



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
February 4, 2016

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

Posted: 2 - 1 - 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 January 7, 2016 Regular Meeting.

2. NEW BUSINESS

- a. Presentation by the Traverse City Curling Club
- b. Consideration of recommending the adoption of the "Preserve Hickory Donor Gift Acceptance, Donor Recognition and Naming Policy" to the City Commission
- c. Consideration of adopting a resolution to recommend adoption of the 2016-2021 Parks and Recreation Plan to the City Commission

3. OLD BUSINESS

- a. Discussion of future planning possibilities for Hannah and Huron Hills parks
- b. Update on Clinch Park repairs

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, JANUARY 7, 2016 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684**

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

COMMISSIONERS ABSENT: John Gessner

ALSO PRESENT: Lauren Vaughn, Sheila Dodge

Chairperson Margaret Szajner Presiding

Introduction of newly appointed Parks and Recreation Commissioners William Dorrier and Michelle Schuett.

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

- 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.

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

CARRIED 6 – 0

2. NEW BUSINESS

- a. Superintendent Vaughn gave a review of the Tree City USA Application Summary.
- b. Superintendent Vaughn and Chairperson Szajner spoke regarding park and other City owned park-like properties and planning steps for park improvements. Discussion ensued.

PUBLIC COMMENT

Cameron Faught, 1384 Farmington Drive, T.C.

3. OLD BUSINESS

- a. Superintendent Vaughn, spoke regarding capital improvement projects for the 2016/17 budget cycle. Discussion ensued.

PUBLIC COMMENT

None

- b. Superintendent Vaughn gave an update on Clinch Park repairs.

PUBLIC COMMENT

Cameron Faught, 1384 Farmington Drive, T.C.

- c. Superintendent Vaughn gave an update on the draft Parks and Recreation Plan.

4. PUBLIC COMMENT

None

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 7:58 p.m.

Parks and Recreation Commission approved: _____ - _____ on February 4, 2016

Lauren A. Vaughn
Parks and Recreation Superintendent

Memorandum

The City of Traverse City



TO: Parks and Recreation Commissioners

FROM: Lauren Vaughn 

DATE: January 29, 2016

SUBJECT: Preserve Hickory Policy Consideration

Preserve Hickory has presented a document called the "Preserve Hickory Donor Gift Acceptance, Donor Recognition and Naming Policy" for consideration by the City. In a similar manner to the City Opera House renovation, a set of guidelines on the process and the naming parameters are included.

This would be a deviation from the existing Naming Policy and would require City Commission approval to use this format during the Hickory Hills fundraising campaign. Given the unique nature of the scope of the project and the level of giving that is taking place, I feel that this request from Preserve Hickory is appropriate.

Be ready to discuss this proposal at the February 4th meeting for a possible motion to recommend adoption of this policy by the City Commission.

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 OPPORTUNITES 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. Deferment 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.

**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.

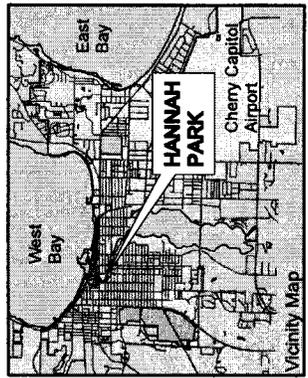
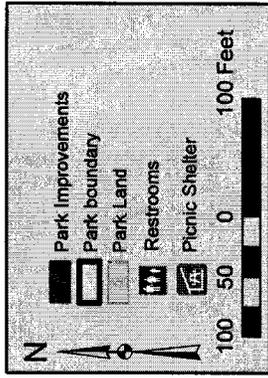
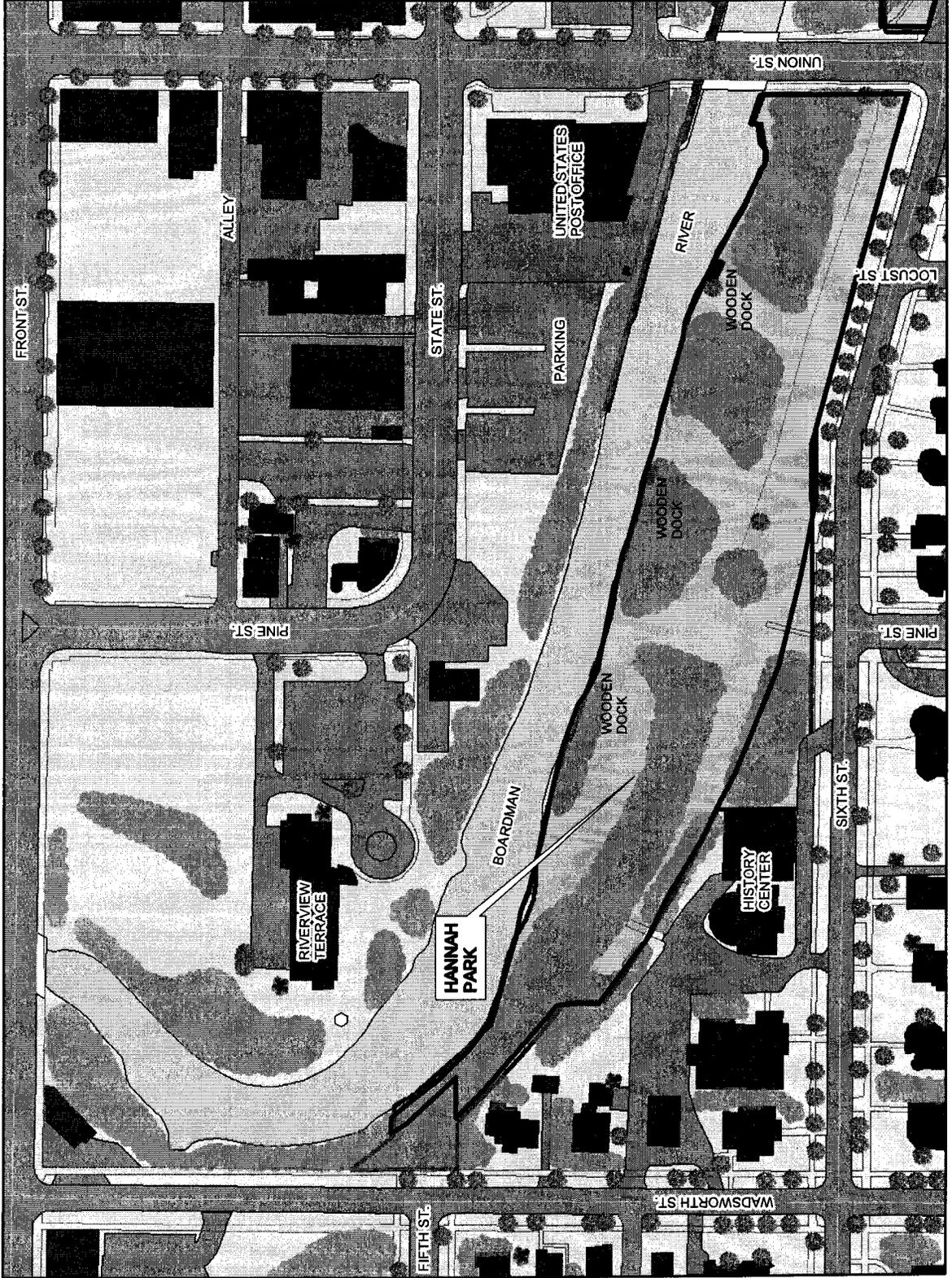
BE IT FURTHER RESOLVED, that a copy of the Parks and Recreation Plan for the City of Traverse City be officially submitted to the City Commission for formal adoption on February 16, 2016.

Margaret Szajner, Chairperson
Traverse City Parks and Recreation Commission

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

(Yeas: Nays: Absent:)

HANNAH PARK



CITY OF TRAVERSE CITY

GROUP NAME:	_____
CONTACT:	_____
PHONE NUMBER:	_____
EVENT NAME:	_____
EVENT DATE:	____/____/____
DATE REQUESTED:	____/____/____
APPROVED:	_____
COMMENTS:	_____

HANNAH PARK

DEDICATION: Express

HISTORY: This parcel of land was donated by Hannah & Lay Company to the City of Traverse City on October 24, 1902 with the express purpose of creating park land. The park was intended to be part of a package deal, donated to the City of Traverse City, but paired with a parcel of land the City would purchase as building site for the public library. There was considerable controversy in the community regarding this issue, focused mostly on choosing a central geographical location for the library. After months of public debate and court decision, the Sixth Street site was chosen for the library and the City of Traverse City gained a park. The time lapse between the signing of the deed (October 24, 1902) and the date of recording (June 13, 1904) is explained by the public controversy. The park area was used as a land fill for a number of years to extend the land out to the dockline. Trees were planted as early as 1904 to improve the park setting. A "deer park" was established on the location in 1911, and for many years the park hosted band concerts performed by "City Band". Vesper services were held in the park during summer months.

LEGAL DESCRIPTION:

"All that certain piece or parcel of land situate and being in the City of Traverse City, County of Grand Traverse and State of Michigan, and described as follows, to wit:

That part of Lots Two and Three, Section Three, Town Twenty Seven, North of Range Eleven West, bounded as follows: Commencing at a point Sixty-Six feet north and One-Hundred-Fifty feet west of the North-East Corner of Block Five, Hannah Lay & Company's Sixth Addition to Traverse City; thence East along the North line of Sixth Street to the West line of Union Street; thence North along the West line of Union Street to the North side of the stone abutment at the South end of Union Street Bridge; thence North-West to the thread of the Boardman River; thence down the River to a point One Hundred Seventy-Five feet East of the East line of Wadsworth Street; thence South, and parallel to the east line of Wadsworth Street to the North line of the Pere Marquette Railroad Company's right-of-way to a point reached by the prolongation of the Lot line extended North between Lots Fifteen and Sixteen, Block Five, Hannah Lay & Company's Sixth Addition; thence South to the place of beginning, except a strip Sixty-Six feet wide across said land for the extension of Pine Street, which is hereby dedicated to the City of Traverse City for Street purposes; also excepting the right-of-way of the Pere Marquette Railroad Company, - subject,

however, to the condition and limitation that said above described premises be used and occupied for Park purposes only, and that no building or other obstruction shall be erected upon said land."

SOURCE OF DEED:

Warranty Deed Liber 64 Page 68
Hannah & Lay Company to City of Traverse City
Consideration: "in consideration of the property hereinafter described
being used as hereinafter designated"
October 24, 1902 (signed)
June 13, 1904 (recorded)

SPECIAL NOTE:

EXCEPTIONS:

except a strip Sixty-Six feet wide across said land for the extension of Pine Street, which is hereby dedicated to the City of Traverse City for Street purposes. Also excepting the right-of-way of the Pere Marquette Railroad Company

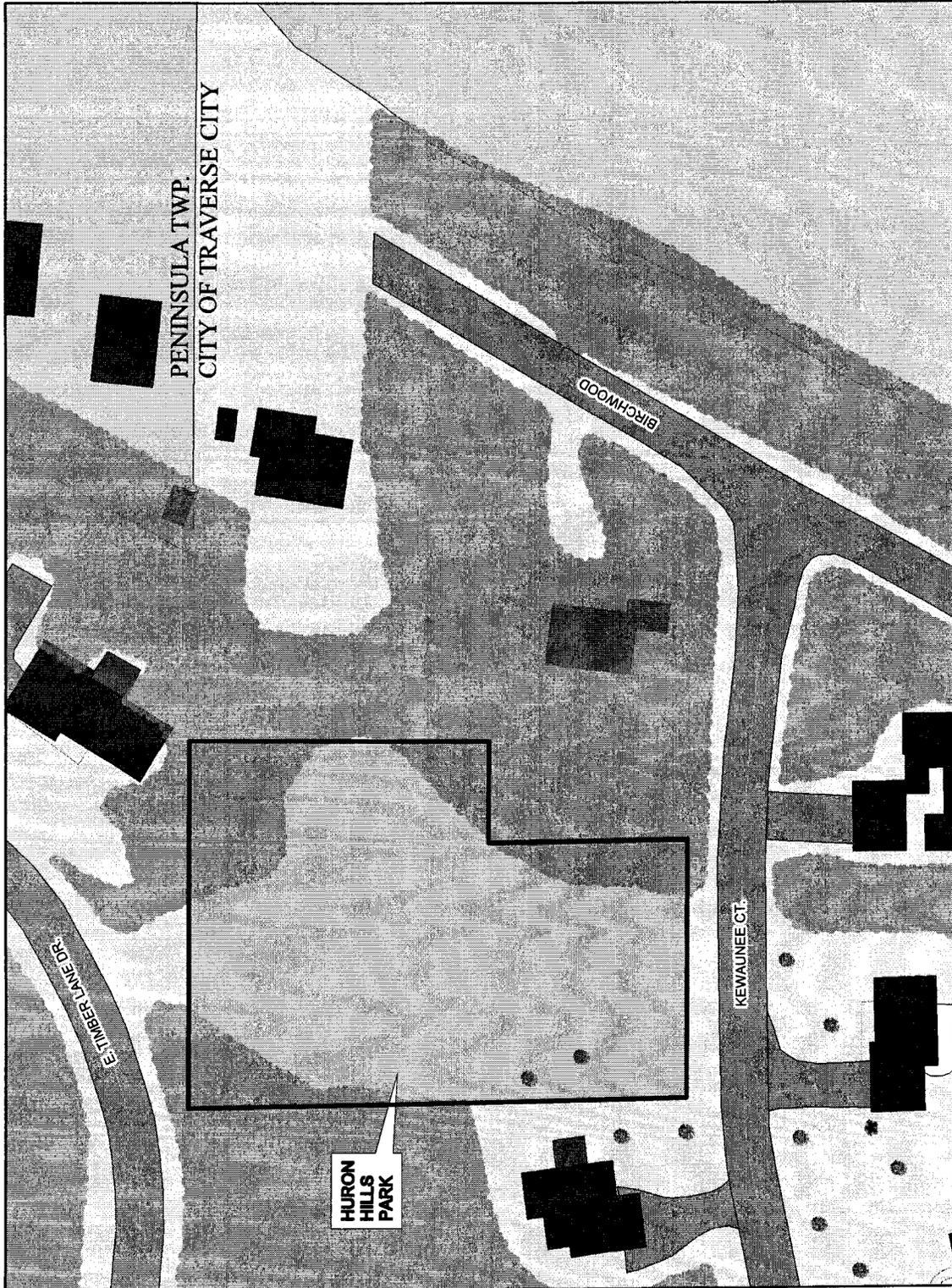
SUBJECT:

"Subject to the condition and limitation that said above said described premises be used and occupied for Park purposes only, and that no building or other obstruction shall be erected upon said land."

NAME: Originally referred to in City Commission Minutes as "Carnegie Library Park", the park was officially named "Hannah Park" by City Commission Resolution on May 21, 1906, following Perry Hannah's death in August of 1904 and his son Julius Hannah's untimely death in November of 1905.

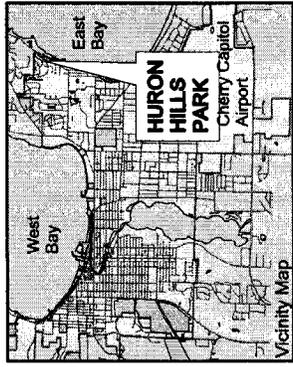
"Resolved, that the park site on 6th Street, donated by Perry Hannah, be named "Hannah Park", so that his name may be remembered to his honor and praise throughout all time. Resolution be accepted and adopted. Carried."

HURON HILLS PARK



City Parking Lot
 Park Improvements
 Park boundary
 Park Land
 Restrooms
 Picnic Shelter

50 25 0 50 Feet



GROUP NAME: _____
 CONTACT: _____
 PHONE NUMBER: _____
 EVENT NAME: _____
 EVENT DATE: ____/____/____
 DATE REQUESTED: ____/____/____
 APPROVED: _____
 COMMENTS: _____

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners
FROM: Lauren A. Vaughn, Parks and Recreation Superintendent
RE: Superintendent's Report
DATE: January 29, 2016



By the time of our meeting, the draft of the Recreation Plan will be at the end of the public review period. I am attaching a current copy of the draft to this packet for your review. I have made several changes due to comments by staff and the public. 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 finally changed around to be more like winter. Hickory Hills is fully open as of last weekend with all 8 runs and the terrain park on Swede. The public has kept the staff busy since the opening.

At our meeting, we will continue the process of looking at two parks per meeting for future planning purposes. Hannah and Huron Hills will be the parks we will discuss. I have included maps of the park and the some historical information for Hannah Park.

See you Thursday night, February 4. Please email or call if you cannot come.

TO: Park and Recreation Commissioners

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



DATE: January 29, 2016

SCHEDULE OF UPCOMING EVENTS

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

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