area equipment	\$250,000.00	City Funds Brown Bridge Trust Grants Donations
2	Clancy Park Improvements	Project will include replacing play equipment and adding an accessible picnic shelter and walking paths within the park.	\$137,000.00	MNRTF City Funds Brown Bridge Trust Neighborhood
3	Hannah Park Improvements	Improve dirt trail through park, add grass pavers to service drive, add irrigation and replace lighting.	\$80,000.00	TIF Funds City Funds Brown Bridge Trust Donations
4	Brown Bridge – Upper Trail Connector Bridge (East End)	Pedestrian bridge across the Boardman River using donated bridge and new abutments.	\$50,000.00	Brown Bridge Trust Donations Grant
5	Brown Bridge – Overlook and Access Steps (5 sets total)	Will provide viewing and limit stream bank erosion along restored river section.	\$35,000.00	Brown Bridge Trust Grant
2017 - 2018				
1	Lay Park Improvements	Will give this Old Town park a more formal look and improve usability. Will include brick & concrete seating areas, landscaping, and walkways.	\$60,000.00	Donations Brown Bridge Trust City Funds
2	Hickory Hills Lodge Replacement	Replaces aging lodge with facility with improved accessibility, functionality, and four season use.	\$1,700,000.00	Donations Brown Bridge Trust Grants
3	Hickory Hills Infrastructure and Ski Area Improvements	Includes parking lot, utilities, new ski lift, lighting, new ski terrain, and additional snow making well and equipment.	\$1,700,000.00	Donations Brown Bridge Trust Grants
4	Indian Woods Playground	Old play equipment needs to be replaced to meet current standards and increase play value.	\$30,000.00	Donations City Funds Grants

5	Park Sign Replacement	Current park signs are becoming unsightly. New sign array will improve overall aesthetics and usability of parks.	\$50,000.00	City Funds TIF Funds
6	“City Lot” Park Creation (West Front Street)	2015/16 public process suggested changes to this downtown City property including seating areas, small event space, and landscaping.	\$75,000.00	City Funds Grants Donations
7	Triangle Park (Jupiter Gardens) Improvements	To include small trailside shelter, perennial gardens, and irrigation.	\$60,000.00	Donations Brown Bridge Trust Grants
8	Boardman Lake Trail (West)	This would complete the trail around the entire Boardman Lake for community enjoyment.	\$2,800,000.00	Brownfield Funds Grants Other Jurisdictions
9	Brown Bridge - Historic Brown’s Bridge (West end)	Replacement of historic bridge to provide recreational trail connection across the Boardman River.	\$195,000.00	Brown Bridge Trust Rotary Charities Donations
10	Brown Bridge – Interpretive and Navigational Signage	Design and install new signs to improve way-finding and educational opportunities on the trails.	\$10,000.00	Brown Bridge Trust Grant Donations
11	Brown Bridge – Invasive Species Survey and Treatment	Ongoing program to monitor and remove invasive species.	\$65,000.00	Brown Bridge Trust Grants Donations
2018 – 2019				
1	Sunset Park Improvements	Would include new fitness and playground equipment, picnic shelter, restrooms and retaining wall.	\$200,000.00	Donations Brown Bridge Trust Grants City Funds
2	Senior Center Park Improvements	Will include, adult “playground”, irrigation, walkways, and parking improvements.	\$75,000.00	City Funds Donations Grants
3	Ashton Park Playground	Replacement of old play equipment with younger children’s play structure	\$15,000.00	City Funds Donations
4	Mini Park Upgrade and Public Art	Add public art, seating areas, landscaping, and lighting.	\$200,000.00	Donations Grants TIF Funds
5	Farmer’s Market Improvements	Installation of new covered vendor pavilions, landscaping, gathering and event areas, and repaving.	\$1,100,000.00	TIF Funds Grants Parking Funds
6	Brown Bridge – Southside ADA Trail	Establish an accessible trail from Buck’s Landing to overlook of the new river channel and bottomlands.	\$20,000.00	Brown Bridge Trust Grant Donations
7	Brown Bridge – Wildlife Habitat Improvements	Native species plantings to improve wildlife benefits and bank stabilization.	\$20,000.00	Grant Donations
8	Brown Bridge – Overlook and Historical Display	At site of former Powerhouse create an overlook and historical display of former hydro power site.	\$15,000.00	Brown Bridge Trust Grant Donations

9	Brown Bridge – Crushed limestone for new trails.	Install crushed and compacted limestone on new bottomlands trail to improve accessibility.	\$75,000.00	Brown Bridge Trust Grants Donations
2019 - 2020				
1	Senior Center Building Renovation	Current facility is not adequate in size for needed programs and has constant maintenance issues.	\$1,250,000.00	Donations Other Jurisdictions Foundations
2	Hannah Park Boardwalk	Boardwalk to connect to Union Street Dam Park area. Will increase fishing opportunities for all.	\$200,000.00	TIF Funds GL Fisheries Trust City Funds Grants
3	Boon Street Park Playground Improvements	Replace old play equipment with that meeting current standards	\$25,000.00	City Funds Donations Grants
4	Brown Bridge – North Parking Lot Improvements	Gravel and re-grade North parking lot and replace fencing.	\$30,000.00	Brown Bridge Trust Grant Donations
2020- 2021				
1	Beach Retaining Wall at Bryant Park	The wall and landscaping will help reduce beach drift inland and improve turf area.	\$100,000.00	City Funds
2	American Legion Park Improvements	Improvements to this downtown park would include seating areas, landscaping, and a small event space.	\$150,000.00	City Funds Grants Donations
3	Bayfront Improvement Implementation	Continue Bayfront revitalization including restroom construction.	\$2,000,000.00	Donations Grants Foundations
4	Union Street Dam Betterment Project	Project would change current dam to allow increased river recreation opportunities, and a true sense of place for this area.	\$2,000,000.00	City Funds TIF Funds GL Fisheries Trust Grants
5	Boardman River Walk 8 <sup>th</sup> Street to Boardman Lake Trail	Install 840 Feet of elevated boardwalk, lighting, and landscaping.	\$515,000.00	Grants Brownfield Funds City Funds
6	Brown Bridge Road Closure – Brown Bridge	Close portion of Brown Bridge Road to create accessible trail and improved access to this property.	\$100,000.00	Brown Bridge Trust Grants Donations

# CAPITAL IMPROVEMENT PROJECT DESCRIPTIONS

## PROJECT

## ESTIMATED PROJECT COST

2016/17

Hickory Hills Maintenance Facility

\$250,000.00

For many years, the snow groomers and snow making equipment have been kept outside during the ski season and has been kept in the small pole barn at Hickory Hills and other locations around the City during the off season. This would combine all storage and hill maintenance activities into one building.

Clancy Park Improvements

\$137,000.00

The City has received a Michigan Natural Resources Trust Fund Grant for \$45,000.00 that will be included with other funding sources to make many improvements to this neighborhood park. These include many accessible features including concrete walking paths, small picnic shelter, new playground pieces, and site furniture.

Hannah Park Improvements

\$80,000.00

Following the successful fundraising and the construction of the Perry Hannah Statue Plaza, further improvements are desirable to improve the overall character of the park. This would include irrigation, porous pavers to replace the gravel two track maintenance drive, new lighting, and an improved trail surface from Union Street to Wadsworth Street.

Upper Trail Connector Bridge (East End) – Brown Bridge

\$50,000.00

This bridge would be constructed at the site of a former bridge that was constructed by the Boy Scouts in the 1970s near the outlet of Grasshopper Creek. The bridge was removed in the 1980s due to high water and needed maintenance. A bridge has been donated and needs a site plan, permits, engineering and installation of abutments and the bridge.

Overlook and Access Steps (5 sets total) – Brown Bridge

\$35,000.00

Will provide viewing opportunities and river access points to the “new” channel of the river to limit stream bank erosion caused by recreational foot traffic.

**2017/18**

**Lay Park Improvements**

**\$60,000.00**

A brick and concrete seating plaza will be the focal point in this downtown park. The project will also include landscaping, walkways, lighting and site furniture and will make this small park very inviting.

**Hickory Hills Lodge Replacement**

**\$1,700,000.00**

The current lodge was built in the early 1950s on a shoestring budget with volunteers and City staff, without many of the building requirements that are necessary today. In addition, there are no facilities for rental operations or retail and only a very minimal food service area. The new lodge would combine all of these operations along with lift ticket sales, National Ski Patrol and modern accessible features. The lodge would become a four season operation with events and rentals available during the non-snow sport season which will improve revenue producing potential. The location will be such that events happening on the adjacent Hickory Meadows property operated by the City of Traverse City – Garfield Township Recreational Authority would benefit from the facilities at Hickory Hills.

**Hickory Hills Infrastructure and Ski Area Improvements**

**\$1,700,000.00**

In conjunction with the lodge construction, many of the items in this project would be necessary prior to or concurrently with lodge construction. These items would include the utilities, roads and parking. Other items that could follow slightly behind but prior to the next ski season would be ski terrain and trail installation, lighting, snow making system expansion, and installation of a new ski lift.

**Indian Woods Playground**

**\$30,000.00**

Much of the play equipment in this park is 50 plus years old and in need of replacement. Using the natural elevation changes in the two halves of the park, a hill slide would be installed along with other play elements that would improve access and play value.

**Park Sign Replacement**

**\$50,000.00**

All of the main park entrance signs would be replaced with new signs that would be more harmonious with their park settings. In addition, wayfinding and park policy signs would be added to increase park user's satisfaction with the parks.

**"City Lot" Park Creation**

**\$75,000.00**

This West Front Street, City owned parcel, was the focus of a 2015/2016 MEDC PlacePlan public input process to decide what should be developed on this great spot at

the west end of downtown, with Kid's Creek running through it. Seating, picnic, and small event spaces were some of the items to come out of the public process.

Triangle Park (Jupiter Gardens) Improvements \$60,000.00

Residents near this park have expressed an interest in being involved with the process to improve this small triangular parcel along the TART trail. Features would include a small trail side shelter, native/edible perennial gardens, water and bike repair stations, walkways, site furniture, and possible natural playscape items.

Boardman Lake Trail (West) \$2,800,000.00

With completion of this project, the trail would be complete around Boardman Lake. This would be the fourth and final trail section. This trail, like the East Boardman Lake Trail would involve Garfield Township as more than half of the remaining trail is in their jurisdiction. Coordination with Garfield Township and the Grand Traverse County Brownfield Development Department would be required. The trail would encourage economic development which would result in private investment near the trail.

Historic Brown's Bridge Construction – Brown Bridge \$195,000.00

In the 1870s, William Walter Brown and some of his neighbors constructed a bridge across the Boardman River in the location near the west end of the property. This bridge became one of the area's first State roads. Creating a foot bridge in this location would complete a 9 mile loop around the Brown Bridge Quiet Area and also will connect this spot to the historic bridge location.

Interpretive and Navigational Signage – Brown Bridge \$10,000.00

Design and install interpretive and navigational signage to improve way-finding and educational opportunities on the trails.

Invasive Species Survey and Treatment – Brown Bridge \$65,000.00

An ongoing program to monitor and remove invasive species in the new bottomlands along the new Boardman River Channel.

## **2018/19**

Sunset Park Improvements \$200,000.00

Sunset Park is in a prime location on West Bay but is underutilized and in need of several improvements. This project would include a small picnic shelter/restroom combination, a short fitness trail with equipment stations, new play structure, retaining wall at the sand/grass interface, and site furniture.

Senior Center Park Improvements \$75,000.00

Features to be added are an adult "playground" to assist the older park users with strength, balance and mobility, a walking path with an accessible beach access walkway, and parking improvements.

Ashton Park Playground \$15,000.00

With proximity to Willow Hill School and the playground equipment there, a small play structure designed for the under six year old crowd would be installed at Ashton Park.

Mini Park Upgrade and Public Art \$200,000.00

This small park that is bisected by the Grandview Parkway serves tacitly as an entrance to downtown. Traverse City is a Coast Guard City and there is a desire to place a sculpture honoring the Coast Guard's involvement in Traverse City at the apex of this triangular park. In addition, other improvements to formalize and invite more use to this underutilized park would include seating areas, landscaping, lighting, and Site furnishings.

Farmer's Market Improvements \$1,100,000.00

The current Farmer's Market and Parking Lot B are constructed on property that is technically park land. It was the original site for the Clinch Park Zoo prior to the construction of the Grandview Parkway (US-31). The changes to the Market would improve the experience for both the vendors and shoppers and make the area much more aesthetically pleasing. It would include new covered vendor pavilions, landscaping, gathering/event areas along the river, repaving the parking lot and improving underground infrastructure.

Southside ADA Trail – Brown Bridge \$20,000.00

Access to an area overlooking the new river channel and bottomland would extend from the Buck's Landing parking area. This trail would increase the enjoyment of the Brown Bridge Quiet Area for those that have mobility challenges.

Wildlife Habitat Improvements – Brown Bridge \$20,000.00

Native species would be planted in the bottomlands to provide forage, nesting, and breeding sites for wildlife. Riparian plantings will provide bank stabilization along with habitat benefits.

Overlook and Historical Display – Brown Bridge \$15,000.00

The site of the old hydro powerhouse provides an excellent opportunity for history interpretation of the site. An overlook and a turbine from the decommissioned hydro dam would be featured.

Crushed Limestone for New Bottomlands Trails - Brown Bridge \$75,000.00

Adding crushed limestone fines along the new bottomlands trails will improve handicap accessibility and walkability for all. This area encourages the public to come see what is happening at Brown Bridge after the dam removal.

**2019/20**

Senior Center Building Renovation \$1,250,000.00

The Grand Traverse County Senior Citizen network is presently housed in the City owned Senior Center Building at 801 E. Front Street. For some years it has been apparent that the facility is inadequate to meeting the numerous uses and needs of our local seniors. The Center has over \$200,000.00 in savings originally planned for construction of a new facility but the City Commission has approved releasing these funds for a building remodel instead.

Hannah Park Boardwalk \$200,000.00

A boardwalk connecting Hannah Park to the Union Street Dam fishing area would increase opportunities to enjoy the river for fishing or passive recreational viewing.

Boon Street Park Playground Improvements \$25,000.00

This small neighborhood park has antiquated play equipment that needs to be replaced. This would improve the quality of play for the neighborhood and improve the overall look of the park.

North Parking Lot Improvements – Brown Bridge \$30,000.00

Parking lots on Ranch Rudolph Road would be re-graded and gravel added. The fencing would also be replaced at that time.

**2020/2021**

Beach Retaining Wall at Bryant Park \$100,000.00

The retaining wall and landscaping will greatly reduce the amount of sand that blows up into the turf area of the park during the late fall to early spring storms. It will also help to

stop the encroachment of the sand and shrinking of the turf area. This will be a combination of hardscape and landscaping.

American Legion Park Improvements \$150,000.00

Improvements to American Legion Park, located along the Boardman River downtown could include terraced seating and small event spaces, fishing platforms, landscaping around the Veteran's monument, and site furnishings.

Bayfront Implementation Next Phase \$2,000,000.00

The Bayfront Plan includes several phase that may take place over the next many years. It is hope that the next phase will include new restrooms near the volleyball courts or at West End Beach and other upgrades to these areas. This project will require large donations and grants to complete.

Union Street Dam Betterment Project \$2,000,000.00

This multi-faceted project would involve the U.S. Army Corps of Engineers in redesigning the Union Street Dam to maintain lake water levels and allow for adequate fish passage. In addition to the dam redesign, there are hopes to turn this area into a destination for a whitewater park and improved river accessibility for fishing and boating.

Boardman River Walk 8<sup>th</sup> Street to Boardman Lake Trail \$515,000.00

A river walk from 8<sup>th</sup> Street to join the Boardman Lake Trail includes 840 feet of elevated boardwalk, low-level lighting, fishing and resting platforms, and landscaping. The Traverse City Master Plan envisions a narrow linear park along the banks of the Boardman River and Boardman Lake and encourages pedestrian and bicycle linkages between neighborhoods and parks.

Brown Bridge Road Closure and Trail Development - \$100,000.00  
Brown Bridge

A goal in the management plan for Brown Bridge calls for the closure of Brown Bridge Road through the southern portion of the Quiet Area. This stretch of the road crosses through and divides an environmentally sensitive portion of the Quiet Area and reduces the area available for biking, hiking, skiing, and snowshoeing. In addition, once abandoned, the old road bed will make an excellent wheelchair accessible trail. The Grand Traverse County Road Commission is supportive of the road closure if other associated road improvements are made.

## **SECTION 7**

# **ACTION PROGRAM**

The City of Traverse City is committed to continue making improvements to our Parks and Recreation facilities and programs, even in these challenging economic times. The citizens have spoken freely about the importance they place in Parks and Recreation.

In the fall of 2014, the residents of Traverse City approved a bold ballot proposal to use a portion of the Brown Bridge Trust Fund balance and revenues for the next five years to fund park improvements. Royalties from oil wells on the Brown Bridge property have been placed in this trust fund. This fund, depending on oil prices will raise between two and three million dollars to fund various park capital projects in City parks and at Brown Bridge quiet area. To use the money, an equal matching portion must be received from non-City funds.

In June of 2015, the City Commission committed 1.5 million dollars from the Brown Bridge Parks Improvement Fund, contingent on a matching 1.5 million dollars being raised with 24 months, to make much needed improvements to Hickory Hills Recreation Area. These improvements will include a new lodge and necessary infrastructure, a maintenance facility, addition of a new ski lift and ski terrain, snow making improvements, and multi-use, four-season trails. Preserve Hickory, a non-profit entity established to preserve affordable recreation at Hickory Hills, is leading the capital campaign to raise outside matching funds for the City's Brown Bridge Parks Improvement Trust Fund pledge of 1.5 million dollars to implement the first phases of the Hickory Hills master plan. In the short time since the launch of the Hickory Hills fundraising campaign, coordinated by Preserve Hickory, one-quarter of the necessary match has been raised within the first 6 months of the 24 month period.

This positive public sentiment was also evidenced during the initial planning steps that have taken place toward the revitalization of the West Grand Traverse Bay shoreline parks from the Senior Center on the east to M-72 on the west. The first phase of the revitalization was completed at Clinch Park in 2013 utilizing many donations from foundations, businesses and individuals and a Michigan Natural Resources Trust Fund grant. Future phases of this overall project will be coming in the not too distant future.

Another area of emphasis in Traverse City, is making parks and other features in the City easier to reach by non-motorized means. This includes constructing new trails or re-marking and designating portions of streets for non-motorized traffic. Developing the plan to follow will take a good deal of study and thought, to provide a system that works for all modes of transportation. Most of this will be out of the jurisdiction of Parks and Recreation, but when possible, it will be embraced in new construction and in updating of existing facilities. A project with an extremely strong community desire to be

completed, is the West Boardman Lake Trail which will complete a recreational trail around the entire lake. This trail will connect to the TART network that will travel east and west from the north end of the trail at Hull Park and to the south with other planned trails through the Boardman Valley. Eventually it may provide a connection to the Brown Bridge Quiet Area.

One of the most important tasks for the Parks and Recreation Commission and staff is to let people know about what we have to offer them. Some of the traditional methods including newspaper features and advertising, brochures and word of mouth are not reaching the masses. A more active, diverse website and social media are being used to attract many new users. Even though literature has been available for years, many people who live here, some as long as their entire lives, are not familiar with some of our parks and programs. Utilizing these other avenues will make the information available in various ways that will hopefully reach the vast majority of the community.

While looking to Hickory Hills and the Bayfront for exciting changes for the whole community and its guests, the neighborhoods must also be an important portion of the parks and recreation package that must not be neglected. Smaller neighborhood parks like Clancy, Ashton, Indian Woods, Hannah, Lay and others, provide exciting opportunities for neighborhood involvement in development plans for these parks. Working with these groups, the Parks and Recreation Commission and staff can create vibrant hubs for these mini-communities where neighbors can meet, interact and strengthen friendships and cooperation. The Brown Bridge Trust Park Improvement Fund will allow the City to encourage community support of long overdue improvements to these parks.

Partnerships and collaboration with other recreation and education providers will be essential going forward. All of these entities are enduring the same cash challenges, and working together to share facilities, staff, and ideas, can work to benefit all of these pieces of the community. Recreation programming will continually need to be reviewed to make sure that it is serving a need for an evolving community and to investigate new programs as trends change. Local jurisdictions and organizations that provide recreation need not compete with each other by duplicating programs that do not have the participation numbers to warrant multiple entities offering the same programs.

Some parts of the City are deficient in parks. Traverse City must continue to look at property as it becomes available and seek funding so that when such a piece in a park-deficient neighborhood becomes available, it can be purchased. A fund dedicated for this purpose would be a great start in conjunction with donations and grants to make these purchases. The funding could be from a special millage, an earmarked user fee, or other imaginative funding sources for land acquisition. One example is the West Boardman Lake Park concept that would benefit the Old Town neighborhood directly, along with all those that use the complete Boardman Lake Trail system.

We are excited about the potential in the next five years and beyond for Traverse City. There are a great number of challenges, but also a large number of opportunities that

should be embraced, to continue to make Traverse City a model for other communities to emulate as they provide programs and facilities for their citizens.



The City of Traverse City

## Communication to the City Commission

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FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: *mc*  
MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION ADOPTING THE PARKS AND RECREATION FIVE  
YEAR PLAN 2016-2021

After the conclusion of the public hearing, the City Commission is asked to consider adopting the resolution which adopts the final draft of the Parks and Recreation Five Year Plan 2016-2021 as distributed with Agenda Item 3(b).

The following motion would adopt the plan:

**that the Resolution Adopting the City of Traverse City Parks and Recreation Plan 2016-2021, be adopted.**

MC/kez

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copy: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Supervisor



**RESOLUTION ADOPTING THE  
CITY OF TRAVERSE CITY  
PARKS AND RECREATION PLAN 2016-2021**

- Because,** The City of Traverse City has undertaken a Five Year Parks and Recreation Plan which describes the physical features, recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2016 and 2021, and
- Because,** an opportunity for public comment was held on Thursday, November 12, 2015 at the Parks and Recreation Commission's "Public Workshop for the Future of Parks and Recreation" in the Governmental Center Training Room , 400 Boardman Avenue, Traverse City, Michigan 49684, to provide an opportunity for citizens to express opinions, ask questions, and discuss the Parks and Recreation Division and the Parks and Recreation Plan, and
- Because,** the City of Traverse City has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and
- Because,** an opportunity for public comment on the Parks and Recreation Plan was also held on Thursday, February 4, 2016 at the Parks and Recreation Commission meeting in the City Commission Chambers, 400 Boardman Avenue, Traverse City, Michigan 49684, and
- Because,** after the opportunity for public input, the City of Traverse City, Parks and Recreation Commission, voted to recommend adoption by the City Commission of said Parks and Recreation Plan; now therefore, be it
- Resolved,** that the City of Traverse City, City Commission, hereby adopts the City of Traverse City Parks and Recreation Plan as a guideline for improving parks facilities and recreation opportunities for the residents of the City of Traverse City.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its Regular Meeting of February 16, 2016 in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC HEARING – MICHIGAN NATURAL RESOURCES  
TRUFST FUND GRANT FOR PHASE ONE HICKORY HILLS  
IMPROVEMENTS

A public hearing has been scheduled for Tuesday evening regarding a grant application to the Michigan Natural Resources Trust Fund for funds to support phase one of Hickory Hills improvements. The improvements sought under this grant application are outlined in the attached memo from City Planning Director Russ Soyring.

As mentioned by Mr. Soyring, the grant request is for approximately \$195,759, with a match of \$200,000; the match has been secured by Preserve Hickory.

The following is a link to the Hickory Hills Master Plan:

[http://www.traversecitymi.gov/downloads/hh\\_master\\_plan\\_140602\\_1.pdf](http://www.traversecitymi.gov/downloads/hh_master_plan_140602_1.pdf)

Staff is finalizing numbers associated with this grant application which will need to be included in a resolution for City Commission adoption – we anticipate presenting that resolution to the City Commission for possible adoption at the March 7, 2016, Regular Meeting.

MC/bcm

k:\tcclerk\city commission\grants\hickory hill sgrant 20160216

copy: Russ Soyring, City Planning Director

# Memorandum

Planning Department



TO: Marty Colburn, City Manager

FROM: Russell A. Soyring, Planning Director *R. Soyring*

DATE: January 26, 2016

SUBJECT: Hickory Hills Natural Resources Trust Fund Grant Request

The Planning Department is preparing to submit a Natural Resources Trust Fund Grant request for the first phase improvements for Hickory Hills. A public hearing must be held prior to submitting the grant request.

The request is for \$195,759 more or less that will be matched with \$200,000 that was raised by the Preserved Hickory Hills, a non-profit organization. The chart below indicates the improvements anticipated to be completed if the grant is approved.

Terrain and Trail Expenses		
Multi-purpose, comprehensive trail system (Nordic, mountain bike, snowshoe, hiking)	\$129,500	
Ski Terrain Expansion	\$111,607	
Ski Terrain Lighting	\$43,034	
Disc Golf Expansion	\$15,000	
Trail Parking (20% of estimated \$433,092 total parking based on 40/195 total spots)	\$86,618	
Wayfinding	\$10,000	
<b>TOTAL Terrain and Trail Expenses</b>		<b>\$395,759</b>



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: MARTY COLBURN, CITY MANAGER *Mc Hill*

SUBJECT: HICKORY HILLS

This memo covers two items on Tuesday evening's agenda regarding Hickory Hills which are proposed by *Preserve Hickory*. Maureen Madion of *Preserve Hickory* will be in attendance at the meeting Tuesday night to address these issues as necessary; we certainly appreciate *Preserve Hickory's* efforts on behalf of Hickory Hills.

1. Preserve Hickory Gift Acceptance, Donor Recognition and Naming Policy.

Attached is the proposed policy which would assist *Preserve Hickory* in their fundraising efforts. The primary purpose of this policy is to provide a framework for naming opportunities to secure, and honor, higher-level donations. This policy is consistent with the City's Naming Policy.

I recommend the following motion:

**that the City Commission adopts the Preserve Hickory Gift Acceptance, Donor Recognition and Naming Policy, with respect to Hickory Hills.**

2. Cooperation Agreement with the City/Garfield Township Recreation Authority.

To assist with grant seeking efforts, the attached Cooperation Agreement was developed to be entered into between the City and the City/Garfield Township Recreation Authority which articulates that both parties will cooperate with respect to our management of the properties. The agreement does not bind either parties because we are able to withdraw from it at any time upon notice to the other party.

I recommend the motion on the following page (5 affirmative votes required).

**that the City Manager be authorized to execute the Cooperation Agreement with the City of Traverse City and Charter Township of Garfield Recreation Authority with respect to Hickory Hills and Hickory Meadows.**

MC/bcm

k:\ccclerk\city commission\agreements\hickory hills 20160216

copy: Maureen Madion – Preserve Hickory – [maureenmadion@gmail.com](mailto:maureenmadion@gmail.com)

Matt Cowall, Traverse City/Garfield Township Recreational Authority

Executive Director - [mcowall@liaa.org](mailto:mcowall@liaa.org)

Dave Green, Director of Public Services

Lauren Vaughn, Parks and Recreation Superintendent

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# Memorandum

The City of Traverse City



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TO: Martin Colburn, City Manager  
FROM: Lauren Vaughn, Parks and Recreation Superintendent  
DATE: February 8, 2016  
SUBJECT: *Preserve Hickory Donor Policy*

A handwritten signature in black ink, appearing to read "Lauren Vaughn".

On Thursday, February 4, 2016 the Parks and Recreation Commission approved a motion, 5 to 0, to recommend to the City Commission, the adoption of the "Preserve Hickory Donor and Gift Acceptance Policy".

With the massive undertaking of the fundraising campaign by Preserve Hickory for the Hickory Hills Master Plan implementation, there are certain necessary safeguards for Preserve Hickory and the City that are built into this policy.

In addition, to acquire the large donations that will be necessary to reach the \$1.6 million dollar fundraising goal, recognition of the donor's very generous donations is an extremely important step in this process. This policy allows for the naming of certain components of the lodge and other facilities at Hickory Hills along strict guidelines that have been recommended in the policy. These guidelines allow both selection criteria for naming, along with avenues for removing a name if circumstances should require it in the future, due to unforeseen circumstances.

Please seek City Commission approval of the "Preserve Hickory Donor and Gift Acceptance Policy".

## **PRESERVE HICKORY GIFT ACCEPTANCE, DONOR RECOGNITION AND NAMING POLICY**

### **Introduction**

PRESERVE HICKORY is a non-profit organization whose primary purposes is to preserve Hickory Hills as a public park and ski park with affordable recreation for all. All donations solicited by Preserve Hickory shall be used by the City of Traverse City to implement the Hickory Hills Long Range Master Plan (as amended and finalized during the course of the Project) ("plan") which was initially adopted by the City of Traverse City and Garfield Township by joint resolution and to that end, PRESERVE HICKORY will follow the policies and procedures outlined below. Preserve Hickory will be raising funds which will be ultimately directed and expended by the City of Traverse City to implement the Plan and improve the City park.

### **General Gift Acceptance Policies**

Acceptance of any contribution, gift or grant is at the discretion of Preserve Hickory. Preserve Hickory will not accept any gift unless it can be used or expended consistently with the purpose and mission of Preserve Hickory. The organization reserves the right to decline a gift from any donor.

Preserve Hickory accepts donations of cash or publicly traded securities. Certain other gifts, real property, personal property, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for Preserve Hickory and/or the City of Traverse City.

### **Donor Acknowledgements**

Within 14 days of donation receipt, every donor to Preserve Hickory shall receive a formal acknowledgement/ thank you letter and donation receipt consistent with IRS requirements. With the exception of gifts of cash and publicly traded securities, no value shall be provided on any receipt or other form of substantiation of a gift received. If a donor receives anything of value in exchange for the donation, such as a dinner or event admission, the tax receipt shall clearly state that portion of the donation that is tax deductible.

### **Donor Privacy Policy**

Preserve Hickory respects the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, Preserve Hickory will restrict information about the donor to only those staff members with a need to know.

Any information supplied to Preserve Hickory by donors will be used solely to fulfill the donation and shall not be shared for any reason unless the donor grants permission to share such information. Preserve Hickory does not sell or share donor lists. Donors who supply Preserve Hickory with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. If requested, Donors will be removed from all mailing lists.

### **Fundraising**

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with Preserve Hickory who wish to solicit funds on behalf of the organization must acquire written permission from Preserve Hickory prior to beginning any fundraising activities. Preserve Hickory will not compensate, whether through commissions, finders' fees or other means, any third party for directing a gift or a donor to Preserve Hickory.

Preserve Hickory is a nonprofit 501(c)(3) organization and contributions made to the organization are tax deductible to the fullest extent of the law.

### **Donor Naming and Recognition Opportunities**

Pursuant to the City of Traverse City Naming Policy, the City maintains the authority for and will have final approval for any and all naming opportunities related to Hickory Hills. Due to the nature of this project and the incentive naming opportunities provide for large donors, the following parameters have been approved by the City Commission for naming opportunities in conjunction with the implementation of the Hickory Hills Master Plan:

## **NAMING OPPORTUNITIES AND REQUIRED GIFT LEVELS.**

Naming opportunities are reserved for the most generous gifts and will be granted at minimum levels to be determined.

1. Lodge
2. Conference Room/Locker Room/Rental Equipment Room
3. Equipment & Groomer Barn
4. Beginner Area/Magic Carpet
5. Downhill Ski Slopes/Ski Trails
6. Nordic/Recreational Multi-purpose Trails
7. Terrain Park
8. Disc Golf Course
9. Sledding Hill
10. Picnic Area
11. Trail Fitness Stations
12. Fire Pits

## **GIFT ELIGIBILITY.**

1. Deferral gifts/pledges may be considered as part of a gift commitment if the gift is non-revocable and the net present value of the gift meets the required gift level established for the Gift Recognition.
2. Oral promises of a future gift do not qualify for a naming opportunity.
3. If a contribution is pledged over a period of time, the City will establish the timeframe when the name will be added.

## **NAMING PARAMETERS.**

1. The City and Preserve Hickory wish to maintain, when possible, the integrity of the original naming pattern of the lodge and slopes at Hickory Hills, established at the time of the Park's development in 1952 ("Buck," "Pete," "Birch," "Swede," "Jacks Trail"). As such, naming of ski slopes, terrain and hills will be granted in a manner consistent with this established format.
2. Before extending a naming opportunity, Preserve Hickory will confer with a City representative to consider issues and the impact on the City's and Hickory's reputation and marketing.
3. The City will retain veto power over the name selected, regardless of the dollar size of the proposed gift.
4. Names shall not include brand names, trademarks or the terms, "*Foundation*," "*Organization*," "*Corporation*" or "*Company*."
5. Donor naming of the lodge and rooms therein will continue for the useful life of the Lodge. When a named facility is taken out of service or upgraded substantially, the City will develop a plan along with the donor or family (if possible) to continue donor recognition in a way that is visible and in context with standard giving levels of the time.
6. The City reserves the right to remove at any time names that it determines would cause embarrassment or disrepute to the City or the park.
7. All naming opportunities will be contingent upon governmental grant restrictions.

## **RECOGNITION OPPORTUNITIES.**

Recognition opportunities will honor donors beginning at a level of \$3000. Donors at this level will be recognized within a particular area of the lodge selected to highlight donors and their generosity.

I certify that this policy was adopted by the City Commission for the City of Traverse City at its regular meeting of Tuesday, February 16, 2016.

\_\_\_\_\_  
Benjamin Marentette, City Clerk

## **Cooperation Agreement**

The City of Traverse City, the City of Traverse City and Garfield Township Recreational Authority and Preserve Hickory  
Cooperation Agreement for  
Hickory Hills and Hickory Meadows

**The Parties enter into this Cooperation Agreement on the basis of the following:**

1. Hickory Hills, a public park, is owned and operated by the City of Traverse City. Hickory Hills encompasses approximately 125 acres of parkland, portions of which host a downhill ski park, trails, a disc golf course and wooded recreational parkland.
2. Hickory Meadows, a public park, is owned and operated by the Joint Recreational Authority. Hickory Meadows encompasses approximately 125 acres of parkland, consisting of meadows and wooded recreational parkland that host recreational trails.
3. Both parks were established for public recreation.
4. Hickory Hills and Hickory Meadows are adjacent, sharing a border on the eastern boundary of the Hills and the western boundary of the Meadows.
5. The City and Preserve Hickory are invested in preserving and improving the Hickory Hills through the implementation of the Hickory Hills Master Plan ("Plan"), adopted by the City and Garfield Township by joint resolution on August 18, 2015.
6. The Traverse City City Commission pledged \$1.5 million from the Brown Bridge Trust Parks Improvement Fund to implement the Hickory Hills Master Plan. Preserve Hickory, a 501(c)(3) non-profit with the goal of preserving the Hickory Hills, has embarked on a capital campaign with a phase 1 goal of \$1.6 million to raise the required, Brown Bridge match.
7. The Hickory Hills Master Plan anticipates a new lodge, new parking, outdoor bathroom facilities and a picnic area to be located on Hickory Hills' property close to the shared border of Hickory Hills and Hickory Meadows. The infrastructure on the site will be designed and located in a manner that provides for desired trail connections between the two parks and serves users of both properties.
8. The Parties understand that the Hickory Hills Master Plan, while adopted, is conceptual in nature and may be modified with fundraising, design, engineering, site development and additional public and park user input as the project progresses.
9. In April 2015, Preserve Hickory engaged the design services of Morton Trail Design to develop a conceptual trail design for Hickory Hills incorporating trail connections between the two parks so that Hickory Hills infrastructure could be located for potential future, inter-park trail connection and development. With permission from the Recreational Authority through its Hickory Meadows Advisory Committee, Morton Trails designed and flagged potential trail routes connecting the two parks while providing running, Nordic ski and walking trails.
10. The Hickory Meadows' Management Plan, attached hereto as Ex A, anticipates trail expansion and connections between Hickory Meadows' and Hills' trails and other regional trail systems accommodating hikers, trail runners, mountain bikers, nature enthusiasts, dog owners and cross country skiers (pg. 4 of Plan).

- 11. With the implementation of the Hickory Hills Master Plan, significant opportunity exists to plan for and improve both parks and potentially connect and expand the trails within Hickory Hills and Meadows. The infrastructure anticipated by the Plan, attached hereto as Ex. B, will benefit users of both parks.

**The Parties agree as follows:**

- 1. The new lodge, parking, lighting, outdoor-access restrooms and park entrance to be built with the implementation of the Hickory Hills Master Plan will serve, benefit and be shared by both parks and users of both parks.
- 2. The development of trails connections between Hickory Hills and Meadows and the expansion of trails within both parks and connections to other trail systems are shared, common goals of the parties.
- 3. The parties wish to cooperate in exploring, planning, developing and fundraising for trail connections and expansion between and within Hickory Hills and Meadows and authorize Preserve Hickory to develop concepts for presentation to the City and Recreational Authority consistent with these goals.
- 4. The parties agree the November 10, 2015 Hickory Hills Trails Concept developed by Morton Trails for Hickory Hills and Hickory Meadows (attached hereto as Ex. C and incorporated herein) shall be a blueprint for future trail development and potential trail expansion on both properties.
- 5. The parties understand that as trail design becomes more refined with cooperation and public input, trail development within Hickory Hills and Meadows, consistent with the management and operation plans of both municipalities, will likely be phased over a period of years.
- 6. When Preserve Hickory's two-phased fundraising goals for Hickory Hills have been met, the non-profit will assist in fundraising efforts for trails within Hickory Meadows based on the November 10, 2015 Hickory Hills Trails Concept for Hickory Hills and Hickory Meadows.
- 7. The City and the Recreational Authority will independently seek government grants where appropriate to develop trails and will cooperate to support the fundraising efforts of all parties.
- 8. The parties agree to support the project and potential trail development and communicate with supporters, public and private partners, donors, prospective donors, and the public.
- 9. The parties will work in good faith to establish, maintain and manage the trails as a first-rate, comprehensive trail system

The parties may amend this agreement from time to time. Upon notice, either party may withdraw from this agreement at any time. The parties have executed this Memorandum on the date indicated below:

City of Traverse City: \_\_\_\_\_  
 Martin Colburn, City Manager                      Date \_\_\_\_\_

The City of Traverse City and Garfield Township  
 Recreational Authority : \_\_\_\_\_  
 NAME/TITLE    Date \_\_\_\_\_

Preserve Hickory: \_\_\_\_\_  
 Laura Ness, President                                      Date \_\_\_\_\_

### Mission Statement

To provide open space for passive public recreation while protecting, natural areas, wildlife habitat, and scenic views in perpetuity.

### Objectives

1. To improve, expand and develop opportunities for passive public recreation.
2. To protect and improve natural areas and wildlife habitat.
3. To preserve scenic views and open spaces.

### Management Recommendation Summary

This document lays out a general plan for achieving the mission stated above. Management will be focused on two primary areas: providing passive recreation opportunities and protecting natural features. To this end, management activities will be minimal and needed only for user amenities and activities needed to maintain the integrity of natural features on the property. Annual work plans will be created and approved to address specific management tasks needed on the property.

### Property History

The Hickory Meadows property originally contained upland forest and wooded swamp wetlands before European settlement. The vegetation was unspoiled until the mid-1800s when settlers began clearing the land. This clearing consisted of logging, subsequent burning of slash and stump removal. Logging occurred in all areas of the property with any tree species of several inches in diameter or larger being harvested. This harvest included the removal of all trees in areas with level topography (in preparation of agriculture) and most trees on sloped grades. Following this period of logging, the non-sloping areas were extensively used for traditional agriculture, which included grazing, crop cultivation, and orchard establishment. This led to, along with the removal of forest cover, an erosion and depletion of topsoil that in many areas can still be seen to this day. In addition, limited logging of some secondary-growth forest trees has occurred - most notably in the mesic hardwood forest areas.

Interpretation of aerial photographs and Plat maps show farmstead homes present as early as 1905. Historical records for Grand Traverse County shows the land, which includes the present-day Hickory Meadows property, was owned by several individuals. Plat maps from 1905 show that a T. A. Hitchcock owned a large parcel that included the lower half of the Hickory Meadows property (though only that portion which is found in present-day Garfield Township). The northern half of the Hickory Meadows property was contained in a parcel owned by the Cherry Valley Fruit farm (Charles Manville-owner). The portion of the present-day property, located within the current Traverse City city limits, was owned (in 1905), separately, by G. W. McWethey, G. Pubus, and Anna Koenig. Aerial photograph interpretation reveals that the property has been used for agriculture until its recent purchase. Aerial photos from 1938, 1952, and 1971 all show

EXHIBIT A

the presence of orchards in various and changing locations within the presently defined oldfield areas. In addition, stream channelization appears in photos from 1971 and the artificially constructed cattail marsh area (designated as W6) is not present on the 1938 photo though it does appear in the 1952 and subsequent photos. Finally, vegetative cover has returned to many areas since the 1980s. LaCross, 2006

### Property Acquisition

In February of 2004 the Grand Traverse Regional Land Conservancy acquired an option from G.D.O. Investments for the Hickory Meadows property. As part of the option G.D.O. Investments reserved a 25-year right to grow and harvest hay on the property in locations historically used for this purpose. However, the agricultural use is subordinate to public recreation.

In November of 2004 an Open Space and Natural Area Preservation Bond Proposal was passed by voters in Traverse City. This allowed the Recreational Authority to execute the option and acquire Hickory Meadows for public recreation. The ballot language is provided below:

#### OPEN SPACE AND NATURAL AREA PRESERVATION BOND PROPOSAL

*This proposal will allow the Recreational Authority of Traverse City and Garfield Township to purchase and improve land to preserve open space and scenic views of the Bay and protect wildlife habitat and natural areas. Properties to be purchased include the West Bay Waterfront property, the Barns at the Commons, and the property next to Hickory Hills. State law requires an annual independent audit of the Recreational Authority. This proposal, if approved by the voters, will only be effective if both it and the Open Space and Natural Areas Millage Proposal pass.*

Shall the City of Traverse City and Charter Township of Garfield Recreational Authority, formed by the City of Traverse City and Charter Township of Garfield, borrow the sum of not to exceed Six Million Six Hundred Fifty Thousand Dollars (\$6,650,000) and issue its general obligation unlimited tax bond for all or a portion of that amount, payable in not to exceed twenty (20) years from date of issuance, for the purpose of open space and scenic view preservation and wildlife habitat and natural areas protection by purchasing and improving land for public parks, including West Bay waterfront property, the Barns at the Commons, and the property next to Hickory Hills? The estimated millage to be levied in 2004 is .27 mill (\$0.27 per \$1,000 of taxable value). This is expected to result in an increase of \$13.50 in the tax levied on property valued at \$100,000 for a period of 20 years.

## Administration

### Governing Body

Hickory Meadows is governed by the City of Traverse City and the Charter Township of Garfield Recreation Authority. The Recreation Authority retains control of all management and budgeting decisions for Hickory Meadows.

### Advisory Committee

The Recreation Authority authorized the creation of a seven member advisory committee in 2005. The advisory committee will make management recommendations to the Recreation Authority for final approval. The Recreation Authority shall appoint members of the advisory committee and review appointments on an annual basis.

### Maintenance

A property manager appointed by the Recreation Authority shall perform or oversee, all maintenance required at Hickory Meadows. This person or entity shall prepare an annual maintenance report for submittal to the advisory committee. A scope of services for the property manager is listed under Schedule A in the appendix.

### Rules at Hickory Meadows

1. Camping and fires are prohibited at Hickory Meadows.
2. All trail users must stay on designated improved trails, and must respect any special access restrictions.
3. Off-road or other motorized vehicles shall be prohibited in Hickory Meadows except for directly authorized management purposes.
4. Dogs are permitted within Hickory Meadows, but must be kept on leash in accordance with State law. Pet owners are required to clean up after their pets.
5. Hunting and trapping is not allowed on the property. Fishing is allowed in accordance with the laws of the State and the rules of the Michigan Department of Natural Resources.
6. No plants or other specimens are to be removed from Hickory Meadows unless authorized by management.
7. Littering is strictly forbidden. This includes dumping of yard waste and household trash.
8. No person shall damage, deface, or destroy any public owned property within Hickory Meadows.
9. Glass containers and alcoholic beverages are prohibited at Hickory Meadows.

### Enforcement

The rules for Hickory Meadows should be approved by the advisory committee and submitted to the Recreation Authority for adoption into local ordinance by the

appropriate entity. The Recreational Authority may also wish to pursue a liaison with a local law enforcement agency.

#### Emergency Access

Emergency access will be provided at the parking areas. Access to the meadows on the property shall also be provided for emergency vehicles. Emergency service agencies shall be provided with a key to any locked gates on the property.

#### Publicity

Because of the use Hickory Meadows already sustains and due to its proximity to the well-known Hickory Hills ski area, it is unlikely that a publicity campaign is needed at this time. However, trail maps and brochures should be distributed at locations throughout the area such as the Chamber of Commerce and the Visitors Bureau.

#### Future Property Acquisitions

Efforts should be made to acquire adjacent, undeveloped properties from willing landowners. Opportunities for recreation would be increased if a trail corridor existed between Hickory Meadows and the Commons Natural Area or TART Trails, several parcels of land or trail easements would need to be acquired to accomplish this. It is recommended that the advisory committee and the Recreation Authority pursue any opportunities to acquire these parcels.

### **Recreation Management**

#### User Groups

The grounds and trails of Hickory Meadows are intended to provide for those activities that are considered as "passive recreation." Passive recreation, in this case, is defined as non-consumptive of the resource and non-organized. The opposite of passive is active recreation, which includes improvements such as soccer and baseball fields. Hickory Meadows will accommodate many low impact users including but not limited to:

- Hikers
- Trail Runners
- Mountain Bikers
- Nature Enthusiasts
- Dog Owners
- Cross Country Skiers

No fees will be assessed to individual users of Hickory Meadows. Fees may be charge for commercial or organized group use of the property. Motorized bike, ORV, and horse traffic is not allowed within the Hickory Meadows unless required for management/maintenance activities. Paintball is also prohibited at Hickory Meadows.

In order to ensure that user needs are being met, it is important that the managers of Hickory Meadows stay abreast of the numbers and types of users on the property. Relevant contact information is provided at each trailhead.

*Exhibit A*

### Current Trails

The current trail system is well established and winds through most of the cover types present on the property.. There are three primary trails currently used at Hickory Meadows. The first runs from east to west across the large meadow, roughly paralleling Randolph Street at the southern end of the property. The second trail runs along the north edge of the pine plantation, then turns north and leads to the barn on M-72. There is also a loop trail that runs around the perimeter of the large meadow at the west end of the property. (See map) This trail was designated and groomed as a ski trail during the winter months for several years. However foot and pet traffic rendered the grooming largely ineffective and this effort eventually stopped.

### Proposed Trail System

At some point it may be desirable to reconfigure the existing M-72 spur trail into a loop. This loop could pass through the Hickory Hills property and may have substantial elevation changes. Because the upland soils on this site are prone to erosion, any trail will need to be constructed and monitored carefully to ensure erosion does not become a problem. That being said, loop trails are almost always preferable to "out and back" trails and this would provide views and elevation changes not available at other locations at Hickory Meadows.

### Future Trail Construction

Future trail construction should be kept to a minimum and done in manner that minimizes environmental impact and disruption to user activities. If new trails become established by frequent visitor use, these new trails should either be blocked or properly marked and maintained to prevent erosion and provide a safe user experience.

### Trail Surfaces

Trail surfaces should be designed first and foremost to limit erosion. Secondly, they should be easily maintained and provide an enjoyable experience for all user groups. Woodchips are an easily renewable and inexpensive way to surface trails. Wood chips should be used where necessary to prevent erosion, and trail surfaces should be left "natural" when practical. However, when practical, ADA compliant trails with improved surfaces should be constructed in order to make the property more accessible to those with limited mobility.

Exhibit A

### Adjacent Lands and Trail Considerations

As noted above, it may be desirable for a future trail at Hickory Meadows to pass through the adjoining Hickory Hills property. A partnership with Traverse City Parks and recreation will help ensure that recreational opportunities and management efficiencies are maximized.

It is possible that in the future Hickory Meadows could be connected to other trail systems such as TART trails, or the trails at the Commons. These connections should be encouraged, as they will add valuable recreation opportunities for users. Partnerships with other organizations such as TART or Traverse City may prove valuable for sharing trail-grooming costs.

### Trailheads & Parking

Parking areas and corresponding trailheads will be established at the following locations in Hickory Meadows.

1. Randolph Street at the southwest corner of the property.
2. Wayne Street along the east side of the property (on street parking only)
3. At the barn on M-72 on the north end of the property.

Each trailhead/parking area shall have a garbage bin, as well as, an information station/kiosk. The parking areas should be bordered by fence or large rocks to clearly delineate their bounds and prevent vehicles from entering the meadows. Parking areas should be sized according to expected demand and spatial limitations. The existing parking at Randolph Street should be expanded as this parking lot is shared with users of the popular Hickory Hills disc golf course. During the warmer months cars often spill out of the parking lot and line up along Randolph Street.

### Restrooms and Other Facilities

At this time it is recommended that no permanent restroom facilities be installed at Hickory Meadows. Portable facilities may be used for special events with the Rec-Authority's permission.

Exhibit A

# Existing and Potential Trails at Hickory Meadows

Exhibit A



- N
- Hickory Hills
- Hickory Meadows
- Existing Trails
- Potential Trails

0 0.1 0.2 0.3 0.4 0.5 0.6 0.7 0.8 Miles

## Forest Management

### Management Unit Review

To effectively explain forest management recommendations within Hickory Meadows the land was broken into 28 management units. These units are based on the results of a floristic inventory performed on the property. The units were broken into five categories based on vegetation. The categories are: wetland, meadow, mesic northern forest, forest regeneration, and pine plantation. A map of the management units can be found at the end of this document. The units, for the most part, do not require active management. Most management activities will be focused along trail corridors.

### Natural Communities

The natural communities at Hickory Meadows consist of emergent wetlands, Northern Mesic Forests, and areas of forest regeneration (successive regeneration). These communities occur in isolated areas throughout the Hickory Meadows property.

### Artificial Communities

Artificial communities at Hickory Meadows include three pine plantations and three meadows. These communities are the result of agricultural activities that have been practiced on the property for many years.

### Timber Harvesting

Timber harvesting for monetary gain is not recommended. Harvesting for uses within the property (e.g. fencing, erosion cribs, etc.) may be useful. Harvesting for this purpose shall be conducted only with approval of the Advisory Committee. Management should be granted the right to harvest trees in order to keep the integrity of the forest from deteriorating or if the safety of the visitor is in question. The removal of dead trees along trails is an important issue. However, dead trees (standing and fallen) are important to the ecological health of the natural area and should be retained if not deemed hazardous by the manager.

EXHIBIT A

### Insect and Disease Control

Damage from insects and diseases can be extremely serious to the health of a forest. However, there are no known problems existing at Hickory Meadows. The manager should monitor for new insect or disease damage. A few of the insects and diseases that are or could become possible problems within Hickory Meadows are listed here:

#### Insects:

- Gypsy Moth – An exotic from Europe, the gypsy moth is the main defoliator of forests in the Northeastern U.S.
- Emerald Ash Borer – Another non-native species, emerald ash borers originally come from East Asia. As its name implies, it only harms ash trees.

#### Diseases:

- Oak Wilt – This disease kills thousands of oaks each year in the Eastern U.S. The disease, once established, spreads to other oaks mostly through contact with infected trees' roots. This is especially so in Hickory Meadows because sandy soils are more conducive to this type of spread.

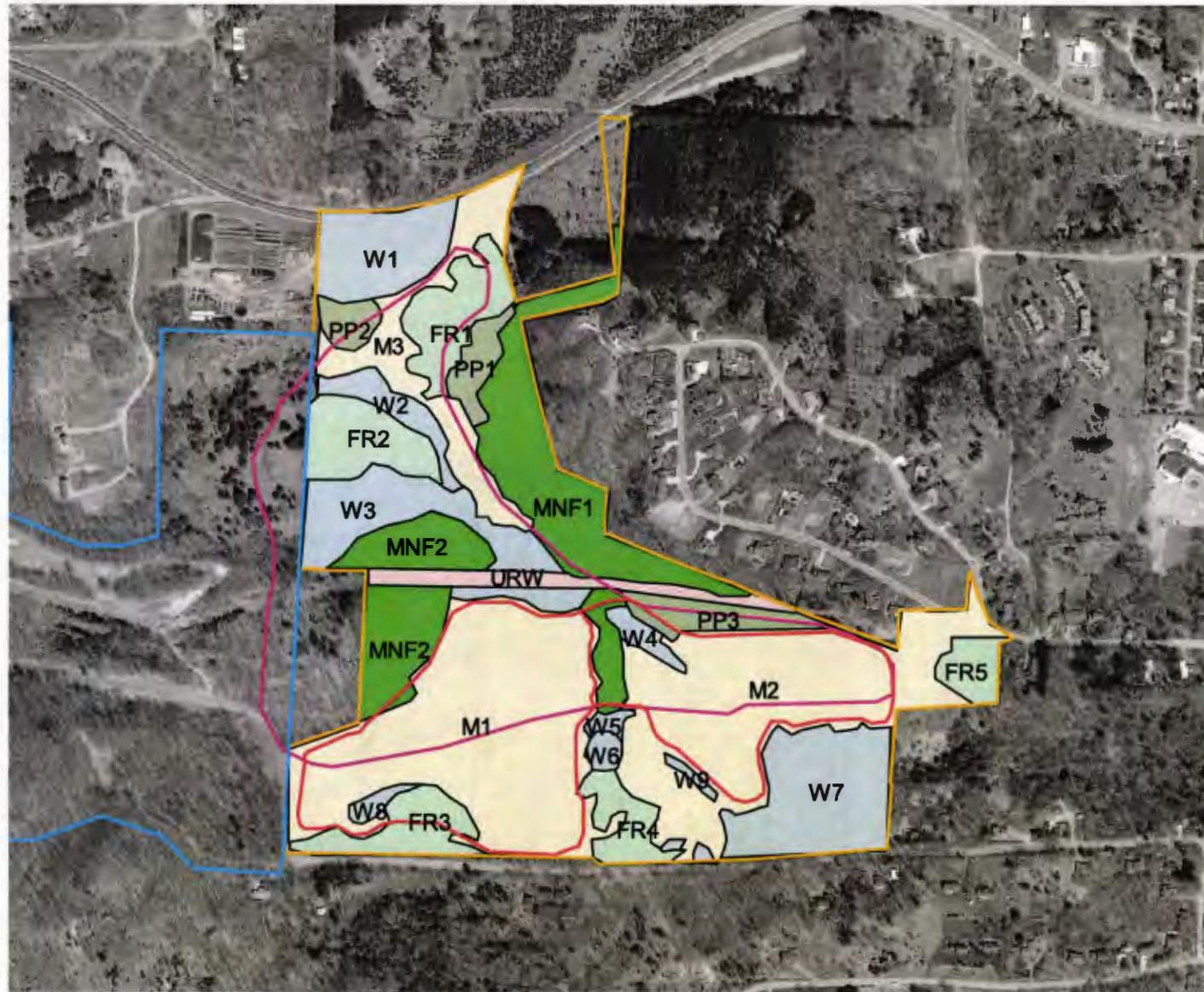
### Non-Native Plant Control

Where practical the manager should remove non-native invasive species. The two species of most concern at Hickory Meadows are scotch pine and autumn olive. While there are significant amounts of these species established, it should be relatively easy to remove them over time.

Exhibit A

# Hickory Meadows Management Units

EXHIBIT A



- Hickory Hills
- Hickory Meadows
- ↘↗ Ski Trail
- ↘↗ Hiking Trail
- Management units.shp
- Forest Regeneration
- Meadow
- Mesic Northern Forest
- Pine Plantation
- Utility Right of Way
- Wetland

0.3                      0                      0.3                      0.6 Miles

## **Wildlife Management**

A wildlife inventory has not been performed on the Hickory Meadows property. A comprehensive wildlife survey should be conducted to identify any "endangered" or "special concern" species. Once finished, the management plan may be adjusted if necessary.

In general, the feeding of wildlife on the property should be discouraged.

### **Hunting and Trapping:**

- A. Hunting, trapping, or removal of any wildlife (except fishing) is strictly forbidden within Hickory Meadows. However, the removal of wildlife may be used as a tool for management purposes if other avenues are cost prohibitive or otherwise not practical.

Note: Certain species such as deer and beaver can degrade habitat and recreational opportunities if populations become too large.

### **Special Concern Species:**

There are no "endangered" or "special concern" species known to reside on the Hickory Meadows property. However, the Hickory Meadows property includes habitat suitable for several of these species. As mentioned above, a comprehensive inventory of wildlife on the property should be completed to identify any "endangered" or "special concern" species.

## **Watershed Management**

### **Surface Water**

There are several surface water features on the Hickory Meadows property, including an emergent wetland in the northern portion of the property that feeds a small stream, which flows from northwest to southeast across the property. Trails and other recreational resources should be planned and maintained in such a way that minimizes impacts to these water features.

### **Fishing**

Fishing may be allowed within Hickory Meadows. It shall be conducted according to all state and MDNR rules and regulations. Introducing fish into the tributaries is not recommended at this time.

### Erosion

Erosion caused by human activities and the introduction of excess sediment to water bodies is the primary threat to surface waters at Hickory Meadows. An established trail system with appropriate surfaces will minimize erosion caused by foot or bike traffic. Constructing boardwalks and bridges will also minimize stream bank damage and sediment delivery by protecting stream-crossing points on the trail system.

### Adjacent Lands Impact

The water features at Hickory Meadows may also be impacted by land use or management changes on lands adjacent to the property. The advisory committee and the Rec Authority should work closely with adjacent landowners to minimize negative impacts from these lands.

## **Education/Interpretation**

### Signs

#### 1. Informational Signs

Trails should be clearly marked to provide a safe and comfortable atmosphere for the visitor; international symbols should be used on signs. Any rules for Hickory Meadows should be clearly displayed at each parking area.

#### 2. Interpretive Signs

The Advisory Committee or property manager shall decide on topics for interpretive signage. Interpretative signage will be limited to the trailhead kiosks at parking areas.

All signage, with the exception of trail identification markers, should be limited to parking areas and trailheads.

### Trailhead Kiosks

Trailhead kiosks or info stations will be an important aspect of the trail system. They are what the visitor will encounter upon arrival and the last thing they see as they leave. This unique situation presents an opportunity to not only orient the visitor through the use of trail maps, but to educate them on management practices and etiquette.

### Group Use

Group use will be welcomed at Hickory Meadows. Organized groups of more than 50 people should contact the Hickory Meadows manager before use of the property.

### Research

Research regarding the natural and recreational qualities of Hickory Meadows should be encouraged. The Advisory Committee shall review and make recommendations to the Recreational Authority for prior approval of all research projects. This research will be beneficial to the ongoing management and improvement of the Hickory Meadows property

*Exhibit A*



## WINTER CONCEPT B

Concept B takes a fresh look at the park and establishes a new center or "heart" for Hickory Hills. While utilizing the existing facilities, Concept B expands terrain, improves circulation, finds efficiency in the operations, and establishes an improved guest experience. Concept B also has the potential to build a stronger connection with Hickory Meadow due to the location of the facilities.

The facility improvements and recreational offerings take advantage of the site's unique terrain, harness opportunities to attract residents and visitors, and respond to the desires of the community. The end result would allow Hickory Hills to gradually work towards financial stability by improving the guest experience and increasing the per-ticket yield. Key elements include:

- A. The Drop Off and Parking provide an intuitive arrival for the visitor. An entry road leads to a drop off and offers parking at a convenience. Walkways, seating, lighting, and landscaping present an arrival that allows families to find one another and new guests to feel welcome and comfortable.
- B. The New Lodge would house all guest services in one building including additional seating for tubing guests. The Lodge would be two-story and have views up the valley towards the learning terrain, terrain parks, and race terrain. The new lodge provides adequate space for all guests (marking the high end of the space use requirements) and includes a large outdoor deck to enjoy the afternoon sun.  
  
A benefit of Concept B is the existing lodge can remain in place; providing historical architectural nostalgia and serve as storage and/or warming hut.
- C. Terrain Expansion and Circulation for skiers/riders including terrain park and features, learning terrain, recreational terrain, and glades. Concept B offers the best of Hickory's terrain and captures the circular circulation that will make Hickory feel big.

D. New surface lifts provide improved circulation and offer a new lift option—a platter tow. The platter tow takes guests out of the base area, offers new round trip ski/ride opportunities, and meets the requests of the community. A handle tow is recommended for the new learning area. No additional personnel are needed as the lift operations remain constant (no net increase in surface lifts).

With the surface lifts and terrain expansion, the overall capacity of the ski area would modestly increase allowing for potential visitation increase.

- E. Snow Tubing (warming hut would be shared use with the new lodge, increasing food and beverage sales). As an alternative to snow tubing, a small community sledding hill is located near the park entry. This area would have a pavilion area and be great for families who want to enjoy Hickory but do not ski/ride. A sledding hill may be an activity to implement prior to snow tubing to better measure the communities interest in coming to hickory for a winter activity other than skiing/riding without expending the capital necessary for snow tubing.
- F. The Nordic Trail network includes approximately 3.4 km of new trails for a total trail network length of 4.0 km. Integrating nordic trails with existing ski terrain during race events would comfortably accommodate a 5 km course.
- G. Snowshoe trails could be expanded beyond the existing trail network today.  
  
At this point, the trail layout for Snowshoe and Nordic is conceptual. As design refinement continues, trail layouts should consider other networks/uses (walk, run, bike, disc golf) to avoid user conflicts.

*Note:* Locations and alignments of activities shown on the plan are conceptual with the goal of providing feasibility and establishing parameters for pricing. Further design refinement/development will be required for each individual improvement.



HICKORY HILLS MASTER PLAN

[ 18 ]

*Exhibit B*

Hickory Hills Trails Concept  
DRAFT November 10, 2015

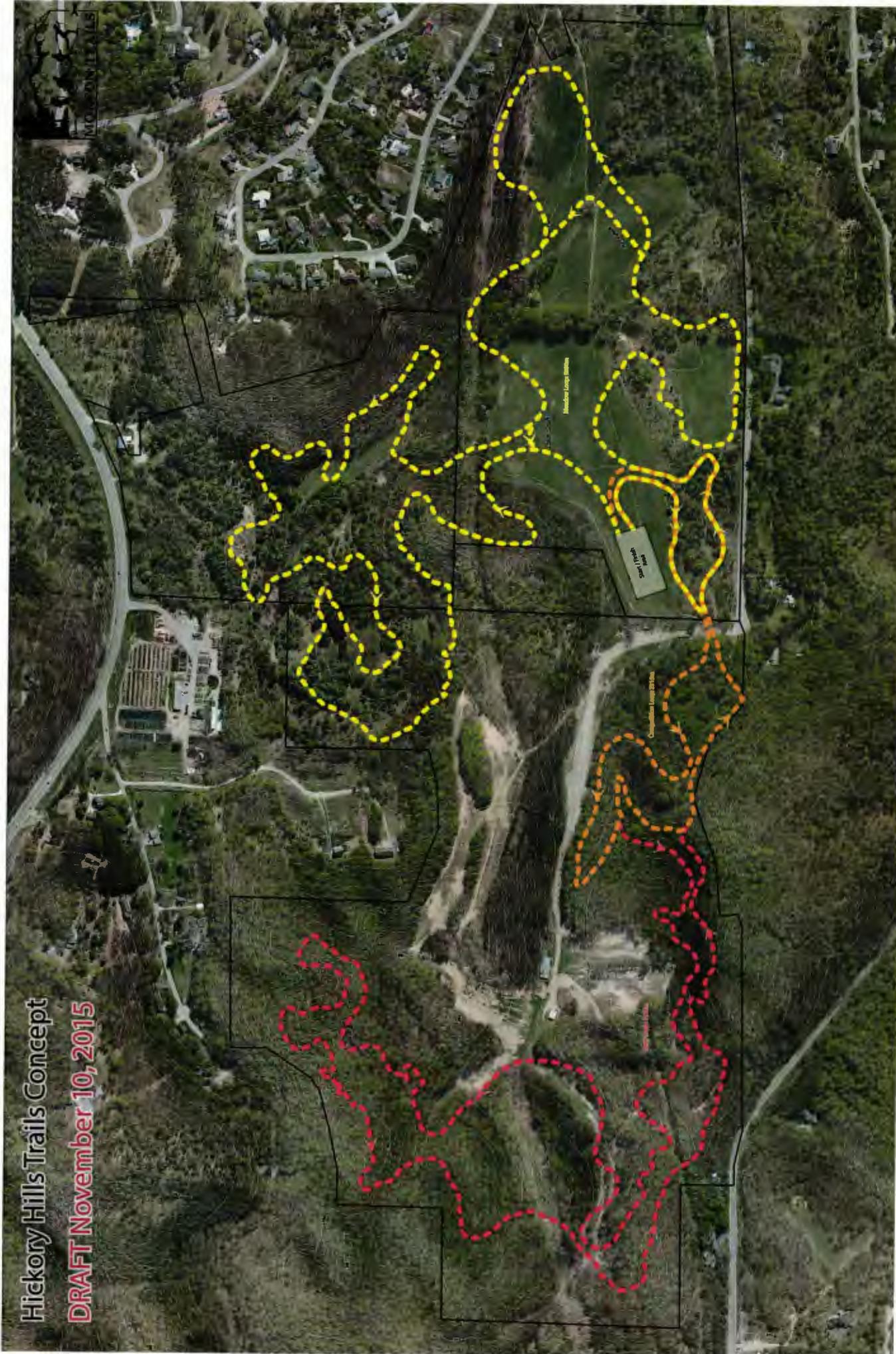


Exhibit C



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11 2016

FROM: MARTY COLBURN, CITY MANAGER

*McBeall*

SUBJECT: CONCEPTUAL PROJECT APPROVAL – BRYAN CROUGH  
MEMORIAL

Attached you will find a memo from the Traverse City Arts Commission Chairwoman Mary Bevans Gillett regarding approval of a conceptual project to honor the late Bryan Crough. As noted by Ms. Bevans Gillett, this project will be located in proximity to Radio Centre Phase 3 and is being funded by Rotary Charities of Traverse City and private donations. .

The Public Art Ordinance requires the Arts Commission to present a conceptual project to the City Commission and seek authorization of funds from the Public Arts Trust before continuing with the project. The Ordinance also requires the Arts Commission ask for approval of necessary agreements to complete the project.

Ms. Bevans Gillett will be in attendance Monday night to answer any questions the Commission may have regarding this conceptual project.

The following motion would approve the conceptual project and allow the Arts Commission to proceed with artist selection and project completion:

**that the conceptual project described in the memo from the Traverse City Arts Commission dated February 8, 2016, for a Bryan Crough Memorial in the amount of \$50,000, be approved, with \$25,000 in funds available in the Public Arts Trust Fund and the remaining being awarded by Rotary Charities of Traverse City and that the Mayor and City Clerk be authorized to execute any necessary agreements in connection with this approval as provided by**

**future action of the Traverse City Arts Commission, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/kez

k:\tcclerk\city commission\public art\bryan crough concept approval\_20160216.doc

copy:           Russell Soyring, City Planner  
                  Robert Bacigalupi, DDA Executive Director  
                  Mary Bevans Gillett, Arts Commission Chair

## MEMORANDUM

**TO:** Mayor Jim Carruthers  
City Commission, City of Traverse City

**FROM:** Traverse City Arts Commission  
Mary Bevans Gillett, Chair

**RE:** Bryan Crough Memorial

**DATE:** February 8, 2016



On behalf of the Traverse City Arts Commission, we are pleased to present our first request to the Traverse City Commission for approval of a public art project. Specifically, the Traverse City Arts Commission requests approval to proceed with the Bryan Crough Memorial – a work of innovative art to be integrated into public space adjacent to the proposed Radio Centre III development. A review of the project's concept, location and preliminary budget, per the Public Art Program Master Plan, follows. We request your approval of the plan as presented as well as approval to expend funds from the Public Art Trust Fund and to initiate the Request for Qualifications (RFQ) process.

### Concept

The Arts Commission proposes commissioning and installing a substantial work that is original, of high quality and perceived as 'deserving' as a signature piece of art for downtown Traverse City, while also memorializing Bryan Crough. Since this will be the first installation undertaken since the Arts Commission was established, it will also stand as a visible launch to Traverse City's new public art effort.

With your approval, the Traverse City Arts Commission will work with the City Manager, City Attorney and City Staff to post an RFQ seeking proposals by open invitation from artists throughout the country. The process will continue as defined in the Public Arts Program Master Plan as approved by the City Commission last November.

The following points are essential to the Traverse City Art Commission's vision for this work and will be included in RFQ communication to all prospective artists:

- Bryan was a catalyst, a connector and a community builder. We believe this work should spark the same essence of energy, creativity and engagement. It should be interactive, innovative, responsive, whimsical and would attract viewers and community to engage with it.
- The work is envisioned to be an original, modern sculpture that interprets the attributes noted through media proposed by the artist. It is not planned as a traditional bronze sculpture or rendition of Bryan Crough's likeness.
- The sculpture will be of a size that is harmonious to the surrounding environment yet substantial to serve as a signature piece for downtown and the City of Traverse City.

- The work will be installed in downtown Traverse City, integrated with the new Radio Centre III development adjacent to frequent walking, biking and auto traffic on South Park Street (see site below). This will be a highly visible location with frequent daily visitors.
- The artwork is envisioned as either a stand-alone piece installed close to a sidewalk or, potentially, installed onto the new building at street level.
- The sculpture will remain outside and uncovered in perpetuity (unless the sculpture is removed through the procedure described in the Public Art Program Master Plan). Therefore, it must be sufficiently durable to withstand exposure to Northern Michigan weather conditions.
- The sculpture will be open to the public and will not be protected by a barricade, fence, or enclosure, nor patrolled by staff or personnel. Therefore, it must be safe, strong and not vulnerable to vandalism or high maintenance.
- A small plaque will be placed near the artwork, noting the memorial and Bryan Crough's role in Traverse City. This plaque will be of similar nature to those commemorating similar memorials (i.e. Larry C. Hardy Parking Deck, Perry Hannah, Con Foster, Sarah Hardy Farmers Market).
- Implementation timeline will correlate with construction of Radio Centre III. Completion is anticipated in Spring 2017 with public dedication in June 2017.

### **Site**

The Traverse City Arts Commission recommends the Bryan Crough Memorial artwork be created for and installed permanently in public space adjacent to Radio Centre III, currently in development with Socks Construction at 113 South Park Street.

Key points:

- This site is directly across from Sorrelina restaurant and the alley between the 200 block of State and East Front Streets, and adjacent to Radio Centre II to the south, the Larry C. Hardy Parking Deck to the east, and Taproot Ciders/Radio Centre I to the north. It is just one block from West Grand Traverse Bay and steps from the Park Place and the heart of downtown Traverse City (see location and site plan, attached).
- When the Radio Centre III development is completed, the site will be in close proximity to public restrooms and a pathway to the parking deck as well as new retail, residential and office space. This will be a highly visible location with frequent daily visitors and robust walking, biking and auto traffic along South Park Street.

- The site allows integration into a new build for coordinated use of resources as well as a location that is significant to downtown and connects with Bryan. The group visualized an independent work near the sidewalk/public pathways or a piece installed onto or integrated with the new building as noted above.
- The Arts Commission considered several sites and gathered input from stakeholders, the DDA, city planning and engineering staff, public art experts and the developers. The Art Commission's public input session on 1/5/2016 also gathered community insight into art located downtown.
- Socks Construction is in support of this location and is willing to modify plans to incorporate and/or complement this artwork into privately owned portions of the development, if needed.

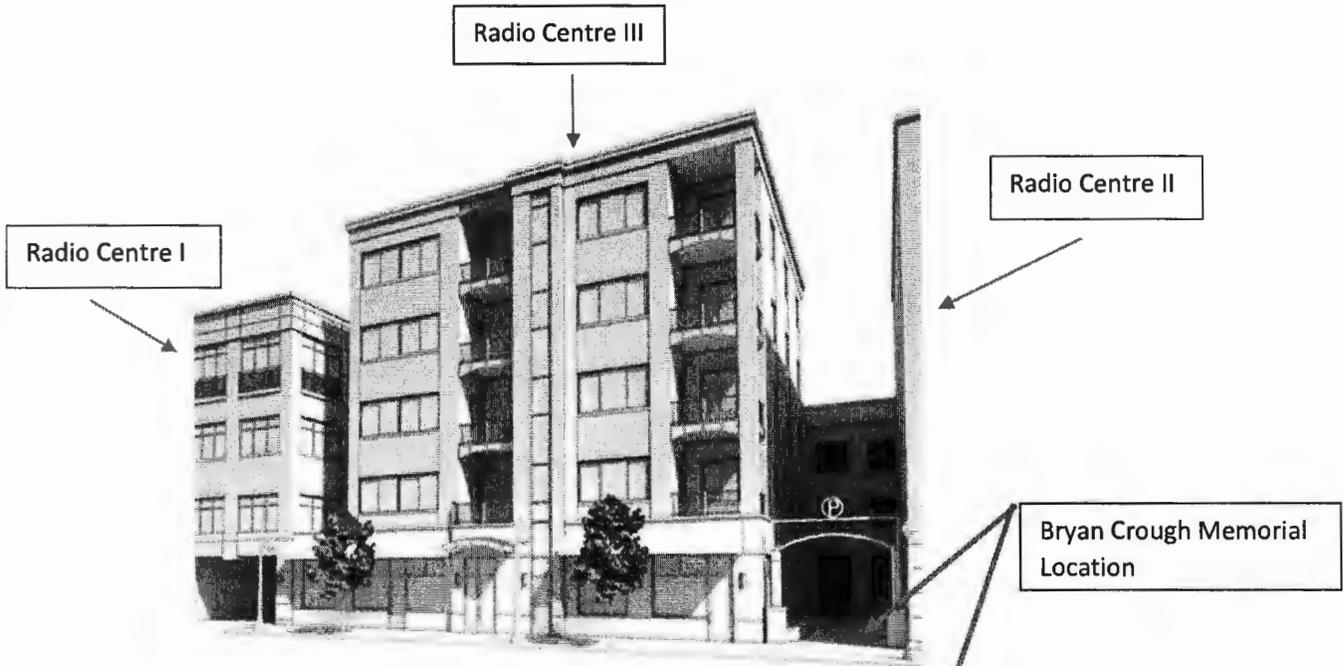
#### **Funding/Budget:**

- \$50,000 has been budgeted for this project. This includes artist fees, installation, maintenance, RFQ/proposal process, city expenses and related costs required to bring this project from proposal through completion.
- \$50,000 has been secured through private philanthropy. Rotary Charities of Traverse City committed a \$25,000 grant designated toward artwork in memory of Bryan Crough. Rotary Charities funding was matched with an additional \$25,000 in private donations. Private donation are currently being held by the DDA and will be transferred to the Art Trust Fund. Rotary Charities funds will be dispersed by June 30, 2016.
- Due to philanthropic support, no public funds are required to implement this project.

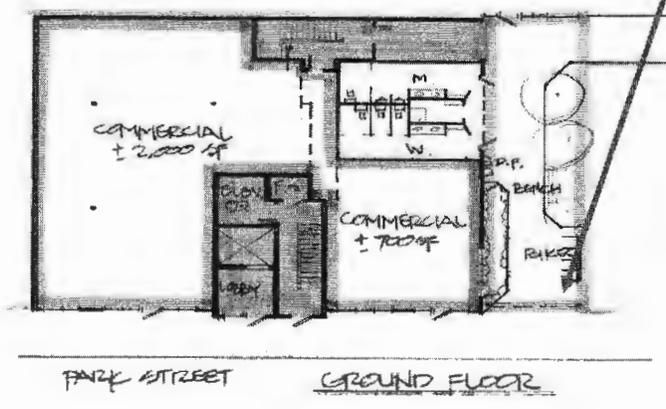
#### **Next Steps & Timeline**

With City Commission approval of this concept, site and budget, the Traverse City Arts Commission will continue implementing this project following the guidelines set forth by the Public Arts Program Master Plan. A preliminary timeline follows. Please note that dates are contingent on Radio Centre III development and construction schedules, and may need modification as the projects proceed.

- February-March 2016: City Manager, City Attorney & City Staff prepare RFQ to artists
- April-June 2016: Artist proposals reviewed by artist selection panel; finalists selected.
- July-August 2016: Finalists invited to site visit & to submit maquettes for review; panel recommends artist to the Arts Commission
- September 2016: Artist engagement and contract with the City of Traverse City
- October 2016 – May 2017: Creation and implementation of artwork
- June 2017: Installation, dedication and celebration



113 South Park Street



### RADIO CENTRE III

• SOCKS DEVELOPMENT \*\*\* ROBERT A. YVON, ARCHITECT \*\*\*



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: <sup>*mac*</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: PARKS AND RECREATION COMMISSIONER JOHN GESSNER

Attached is a memo from City Clerk Benjamin Marentette regarding the seat on the Parks and Recreation Commission held by John Gessner.

The following are sample motions:

1. To remove Mr. Gessner and have the ad hoc interview committee make a recommendation regarding appointment to the vacancy:

**that John Gessner be removed effective immediately from the unexpired three-year term held by him which expires September 1, 2018, on the Parks and Recreation Commission due to non-attendance at official meetings of the Parks and Recreation Commission; and that the ad hoc interview committee consisting of Mayor Pro Tem Richardson and Commissioners Haas and Shamroe reconvene to make a recommendation regarding appointment to the vacant seat.**

2. To establish an ad hoc committee to determine if extenuating circumstances exist regarding Mr. Gessner's non-attendance at Parks and Recreation Commission meetings:

**that an ad hoc committee of the City Commission be established to make a recommendation to the full City Commission regarding John Gessner's seat on the Parks and Recreation Commission, to determine if extenuating circumstances exist regarding Mr. Gessner's non-attendance or if he should be considered for removal from his seat; and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such committee.**

copy: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Superintendent

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# Memorandum

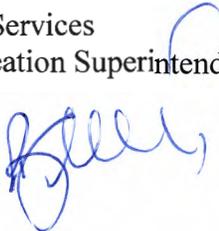
The City of Traverse City



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TO: Marty Colburn, City Manager

COPY: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Superintendent  
Katie Zeits, Deputy City Clerk

FROM: Benjamin Marentette, City Clerk 

DATE: Tuesday, February 9, 2016

SUBJECT: PARKS AND RECREATION COMMISSIONER JOHN GESSNER

Attached is an email I previously sent to John Gessner regarding his service on the Parks and Recreation Commission. As indicated in my e-mail (which was also mailed to Mr. Gessner), I respectfully informed him that he had attended just 6 out of 15 Parks and Recreation Commission meetings in 2015; in other words, Mr. Gessner has attended just 40% of the meetings in 2015. Staff has attempted to contact him regarding his ability to serve on the Parks and Recreation Commission; and we have not received a response from Mr. Gessner. Additionally, Parks and Recreation Superintendent Lauren Vaughn has indicated that Mr. Gessner has not attended any meetings in 2016.

We certainly appreciate Mr. Gessner stepping forward to serve; and as I have shared with him by email, we also appreciate that circumstances arise which make it impossible – or very difficult – to attend meetings regularly. While we also appreciate that, it's essential for the healthy function of our boards and committees that those appointed to serve regularly attend meetings.

I e-mailed Mr. Gessner requesting that he contact me; I have left him a voicemail and also mailed him my e-mail. Additionally, Parks and Recreation Division staff have contacted Mr. Gessner; and we have received no response. I informed him that if we did not receive a response, that we would be required to place an item on the City Commission's agenda for his possible removal.

The City Commission's Policy on Appointments and Committees provides that board and committee members shall attend at least 75% of meetings in a calendar year. The Policy provides that any member may be removed by "the appointing authority at its discretion." In this case, the appointing authority is the City Commission and the City Commission may remove Mr. Gessner in its sole discretion. Alternatively, the Policy also provides that the City Commission may appoint an ad hoc committee to meet with the incumbent because of non-attendance and determine "if extenuating circumstances exist or if the appointee shall be considered for removal." Due to the extent of the attendance issue and non-response we have received from Mr. Gessner, and that there are other volunteers willing to serve, I recommend that the City Commission remove Mr. Gessner and appoint someone to the seat.

An ad hoc committee of the City Commission recently convened to interview candidates for the Parks and Recreation Commission. That committee consisted of Mayor Pro Tem Richardson and

Commissioners Haas and Shamroe; they could reconvene to make a recommendation regarding appointment to the vacant seat.

The City Clerk's Office recently advertised for this board on the city's website, Facebook page, and Twitter page. As a result, there were five eligible applicants for this board:

Sabrina Newton

Kathleen Kasdorf

Jay Zelenock

Andrew White (his application was received after the ad hoc committee convened)

(Please note that William Clark previously applied – however, he has withdrawn his application.)

As always, please feel free to contact me with any questions.



Benjamin Marentette <bmarente@traversecitymi.gov>

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## Your seat on the Parks and Recreation Commission

1 message

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Benjamin Marentette <bmarente@traversecitymi.gov>

Tue, Jan 19, 2016 at 10:37 AM

To: "John A. Gessner" <johngessner@me.com>

Cc: Dave Green <dgreen@traversecitymi.gov>, Lauren Vaughn <LVaughn@traversecitymi.gov>

Hi John,

Happy new year. I hope this note finds you doing well. I'm following-up by email regarding a voice mail I left you. I respectfully send you this message.

I know City staff has reached out to you regarding your service on the Parks and Recreation Commission and your ability to attend meetings. We certainly appreciate you stepping forward to serve. We also appreciate circumstances may arise which make it impossible - or very difficult - for someone to attend meetings regularly.

While we appreciate that, it's essential for the healthy function of our boards and committees that those appointed to serve regularly attend meetings.

Because you attended 6/15 meetings, or 40%, I'm reaching out to you. The City's Policy on Appointments and Committees (see this link: <http://www.traversecitymi.gov/downloads/appointmentsandcommittees.pdf>) provides that board and committee members attend at least 75% of meetings in a calendar year; and if unable, and they wish to continue serving, they must meet with a subcommittee of the City Commission to determine if extenuating circumstances exist or if they should be considered for removal.

Please respond to me by Monday, January 25, either by telephone or email, and share if you are stepping down from this board (if so, please email me a resignation); or, please share if you wish to meet with a subcommittee of the City Commission as outlined in the above paragraph of my email. Please know that if you choose to meet with a subcommittee of the City Commission, the purpose of such committee will be featured on a published agenda with your name referenced and the matter would likely then receive media attention. I share that, respectfully, so you are aware of the landscape.

If I do not hear from you by January 25 either way, I will place this matter on the February 1 City Commission agenda.

Thank you; and our very best,

Benjamin C. Marentette, MMC  
City Clerk | City of Traverse City  
400 Boardman Ave. | Traverse City, Michigan 49684  
[bmarente@traversecitymi.gov](mailto:bmarente@traversecitymi.gov) | [www.traversecitymi.gov/city-clerk](http://www.traversecitymi.gov/city-clerk)  
O: 231.922.4480 | F: 231.922.4485

FOLLOW TRAVERSE CITY!



RECEIVED

AUG 03 2015

City of Traverse City  
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Park + Recreation Commission

Name: SABRINA NEWTON

Address: 206 N. Oak St TC MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: SDNEWTON@yahoo.com

Preferred Phone No.: 231-360-5099 Additional Phone No.: \_\_\_\_\_

Occupation: Flight Attendant (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

**While it is not required, a resume is helpful in the recruitment process for City boards and committees.**

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES  NO Did you attach the required letter outlining the items requested above?

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Signature [Handwritten Signature]

Date Aug 3, 2015

*Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

I apologize for handwriting this letter. I intended to complete application last night but lost power with our Aug 2 storm.

I am applying for a seat on the Parks & Recreation Commission as I am very impassioned with TC. I've lived downtown since 2000 + am an avid outdoor person.

My appointment could benefit the city as my job as a Flight Attendant has me traveling the world + have seen first hand what seems to work in other communities. I've lived in 4 countries, ~~also~~ Also lived in Minneapolis for 12 years, a city deeply committed to its greenspace. My greatest strength would be bringing new ideas to the table as well as being a good listener.

This would be my first involvement in the community. I have volunteered with Habitat for Humanity in Minneapolis and was the president of the Northwest Airlines ski team for 4 years (500 members) putting in well over 20 volunteer hrs weekly. I continue to organize the Delta International ski meets.

I majored in Political Science. My father is currently a MN state Representative. He also served on city council, school board + numerous other committees. I grew up in an involved household + now feel it is my turn.

I love TC, have several rental properties, read the ticker + RE daily and feel I am fairly well informed on city issues. I am excited by all the proposed developments + hope we can balance growth with green space.

City of Traverse City  
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Brown Bridge Advisory Committee. Also interested in Arts Comm. & Park & Rec.

Name: Kathleen Kasdorf

Residential Address: 512 W Seventh St Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: kathleen.kasdorf@interlochen.org

Preferred Phone No.: 970-692-9726 Additional Phone No.: 231-276-7637  
Cell: Work:

Occupation: Director of Planned Giving (fundraising) (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Kathleen Kasdorf  
Signature

11-5-2015  
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Kathleen Kasdorf  
512 W. Seventh Street  
Traverse City, MI 49684  
(970) 692-9726 (cell)  
(231) 276-7637 (work)

November 5, 2015

City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

Attached, please find my *Application to Become Involved*. It is my understanding that the City is currently seeking volunteers to serve on the Brown Bridge Advisory Committee.

My husband and I frequently visit the Brown Bridge Quiet Area and truly appreciate its trails. Its preservation and protection is something I feel strongly about, and would like to help ensure.

I currently work in Advancement at Interlochen Center for the Arts. I am a former attorney, and have always been active in the communities where I live and work. I believe that communities are strengthened through the input, time, and talent of their citizens.

My prior civic experience can be a benefit to the City. I previously served on the Sturgis Public Library Board during its transition into the Sturgis District Library. I was the Board's spokesperson appointed to explain that change and the accompanying millage proposal to the member townships. In my private law practice, I worked with several villages and townships, including serving as counsel for the Village of Burr Oak and handling zoning and ordinance violation cases for Colon and Burr Oak townships.

I am not currently involved with any Traverse City boards, and my volunteering has been limited to working with local festivals. I had hesitated to become involved until I felt that I had a good understanding of the people, businesses, history, and unique concerns of the community. After almost five years of calling Traverse City home, I believe that now is the correct time for me to share my skills, experience, and vision for our community.

Sincerely,



Kathleen Kasdorf

NOV 20 2015



**City of Traverse City  
Application to Become Involved**

*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): Parks & Recreation

Name: Jay Zelenock

Residential Address: 255 Midtown Drive, Traverse City, MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: jay@zelenocklaw.com

Preferred Phone No.: 231.929.9529 Additional Phone No.: 231.409.6000

Occupation: Attorney (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

**While it is not required, a resume is helpful in the recruitment process for City boards and committees.**

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Signature [Handwritten Signature] Date 11/19/15

*Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

Jay Zelenock  
255 Midtown Drive  
Traverse City, MI 49684

November 19, 2015

City Clerk  
400 Boardman Ave.  
Traverse City MI 49684

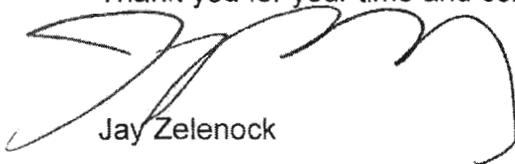
Dear Clerk:

Re: Application to Become Involved – Parks and Recreation Committee

Please find enclosed my Application to join the Parks and Recreation Committee.

I am applying to serve on this committee, because I would like to help keep our city beautiful and growing in a positive way, and I believe parks and recreational opportunities are critical resources that make Traverse City a place we all love. As a downtown resident (Midtown) and business owner (downtown law firm with 4 employees), I am deeply invested in making Traverse City the best it can be. I believe my appointment would benefit the city, because I understand the importance of parkland to the successful thriving and peace of neighborhoods and businesses. I also have significant experience in resolving conflicts, addressing property law issues and negotiating reasonable compromises between disparate points of view. I have served on the Inland Seas Education Association Board of Directors previously (past member and President), as well as a local condominium board (Portside) and will bring significant experience on land use, planning, strategic-thinking and problem-solving to the committee. I have followed Traverse City's successful downtown growth over the last 18 years and believe I know enough about new urbanism and some of the other national/local trends to contribute effectively to this committee.

Thank you for your time and consideration,



Jay Zelenock

RECEIVED

DEC 21 2015



**City of Traverse City  
Application to Become Involved**

*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Mareniette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): PARKS & RECREATION COMMITTEE

Name: ANDREW J. WHITE

Residential Address: 253 E. 10TH STREET TRAVERSE CITY, MI. 49684  
(Street) (City) (State) (Zip)

E-Mail Address: woodstructures@hotmail.com

Preferred Phone No.: 231.645.1308 Additional Phone No.: \_\_\_\_\_

Occupation: MERCHANT MARINE OFFICER (if retired please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

*While it is not required, a resume is helpful in the recruitment process for City boards and committees.*

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Andrew J. White  
Signature

DEC. 18, 2015  
Date

*Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

To the Traverse City Parks and Recreation Commission -

By way of introduction my name is Andrew White and I am writing to apply to serve on the Traverse City Parks and Recreation Commission. I have lived in Traverse City since 2001. I attended the Great Lakes Maritime Academy from 2001 through 2004, and since that time I have worked as a merchant marine officer on Great Lakes bulk carriers ("ore boats").

My particular interest in the parks and recreation committee has its origins in my academic background in environmental studies and my work in environmental education after graduating from college back in 1977. Also, I am very interested and involved in hiking, cycling, and cross-country skiing, and I often use our parks in those ways - so I could perhaps bring a helpful and different perspective to the Parks and Recreation Commission's meetings.

Working on ships on the Great Lakes has meant that I have often been away from home for extended periods of time. That has in the past made it difficult to participate in community activities, particularly those that require ongoing time commitments. Now that I am sailing on a very occasional basis (if at all, going forward) I would very much like to "give back" to the city community which has given me so much. I believe serving on the Parks and Recreation Committee would provide an opportunity in which I could both contribute and learn.

With Best Wishes -

  
Andrew J. White

## **ANDREW J. WHITE**

253 E. 10<sup>th</sup> Street Traverse City, Michigan 49684  
Phone: 231.645.1308 e-mail: woodstructures@hotmail.com

### **Maintenance and Construction Experience**

Pendle Hill, Wallingford PA

Maintenance Coordinator May 1998 – May 2001

Worked as part of a two-person team responsible for the oversight of 23 buildings situated on 19 acres. Pendle Hill is a school and conference center which is operated by the Religious Society of Friends (Quakers).

Farm and Wilderness Foundation, Plymouth Vermont

Maintenance Director May 1988 – October 1996

Farm and Wilderness is a non-profit foundation which operates six summer camps on 2000 acres of land in Vermont. Responsible for care of vehicle fleet, buildings, and equipment. Supervised maintenance crew of college-age interns.

Maple Hill Construction, Plainfield Vermont

May 1983 – May 1988

Partner in small construction firm. Renovation and new construction work. Have held Michigan Residential Builders License since 1997.

### **Maritime Experience**

#### **License:**

United States Coast Guard 2nd Assistant Engineer Diesel, 3<sup>rd</sup> Assistant Engineer Steam. STCW endorsement. Original License June 2004. Upgraded June 2006.

#### **Work Experience:**

American Steamship Company, Williamsville NY

May 2005 – January 2012

Sailed for six years as a watchstanding engineer on American Steamship Company vessels, at first as a relief engineer, from July 2005 to January 2012 as a permanent employee.

### **Education**

Great Lakes Maritime Academy - Traverse City, Michigan

Associates Degree in Maritime Engineering May, 2004

Coursework and hands-on training in pumps, electrical systems, boilers, refrigeration, hydraulics, diesel engines, and control systems.

Antioch College - Yellow Springs, Ohio

Bachelor of Arts in Environmental Studies May, 1977

## Parks & Recreation Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Margaret Szajner (Chairperson) 647 West Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) <a href="mailto:keedanlex@gmail.com">keedanlex@gmail.com</a>	08/16/10	09/01/16
Danielle Rearick 626 W. 8th St, TC, 49684 590-7476 (Res) 922-9600 (Bus) <a href="mailto:danielle@byte-productions.com">danielle@byte-productions.com</a>	09/04/12	09/01/18
William Dorrier 601 Highland Park Dr., TC, 49686 499-7058 (Res) <a href="mailto:dorrier509@yahoo.com">dorrier509@yahoo.com</a>	12/21/15	09/01/17
Brooke DiGiacomo 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) <a href="mailto:brookedigiacomo@gmail.com">brookedigiacomo@gmail.com</a>	10/07/13	09/01/17
Matthew Ross (Vice Chairperson) 625 W. Seventh St, TC, 49684 231-409-1943 (Cell) <a href="mailto:matthewross538@gmail.com">matthewross538@gmail.com</a>	05/04/15	09/01/16
<del>John Gessner</del> 702 Highland Park Dr, TC, 49686 303-909-0693 (Res) 995-7737 (Bus) <a href="mailto:johngessner@me.com">johngessner@me.com</a>	<del>08/18/14</del>	<del>09/01/18</del> <b>09/01/18</b>
Michelle Schuett City Manager Designee 516 ½ E. Front St. Apt. 6, TC, 49686 979-324-6111 (Cell) <a href="mailto:michelle.schuett@gmail.com">michelle.schuett@gmail.com</a>	12/22/15	11/13/17

All appointments are 3-year terms expiring 09/01.

This Commission consists of 7 members who are registered electors of the City. One member is the City Manager or designee, the other 6 are appointed by the City Commission.

**Purpose:** to make recommendations (advisory capacity) to the City Commission on matters

relating to the operation, development, and planning of parks, recreation and cemetery services and activities.

Meets the 1st Thursday each month at 6:30 pm in the Commission Chambers.



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 16, 2016

DATE: FEBRUARY 11, 2016

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: TRAVERSE CITY LIGHT AND POWER BOARD – EXPIRING TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding one expiring term on the Traverse City Light and Power Board, seat held by Patrick McGuire. As mentioned by Ms. Zeits, Mr. McGuire is interested in being reappointed to the board.

This is a City Commission appointment and there are currently no applications on file for this board.

The following are sample motions:

1 – to reappointment Mr. McGuire

**that Patrick McGuire be reappointed to one five-year term, expiring April 5, 2021, on the Traverse City Light and Power Board.**

2 – to establish an ad hoc interview committee

**that an ad hoc interview committee be established to make recommendation regarding one five-year term expiring April 5, 2021 on the Traverse City Light and Power Board, seat held by Patrick McGuire; and that Commissioners**

**\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

MC/kez

K:\tcclerk\city commission\appointments\TCLP\_20160216.doc

Copy: Tim Arends, TCL&P Executive Director  
Karla Myers-Beman, Controller

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Katie Zeits, Deputy City Clerk *KZ*  
DATE: Thursday, February 11, 2016  
SUBJECT: TRAVERSE CITY LIGHT AND POWER BOARD – EXPIRING TERM

There is one expiring term on the Traverse City Light and Power Board, seat held by Patrick McGuire. Mr. McGuire, who attended nineteen out of twenty meetings in 2015 and seventeen out of nineteen meetings in 2014, is seeking reappointment to the Traverse City Light and Power Board.

Appointments to the Traverse City Light and Power Board are made by the City Commission.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in two local publications. As a result, there are no applications on file for this board.

As always, please let me know if you have any questions.

Thank you!

## Traverse City Light & Power Board

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jeff Palisin (City Resident Elector) 975 Pine Ridge Dr, TC, 49686 929-6666 (Res) 499-7655 (Bus) <a href="mailto:jeffpc@normicind.com">jeffpc@normicind.com</a>	03/18/13 (Eff. 4/2/13)	04/02/18
John Taylor (City Resident Elector) 307 W 12th St, TC, 49684 922-1187 (Res) 617-532-0944 (Bus) 617-899-1769 (Cell) <a href="mailto:john.a.taylor@gmail.com">john.a.taylor@gmail.com</a>	05/03/10	04/06/20
Bob Spence (City Resident Elector) 307 W, 11th St, TC, 49684 645-4222 (Cell) 947-7824 (Bus)	05/07/12	04/03/17
Jan Geht (City Resident Elector) 715 Quail Ridge Dr, TC, 49686 205-255-1516 (Res) 941-8048 (Bus) <a href="mailto:geht@traverselaw.com">geht@traverselaw.com</a>	06/17/13	04/01/19
Patrick McGuire (City Resident Elector) 308 N. Elmwood Ave, TC, 49684 883-2087 (Cell) 995-7896 (Bus) <a href="mailto:paddymcguire@me.com">paddymcguire@me.com</a>	11/10/11	04/04/16
- <b><i>Seeking Reappointment</i></b>		
Commissioner Tim Werner (Ex Officio/Full Voting Authority) 400 Boardman Ave, TC, 49684 313-6903 (Res) <a href="mailto:twerner@traversecitymi.gov">twerner@traversecitymi.gov</a>	11/09/15	11/13/17
Commissioner Amy Shamroe (Ex Officio/Full Voting Authority) 511 Depot View #20, TC, 49686 517-930-9999 (Res) <a href="mailto:ashamroe@traversecitymi.gov">ashamroe@traversecitymi.gov</a>	11/09/15	11/13/17

Executive Director and Secretary (Tim Arends – Executive Director) - staff

Non-Commissioner Board members shall be appointed to serve terms of five (5) years from the first Monday of April. The Commission Board members shall be appointed for a two-year term bi-annually at the City Commission organizational meeting.

This Board consists of 7 members nominated and appointed by the City Commission. Unexpired term vacancies shall be filled by the Mayor with approval of the City Commission. Not less than one and no more than two of these members shall be City Commissioners selected by the City Commission and shall be ex-officio members with full voting authority.

Members must be resident elector of City, except that one member may be non-resident if he resides within current actual service area of the Department (current actual service area is defined as an address that could receive service from TCL&P; it is not required that the address is currently receiving service from TCL&P).

**Non-Commission Board Members cannot hold any other City office nor can they be an employee of the City.**

The City Manager or the City Manager's designee shall be an ex-officio member without voting authority and shall not be counted for purposes of establishing a quorum.

**Purpose:** "shall have exclusive jurisdiction, control and management of the Light and Power Department and all its operations and facilities, except as herein provided. Unless specifically allocated to the City Commission or to a City official, the Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the Light and Power system, etc., etc.," (See Charter provisions).

Creation of the Light & Power Board required by City Charter.

Meets 2nd and 4th Tuesday of each month at 5:15

TRAVERSE CITY  
LIGHT AND POWER BOARD

2/16-cc reports

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, December 8, 2015

**Board Members -**

Present: Pat McGuire, Jeff Palisin, Bob Spence, Tim Werner, John Taylor

Absent: Amy Shamroe, Jan Geht

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Tim Arends, Scott Menhart, Karla Myers-Beman, Stephanie Tvardek,  
Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

**Item 2 on the Agenda being Consent Calendar**

None.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

a. Consideration of approving minutes of the Regular Meeting of November 24, 2015.

Moved by McGuire, seconded by Palisin, that the minutes of the Regular Meeting of November 24, 2015 as presented be approved.

CARRIED unanimously. (Geht, Shamroe absent)

b. Consideration of the LaFranier/Barlow Transmission Line Upgrade Project Authorization Request.

The following individuals addressed the Board:

Tim Arends, Executive Director

Michael McGeehan, President, GRP Engineering, Inc.

Moved by McGuire, seconded by Spence, that the Board approve the LaFranier/Barlow Transmission Line Upgrade Project and directs staff to solicit construction bids and material quotes for the Board's consideration of approval.

CARRIED unanimously. (Geht, Shamroe absent)

c. Consideration of authorizing a professional services agreement with GRP Engineering, Inc. for engineering services related to the LaFranier/Barlow Transmission Line Upgrade Project.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Michael McGeehan, President, GRP Engineering, Inc.

Moved by Palisin, seconded by Spence, that the Board authorizes the Chairman and Secretary to enter into an agreement with GRP Engineering, Inc. for professional engineering and contract management services related to the LaFranier/Barlow Transmission Line Upgrade Project in the amounts of \$113,000 and \$45,000; subject to approval as to substance by the Executive Director, and as to form by General Counsel.

CARRIED unanimously. (Geht, Shamroe absent)

- d. Consideration of authorizing a construction agreement with C.C. Power, LLC for hourly rate assistance.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Blake Wilson, System Engineer  
Karla Myers-Beman, Controller

Moved by McGuire, seconded by Palisin, that the Board authorizes the Chairman and Secretary to enter into a construction agreement for electric line distribution construction services with C.C. Power, LLC in the not to exceed amount of \$100,000, billings to be based on the hourly rate provided in the bid; subject to approval as to substance by the Executive Director and approval as to form by General Counsel.

CARRIED unanimously. (Geht, Shamroe absent)

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.

None.

- b. From Staff.

1. Karla Myers-Beman reported on an emergency purchase made for the August storm.

The following individuals addressed the Board:

Tim Arends, Executive Director

2. Karla Myers-Beman presented the 2015 audit engagement letter.

The following individuals addressed the Board:

Tim Arends, Executive Director

3. Karla Myers-Beman provided an update on the PCR rate.

The following individuals addressed the Board:

Tim Arends, Executive Director

4. Jessica Wheaton provided an update regarding the Community Solar Phase II project.

The following individuals addressed the Board:

Tim Arends, Executive Director

5. Tim Arends provided a reminder to the Board regarding the Study Session scheduled for December 15, 2015.
6. Tim Arends announced a meeting regarding fiber to the premises and distributed antenna system has been scheduled for December 16, 2015 with various interested parties.

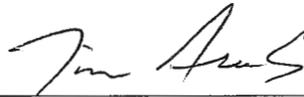
c. From Board.

1. Marty Colburn announced a conditional rezone at Aero Court will be on an upcoming agenda, a meeting has been scheduled with Costco and the Special Land Use Permit for 305 Front Street was approved at last night's City Commission Meeting.
2. Pat McGuire commended Consumers Energy for removing their substation located between Union Street and Cass Street behind Central Methodist Church.

**Item 7 on the Agenda being Public Comment**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:08 p.m.



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Tim Arends, Secretary  
LIGHT AND POWER BOARD

/st

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Study Session  
Traverse City Light and Power Board  
Held at 5:15 p.m., Training Room, Governmental Center  
Tuesday, December 15, 2015

**LIGHT AND POWER BOARD MEMBERS -**

Present: Pat McGuire, Jeff Palisin, Amy Shamroe, Tim Werner, Jan Geht,  
John Taylor

Absent: Bob Spence

**EX OFFICIO MEMBER -**

Present: Marty Colburn, City Manager

**OTHERS:** Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman,  
Pete Schimpke, Kelli Schroeder, Rod Solak, Stephanie Tvardek,  
Mark Watson, Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

**1. Introduction of new Manager of Operations and Engineering, Pete Schimpke.**

The following individuals addressed the Board:

Tim Arends, Executive Director

**2. Discussion of Advanced Metering Infrastructure (AMI).**

The following individuals addressed the Board:

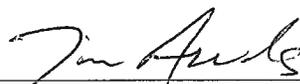
Tim Arends, Executive Director  
Alice Moy-Gonzalez, GE Energy  
Blake Wilson, System Engineer  
Marty Colburn, City Manager  
Scott Menhart, Manager of Telecom & Technology  
W. Peter Doren, General Counsel

6:44 p.m. Marty Colburn departed the meeting.

**3. Public Comment.**

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:56 p.m.



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Tim Arends, Secretary  
LIGHT AND POWER BOARD