



## AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting  
6:30 p.m.  
February 5, 2015

**CITY COMMISSION CHAMBERS**, 2<sup>nd</sup> Floor, 400 Boardman Ave.  
Traverse City, Michigan 49684

Posted: 2 - 3 - 2015

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 Brian Haas 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 8, 2015 Regular Meeting

#### 2. NEW BUSINESS

- a. Presentation by Russ Soyring, City Planner, regarding possible park space on West Front Street just east of Fire Station #1
- b. Presentation by Russ Soyring, City Planner regarding 2015 grant application for the Clancy Park Project
- c. Discussion of concession operations at Clinch Park and Hickory Hills

- d. Consideration of endorsing 2<sup>nd</sup> Annual City Bicycle Rodeo to be held May 16, 2015
- e. Discussion of possible toddler strider bike trail
- f. Consideration of Parks and Recreation Commission goal setting special meeting

**4. OLD BUSINESS**

- a. Discussion of process and timeline for revising Recreation Plan
- b. Update on planning process for City Park at Rose & Boyd Streets (Commissioner Howe) and consideration of rescinding Jupiter Gardens name recommendation (Commissioner Shinnery)
- c. Update on Sunset Park fitness park proposal (Commissioners Szajner & DiGiacomo)
- d. Update on process for Brown Bridge Trust Fund use for park projects

**5. PUBLIC COMMENT**

**6. 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 8, 2015 AT 6:30 P.M.  
IN THE COMMISSION CHAMBERS, 2<sup>ND</sup> FLOOR, 400 BOARDMAN AVENUE  
TRAVERSE CITY, MICHIGAN 49684

**COMMISSIONERS PRESENT:** Brook DiGiacomo, Gary Howe, John Gessner,  
Margaret Szajner, Danielle Rearick, (arrived at 6:46 p.m.)  
Seamus Shinnners, Brian Haas

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Lauren Vaughn, Sheila Dodge  
Chairperson Brian Haas Presiding

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

- a. Consideration of minutes of the December 4, 2014 Regular Meeting.

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

**CARRIED 6 – 0**

**2. NEW BUSINESS**

- a. Mac McClelland, Hickory Hills Advisory Group, spoke regarding the Hickory Hills Implementation Plan timeline and public input opportunities.
- b. Julie Clark, Executive Director and Lee Kurt, Trail Planning & Program Director for TART Trails gave a presentation on new TART Trail Signage & Wayfinding.

Motion by Howe, seconded by DiGiacomo to recommend that we endorse the Wayfinding Plan presented by TART Trails for the City trail system (City portion of the trail system) and encourage the City Commission and City Manager to follow suit with appropriate approval and funding.

**PUBLIC COMMENT**

None

**CARRIED 7 – 0**

- c. Superintendent Vaughn spoke on the process and timeline for revising the Recreation Plan. Discussion ensued.

**3. OLD BUSINESS**

- a. Superintendent Vaughn gave a report on the NMC Marketing Class final project presentation. Chairperson Haas gave a review of the project.
- b. Commissioner Howe spoke regarding the City Park at Rose & Boyd Streets.
- c. Superintendent Vaughn gave a report on the BATA Ski and Ride Program.
- d. Commissioner DiGiacomo and Commissioner Szajner gave an update on the Sunset Park fitness park proposal.
- e. Superintendent Vaughn and Commissioner Howe spoke regarding the process for Brown Bridge funding of park projects regarding donated labor and materials match.

Motion by DiGiacomo, seconded by Rearick that we recommend the use of donated labor and materials for matching Brown Bridge funding of parks.

**PUBLIC COMMENT**

None

**ROLL CALL**

Shinners – No  
Gessner – Yes  
Howe – Yes  
DiGiacomo – Yes  
Rearick – Yes  
Szajner – No  
Haas – Yes

**CARRIED 5 – 2**

- f. Commissioner Howe discussed the Park Project Review Process.

Motion by Rearick, seconded by Howe to recommend the Park Project Flow Chart to the City Commission, this is what we adopt as our standard process.

**PUBLIC COMMENT**

None

**ROLL CALL**

Shinners – No  
Gessner – Yes  
Howe – Yes  
DiGiacomo – Yes  
Rearick – Yes  
Szajner – No  
Haas – Yes

**CARRIED 5 – 2**

**4. PUBLIC COMMENT**

Commissioner Howe spoke regarding the book Designing Small Parks-A Manual for Addressing Social and Ecological Concerns.

Commissioner Szajner spoke regarding the possibility of a Strider Toddler Bike Terrain Course in Ashton Park or Sunset Park.

Commissioner Shinners spoke regarding the 2<sup>nd</sup> Annual Kids Bicycle Rodeo scheduled for May 16, 2015, Central High School parking lot. Also, the art in public spaces issue and the current status with the Coast Guard Committee art piece.

**5. COMMISSION REPORTS AND CORRESPONDENCE**

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

There being no objection, Chairperson Haas declared the meeting adjourned at 8:18 p.m.

Parks and Recreation Commission approved: \_\_\_\_\_ - \_\_\_\_\_ on February 5, 2014

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Lauren A. Vaughn  
Parks and Recreation Superintendent



**Scope Items for Clancy Park**

Bike Rack including installation materials.	\$ 500.00
Swing Set with 1 Adaptive Seat, 1 enclosed tot seat and 4 belt swings	\$5,500.00
Slide with transfer station and accessible steps built into berm	\$5,500.00
Earthwork and Landscaping	\$10,000.00
Simulated rock wall climber	\$4,500.00
Engineered wood fiber play surfacing	\$2,000.00
2 Recycled plastic benches @ \$500.00 each	\$1,000.00
Accessible digger toy	\$ 700.00
Dinosaur fossil dig	\$ 500.00
4 Natural look play stumps	\$ 3,000.00
<b>Total of these items</b>	<b>\$33,200.00</b>

# Memorandum

## The City of Traverse City



TO: Parks and Recreation Commissioners  
FROM: Lauren Vaughn *Lauren Vaughn*  
RE: Concession Operations at Clinch Park and Hickory Hills  
DATE: January 30, 2015

For the 2014 summer and 2014-2015 winter season, the City had two contracts for the provision of these concession services. The Clinch Park contract covered both the food and rental equipment through one vendor on one agreement. The Hickory Hills contract is for the food concession during the ski season.

The City Manager has suggested that it may be advisable to alter the way the contracts for the two facilities are structured to allow a more efficient operating procedure, provide a greater opportunity for potential vendors and to possibly increase the potential number of bidders for the operation of these facilities.

The proposed new structure would be for one contract to cover the food operations at both Clinch Park and Hickory Hills and one to cover the rental equipment at Clinch Park. This scenario would allow a greater pool of potential firms that may submit a proposal for food operations that would not have to delve into the rental operations and vice-versa.

The agreement that the City Commission approved for Hickory Hills was only for this season, to be able to make adjustments if the progress of the master plan suggested a different operation for next winter and also to evaluate the current Hickory Hills concession operation before moving forward. The Clinch Park agreement was for the 2014 season with a possible renewal for 2015 if authorized by the City Manager by a letter of agreement. The City Manager feels that the timing is advantageous to move forward with new Request for Proposals at this time to be able to get both locations and both operations on the same agreement schedule. The new agreements would be for a three year period with approval of both parties required to continue to the second and then the third years of the agreement.

The City Manager is requesting the Parks and Recreation Commission's opinion on the suggestion and if in agreement, a motion to support this direction for concession operations would be appropriate.

**Suggested motion:** The Parks and Recreation Commission supports the concept of consolidating the Hickory Hills and Clinch Park food concession operations into one agreement and the Clinch Park rental equipment operation into another agreement beginning with the 2015 summer season.

# Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent



RE: Recreation Plan Process

DATE: January 30, 2015

At the last meeting, I presented a proposed timetable for updating our five year Recreation Plan. Last week while reviewing the current plan, I realized that the plan does not expire at the end of 2015 but actually on December 31, 2016. That gives us more time to complete the plan, but it may still be advantageous to continue on a set of similar dates so that the plan would be ready to submit in February or March of 2016. The extra months will allow us more time to make sure that any new Brown Bridge Trust Fund proposed projects are included in the plan. Projects for which we may seek State or Federal recreation grant funds must be listed in the plan to be grant eligible.

At the meeting, I will pass out paper copies of the existing plan so that you can look at it, mark it up between the February and March meetings and then return it to me on March 5. I will then be able to refer to your comments while working on rough drafts of the various sections as we proceed toward completion of the plan.

Attached is a revised suggested timetable for completion of the plan.

## Suggested Timeline for 2015 – 2016 Recreation Plan Revision – Revised 1/29/2015

February 5, 2015 – Pass out existing 2010 plan for commission review and comments.

March 5, 2015 – Turn in marked up 2010 plans and discuss changes desired in 2015 plan or those changes required by DNR.

April 2, 2015 - Pass out draft Community Description and Administrative Structure sections.

May 7, 2015 – Discuss comments on draft Community Description and Administrative Structure sections and pass out draft Recreation and Resource Inventory and the Description of the Planning Process sections.

June 4, 2015 – Discuss draft Recreation and Resource Inventory and the Description of the Planning Process sections.

Some time in June hold a public workshop to discuss goals and objectives and possible park projects.

July 2, 2015 – Discuss direction of Goals and Objectives and Action Plan sections of the plan based on the public workshop and Parks and Recreation Commissioner comments.

August 6, 2015 – Pass out draft Goals and Objectives and Action Plan sections.

September 3, 2015 – Discuss Goals and Objectives and Action Plan Sections

October 1, 2015 – Discuss any possible changes necessary to the draft

November 5, 2015 – Have full draft plan available for Parks and Recreation and Planning Commission reviews.

December 3, 2015 – Make semi-final revisions and make available for public review and comment from December 7 through January 15, 2016.

January 15 – January 27, 2016 – Complete final draft version for February 4 meeting.

February 4, 2016 – Public meeting required prior to adopting plan by Parks and Rec. Commission. At the conclusion of the public meeting, adopt Recreation Plan and make recommendation to City Commission.

March 7, 2016 – City Commission adopts Recreation. plan.

Have plan printed and prepare everything to send to MDNRE by March 25, 2016.

# 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 30, 2015

Hickory Hills has been fully open since the second weekend in January. That includes 8 downhill runs, 5 rope tows and approximately 3 kilometers of cross country trails. As of January 27, Hickory is at just under \$80,000.00 in revenue which is about \$4,700.00 less than last year at this time. Skier numbers are behind last year by 281 people at 6,632 skiers.

The ice rink at 14<sup>th</sup> Street opened on January 22 and Traverse Heights on January 23.

We have been approved by the State Forester for our annual Tree City USA designation. This program is coordinated by the National Arbor Day Foundation which will give their final approval in March. A copy of a portion of the paperwork is included in this packet. When we are successful, it will be our 26<sup>th</sup> straight year.

See you Thursday, February 5th.

Print this page

# Tree City USA



TREE CITY USA

## 2014 Application for Certification

The Tree City USA award is in recognition of work completed by the community during the 2014 calendar year.

### As Mayor or Equivalent of the Community of Traverse City

I herewith make application for this community to be officially certified/recertified as a Tree City USA for 2014, having achieved the standards set forth by the Arbor Day Foundation as noted below.

**Standard 1: A Tree Board or Department**

Community has a Department Chair or City Manager/Official

Department Chair/City Manager

Lauren Vaughn Parks and Recreation Superintendent 231-922-4910-114 lvaughn@traversecitymi.gov

**Standard 2: A Community Tree Ordinance**

✓ Our community ordinance is on record

**Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita**

Total Community Forestry Expenditures	\$184191.12
Community Population	14572
Per Capita Spending	\$12.64

**Standard 4: An Arbor Day Observance and Proclamation**

✓ Official Arbor Day proclamation is on record

*And Ottumess*  
\_\_\_\_\_  
Mayor or Equivalent Signature

*CITY MANAGER*  
\_\_\_\_\_  
Title

*12-29-14*  
\_\_\_\_\_  
Date

### Application Certification

To Be Completed By The State Forester:

#### Traverse City

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2014 calendar year, having in my opinion met the four standards required for recognition.

\_\_\_\_\_  
State Forester Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Print this page

Traverse City

# 2014 APPLICATION INFORMATION

**Status : Pending state coordinator approval**

**Community Name:** Traverse City

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

**Mayor or Equivalent:**

Jered Ottenwess  
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:** 14572

**Tree Planting and Initial Care:** \$24,348.86

**Tree Maintenance:** \$98,228.50

**Tree Removals:** \$14,919.59

**Management:** \$45,100.81

**Utility Line Clearance:** \$0.00

**Volunteer Time:** \$1,593.36

**Other:** \$0.00

**Other description:**

**Total community forestry expenditure:** \$184,191.12

**Per Capita:** \$12.64

**Trees Planted:** 169

**Trees Pruned:** 685

**Trees Removed:** 139

### *Standard 4 - An Arbor Day Observance and Proclamation*

**Date observance was held:** 10/25/2013

Proclamation and Supplemental Documentation have been uploaded.

### *Signature Form*

Signature form is complete

TO: Park and Recreation Commissioners  
FROM: Lauren A. Vaughn, Parks and Rec. Sup't.  
DATE: January 30, 2015



## SCHEDULE OF UPCOMING EVENTS

February 5, 2015 – Regular Meeting – 6:30 p.m.

February 10 -13, 2015 – Sup't Vaughn at MRPA Conference in Lansing

March 5, 2015 – Regular Meeting – 6:30 p.m.

March 15, 2015 – Last day for Hickory Hills season (weather permitting)

April 2, 2015 – Regular Meeting – 6:30 p.m.

April 13, 2015 – Day Camp registration begins at 8:00 a.m.