



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
March 6, 2014

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

Posted: 3 - 3 - 2014

Information and minutes are available from the Parks & Recreation Superintendent, D.P.S. Building, 625 Woodmere Avenue, Traverse City, MI, 49686 (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 February 6, 2014 Regular Meeting

2. NEW BUSINESS

- a. Consideration of endorsing an application to the Michigan Recreation Passport grant program for the Clancy park improvement project.

4. OLD BUSINESS

- a. Discussion about Community Garden concept
- b. Discussion on the proposed Coast Guard City commemorative sculpture piece at the Mini Park at Front Street and the Grandview Parkway.
- c. Discussion of Parks and Recreation Commission goal setting ranking results

- d. Brown Bridge Trust Fund proposal update
- e. Hickory Hills Master Plan update

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. Makayla Vitous, 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, FEBRUARY 6, 2014 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684**

COMMISSIONERS PRESENT: Brian Haas, Danielle Rearick, Margaret Szajner, Arianne Whittaker,
Gary Howe, Seamus Shinnors

COMMISSIONERS ABSENT: Brooke DiGiacomo

ALSO PRESENT: Lauren Vaughn

Chairperson Brian Haas Presiding

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

- a. Consideration of minutes of the January 9, 2014 Regular Meeting.

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

CARRIED 6 - 0

2. NEW BUSINESS

- a. Stan Simons, Vice Chairman of the Coast Guard City Committee presented plans for the proposed commemorative sculpture. Discussion ensued.

PUBLIC COMMENT

Joe Muha, 1022 State St., T.C. (President of the Coast Guard City Committee)

3. OLD BUSINESS

- a. Discussion took place regarding the proposal for Community Gardens and the process to move forward with the concept.
- b. Superintendent Vaughn stated that the City Commission approved the naming of the former Veteran's Park (Slabtown Corner) and the dog park enclosure (Wags West).

- c. Commissioner Howe, discussed the short and long term goals that were submitted for the Parks and Recreation Commission. Discussion ensued.
- d. Commissioner Howe gave an update regarding the Brown Bridge Trust Fund proposal and the forming of a City Commission Brown Bridge Trust Fund Ad Hoc Committee.
- e. Superintendent Vaughn discussed the upcoming Hickory Hills Master Plan public input session taking place on February 20, 2014.

4. **PUBLIC COMMENT**

Seamus Shinnors, 410 Seventh St., T.C., spoke regarding the proposed Bike Rodeo to be held June 7, 2014 at Central Senior High School parking lot.

5. **COMMISSION REPORTS AND CORRESPONDENCE**

- a. Commissioner's verbal reports on the MRPA Conference
- b. Superintendent's Report
- c. Schedule of Upcoming Events

There being no objection, Chairperson Haas declared the meeting adjourned at 8:04 p.m.

Parks and Recreation Commission approved: _____ - _____ on March 6, 2014.

Lauren A. Vaughn
Parks and Recreation Superintendent

Memorandum

The City of Traverse City



TO: Parks and Recreation Commissioners
FROM: Lauren Vaughn 
DATE: February 28, 2014
SUBJECT: Recreation Passport Grant Application for Clancy Park

On the agenda is a request for an endorsement to apply for a Recreation Passport Grant for the proposed improvements as listed in the Capital Improvements Plan for Clancy Park. This would include a walking path, playground improvements with elements of a "natural" playscape included and some bike racks.

The grant is not written yet, Russ, Missy and I met on February 26th with Carl Ferguson, who has been contracted by the City to assist with grant proposal writing. The deadline for applications is April 1.

This was the highest priority on our Capital Improvements Plan. The proposal will ask for \$35,000.00 of the proposed \$70,000.00 project. More information will be available later. I am just asking for a motion of endorsement to seek the grant.

Purpose:

A community garden program in Traverse City would provide fresh produce or plants for individuals, neighborhood improvement, sense of community and connection to the environment.

How to get plot:

The City of Traverse City invites residents to participate in a trial program of raised bed gardening in one of our City parks. Garden plots are assigned on a first come, first served basis. If no plots are available in the parks/gardens you select, applicants will be placed on a wait list for when one becomes available.

Plot size:

The City recommends the following raised bed sizes, depending on applicants needs. All beds will be constructed the gardner applicant. The following sizes are recommended:

- Starter Plot (50 sq ft)
- Single Plot (100 sq ft)
- Standard Plot (200 sq ft)

A starter or single-sized plot is recommended for beginning gardeners and/or families of 1-2 people. Standard-sized plots are good for families of 2-3 people.

An annual application fee is required based on the size of garden bed chosen (suggested costs: \$12/50sqft, \$25/100sqft, \$50/200sqft).

Policy/Procedures:

1. **Maintenance:** Community garden plots must be gardened and maintained year round on a consistent basis. Community gardens are public spaces and must maintain a neat appearance throughout the year. Active gardening reflects seasonality and includes spring weeding and planting, summer maintenance, regular harvesting, fall clean-up, winter mulch, and periodic check-ins. Gardeners who have untended plots will be notified in writing and asked to remedy the problems with their plot by a specified date.
2. **Structures:** Seasonal and temporary gardening structures such as trellises are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your

structures and plantings to avoid casting shade on other plots. All structures should be removed when not in use.

3. **Best Practice:** Organic gardening is required. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed unless they are listed on the Organic Materials Review Institute (OMRI) product list.
4. **Spacing:** Pathways between structures must be 2.5-3 feet wide, unobstructed, and level. Cardboard, paper, or burlap paths must be covered with wood chips and leveled. Plants should not grow into or hang over the paths.
5. **Composting:** Each gardener is responsible for dealing with the garden material generated from their plot. Gardeners should compost within their own garden plot or take material home and dispose of it in a yard waste container. Do not dump or pile garden materials in common areas or in park trash containers. Bringing food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited.
6. **Water:** Conserve water by using mulch and hand watering plants. Unless the park has a water source, water must be brought in by the gardener.
7. **Crops:** Crops are for home use, not commercial purposes, and must be legal. Do not plant trees. Do not plant invasive or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, etc. Remove these plants if they are growing in your plot.
8. **Assignments:** Plot holders must notify the garden manager and program staff if they wish to give up their garden plot. You cannot give your plot to someone else. Garden plots are assigned by the program staff and only one plot may be assigned per household.
9. **Termination:** Gardeners are expected to adhere to program policies. Garden managers and staff will regularly monitor plots throughout the year. When gardeners are found to be in non-compliance, they will receive a letter notifying them of the problem and asking them to take action by a specified date. Gardeners who receive three notices in a year must vacate the plot and the plot will be reassigned.



Coast Guard Sculpture: Recap of Concerns

Gary Howe <glhowe@traversecitymi.gov>

Sun, Feb 9, 2014 at 4:07 PM

To: Jered Ottenwess <jottenwess@traversecitymi.gov>

Cc: Brian Haas <ob1haas@gmail.com>, Lauren Vaughn <lvaughn@traversecitymi.gov>

Jered,

The Parks and Recreation Commission chief concerns with the Coast Guard Committee proposal mainly were, but not limited to, concerns with Location, Size, and Appropriateness, items 1, 4, and 7 in the Monument and Public Art Policy.

- **1. Location, develop list of possible locations:** This is the first time the commission has heard of the project and only one location was suggested.
- **4. Size of item versus area of proposed installation:** There are concerns about the size in relation to the prominent location as a gateway to downtown. Other plans, the most recent being the corridor plans, have also called out this area for a gateway feature. There was concern that there needed to be a call out for ideas from a broader scope of interests before approving the location for a single interest.
- **7. Appropriateness of item for public display:** There were concerns that the quality of the feature has not had a wide enough public review. There were concerns that there was limited evaluation by qualified art experts and that the City lacks a process for this. In absence of this, it was suggested that further evaluation and input be sought by the CGC before proceeding.

This summary is by no means captures consensus opinion, but merely is an attempt to put the deferment of the proposal in context of the discussion at Thursday night's meeting.

In my opinion, there was general agreement that the idea of something honoring the Coast Guard, perhaps even in this location, was appropriate, but the how, what, and where raised concerns. Individual park commissioners may have different specific opinions.

Policy: <http://www.traversecitymi.gov/downloads/monumentandpublicartpolicy.pdf>

Gary Howe

MEMO

To: Parks and Recreation Commission
From: Gary Howe
Date: February 24, 2014
Subject: Compiled Results of Comparative Priority Matrix

Below are the results compiled from six of the seven Parks and Recreation Commissioners.* They offer a snapshot of our comparative priorities as a group as of February 2014. Importance and focus will undoubtedly shift throughout the next two years and it's likely other projects or issues will require our attention.

Project	Score (273 total)	%
A. Develop implementation process for project evaluation, development, and continued support.	46	17%
H. Develop and adopt a Hickory Hills master plan.	40	15%
C. Establish community garden pilot project.	36	13%
E. Create a marketing strategy for parks and recreation system and programming.	29	11%
G. Locate opportunities for additional socializing dog parks in the east and central part of the City.	29	11%
D. Explore the creation of a Friend's of TC Parks supporting organization.	27	10%
I. Establish and implement process for drafting, and renewal, of five-year parks and recreation plan (due Dec. 2015).	26	10%
B. Create City sponsored recreational and cultural programming.	20	7%
F. Add capacity and services to summer camp program.	12	4%
J. Develop and adopt a comprehensive public art policy.	8	3%

In addition to general discussion and continual revisiting of this list as we move forward, I recommend we pass a motion requesting the chairperson to work with staff to draft a letter to the City Commission requesting clarification of our eagerness to make a difference and request for direction on how and where they would like the Parks and Recreation Commission to focus its energy. The results of this exercise should be included.

* Original goals from all of the commissioners were submitted in January and sent to Parks and Recreation Commissioners in February. The goals above represent a consolidated version. See the previous documents for goals submitted.

NOTES FROM HICKORY HILLS MASTER PLAN PUBLIC INPUT SESSION

- Remember the place is for the kids
- Enjoy, respect and preserve the historical feeling
- Improve the lifts, including poma lifts
- Expand cross country skiing
- Discussion about additional access; however the cul de sac gives a safe feeling
- Keep affordable
- Create a tubing and/or sledding hill
- Disk golf lanes have created good wide cross country ski trails; need more wide XC trails.
- Look at Hickory in the context of other parks; some proposed facilities may be more appropriate at other locations.
- Don't make decisions that are driven by money.
- Concern about over development
- Need traffic calming measures on Randolph
- Alternative access points to property.
- New lodge – look to community business donations of materials and labor.
- How do we pay for the improvements and operations?
- How do we not screw it up?
- Increase promotion for winter recreation, alpine skiing.
- Improve hiking and snowshoeing experience
- Develop glade skiing
- Linkage with TCAPS for after school programs and physical education
- Lack of rental skis is a problem
- Preserve natural features
- Ask the kids
- Change the age cohort stratification for the survey
- Create mountain bike trails and linkages with nearby recreation properties
- No parks break even or even generate revenue – why does Hickory have to?
- Don't wreck it.
- Expansion needs to meet objectives
- Economic impact study
- Expand terrain park features
- Dedicated person to market Hickory and provide leadership.

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: February 28, 2014

The ski season is winding down at Hickory with both attendance about 500 ahead of last year and revenue about \$2,500.00 behind last year. All three ice rinks are still open for public skating. Most years, the ice is starting to melt by now.

The Hickory Hills master plan is progressing. There was over 100 people that attended the public workshop on Thursday, February 20. Good input was received and there is a very strong feeling for the need for Hickory Hills to remain open.

See you Thursday, March 6th.

TO: Park and Recreation Commissioners
FROM: Lauren A. Vaughn, Parks and Rec. Sup't.
DATE: February 28, 2014



SCHEDULE OF UPCOMING EVENTS

March 6, 2014 – Regular Meeting – 6:30 p.m.

March 9, 2014 – Last day Hickory Hills is open for the season

April 3, 2014 – Regular Meeting – 6:30 p.m.

April 14, 2014 – Day Camp registration begins – 8:00 a.m.