



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
January 7, 2016

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

Posted: 1 - 4 - 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 Lauren Vaughn 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 December 3, 2015 Regular Meeting and the December 15, 2015 Joint Parks and Recreation Commission and Planning Commission Study Session.

2. NEW BUSINESS

- a. Review of Tree City USA Application Summary
- b. Discussion of park and other City owned park-like properties and planning steps for park improvements.

3. **OLD BUSINESS**

- a. Discussion of capital improvement projects for the 2016/17 budget cycle
- b. Update on Clinch Park repairs
- c. Update on draft Parks and Recreation Plan

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, DECEMBER 3, 2015 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684

COMMISSIONERS PRESENT: Danielle Rearick, Brook DiGiacomo, Gary Howe, Margaret Szajner, Matthew Ross

COMMISSIONERS ABSENT: John Gessner, Vacant (1)

ALSO PRESENT: Lauren Vaughn

Chairperson Margaret Szajner Presiding

1. **ITEM ON THE AGENDA BEING CONSENT CALENDAR**

- a. Consideration of minutes of the November 5, 2015 Regular Meeting and the November 12, 2015 Recreation Plan Public Input Session.

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

CARRIED 5 – 0

2. **NEW BUSINESS**

- a. Superintendent Vaughn spoke regarding capital improvement projects for 2016/2017. Discussion ensued.

3. **OLD BUSINESS**

- a. Superintendent Vaughn, Chairperson Szajner and Commission Howe spoke regarding the November 12, 2015 public input session for the Recreation Plan.

PUBLIC COMMENT

None

- b. Superintendent Vaughn spoke regarding the bid process and repairs to Clinch Park.

PUBLIC COMMENT

None

- c. Chairperson Szajner spoke regarding a representative position on the Arts Commission.

PUBLIC COMMENT

None

Motion by Howe, seconded by Rearick to appoint Commissioner DiGiacomo as the Parks and Recreation Commission representative to the Arts Commission.

CARRIED 5 - 0

PUBLIC COMMENT

None

4. PUBLIC COMMENT

Commissioner Howe spoke and stated he will be stepping down from the Parks and Recreation Commission this month.

Superintendent Vaughn discussed the possibility of a joint Parks and Recreation Commission/Planning Commission meeting December 15, 2015.

Superintendent Vaughn spoke regarding Rotary Charities and fund raising for Hickory Hills.

5. COMMISSION REPORTS AND CORRESPONDENCE

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

There being no objection, Chairperson Szajner declared the meeting adjourned at 7:11 p.m.

Parks and Recreation Commission approved: _____ - _____ on January 3, 2015

Lauren A. Vaughn
Parks and Recreation Superintendent

MINUTES
TRAVERSE CITY PLANNING COMMISSION AND
PARKS AND RECREATION COMMISSION
JOINT STUDY SESSION

TUESDAY, December 15, 2015
6:30 P.M.

COMMISSION CHAMBERS
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

1. CALL MEETING TO ORDER- Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. ROLL CALL

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe (arrived at 6:50 p.m.), Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Janice Warren (arrived at 6:39 p.m.), and Camille Weatherholt

ABSENT: None.

STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

Mr. Vaughn called roll for the Parks and Recreation Commission.

PRESENT: Commissioners Brooke DiGiacomo, Gary Howe (arrived at 6:50 p.m.), Matthew Ross, Danielle Rearick and Chairperson Margaret Szajner

ABESNT: Commissioner John Gessner

STAFF: Lauren Vaughn, Parks and Recreation Superintendent

3. ANNOUNCEMENTS- None.

4. DRAFT PARKS AND RECREATION 5-YEAR PLAN (DISCUSSION)

Mr. Vaughn gave an overview of the schedule for the update to the Parks and Recreation 5-Year plan.

Mr. Vaughn distributed the draft Goals and Objectives section and briefly summarized them.

Commission discussion.

Mr. Vaughn explained the approval process of the Parks and Recreation 5-Year Plan.

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION
JOINT MEETING MINUTES
DECEMBER 15, 2015
Page 2**

Commissioner Warren arrived at 6:39 p.m.

Commission discussion regarding possible expansion of Parks and Recreation programs took place. Demand for services estimates and park use metrics were discussed as data that may be useful. Additional discussion regarding the goals and objectives included within the draft Parks and Recreation 5-Year Plan were discussed.

Commissioner Howe arrived at 6:50 p.m.

Commission discussion included lack of available funds for park improvements. The Brown Bridge Trust Fund is now an avenue for improvements but requires a 50:50 match. Commission discussion regarding prioritizing neighborhood park improvements and a discussion regarding how particular parks are identified for improvements over others. Discussion regarding park planning and design took place and the need for "park plans" that have had public engagement/input for each park within the city.

Commission discussion regarding parking lot "parks" like Lot B (the Farmer's Market) and the parking lot next to the post office took place. The idea of possibly selling parkland and possibly acquiring parkland in underserved areas was discussed.

5. HICKORY HILLS MASTER PLAN (DISCUSSION)

Mr. Vaughn stated that the Hickory Hills Master Plan was presented to the City Commission on June 2, 2014. He summarized the year-round use plans for the park. The plan includes the designs of the proposed summer and winter activities. There is a Hickory Hills Advisory Committee that includes members from Preserve Hickory, Grand Traverse Ski Club, the City of Traverse City, Garfield Township and various other organizations.

Preserve Hickory is the fundraising group for improvements to Hickory Hills and they have raised \$375,000 to date toward the \$1.5 million match to acquire the \$1.5 million Brown Bridge Trust Funds monies.

Discussion regarding a business plan for Hickory Hills would be beneficial to outline the ongoing long-term maintenance costs. Likely with the improvements and expansion to a year-round facility, staffing levels would need to increase.

It was discussed that a joint meeting of both Commissions should occur once or twice a year to continue to discuss park planning.

6. PUBLIC COMMENT- None.

7. ADJOURNMENT- The meeting was adjourned at 7:29 p.m.

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION
JOINT MEETING MINUTES
DECEMBER 15, 2015
Page 3**

Respectfully submitted,

Date: _____

Jan Warren, Planning Commission Secretary

Memorandum

The City of Traverse City



TO: Martin Colburn, City Manager
FROM: Lauren Vaughn, Parks and Recreation Sup't.
RE: Tree City USA Application
DATE: December 21, 2015

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

Today, I submitted the 2015 Tree City USA application to the Arbor Day Foundation, who submits it to Kevin Sayers, the State Forester, for his review and approval. The application is for the fiscal year 2014-2015. If approved, this will be the 27th consecutive year that Traverse City is designated as a Tree City USA. The designation is based on four standards of:

- A department or board that administers the urban forestry program for the city. (Parks and Recreation Division)
- An adopted community tree ordinance. (Adopted 1986 and 2003, revised most recently in 2013)
- A community forestry program with an annual budget of at least \$2.00 per capita. (This year, ours was \$11.66 per capita.)
- An Arbor Day proclamation and a public tree planting observance. (April 2015 proclamation and May 7, 2015 tree planting at Central Grade School with four second grade classes, planting four Linden trees on West Eighth Street along school property.)

I have attached a copy of the application information and the detailed budget figures. If you have any questions, please let me know.

Traverse City

2015 APPLICATION INFORMATION

Status : In Progress

Community Name: Traverse City

Community Website: <http://www.traversecitymi.gov>

Mayor or Equivalent:

Martin Colburn
400 Boardman Ave.

Traverse City, MI 49684

City Forestry Contact:

Lauren Vaughn
625 Woodmere Av.

Traverse City, MI 49686

231-922-4910-114

lvaughn@traversecitymi.gov

Portal Login Contact:

Lauren Vaughn
625 Woodmere Ave.

Traverse City, MI 49686

231-922-4910-114

lvaughn@traversecitymi.gov

Standard 1 - A Tree Board or Department

Community Type: Community has a Department Chair or City Manager/Official

Frequency of Meetings:

Dept. Chair/City Manager:

Lauren Vaughn

625 Woodmere Av.

Traverse City, MI 49686

Standard 2 - A Community Tree Ordinance

Date ordinance established: 5/1/2003

Ordinance verified: Ordinance has been verified

Standard 3 - A Community Forestry Program with an Annual Budget of at least \$2 Per Capita

Community population: 15018

Tree Planting and Initial Care: \$26,482.35

Tree Maintenance: \$59,034.51

Tree Removals: \$44,311.79

Management: \$45,251.48

Utility Line Clearance: \$0.00

Volunteer Time: \$0.00

Other: \$0.00

Other description:

Total community forestry expenditure: \$175,080.13

Per Capita: \$11.66

Trees Planted: 173

Trees Pruned: 381

Trees Removed: 128

Standard 4 - An Arbor Day Observance and Proclamation

Date observance was held: 5/7/2015

Proclamation and Supplemental Documentation have been uploaded.

Signature Form

Signature form is complete

CLANCY PARK

Clancy Park is located in Orchard Heights Plat. The park was labeled as "Clancy Park" in the plat, which was approved by the City Planning Commission on May 5, 1947, approved by the City Commission on May 5, 1947, and recorded by the Grand Traverse County Register of Deeds on May 8, 1947. There is no reference to dedicating the park specifically to public use, although the streets and easements are dedicated to the use of the Public. Peter L. And Edna B. Clancy were the mentioned individuals who caused the land to be surveyed and platted. Presumably the park was named after them or a family member.

LAY PARK

DEDICATION: Express

HISTORY: Lay Park is named in honor of A. Tracy Lay, partner of Perry Hannah and co-founder of Traverse City. Lay's two daughters, Mrs. R. Floyd Clinch and Mrs. Charles McCauley, both of Chicago, donated the land to the City in a transaction with Pere Marquette Railway Company. R. Floyd Clinch, executive officer of Hannah and Lay Company and son-in-law of A. Tracy Lay, arranged to convey title of land owned by Pere Marquette Railway Company to the City of Traverse City for park purposes in 1929. The land is the approximate site of the old Pere Marquette Depot. The Quit Claim Deed was received from Pere Marquette Railway to the City of Traverse City on September 23, 1930. A Resolution was passed by the City Commission on October 20, 1930:

"Whereas, the Daughters of A. Tracy Lay have generously donated and dedicated to the City of Traverse City a parcel of land facing on Union Street at the site of the former depot grounds of Pere Marquette Railway Company for use of the City as a public park.

Resolved by the City Commission that said park be named and hereafter designated as Lay Park, in honor of Honorable A. Tracy Lay, one of the founders of this City." Resolution adopted.

LEGAL DESCRIPTION:

"All that certain piece or parcel of land situated in the City of Traverse City, County of Grand Traverse, and State of Michigan, known and described as follows: Beginning at the point of intersection of a line parallel with the south line of Lake Avenue of Hannah, Lay & Company's First Addition and distant sixty-six feet (66") northerly at right angles therefrom, with a line parallel with the west line of Union Street and distant sixty-six feet (66') easterly at right angles therefrom; thence South sixty-eight degrees thirty minutes (68 deg. 30 min.) East parallel with the south line of Lake Avenue, one hundred seventy-one feet (171') to a point in the Westerly line of a parcel of land conveyed by the party of the first part herein to Traverse City Iron Works by deed dated December 15, 1929; thence northerly on and along said westerly property line and at right angles to the last described course to a point distant thirty feet (30') southerly, measured at right angles from the center line of the first party's main railroad track as the same is now located, said point being at the northwest corner of the aforesaid parcel of land conveyed to the Traverse City Iron Works; thence Westerly parallel with Lake Avenue, to a point in a line parallel with and distant sixty-six feet (66')

Easterly, measured at right angles, from the west line of Union Street thence Southerly along said parallel line to the place of beginning.”

SOURCE OF DEED:

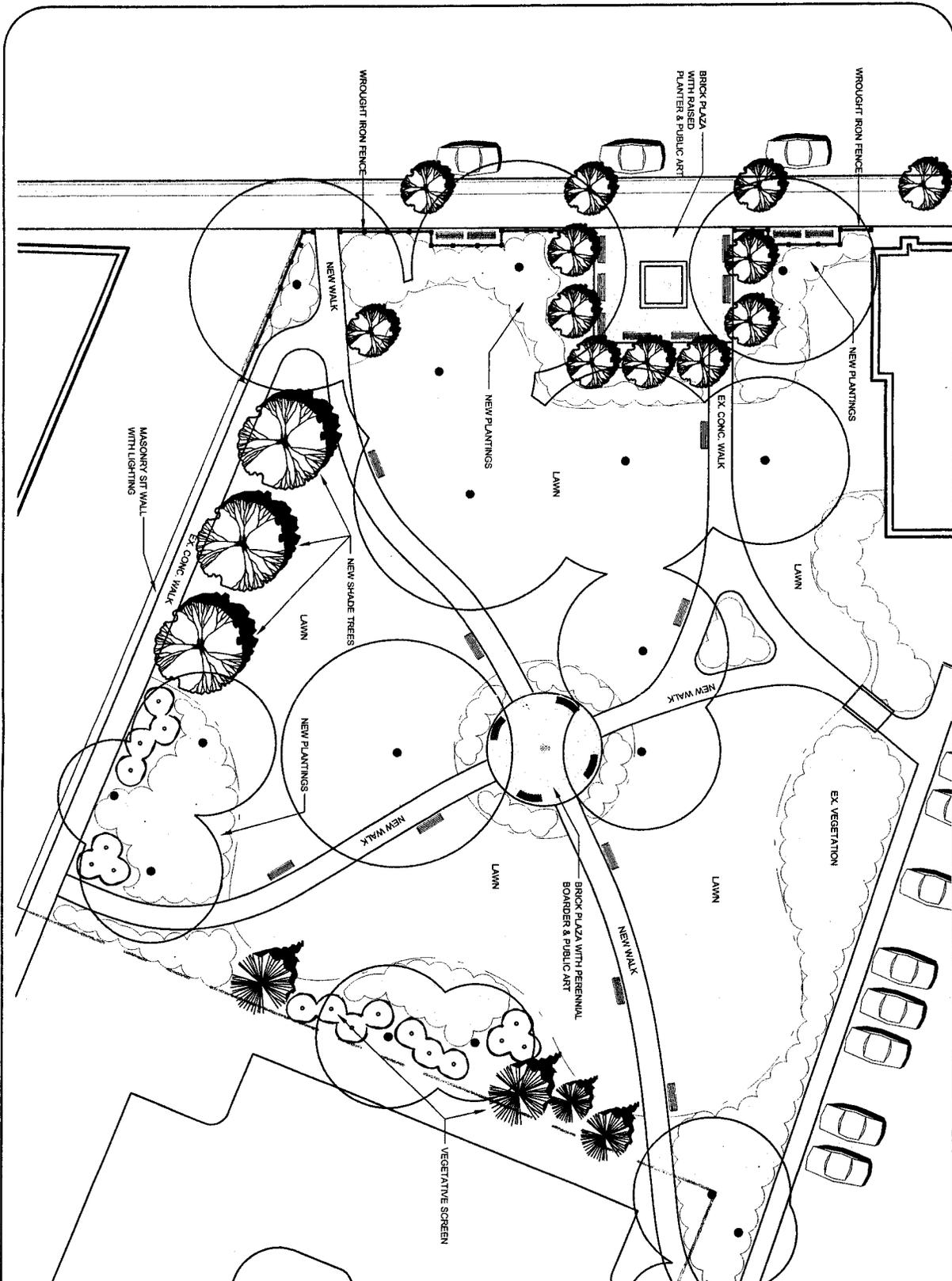
Quit Claim Deed Liber126 Page28
Pere Marquette Railway Co. to City of Traverse City
Consideration: One Dollar
September 23, 1930 (signed)

SPECIAL NOTE:

Reversionary Clause:

Premises shall be used solely for municipal park purposes... and “in the event that the use of the above described parcel of land shall ever be discontinued and the same abandoned for municipal park purposes, then the said parcel of land and all rights therein or thereon herein conveyed shall immediately revert to the Grantor herein, its successors and assigns...”

NAME: Lay Park: A Resolution was passed by the City Commission on October 20, 1930: “Resolved by City Commission that said park be named and hereafter designated as Lay Park, in honor of Honorable A. Tracy Lay, one of the founders of this City.” Resolution adopted.



Project	LAY PARK
Date	5-12-06
Scale	XXXXXXX
Sheet No.	1 of 10

No.	Revised/Trans.	Date



LAY PARK
CITY OF TRAVERSE CITY
MASTER PLAN



The City of Traverse City
 PLANNING DEPARTMENT
 400 Superior Avenue
 Traverse City, Michigan
 49684



City of

TRAVERSE CITY

Six Year Capital Improvement Program

Fund: Brown Bridge Maintenance Fund

Project Name: Historic Brown's Bridge (West-End)

847

Project Description: Most people don't know that in 1869 William Walter Brown purchased 80 acres from the state of Michigan for \$50. Soon thereafter Mr. Brown and his neighbors constructed a bridge across the Boardman that became one of the area's first State Roads. The site was also home to an inn called the "Half-Way House" because of its mid-point position between Grand Rapids and the Straits. Today there is great interest in constructing a foot bridge at the original site of the historic Brown's Bridge. Not only would the bridge provide a critical recreational trail connection across the Boardman River but it will also serve as an important bridge to the past.

Fiscal Years: Start: 15/16 End: 17/18

Est. Total Cost: \$160,000

Submitter: Larry LaCross

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: Brown Bridge Maintenance Fund

Engineering/Design: \$0

Department: Not Specified

Construction: \$160,000

Annual Maint. Cost: \$0

Funding Sources: Brown Bridge Trust Parks Improvement Fund - \$80,000
Private - \$80,000

Project Name: Upper Trail Connector Bridge (East-end)

51

Project Description: This proposed pedestrian bridge over the Boardman River is located at the site of a former bridge that was constructed by the Boy Scouts in the 70's near the outlet of Grasshopper Creek. Highwater and the lack of maintenance caused the bridge to fail and it was removed in the 80's. Recently a riverfront property owner donated a bridge that can be used at the site. This bridge combined with the Historic Brown's Bridge (West-end) will provided a 9'-mile loop trail. Work items: Abutment design, site plan development, state and local permits, and installation.

Fiscal Years: Start: 14/15 End: 15/16

Est. Total Cost: \$45,000

Submitter: Larry LaCross

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: Brown Bridge Maintenance Fund

Engineering/Design: \$0

Department: Not Specified

Construction: \$45,000

Annual Maint. Cost: \$0

Funding Sources: Private - \$7,500
Brown Bridge Trust Parks Improvement Fund - \$20,000
Federal / State Grant - \$17,500

Fund: Brown Bridge Trust Parks Improvement Fund

Parks & Rec.

Project Name: Clancy Park Improvements - Phase 1 and Phase 2 (+Grant +BBTF +Private)

538



City of

TRAVERSE CITY

Six Year Capital Improvement Program

Project Description:

PHASE 1- This project will include installation of accessible walking trails in the park with connector trails to park facilities. A large number of mature ash trees were removed in 2012 due to the Emerald Ash Borer beetle. These trees were replaced through a DNR / USDA Grant in the fall of 2012. The neighborhood group is excited about these projects and has helped with labor and in raising money. In the springs of 2013 and 2014, neighbors along with Eastern Elementary and TC Central High School students and the Friendly Garden Club planted shrubs, small tree species, and perennials in the park's natural area.

PHASE 2- Includes replacement of old play equipment with "natural" and traditional playscape pieces that meet current safety and accessibility standards. Plans were created by Dave Weston for various park improvements that were used in a DNR grant application. The neighborhood has raised about \$2,000.00 toward the cost of the cash match for the grant application. 2014 Grant application was not funded. City plans to re-apply in 2015 with an expanded project.

Project approved by Planning Commission for consistency with Master Plan on 4/1/14.

Funding may include:

General Fund	\$33,000.00 (already allocated in 2014/15)
Private Funding	\$ 2,000.00
Federal/State Grant	\$50,000.00
Brown Bridge Trust Fund	\$52,000.00

TOTAL \$137,000.00

Fiscal Years: Start: 14/15 End: 15/16

Est. Total Cost: **\$137,000**

Submitter: Lauren Vaughn

Study: \$0

Priority: Imperitive (must do):

Land Acquisition/ROW: \$0

Fund: Brown Bridge Trust Parks Improvement

Engineering/Design: \$5,000

Department: Fund

Construction: \$132,000

Parks & Rec.

Annual Maint. Cost: \$1,000

Funding Sources:

General Fund - \$33,000

Private - \$2,000

Federal / State Grant - \$50,000

Parks & Rec.

Project Name: **Hannah Park improvements (+Private +BBTF)**

3

Project Description: This project would pave or use limestone fines to produce a durable six foot wide path where an informal dirt trail currently exists. The path would run the entire length of Hannah Park from Union to Wadsworth Streets. If amended, partial funding could be derived from the TIF II Fund - would need to check before adding TIF\$. Decorative lights will replace barn style lights. Two track dirt roads will be replaced with turf and grass pavement system. To allow the grass pavers to function efficiently, an irrigation system should also be installed park wide to improve turf quality and reduce erosion.

Prior to final plans for the park improvements, Central neighborhood input will be sought on the proposed improvement components.

In addition, the following historical improvement is also included.

Perry Hannah Plaza - scope of work includes designing a small sitting plaza with a statue of Perry Hannah as a centerpiece in Hannah Park at the corner of Sixth and Union Streets. Perry Hannah is Traverse City's founding father and all the proceeds from book sales from a recently written book entitled Perry Hannah's Gifts - Then and Now will go directly to funding the statue and plaza.



Six Year Capital Improvement Program

Fiscal Years: Start: 15/16 End: 15/16

Submitter: Lauren Vaughn
Priority: Imperitive (must do):
Fund: Brown Bridge Trust Parks Improvement
Department: Fund
Parks & Rec.

Est. Total Cost: **\$155,000**
Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$5,000
Construction: \$150,000
Annual Maint. Cost: \$2,000
Funding Sources: Brown Bridge Trust Parks Improvement Fund - \$75,000
Private - \$80,000

Parks & Rec.

Project Name: **Hickory Hills Lodge Replacement (+Grant +Private +General)**

28

Project Description: The current lodge does not meet current standard for accessibility along with outdated facilities of every type. Remodeling of the current lodge is not a viable option. Two possible locations have been identified in the Hickory Hills Master plan completed in 2014. A joint City and Community effort will be needed to make this happen. We will be able to offer the facility for rent for various events throughout the year to bring in revenue to offset some of the costs. Large scale donations in addition to any the Grand Traverse Ski Club can provide and searching for grant funding will be necessary to make this happen. This structure will also be able to service the proposed tubing park.

Possible funding sources are:

General Fund \$50,000.00
Federal/State Grant \$100,000.00
Private Funding \$1,150,000.00
Brown Bridge Trust \$250,000.00
Local/Foundation Grant \$250,000.00

TOTAL \$1,800,000.00

When the lodge is constructed, there will be several other projects that will need to coincide with the construction. These include roads, parking, two lifts, additional snowmaking capability, and utilities.

Fiscal Years: Start: 17/18 End: 17/18
Submitter: Lauren Vaughn
Priority: Essential (should do):
Fund: Brown Bridge Trust Parks Improvement
Department: Fund
Parks & Rec.

Est. Total Cost: **\$1,800,000**
Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$50,000
Construction: \$1,750,000
Annual Maint. Cost: \$5,000
Funding Sources: General Fund - \$50,000
Federal / State Grant - \$100,000
Private - \$1,150,000

Parks & Rec.

Project Name: **Hickory Hills Master Plan Improvements (+General +Private +Grant)**

929



City of

TRAVERSE CITY

Six Year Capital Improvement Program

Project Description: This project includes items necessary to construction of a new lodge. They include, utilities, roads, parking, 2 ski lifts, ski terrain expansion and lighting, and snowmaking system additions.

This project will require a multi-faceted funding approach. This could likely require:

Brown Bridge Trust Fund	\$300,000.00
General Fund	\$50,000.00
Private Funding	\$450,000.00
Local / Foundation Grant	\$200,000.00

TOTAL \$1,000,000.00

Fiscal Years: Start: 17/18 End: 17/18

Submitter: Lauren Vaughn
Priority: Essential (should do):
Fund: Brown Bridge Trust Parks Improvement
Department: Fund
Parks & Rec.

Est. Total Cost: **\$1,000,000**

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$50,000
Construction: \$950,000
Annual Maint. Cost: \$3,000

Funding Sources:
Brown Bridge Trust Parks Improvement Fund - \$300,000
General Fund - \$50,000
Private - \$450,000

Parks & Rec.

Project Name: Lay Park Improvements (+Private +L&P)

33

Project Description: Upgrades to Lay Park which will include following: Brick plazas with raised planters. Masonry seat wall along southern border of park (145 l.f.). Concrete sidewalks (393 l.f. 7' wide). Wrought iron fence along Union Street (100 l.f.). Site furniture, 19 benches, 4 trash receptacles., bike racks, drinking fountain. Landscaping, lighting, (15 wall lights, 10 up-lights, 1 light standard). The Central Neighborhood Group has suggested a small band shell in a back corner of the park for small downtown concerts and events. Outdoor table tennis has also been suggested. Light and Power at one time had offered to provide some financial assistance to this project. Would have to be explored again. TIF 2 money may also come in to play for a portion of this project.

Fiscal Years: Start: 17/18 End: 17/18

Submitter: Lauren Vaughn
Priority: Important (could do):
Fund: Brown Bridge Trust Parks Improvement
Department: Fund
Parks & Rec.

Est. Total Cost: **\$130,000**

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$5,000
Construction: \$125,000
Annual Maint. Cost: \$2,000

Funding Sources:
Brown Bridge Trust Parks Improvement Fund - \$65,000
Private - \$30,000
Light & Power - \$35,000

Parks & Rec.

Project Name: Rose and Boyd Park (Triangle Park) (+Private +Grant + BBTF)

543



City of

TRAVERSE CITY

Six Year Capital Improvement Program

Project Description: The North Traverse Heights neighborhood group and other interested individuals have expressed an interest in seeing improvements to this park to include: a small sitting shelter, sidewalks, native/edible gardens, water and bike repair stations, natural playscape items, benches and general landscaping improvements including irrigation. Members of the group also plan on helping to seek funding for the project.

Probable funding sources:

Brown Bridge Trust Fund \$28,500.00
 Private Funding \$ 8,500.00
 Local / Foundation Grant \$10,000.00
 Federal / State Grant \$10,000.00

TOTAL \$57,000.00

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: \$57,000

Submitter: Lauren Vaughn

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: Brown Bridge Trust Parks Improvement

Engineering/Design: \$1,000

Department: Fund

Construction: \$56,000

Parks & Rec.

Annual Maint. Cost: \$500

Funding Sources:

Brown Bridge Trust Parks Improvement Fund - \$28,500

Private - \$8,500

Local / Foundation Grant - \$10,000

Parks & Rec.

Project Name: Senior Citizen Park Improvements (+Grant +Private)

926

Project Description: These improvements would include an adult "playground" with components designed to help the Senior population with strength, balance, and mobility and a path connecting these features. A sidewalk would lead to the beach from the parking area on the west side of the building. From there an accessible beach access path would be added to near the water's edge.

Irrigation would also be added at the same time to improve the overall looks of the park. Only hoses and sprinklers are available at this time.

Fiscal Years: Start: 16/17 End: 16/17

Est. Total Cost: \$50,000

Submitter: Lauren Vaughn

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: Brown Bridge Trust Parks Improvement

Engineering/Design: \$0

Department: Fund

Construction: \$50,000

Parks & Rec.

Annual Maint. Cost: \$500

Funding Sources:

Brown Bridge Trust Parks Improvement Fund - \$25,000

Local / Foundation Grant - \$15,000

Private - \$10,000

Parks & Rec.

Project Name: Sunset Park Improvements (+Grant +Private + BBTF)

927



City of

TRAVERSE CITY

Six Year Capital Improvement Program

Project Description:

The improvements to Sunset Parks would include: a small picnic pavilion with restrooms, a new playground, fitness stations, a walking path, landscaping and retaining wall at the sand/grass interface and a drinking fountain/water bottle filling station.

Funding sources could include:

Brown Bridge Trust Fund	\$90,000.00
Local / Foundation Grant	\$25,000.00
Federal / State Grant	\$35,000.00
Private Funding	\$30,000.00

TOTAL \$180,000.00

Fiscal Years: Start: 16/17 End: 16/17

Submitter: Lauren Vaughn
Priority: Essential (should do):
Fund: Brown Bridge Trust Parks Improvement
Department: Fund
Parks & Rec.

Est. Total Cost: \$180,000

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$5,000
Construction: \$175,000
Annual Maint. Cost: \$1,000

Funding Sources:
Brown Bridge Trust Parks Improvement Fund - \$90,000
Local / Foundation Grant - \$25,000
Federal / State Grant - \$35,000

Fund: General

Cemetery

Project Name: Oakwood Cemetery: Construct New Maintenance Facility

45

Project Description:

We are currently storing equipment in various City buildings including an old shed and garage at the site of the long demolished Cemetery office next to Fire Station Number 2 on 8th St. Both of these buildings are very old, not in the best of shape and should be razed. Locating the maintenance facility near the office offers a more efficient and safer location in the cemetery. We currently have to drive the backhoe and trucks with trailers across busy 8th St. daily. Now that the City has entered into an agreement to maintain and administer the Oakwood Catholic cemetery in exchange for a cash payment and using their office, the City does not need to construct a new office at this time. The money set aside for the office could now be used to construct the maintenance facility and necessary infrastructure to get to the facility. The money is already in place from sale of a small piece of cemetery property to Munsn Healthcare after voter approval, and from transfer from a cancelled Cemetery waterline project.

In the fall of 2014, the design process began and construction documents will be ready to bid the project during the winter of 2014-15. Construction hopefully will begin during the summer of 2015.

This project was approved by the Planning Commission for consistency with Master Plan on 10/7/14.

Fiscal Years: Start: 14/15 End: 14/15

Submitter: Lauren Vaughn
Priority: Essential (should do):
Fund: General
Department: Cemetery

Est. Total Cost: \$154,270

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$24,000
Construction: \$130,270
Annual Maint. Cost: \$1,500

Funding Sources: General Fund - \$154,270



Parks & Rec.

Project Name: Ashton Park Playground

306

Project Description: Replace existing play equipment with small structure designed for younger children. Larger play structure for older children is available at Willow Hill Elementary School. The new equipment would meet current safety and ADA accessibility standards. There is interest on the part of some neighbors to assist with the cost. The Slabtown Neighborhood Group would be contacted for input on the project.

Fiscal Years: Start: 16/17 End: 16/17

Est. Total Cost: \$15,000

Submitter: Lauren Vaughn
Priority: Essential (should do):
Fund: General
Department: Parks & Rec.

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$15,000
Annual Maint. Cost: \$200
Funding Sources: General Fund - \$12,000
Private - \$3,000

Parks & Rec.

Project Name: Boon Street Park Playground Improvements

539

Project Description: This neighborhood park has a mixture of twenty-five year old and older pieces of play equipment. The slide might be worth keeping but the swings and climber need to be replaced. Some individual pieces or a small structure would fit in this park. A portion of the cost (\$2,000.00) will be sought from the neighborhood. A check with the Traverse Heights Neighborhood Group will be involved in this project

Fiscal Years: Start: 16/17 End: 16/17

Est. Total Cost: \$15,000

Submitter: Lauren Vaughn
Priority: Important (could do):
Fund: General
Department: Parks & Rec.

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$15,000
Annual Maint. Cost: \$100
Funding Sources: General Fund - \$13,000
Private - \$2,000

Parks & Rec.

Project Name: Fire Station Park

941

Project Description: MEDC PlacePlan funding secured in early 2015. \$25,000 general fund match could come from the Annual Corridor Improvements line item (#779). MEDC PlacePlan funding provides \$50,000 toward the project.

Project: Corridors Master Plan Implementation-The project is to fully develop a park concept at the corner of W. Front/Oak Streets that would transform this undeveloped street corner into a truly great space that will support and complement the adjacent street redevelopment efforts that will be underway in 2015. We believe this could be a transformative element in the overall effort to reshape the West End of our City's downtown. Part of the project dollars will provide planning/design services and the remainder will be for park implementation.

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: \$75,000



Six Year Capital Improvement Program

Submitter: Russ Soyring
Priority: Important (could do);
Fund: General
Department: Parks & Rec.

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$0
Annual Maint. Cost: \$0
Funding Sources: General Fund - \$25,000
Federal / State Grant - \$50,000

Parks & Rec.

Project Name: **Hickory Hills Pole Barn**

328

Project Description: A shelter for the snow groomers, snow guns and other equipment. This would then allow the GT Ski Club to take over use of the old pole barn for a coach's equipment room, storing of timing and computer equipment for races and other GT Ski Club functions. The club would be asked for funds to help construct the new structure.

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: **\$80,000**

Submitter: Lauren Vaughn
Priority: Essential (should do);
Fund: General
Department: Parks & Rec.

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$80,000
Annual Maint. Cost: \$1,000
Funding Sources: Brown Bridge Trust Parks Improvement Fund - \$40,000
Private - \$40,000

Parks & Rec.

Project Name: **Indian Woods Playground**

309

Project Description: This would replace some of the existing play equipment with a small new structure that would meet current safety and ADA accessibility standards. Some of the existing play pieces could remain as they were replaced and/or added in the past 10 years or so. A slide that is build into the existing hill that divides the upper and lower sections of the park would be a great feature. The neighborhood would be included in the planning and challenged to raise \$5,000.00 of the cost.

Fiscal Years: Start: 17/18 End: 17/18

Est. Total Cost: **\$25,000**

Submitter: Lauren Vaughn
Priority: Important (could do);
Fund: General
Department: Parks & Rec.

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$25,000
Annual Maint. Cost: \$200
Funding Sources: General Fund - \$20,000
Private - \$5,000

Parks & Rec.

Project Name: **Union Street Dam Betterment Plan**

170



Six Year Capital Improvement Program

Project Description: Promenade in front of the existing parking lot, steps and ramps to make beach access easier, shade structure and a new ADA compliant restroom are components of the project. The project will connect the existing TART trail and the proposed bayfront trail west of the parking lot that is planned for construction in 2014.

Fiscal Years: Start: 20/21 End: 20/21

Est. Total Cost: \$675,405

Submitter: Russ Soyring

Study: \$6,000

Priority: Important (could do):

Land Acquisition/ROW: \$0

Fund: Bayfront Plan NON-TIF Implementation

Engineering/Design: \$67,541

Department: Not Specified

Construction: \$675,405

Annual Maint. Cost: \$34,000

Funding Sources: General Fund - \$375,405

Federal / State Grant - \$300,000

Fund: Brown Bridge Trust Parks Improvement Fund

Parks & Rec.

Project Name: American Legion Park Improvements (+Grant +Private)

928

Project Description: The improvements to American Legion Park could include terracing to create different levels of the park to make it more usable for sitting areas, small events and fishing opportunities. Landscaping around the Veteran's monument there would also be improved.

Fiscal Years: Start: 20/21 End: 20/21

Est. Total Cost: \$150,000

Submitter: Lauren Vaughn

Study: \$0

Priority: Important (could do):

Land Acquisition/ROW: \$0

Fund: Brown Bridge Trust Parks Improvement

Engineering/Design: \$10,000

Department: Fund

Construction: \$140,000

Parks & Rec.

Annual Maint. Cost: \$1,000

Funding Sources: Brown Bridge Trust Parks Improvement Fund - \$75,000

Local / Foundation Grant - \$40,000

Private - \$35,000



Submitter: Dave Courtad
Priority: Essential (should do):
Fund: Garage
Department: Garage

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$28,000
Annual Maint. Cost: \$1,500
Funding Sources: Garage Fund - \$28,000

Fund: General

Cemetery

Project Name: **Oakwood Cemetery Paving of Main Loop in First Addition** **48**

Project Description: The roads in this area are dusty gravel and often have rough areas. This project would provide paved connections to all main parts of the cemetery. This would tie together the main cemetery road through Plat 1 to First Addition and Fourth Addition.

Fiscal Years: Start: 17/18 End: 17/18 *Est. Total Cost:* **\$20,000**

Submitter: Lauren Vaughn
Priority: Important (could do):
Fund: General
Department: Cemetery

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$20,000
Annual Maint. Cost: \$500
Funding Sources: General Fund - \$20,000

Cemetery

Project Name: **Oakwood Cemetery: Install Cremation Niches in Mausoleum** **47**

Project Description: This project would allow additional burial options for families and utilize an area of the mausoleum that is currently not being used. It would also make the lobby area more attractive and provide more revenue potential.

Fiscal Years: Start: 18/19 End: 18/19 *Est. Total Cost:* **\$20,000**

Submitter: Lauren Vaughn
Priority: Important (could do):
Fund: General
Department: Cemetery

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$20,000
Annual Maint. Cost: \$500
Funding Sources: General Fund - \$20,000

Facilities

Project Name: **2nd Floor Governmental Center Remodel** **922**

Project Description: Move door to access kitchen area. Provide more area for file storage

Fiscal Years: Start: 15/16 End: 15/16 *Est. Total Cost:* **\$20,000**

Submitter: Tim Lodge
Priority: Important (could do):
Fund: General
Department: Facilities

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$0
Annual Maint. Cost: \$0
Funding Sources: General Fund - \$20,000



General Government

Project Name: City Wide Bench Elevation Survey - Engineering **777**

Project Description: Update current data base for surveying benchmarks within the City to use on City infrastructure projects.

Fiscal Years: Start: 14/15 End: 16/17

Est. Total Cost: **\$25,000**

Submitter: Tim Lodge

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: General Government

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: General Fund - \$25,000

General Government

Project Name: Purchase new Accounting Software **925**

Project Description: Purchase windows-based accounting software

- General Ledger
- Accounts Payable
- Utility Billing
- Cash Receipting
- Payroll
- Human Resources
- Timesheets

including data conversion and training

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: **\$200,000**

Submitter: Penny Hill

Study: \$0

Priority: Important (could do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: General Government

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: General Fund - \$200,000

Parks & Rec.

Project Name: Bryant Park Retaining Wall **26**

Project Description: The retaining wall will greatly reduce the amount of sand that blows up into the turf area during the late fall to early spring period. It will also help to stop the encroachment of the sand and shrinking of the turf areas. This should be a combination of hardscape and landscape design.

Fiscal Years: Start: 16/17 End: 16/17

Est. Total Cost: **\$100,000**

Submitter: Lauren Vaughn

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$5,000

Department: Parks & Rec.

Construction: \$95,000

Annual Maint. Cost: \$500

Funding Sources: General Fund - \$50,000
Federal / State Grant - \$50,000



Parks & Rec.

Project Name: Clinch Park Maintenance

940

Project Description: Clinch Park repairs to water feature, kayak launch, revetment along beach, tunnel drain, snow melt system and leaking roof/windows. Funds are allocated out of the general fund at this time. Recovery of the funds required to repair the Park may be reimbursed through ongoing legal action.

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: \$250,000

Submitter: Tim Lodge

Study: \$0

Priority: Imperitive (must do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: Parks & Rec.

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: General Fund - \$250,000

Parks & Rec.

Project Name: Hickory Hills Booster Pump and Well

34

Project Description: In 2009, the booster station and first pump was completed allowing more snowmaking potential beginning with the 2009-10 ski season. The Grand Traverse Ski Club will continue fund raising toward the snow making system and should be able to pay \$25,000.00 toward the second pump and well for the booster pump system. The ski club purchased our sixth snow gun in 2011 and this will fully use the capacity of the current pump and well system. With the addition of the second pump that will be installed in the booster pump building built in 2009, and the second well, we will be able to purchase and use more snow guns and further reduce the total number of hours necessary to make snow each year.

Fiscal Years: Start: 16/17 End: 16/17

Est. Total Cost: \$50,000

Submitter: Lauren Vaughn

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: Parks & Rec.

Construction: \$50,000

Annual Maint. Cost: \$1,000

Funding Sources: General Fund - \$30,000

Private - \$20,000

Parks & Rec.

Project Name: Natural Features Inventory (Planning)

785

Project Description: Conduct an extensive Natural Features Inventory (NFI), including flora, fauna, soil types, air quality and water quality to establish baseline criteria. After the completion of the NFI, specific priorities, goals and standards can be developed.

Fiscal Years: Start: 17/18 End: 17/18

Est. Total Cost: \$50,000

Submitter: Russ Soyring

Study: \$50,000

Priority: Important (could do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: Parks & Rec.

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: General Fund - \$50,000



Parks & Rec.

Project Name: Park Sign Replacement

684

Project Description: This project would replace all main park entrance signs with a different style and color to bring the parks up to date. This would also include a new branding design (logo) on the signs and some additional signs for marking trails and for wayfinding.

Fiscal Years: Start: 15/16 End: 16/17

Est. Total Cost: \$50,000

Submitter: Lauren Vaughn

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$2,000

Department: Parks & Rec.

Construction: \$48,000

Annual Maint. Cost: \$100

Funding Sources: General Fund - \$50,000

Parks & Rec.

Project Name: Union Street Dam: Outlet relining

172

Project Description: The 10 corrugated metal pipes that create the principal spillway need to be relined. Sliplining will be the preferred method. When and if this project is completed depends on the efforts of the Boardman Dams Implementation Team. If the dam is removed or modified within a reasonable amount of time, then there will be no need to complete this project.

Fiscal Years: Start: 18/19 End: 18/19

Est. Total Cost: \$400,000

Submitter: Tim Lodge

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: Parks & Rec.

Construction: \$400,000

Annual Maint. Cost: \$2,500

Funding Sources: General Fund - \$400,000

Parks & Rec.

Project Name: Union Street Dam: Toe Drain

168

Project Description: Engineer and construct a toe drain at bottom of dam embankment to collect seepage. When and if this project is completed depends on the efforts of the Boardman Dams Implementation Team. If the dam is removed or modified within a reasonable amount of time, then there will be no need to complete this project.

Fiscal Years: Start: 18/19 End: 18/19

Est. Total Cost: \$50,000

Submitter: Tim Lodge

Study: \$0

Priority:

Land Acquisition/ROW: \$0

Fund: General

Engineering/Design: \$0

Department: Parks & Rec.

Construction: \$50,000

Annual Maint. Cost: \$500

Funding Sources: General Fund - \$50,000

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent

RE: Superintendent's Report

DATE: December 30, 2015



I would like to welcome William Dorrier and Michelle Schuett to the Parks and Recreation Commission. William will fill the remainder of the Brian Haas term which expires on September 1, 2017. Michelle is the new City Manager designee replacing Gary Howe.

By the time of our meeting, the draft of the Recreation Plan will have been advertised to the public for their 30 day review period. I am attaching a copy of the draft to this packet for your review. At our February 4 meeting, you will vote on a resolution to recommend the plan to the City Commission for their review and approval.

The weather has only been marginally cooperative for snow making at Hickory Hills so far, with periods of warm weather and rain after the first three days that we were able to make snow before Christmas. We were able to start up this past Sunday night and then shut down again late last night. There will be some days and nights coming up this week suitable to continue, and with the natural snow we have received, we hope to open at least some slopes by January 8 or 9.

At our meeting, at the request of a couple commissioners, we will begin a process of looking at parks and other City properties. We will discuss what is and what isn't a park, and we will start to look at planning steps for individual parks.

See you Thursday night, January 7. Please email or call if you cannot come.

TO: Park and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Rec. Sup't



DATE: December 30, 2015

SCHEDULE OF UPCOMING EVENTS

December 18, 2015 – Hickory Hills was scheduled to open for the season

January 7, 2016 – Regular Meeting – 6:30 p.m.

January 8, 2016 – Possible opening date for Hickory Hills

February 4, 2016 – Regular Meeting – 6:30 p.m.

February 16 – 19, 2016 – MRPA Conference – GT Resort

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

March 13, 2016 – Hickory Hills scheduled to close for the season