



# AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting  
6:30 p.m.  
April 3, 2014

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

Posted: 4 - 1 - 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

Vice 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 March 6, 2014 Regular Meeting

### 2. NEW BUSINESS

- a. Discussion of Bike Rodeo event at Central High School on June 7 (Larry Gerschbacher)
- b. Report on upcoming GTRec Expo to be held Sunday, May 4
- c. Report on Wags West dog park plans for 2014 (Howe)

### 4. OLD BUSINESS

- a. Discussion about Community Garden concept and draft guidelines
- b. Update on the proposed Coast Guard City commemorative sculpture piece at the Mini Park at Front Street and the Grandview Parkway.

- c. Brown Bridge Trust Fund proposal update
- d. Hickory Hills Master Plan update
- e. Discussion of possible Honor Song celebration for historic pavement marker at Clinch Park (Howe, Shinners)

**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. The 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.

*Agenda revised 4/1/14*



## MINUTES

A REGULAR MEETING OF THE CITY PARKS AND RECREATION COMMISSION  
HELD THURSDAY, MARCH 6, 2014 AT 6:30 P.M.  
IN THE COMMISSION CHAMBERS, 2<sup>ND</sup> FLOOR, 400 BOARDMAN AVENUE  
TRAVERSE CITY, MICHIGAN 49684

**COMMISSIONERS PRESENT:** Brian Haas, Danielle Rearick, Margaret Szajner, Brook DiGiacomo,  
Gary Howe, Seamus Shinnors

**COMMISSIONERS ABSENT:** Arianne Whittaker

**ALSO PRESENT:** Lauren Vaughn, Sheila Dodge

Chairperson Brian Haas Presiding

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

- a. Consideration of minutes of the February 6, 2014 Regular Meeting.

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

**ROLL CALL**

Shinnors – No  
Rearick – Yes  
DiGiacomo – Yes  
Howe – Yes  
Haas – Yes  
Szajner - Yes

**CARRIED 5 – 0 (Corrected to read) CARRIED 5 - 1**

2. **NEW BUSINESS**

- a. Superintendent Vaughn spoke regarding the Michigan Recreation Passport grant program for the Clancy Park improvement project.

Motion by Howe, seconded by Rearick to endorse an application to the Michigan Recreation Passport Grant Program for the Clancy park improvement project.

**PUBLIC COMMENT**

None

**CARRIED 6 - 0**

**3. OLD BUSINESS**

- a. Discussion took place regarding the proposal for Community Gardens and the process to move forward with the concept.
- b. Stan Simon, Vice Chairman of the Coast Guard City Committee gave an update regarding the proposed placement of their commemorative sculpture and the process going forward.

Motion by Howe, seconded by DiGiacomo to volunteer Commissioner Szajner and Chairperson Haas to work with the Coast Guard City Committee.

**PUBLIC COMMENT**

Javane Clarke, 664 Clyde Lee Dr., T.C.

**CARRIED 6 - 0**

- c. Commissioner Howe, discussed the Parks and Recreation Commission goal setting ranking results.

**PUBLIC COMMENT**

None

- d. Chairperson Haas gave an update regarding the Brown Bridge Trust Fund proposal process. Commissioner Howe spoke regarding the City Commission Brown Bridge Trust Fund Ad Hoc Committee.
- e. Superintendent Vaughn discussed the Hickory Hills Master Plan Public Input Session and the most recent survey.

**4. PUBLIC COMMENT**

Seamus Shinnors, 410 Seventh St., T.C. 49684  
Larry Gerschbacher, 925 Kelley St., T.C. 49686

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 7:37 p.m.

Parks and Recreation Commission approved: \_\_\_\_\_ - \_\_\_\_\_ on April 3, 2014.

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Lauren A. Vaughn  
Parks and Recreation Superintendent

# Community Garden Program 2014

## City of Traverse City Parks and Recreation



### **Purpose:**

The City of Traverse City Parks and Recreation Commission and City Staff have created a trial community garden program in a few Traverse City parks to begin in 2014. This program would provide an opportunity for City residents to grow fresh produce or plants for individuals, to foster neighborhood improvement, a sense of community and a connection to the environment.

### **How to get a garden plot:**

The City of Traverse City invites residents to participate in a trial program of raised bed gardening in one of three (?) 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 waiting list for when one becomes available.

### **Plot size:**

The following raised bed sizes are available in the following parks. All beds will be constructed the gardener applicant to material and design standards specified by the City. The following sizes are available:

- Starter Plot (50 sq ft) – 5 x 10 feet
- Single Plot (100 sq ft) – 10 x 10 feet
- Standard Plot (200 sq ft) – 10 x 20 feet

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).

### **Park Garden Locations:**

F & M Park – Washington and Railroad Streets

- 2 – Starter Plots
- 2 – Single Plots

2 – Standard Plots

Triangle Park – Rose and Boyd Streets

4 – Starter Plots

2 – Single Plots

Grand Traverse Commons – Eleventh and Division Streets

4 – Starter Plots

4 – Single Plots

4 – Standard Plots

Clancy Park – Sheridan and West Orchard Streets

4 – Starter Plots

4 – Single Plots

4 – Standard Plots

### **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 plots will be 3 feet wide, unobstructed, and level. Cardboard, paper, or burlap paths in plots 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. Water is available at F & M and Clancy Parks only.
7. **Crops:** Crops are for home use, not commercial purposes, and must be legal. Do not plant trees or shrubs. Do not plant invasive or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, lesser celandine, marsh marigold, baby's breath, money plant, 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 two notices in a year must vacate the plot and the plot will be reassigned.

# Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: March 28, 2014

The ski season ended at Hickory on March 23 after the two week extended season, which was added by the City Manager. Attendance for the season was 13,996 which was 810 above last year and second all time since I began working here in 1992. Revenue was \$93,812.00 which was \$3,023.25 behind last year and third all time. During the two week extension, revenue was \$1,209.00 and attendance was 932.

The last day that an attendant was at Traverse heights skating rink was March 26. Fourteenth Street rink was the week before. This is the latest the rinks have been open, at least since 1992.

The Hickory Hills master plan is progressing and should be completed in May. It will be interesting to see their recommendations looking into the future of Hickory.

The Grand Traverse Parks and Recreation Network will be hosting the second annual GTRec Expo on Sunday, May 4. I will be in Tennessee on that day, but Sheila has indicated that she will be able to work at our booth on that day. I hope that many of you will be able to spend some time at the booth as well, to give Sheila a break and to meet the people attending the Expo. The event is from noon to 5:00 p.m. with set-up earlier that morning. We will talk more about this next Thursday evening.

See you Thursday, April 3<sup>rd</sup>.

TO: Park and Recreation Commissioners

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

DATE: March 28, 2014



## SCHEDULE OF UPCOMING EVENTS

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

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

May 1, 2014 – Regular Meeting – 6:30 p.m.

June 5, 2014 – Regular Meeting – 6:30 p.m.