



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
November 3, 2016

CITY COMMISSION CHAMBERS, 2nd Floor, 400 Boardman Ave.
Traverse City, Michigan 49684

Posted: 10 - 31 - 2016

Information and minutes are available from the Parks & Recreation Superintendent, D.P.S. Building, 625 Woodmere Avenue, Traverse City, MI, 49686, (231) 922-4910.

The Parks and Recreation Commission meetings are recorded. If you would like an audio copy of a particular meeting's proceedings, please contact the Parks and Recreation Superintendent Derek Melville at (231) 922-4910.

If you are planning to attend and are handicapped requiring any special assistance, please notify the Parks and Recreation Superintendent as soon as possible.

AGENDA

Chairperson Margaret Szajner Presiding

1. 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 full discussion. Such requests will be automatically respected.

- a. Consideration of minutes of the October 6, 2016, Regular Meeting.

2. NEW BUSINESS

- a. None

3. OLD BUSINESS

- a. Update on Hannah Park improvement project
- b. Update on Clancy Park improvement project

- c. Update on Lay Park and the Bryan Crough sculpture
- d. Update on Hickory Hills design, grant and fundraising process
- e. Review of Parks and Recreation Goals and Objectives and Capital Improvement Projects

4. PUBLIC COMMENT

5. COMMISSION REPORTS AND CORRESPONDENCE

- a. Superintendent's Report
- b. Schedule of Upcoming Events

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, 49684, 922-4440, 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.



MINUTES

**A REGULAR MEETING OF THE CITY PARKS AND RECREATION COMMISSION
HELD THURSDAY, OCTOBER 6, 2016 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684**

COMMISSIONERS PRESENT: Danielle Rearick, William Dorrier, Michelle Schuett,
Matthew Ross,

COMMISSIONERS ABSENT: Brook DiGiacomo, Sabrina Newton

ALSO PRESENT: Derek Melville, Lauren Vaughn, Dave Green, Sheila Dodge

Chairperson Margaret Szajner Presiding

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

- a. Consideration of minutes of the September 1, 2016, Regular Meeting.

Motion by Ross, seconded by Schuett, that the following action as recommended on the Consent Calendar portion of the Agenda be approved.

CARRIED 4 – 0

2. NEW BUSINESS

- a. Sarah U'Ren, Program Director for The Watershed Center Grand Traverse Bay gave a presentation on Rain Gardens.
- b. Superintendent Melville spoke regarding the award of a DTE Energy Foundation tree planting grant.
- c. Vice Chairperson Ross spoke regarding the changing of the names of "A" Park, "C" Park and Mini Park. Discussion ensued.

3. OLD BUSINESS

- a. Chairperson Szajner led a discussion regarding future planning possibilities for Hull Park and Bryant Park.
- b. Superintendent Melville gave an update on the Wags West – Brown Bridge Trust Fund request to the City Commission.

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Parks and Recreation Commission Regular Meeting October 6, 2016

- c. Superintendent Melville gave an update on the Hickory Hills design, grant and fundraising process.
- d. Superintendent Melville gave an update on the renaming of Triangle Park to Jupiter Gardens.
- e. Vice Chairperson Ross spoke regarding the Lay Park installation/selection of the Bryan Crough sculpture.

4. PUBLIC COMMENT

None

5. COMMISSION REPORTS AND CORRESPONDENCE

Commissioner Dorrier spoke regarding the strategic plan for Parks and Recreation.

Chairperson Szajner reiterated that Parks and Recreation Commission functions as an advisory board.

- a. Superintendent's Report
- b. Schedule of Upcoming Events

There being no objection, Chairperson Szajner declared the meeting adjourned at 7:47 p.m.

Parks and Recreation Commission approved _____ - _____ on November 3, 2016.

Derek Melville
Parks and Recreation Superintendent

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 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.

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Derek Melville, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: October 27, 2016

As discussed at the October Parks and Recreation meeting we will put a seasonal hold on reviewing individual parks for future planning purposes. In place of that discussion, this month we will review the Goals and Objectives of the Parks and Recreation Plan and review progress made and areas of improvement. Included with the agenda packet are the goals and objectives within the plan and also a list of 2016/2017 capital improvement project descriptions.

Stump removal and tree planting for the season are both scheduled for the next two weeks. In total, 94 stumps are slated to be removed and 84 trees are to be planted, which brings our total for the year to 147 trees.

On November 2 I am presenting the current Hickory Hills site plan to the Joint Recreational Authority for their review. Last week we presented our plan to the Hickory Meadows Advisory Committee and they indicated they were open for future discussions on the site plan with regard to a cooperative infrastructure agreement.

Looking forward to seeing you all at our meeting on November 3, 2016 at 6:30pm. Please let me know if you are not able to attend.

TO: Park and Recreation Commissioners
FROM: Derek Melville, Parks and Recreation Superintendent 
DATE: October 27, 2016

SCHEDULE OF UPCOMING EVENTS

November 1, 2016 – Stump grinding to begin

November 3, 2016 – Regular Meeting – 6:30 p.m.

December 1, 2016 – Regular Meeting – 6:30 p.m.

December 16, 2016 – Opening Date for Hickory Hills (moved up 1 week)