AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
May 1, 2014

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

Posted: 4 – 28 - 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.

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 April 3, 2014 Regular Meeting

2. NEW BUSINESS

a. Consideration of motion to recommend adopting the Urban Forestry Plan, to the City Commission

b. Consideration of changes to the Parks and Recreation Commission By-Laws regarding meeting minutes

c. Discussion on possible addition of Anishinaabek art banner in the Cass Street Tunnel

4. OLD BUSINESS

a. Update on Community Garden concept and draft guidelines

b. Update on the proposed Coast Guard City commemorative sculpture piece

c. Brown Bridge Trust Fund proposal update

d. Hickory Hills Master Plan update

e. Reminder on upcoming GTRec Expo to be held Sunday, May 4

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.

MINUTES

A REGULAR MEETING OF THE CITY PARKS AND RECREATION COMMISSION HELD THURSDAY, APRIL 3, 2014 AT 6:30 P.M. IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE TRAVERSE CITY, MICHIGAN 49684

COMMISSIONERS PRESENT: Danielle Rearick, Margaret Szajner, Brook DiGiacomo, Gary Howe, Seamus Shinners, Arrianne Whittaker

COMMISSIONERS ABSENT: Brian Haas

ALSO PRESENT: Lauren Vaughn, Sheila Dodge

Vice-Chairperson Margaret Szajner Presiding

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

a. Consideration of minutes of the March 6, 2014 Regular Meeting.

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

ROLL CALL

Shinners – No
Rearick – Yes
DiGiacomo – Yes
Howe – Yes
Szajner - Yes
Whittaker – Yes

CARRIED 5 – 1

2. NEW BUSINESS

a. Larry Gerschbacher, spoke regarding the 1st Annual Bicycle Safety Rodeo scheduled for June 7, 2014 at Central High School.

Motion by Howe, seconded by DiGiacomo to endorse the Cherry Capital Cycling Club's Bicycle Safety Rodeo to be held on June 7, 2014.

PUBLIC COMMENT

None

CARRIED 5 – 0 (Shinners abstained)

b. Superintendent Vaughn gave an update on the upcoming GTrec Expo to be held Sunday, May 4, 2014 at the Grand Traverse County Civic Center.

c. Commissioner Howe spoke regarding the Wags West dog park plans for 2014.

PUBLIC COMMENT

None

3. OLD BUSINESS

a. Discussion took place regarding the proposal for Community Gardens and the process to move forward with the concept.

Motion by Shinners, seconded by Howe to recommend the Community Garden Program and move this item forward to the City Commission for approval, pending City Attorney review.

PUBLIC COMMENT

None

CARRIED 6 – 0

b. Vice-Chair Szajner gave an update on the Coast Guard City Committee meeting regarding the commemorative sculpture and the process going forward.

PUBLIC COMMENT

None

c. Commissioner Howe gave an update regarding the City Commission Brown Bridge Trust Fund Ad Hoc Committee.

PUBLIC COMMENT

None

d. Superintendent Vaughn gave an update on the Hickory Hills Master Plan process.

PUBLIC COMMENT

None

e. Commissioner Howe and Commissioner Shinners spoke regarding the possible Honor Song celebration for the historic pavement marker at Clinch Park.

Motion by Howe, seconded by Shinners that the Parks and Recreation Division endorse an Honor Song celebration in coordination with the installation of the historic marker commemorating the Anishinaabek original settlement along the shore of Grand Traverse Bay.

CARRIED 6 – 0

4. PUBLIC COMMENT

Seamus Shinners, 410 Seventh St., T.C. 49684

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 7:30 p.m.

Parks and Recreation Commission approved: _____-_____ on May 1, 2014.

_____
Lauren A. Vaughn
Parks and Recreation Superintendent

CITY OF TRAVERSE CITY FORESTRY POLICIES

The City of Traverse City is committed by ordinance, policy and tradition to the full responsibility for management of all trees on public land within the City limits. Each tree, or collectively, the urban forest, has three fundamental management requirements: planting, maintenance and removal.

PLANTING

Continuous planting and replanting over the years has established the all-aged urban forest that exists today.

One of the most important factors in the general decline of the City's mature street tree population, is the past practice of planting trees so closely together that insufficient space was allowed for long-term healthy growth. In many areas, street trees were planted on fifteen (15) foot centers. This practice has caused deformed crowns, excessive root damage from nearby construction projects and literally strangled many trees with the resulting entangled root system.

An appropriate planting site is defined as a space in a sufficiently wide tree lawn (the space between the street and a property line or the curb and sidewalk), approximately forty (40) feet from the nearest street tree, with minimal Interference from adjacent trees on private property.

Priorities have been established for all future tree planting to assure maximum return to the public from the considerable Investment required to maintain the quality of the urban forest. Highest priority is given to locations after the removal of a street tree. The next priority is the infill planting throughout the residential areas of the City. Last, but very Important to the future image of the City, is the planting in locations with the greatest exposure to the public.

A wider variety of species are now planted to create a greater population diversity in the future to avoid the potential for a catastrophe similar to the effect of the Dutch Elm Disease which was made possible by low species diversity in many cities.

MAINTENANCE OF EXISTING TREES

The trees that line the streets of Traverse City lack many of the biological advantages enjoyed by forest trees. Trees growing in an unnatural, stress filled environment require Intensive and systematic maintenance. In addition to planting, trees must be given supportive services to prolong and intensify their usefulness. Urban forest maintenance in Traverse City is the carrying out of practices necessary for reasonable health, vigor and compatibility with the urban environment. Maintenance involves all practices between planting and removal.

GROWTH CONTROL

There are two (2) major types of growth control practices in managing the urban forest. One is pruning to direct growth and the other is fertilization and water to enhance growth.

PRUNING

Pruning is one of the most important management practices in the urban forest. Urban trees should be pruned on a five (5) year cycle. Pruning involves the following practices:

1) Removal of dead, broken, or hanging branches

The City removes branches within the crown that are dead, or broken at some point. Hangers interfere with other branches, obstruct visibility, and create a safety hazard.

2) Clearance

The City removes branches and sprouts from the trunk and all low-hanging limbs to allow for a 10 foot clearance over sidewalks and a 16 foot clearance over the road for vehicular traffic, and prunes limbs for visibility on corners and for signs.

3) Crown training

Training is one technique used by the City on small trees to establish good form. It is the structuring and shaping of the crown while the tree is young. This is done to prevent later developmental problems such as poor branching structure.

4) Crown thinning

Thinning is a cultural practice used by the City to reduce the number of branches. This includes the removal of crossing and rubbing branches. Thinning lightens the crown to reduce the possibility of wind or ice damage. Thinning also improves sunlight and air circulation which allows better crown development and reduces insect and disease problems.

FERTILIZATION

Enhancing growth by fertilization is sometimes necessary to maintain tree health and vigor. When homeowners fertilize their lawns, they are indirectly aiding the street trees. When a lawn is fertilized three (3) to four (4) times a year, it adds a sufficient amount of nutrients to the trees because a majority of the tree's feeder roots are in the top twelve (12) inches of soil. These practices are widespread throughout the City and are encouraged.

WATER

Deep watering is also encouraged to maintain a healthy tree. Drought conditions during the summers of 1987 through 1990 put a lot of mature trees under extreme stress. Deep watering of new and young trees during the first four (4) years is extremely important. These trees need extra help until their root systems are well established and developed so adequate water can be obtained during dry periods.

STREET TREE REMOVALS

The origins of street tree failure include natural causes such as disease, insects and weather conditions and man-induced causes from physical injury due to vehicles, vandalism, poisoning, and root cutting for sidewalks, drives, and utilities. There are three (3) main reasons why street trees are removed when they fail. First, for hazard reduction to persons and property; second, to eliminate breeding sites for insects and disease; and third, dead trees detract from the visual quality of a street.

CONCLUSION

Traverse City currently has in excess of 8300 trees lining her streets. The value of this segment of the total urban forest is in excess of thirteen (13) million dollars. The City has made a considerable investment in this resource and will require a continuing commitment not only to protect past investments but to ensure the value of tomorrow's urban forest.

TRAVERSE CITY TREE SELECTION GUIDE

Revised 12/11/2012

SITUATION : Residential area
Low salt use
Treelawn 4-6 feet
Overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer glabrum	Rocky Mountain Maple	
Acer grandidentatum	Big Tooth Maple	'Rocky Mountain Glow'
Acer griseum	Paperbark Maple	'Ginzam' (Gingerbread)
Acer pensylvanicum	Striped Maple	
Acer pseudosieboldianum	Korean Maple	
Acer saccharum 'Barrett Cole'	Apollo Maple	
Acer saccharum 'Sugar Cone'	Sugar Cone Maple	
Acer tegmentosum	Manchustriped Maple	
Acer triflorum	Three-Flower Maple	
Alnus rugosa	Speckled Alder	
Amelanchier spp.	Serviceberry	'Robin Hill', 'Cole Form' 'Autumn Brillance', 'Tradition' 'Cumulus', 'Snow Cloud' 'Princess Diana', 'Spring Glory'
Carpinus caroliniana	American Hornbeam	
Carpinus japonicus	Japanese Hornbeam	
Cercidiphyllum japonicum 'Pendula'	Weeping Katsura	
Cercis canadensis	Eastern Redbud	
Chionanthus retusus	Chinese Fringetree	
Chionanthus virginicus	White Fringetree	
Cornus alternifolia	Pagoda Dogwood	
Cornus kousa	Kousa Dogwood	'Chinensis', 'Milky Way' 'Summer Stars', 'Select'
Cornus racemosa	Grey Dogwood	

Cotinus obovatus	American Smoketree	'Red Leaf'
Ginkgo biloba 'Saratoga'	Saratoga Maidenhair	
Parrotia persica	Persian Parrotia	
Prunus cerasifera 'Frankthrees'	Mount St. Helens Plum	
Ptelea trifoliata	Hop Tree	
Stewartia koreana	Korean Stewartia	
Stewartia pseudocamellia	Japanese Stewartia	
Stewartia sinensis	Chinese Stewartia	
Styrax obassia	Fragrant Snowbell	
Styrax japonicus	Japanese Snowbell	'Snowcone', 'Snow Charm'
Xanthoceras sorbifolium	Yellowhorn	

SITUATION : Residential area
Moderate to high salt use
Treelawn 4-6 feet
Overhead utility wires

Latin Name	**Common Name**	**Suggested Cultivars**
Acer buergeranum	Trident Maple	'Streetwise'
Acer tataricum	Tatarian Maple	'Pattern Perfect'
Acer truncatum	Shantung Maple	'Rugged Charm', 'Hot Wings'
Alnus rugosa	Speckled Alder	
Caragana arborescens	Siberian Peashrub	'Pendula', 'Sutherland'
Crataegus ambigua	Russian Hawthorn	
Crataegus crusgalli var inermis	Cockspur Hawthorn	'Cruzam' (Crusader)
Crataegus laevigata	English Hawthorn (Crimson Cloud)	'Superba'
Crataegus x mordenensis	Hybrid Hawthorn	'Toba' 'Snowbird'
Crataegus phaenopyrum	Washington Hawthorn	'Princeton Sentry', 'Washing Lustre'
Crataegus punctata	Dotted Hawthorn	'Ohio Pioneer'
Maackia amurensis	Amur Maackia	

Malus spp.	Crabapple	'Red Baron', 'Lancelot' 'Golden raindrops' 'Purple Prince', 'Spring Snow' 'Pinkspire', 'Sentinel'
Parrotia Persica	Persian Parrotia	'Ruby Vase'
Prunus virginiana	Choke Cherry (Canada Red Select)	'Shubert'
Pyrus fauriei 'Westwood'	Korean Sun Pea Pear	
Pterostyrax hispida	Epaulette Tree	
Syringa reticulata	Tree Lilac	'Ivory Silk'
Quercus gambelii	Gamble Oak	
Zelkova serrata 'Wireless'	Compact Zelkova	

SITUATION : Residential area
Low salt use
Treelawn 4-6 feet
No overhead utility wires

Latin Name	**Common Name**	**Suggested Cultivars**
Acer davidii	Striped-bark Maple (David)	
Acer mandshuricum	Manchurian Maple	
Acer rubrum 'Brandywine'	Brandywine Red Maple	
Carpinus betulus	European Hornbeam 'Frans Fontaine"	'Fastigiata'
Halesia carolina	Carolina Silverbell	'Meehanii', 'Rosea'
Liquidambar stryaciflua 'Clydesform'	Emerald Sentinel Sweetgum	
Magnolia denudata (M. heptapeta)	Yulan Magnolia	
Ostrya virginiana	Hophornbeam	
Tilia cordata 'Chancole'	Chancellor Linden	

SITUATION : Residential area
Moderate to high salt use
Treelawn 4-6 feet
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer campestre	Hedge Maple	'Queen Elizabeth', 'Streetwise' 'Metro Gold', 'St. Gregory'
Acer truncatum	Shantung Maple	
Evodia daniellii	Korean Evodia (Tetradium daniellii)	
Ginkgo biloba	Maidenhair Tree	'Saratoga', 'Princeton Sentry'
Koelreuteria paniculata	Goldenrain Tree	'September', 'Rose Lantern'

SITUATION : Residential area
Low salt use
Treelawn 6-8 feet
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Carpinus betulus	European Hornbeam	
Cercidiphyllum japonicum	Katsura	
Cladrastis lutea	American Yellowwood	'Rosea'
Fagus sylvatica 'Roseo-marginata'	Tricolor Beech	
Liriodendron tulipifera 'Fastigiatum'	Columnar Tulip Tree	
Oxydendrum arboreum	Sourwood	
Sorbus alnifolia	Korean Mountainash	
Styrax japonicus	Japanese Snowbell	
Styrax obassia	Fragrant Snowbell	
Tilia cordata	Little leaf Linden	'Glen Leven', 'Norlin' 'Shamrock' ,'Prestige' 'Chancellor', 'Corinthian'

SITUATION : Residential area
Moderate to high salt use
Treelawn 6-8 feet
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer grandidentatum 'Hipazam'	Highland Park Big Tooth Maple	
Acer miyabei	Miyabei Maple	'State Street'

Corylus colurna	Turkish Filbert	
Gleditsia triacanthos inermis	Thornless Honeylocust	'Skyline' 'Halka' 'Sunburst' 'Imperial'
Koelreuteria paniculata	Goldenrain Tree	
Nyssa sylvatica	Black Gum (Tupelo)	'Red Range' 'Wildfire'
Zelkova serrata	Zelkova	'Village Green' 'Green Vase'

SITUATION : Residential area
Low salt use
Treelawn greater than 8 feet
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer nigrum	Black Maple	
Acer rubrum	Red Maple	'Autumn Flame', 'Firefall' 'Northfire' 'Northwood' 'October Glory', 'Supersonic'
Acer saccharum	Sugar Maple	'Green Mountain', 'Legacy' 'Fall Fiesta', 'Seneca Chief' 'Commemoration'
Aesculus flava (A. octandra)	Yellow Buckeye	
Castanea mollissima	Chinese Chestnut	
Fagus grandifolia	American Beech	
Fagus sylvatica	European Beech	'Asplenifolia' 'Atropunicea'
Liquidambar styraciflua	Sweetgum	'Burgundy' 'Moraine' 'Cherokee' 'Festival' 'Worplesdon'
Liriodendron tulipifera	Tulip Tree	
Tilia americana	American Basswood	'Boulevard' 'Legend' 'Redmond' 'Sentry'
Tilia x euchlora	Crimean Linden	
Tilia heterophylla	Beetree Linden	'Continental'
Tilia platyphyllos	Bigleaf Linden	

SITUATION : Residential area
Moderate to high salt use
Treelawn greater than 8 feet
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer x freemanii	Freeman Maple	'Marmo', 'Autumn Blaze' 'Celebration', 'Saturn'
Acer pseudoplatanus	Sycamore Maple	'Tricolor''Spaetii' 'Brillantissimum'
Aesculus x carnea 'Briotii'	Red Horsechestnut	
Aesculus hippocastanum	Horsechestnut	'Baumannii'
Catalpa ovata	Chinese Catalpa	
Catalpa speciosa	Northern Catalpa	
Celtis laevigata	Sugar Hackberry	'All Seasons'
Celtis occidentalis	Hackberry	'Prairie Pride', 'Magnifica'
Eucommia ulmoides	Hardy Rubber Tree	
Ginkgo biloba	Maidenhair Tree	'Autumn Gold'
Gleditsia triacanthos inermis	Thornless Honeylocust	'Shademaster'
Gymnocladus dioicus	Kentucky Coffeetree	'Prairie Titan', 'J.C. McDanials' 'Stately Manor', 'Expreeo'
Platanus x acerifolia	London Planetree	'Liberty', 'Yarwood' 'Bloodgood', 'Columbia' 'Exclamation'
Quercus alba	White Oak	
Quercus bicolor	Swamp White Oak	
Quercus imbricaria	Shingle Oak	
Quercus macrocarpa	Bur Oak	
Quercus mongolica	Mongolian Oak	
Quercus robur	English Oak	'Westminster Globe'
Quercus rubra	Red Oak	
Sophora japonica	Pagoda Tree	'Halka' 'Regent'
Tilia tomentosa	Silver Linden	'Princeton Upright' 'Green Mountain', 'Sterling'
Ulmus parvifolia	Lacebark Elm	'Burgundy', 'Dynasty' 'Emerald Isle', 'Ohio' 'Emerald Vase', 'Path Finder'

Ulmus spp.	Hybrid Elm	'Princeton', 'Accolade' 'Valley Forge', 'Regal', 'Frontier' 'Pioneer', 'Homestead' 'Sapporo Autumn Gold'
Ulmus wilsoniana	Wilson Elm	'Prospector'
Zelkova serrata	Japanese Zelkova	'Green Vase', 'Village Green'

SITUATION : Limited space for tree crown
Low salt use
Treelawn greater than 6 feet
No Overhead utility wires

Latin Name	**Common Name**	**Suggested Cultivars**
Acer nigrum	'Green Column'	Green Column Black Maple
Acer rubrum	Red Maple	'Autumn Spire' 'Brandywine', 'Bowhall'
Acer saccharum 'Endowment'	Endowment Sugar Maple	
Carpinus betulus	European Hornbeam	'Fastigiata', 'Frans Fontaine'
Fagus sylvatica 'Fastigiata'	Pyramidal European Hornbeam	
Liriodendron tulipifera	Tuliptree	'Arnold', 'Fastigiatum'
Tilia cordata 'Corinthian'	Corinthian Linden	

SITUATION : Limited space for tree crown
Moderate to high salt use
Treelawn greater than 6 feet
No overhead utility wires

Latin Name	**Common Name**	**Suggested Cultivars**
Acer x freemanii	Freeman Maple	'Armstrong', 'Scarlet Sentinel'
Alnus glutinosa 'fastigiata'	Pyramidal Black Alder	
Corylus colurna	Turkish Filbert	
Ginko biloba	Maidenhair Tree	'Lakeview', 'Magyar' 'Princeton Sentry', 'Saratoga'
Koelreuteria paniculata 'Fastigiata'	Pyramidal Goldenrain tree	
Quercus alba x robur	Hybrid Oak	'Crimson Spire'
Quercus robur	English Oak	'Attention', 'Fastigiata', 'Skymaster'

		'Skyrocket', 'Regal Prince'
Zelkova serrata 'Musashino'	Musashino Zelkova	

SITUATION : Commercial area
Moderate to high salt use
Restricted planting site
Overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer tataricum	Tatarian Maple	'Pattern Perfect'
Acer truncatum	Shantung Maple	
Crataegus spp.	Hawthorn	'Crusader', 'Crimson Cloud' 'Princeton Sentry', 'Ohio Pioneer' 'Washington Lustre'
Malus spp.	Crabapple	'Red Baron' 'Lancelot' 'Sentinel', 'Pinkspire' 'Golden Raindrops', 'Harvest Gold' 'Purple Prince', 'Spring Snow'
Syringa reticulata	Tree Lilac	'Ivory Silk'

SITUATION : Commercial area
Moderate to high salt use
Treelawn greater than 6 feet
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars
Acer pseudoplatanus	Sycamore Maple	'Tricolor', 'Brillantissimum'
Catalpa speciosa	Northern Catalpa	
Celtis laevigata	Sugar Hackberry	
Celtis occidentalis	Hackberry	
Eucommia ulmoides	Hardy Rubber Tree	
Gymnocladus dioicus	Kentucky Coffeetree	'Prairie Titan', 'Stately Manor' 'Expresso', 'J.C. McDaniels'
Quercus macrocarpa	Bur Oak	

SITUATION : Commercial area/Parking lot islands
Moderate to high salt use
Restricted planting site
No overhead utility wires

Latin Name	Common Name	Suggested Cultivars

Celtis laevigata	Sugar Hackberry	'All Seasons'
Celtis occidentalis	Hackberry	'Prairie Pride', 'Magnifica'
Ginkgo biloba	Maidenhair Tree	'Princeton Sentry' 'Magyar', 'Lakeview'
Gleditsia triacanthos inermis	Thornless Honeylocust	'Halka', 'Skyline', 'Imperial'
Gymnocladus dioicus	Kentucky Coffeetree	'Prairie Titan', 'Stately Manor' 'Expresso', 'J.C. McDaniels'
Koelreuteria paniculata	Goldenrain Tree	'September', 'Rose Lantern'
Quercus imbricaria	Shingle Oak	
Sophora japonica	Pagoda Tree	'Regent', 'Upright', 'Princeton'
Tilia cordata	Littleleaf Linden	'Glenleven', 'Shamrock'
Ulmus parvifolia	Lacebark Elm	'Ohio', 'Pathfinder', 'Burgandy' 'Dynasty', 'Emerald Isle' 'Emerald Vase'

SITUATION : Sidewalk pits
Overhead utility wires

Latin Name	**Common Name**	**Suggested Cultivars**
Malus spp.	Crabapple	'Red Baron', 'Sentinel'
Syringa reticulata	Tree Lilac	'Ivory Silk'

SITUATION : Sidewalk pits
No overhead utility wires

Latin Name	**Common Name**	**Suggested Cultivars**
Ginkgo biloba	Maidenhair tree	'Magyar', 'Lakeview' 'Princeton Sentry'
Gleditsia triacanthos inermis	Thornless Honeylocust	'Skyline'

SITUATION : Urban park
Large right of ways
Inside of sidewalk

Latin Name	Common Name
Aesculus glabra	Ohio Buckeye
Asimina triloba	Common Sassafras
Betula alleghaniensis	Yellow Birch
Betula Nigra	River Birch
Carya cordiformis	Butternut Hickory
Carya ovata	Shagbark Hickory
Kalopanax pictus	Castor-aralia
Larix kaempferi	Japanese Larch
Larix laricina	Eastern Larch
Metasequoia glyptostroboides	Dawn Redwood
Picea glauca 'Densata'	Black Hills Spruce
Picea omorika	Serbian Spruce
Pinus banksiana	Jack Pine
Pinus bungeana	Lacebark Pine
Pinus cembra	Swiss Stone Pine
Pinus parvifolia 'Glauca'	Japanese White Pine
Pinus strobus	Eastern White Pine
Pseudolarix kaempferi	Golden Larch
Sassafras albidum	Common Sassafras
Tamarix ramosissima	Five-stamen Tamarix
Taxodium distichum	Bald Cypress

Revised 12/11/2012

American National Standard for Tree Care Operations –

Tree, Shrub and Other Woody Plant Maintenance – Standard Practices

1 Scope, purpose, and application

1.1 Scope

This document presents performance standards for the care and maintenance of trees, shrubs, and other woody plants.

1.2 Purpose

It is intended as a guide for federal, state, municipal, and private authorities including property owners, property managers, and utilities in the drafting of their maintenance specifications and should be adopted by them in whole or in part.

1.3 Application

This standard is intended to apply to any person or entity engaged in the business, trade, or performance of repairing, maintaining, or preserving trees.

1.4 Implementation

Specifications for tree work should be written and administered by an arborist.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this American National Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this American National Standard are encouraged to investigate the possibility of applying the most recent edition of the standards indicated below.

ANSI Z60.1-1990, *Nursery stock*

ANSI Z133.1-1994, *Tree care operations – Pruning, trimming, repairing, maintaining, and removing trees, and cutting brush – Safety requirements*

29 CFR 1910, *General industry*[1)]

29 CFR 1910.268, *Telecommunications*[1)]

29 CFR 1910.269, *Electric power generation, transmission, and distribution*[1)]

29 CFR 1910.331 – 335, *Electrical safety-related work practices*[1)]

3 Definitions

3.1 anvil-type pruning tool: Pruning tool that has a straight sharp blade that cuts against a flat metal cutting surface. (See *hook and blade-type pruning tool.*)

3.2 arborist: A professional who possesses the technical competence through experience and related training to provide for or supervise the management of trees and other woody plants in the residential, commercial, and public landscape.

3.3 boundary reaction zone: A separating boundary between wood present at the time of wounding and wood that continues to form after wounding.

3.4 branch: A secondary shoot or stem arising from one of the main axes (i.e., trunk or leader) of a tree or woody plant.

[1)] Available from U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210.

3.5 branch collar: Trunk tissue that forms around the base of a branch between the main stem and the branch or a branch and a lateral. As a branch decreases in vigor or begins to die, the branch collar becomes more pronounced.

3.6 branch bark ridge: Raised area of bark in the branch crotch that marks where the branch wood and trunk wood meet.

3.7 callus: Undifferentiated tissue formed by the cambium layer around a wound.

3.8 cambium: Dividing layer of cells that forms sapwood (xylem) to the inside and bark (phloem) to the outside.

3.9 climbing spurs: Sharp, pointed devices affixed to the climber's leg used to assist in climbing trees (also known as *gaffs, hooks, spurs, spikes, climbers*).

3.10 closure: The process of woundwood covering a cut or other tree injury.

3.11 crotch: The angle formed at the attachment between a branch and another branch, leader, or trunk of a woody plant.

3.12 crown: The leaves and branches of a tree or shrub; the upper portion of a tree from the lowest branch on the trunk to the top.

3.13 crown cleaning: The removal of dead, dying, diseased, crowded, weakly attached, low-vigor branches, and watersprouts from a tree's crown.

3.14 crown raising: The removal of the lower branches of a tree in order to provide clearance.

3.15 crown reduction: The reduction of the top, sides, or individual limbs by the means of removal of the leader or longest portion of a limb to a lateral no less than one-third of the total diameter of the original limb removing no more than one-quarter of the leaf surface.

3.16 crown thinning: The selective removal of branches to increase light penetration and air movement, and to reduce weight.

3.17 cut: The exposed wood area resulting from the removal of a branch or portion thereof.

3.18 decay: Degradation of woody tissue caused by biological organisms.

3.19 espalier pruning: A combination of cutting and training branches that are oriented in one plane, formally or informally arranged, and usually supported on a wall, fence, or trellis. The patterns can be simple or complex, but the cutting and training is precise. Ties should be replaced every few years to prevent girdling the branches at the attachment site.

3.20 facility: Equipment or structure used to deliver or provide protection for the delivery of an essential service such as electricity.

3.21 girdling roots: Roots located above- or belowground whose circular growth around the base of the trunk or over individual roots applies pressure to the bark area, ultimately restricting sap flow and trunk/root growth, frequently resulting in reduced vitality or stability of the plant.

3.22 heading: Cutting a currently growing or one-year-old shoot back to a bud, or cutting an older branch or stem back to a stub or lateral branch not sufficiently large enough to assume the terminal role. Heading should rarely be used on mature trees.

3.23 heartwood: The inactive xylem (wood) toward the center of a stem or root that provides structural support.

3.24 hook and blade pruning tool: A hand pruner that has a curved, sharpened blade that overlaps a supporting hook; in contrast to an *anvil-type pruning tool.*

3.25 horizontal plane (palms): An imaginary level line that begins at the base of live frond petioles.

3.26 lateral: A branch or twig growing from a parent branch or stem.

3.27 leader: A dominant upright stem, usually the main trunk. There can be several leaders in one tree.

3.28 limb: Same as *branch*, but larger and more prominent.

3.29 lopping: See *heading.*

3.30 mycelium: Growth mass of fungus tissue found under bark or in rotted wood.

3.31 obstructing: To hinder, block, close off, or be in the way of; to hinder or retard a desired effect or shape.

3.32 parent branch or stem: The tree trunk; or a large limb from which lateral branches grow.

3.33 petiole: The stalk of a leaf.

3.34 phloem: Inner bark tissue through which primarily carbohydrates and other organic compounds move from regions of high concentration to low.

3.35 pollarding: Pollarding is a training system used on some large-growing deciduous trees that are severely headed annually or every few years to hold them to modest size or to give them and the landscape a formal appearance. Pollarding is not synonymous with topping, lopping, or stubbing. Pollarding is severely heading some and removing the other vigorous water sprouts back to a definite head or knob of latent buds at the branch ends.

3.36 precut or precutting: The two-step process to remove a branch before the finished cut is made so as to prevent splitting or bark tearing into the parent stem. The branch is first undercut, then cut from the top before the final cut.

3.37 pruning: Removal of plant parts.

3.38 qualified line clearance tree trimmer: A tree worker who, through related training and on-the-job experience is familiar with the techniques in line clearance and has demonstrated his/her ability in the performance of the special techniques involved. This qualified person may or may not be currently employed by a line clearance contractor.

3.39 qualified line clearance tree trimmer trainee: Any worker undergoing line-clearance tree trimming training, who, in the course of such training, is familiar with the techniques in line clearance and has demonstrated his/her ability in the performance of the special techniques involved. Such trainees shall be under the direct supervision of qualified personnel.

3.40 qualified person or personnel: Workers who, through related training, or on-the-job experience, or both, are familiar with the techniques and hazards of arboriculture work including training, trimming, maintaining, repairing, or removing trees, and the equipment used in such operations.

3.41 qualified tree worker, person, or personnel: A person(s) who, through related training and on-the-job experience, is familiar with the hazards of pruning, trimming, repairing, maintaining, or removing trees and with the equipment used in such operations, and has demonstrated ability in the performance of the special techniques involved.

3.42 qualified tree worker trainee: Any worker undergoing on-the-job training who, in the course of such training, is familiar with the hazards of pruning, trimming, repairing, maintaining, or removing trees, with the equipment used in such operations, and has demonstrated ability in the performance of the special techniques involved. Such trainees shall be under the direct supervision of qualified personnel.

3.43 remote/rural: Areas associated with very little human activity, land improvement, or development.

3.44 sapwood: The active xylem (wood) that stores water and carbohydrates, and transports water and nutrients; a wood layer of variable thickness found immediately inside the cambium, comprised of water-conducting vessels or tracheids and living plant cells.

3.45 shall: As used in this standard, denotes a mandatory requirement.

3.46 should: As used in this standard, denotes an advisory recommendation.

3.47 stub: An undesirable short length of a branch remaining after a break or incorrect pruning cut is made.

3.48 stubbing: See *heading*.

3.49 target: A person, structure, or object that could sustain damage from the failure of a tree or portion of a tree.

3.50 terminal role: Branch that assumes the dominant vertical position on the top of a tree.

3.51 thinning: The removal of a lateral branch at its point of origin or the shortening of a branch or stem by cutting to a lateral large enough to assume the terminal role.

3.52 throwline: A small, lightweight line with a weighted end used to position a climber's rope in a tree.

3.53 topping: See *heading*.

3.54 tracing: Shaping a wound by removing loose bark from in and around a wound.

3.55 urban/residential: Locations normally associated with human activity such as populated areas including public and private property.

3.56 utility: An entity that delivers a public service such as electricity or communication.

3.57 utility space: The physical area occupied by the utility's facilities and the additional space required to ensure its operation.

3.58 wound: The opening that is created any time the tree's protective bark covering is penetrated, cut, or removed, injuring or destroying living tissue. Pruning a live branch creates a wound, even when the cut is properly made.

3.59 woundwood: Differentiated woody tissue that forms after initial callus has formed around the margins of a wound. Wounds are closed primarily by woundwood.

3.60 xylem: Wood tissue; active xylem is called *sapwood*, inactive xylem is called *heartwood*.

3.61 young tree: A tree young in age or a newly installed tree.

4 Safety

4.1 Tree maintenance shall only be performed by qualified tree workers, who through related training, or on-the-job experience, or both, are familiar with the practices and hazards of arboriculture, and the equipment used in such operations.

4.2 This standard shall not take precedence over arboricultural safe work practices.

Operations shall comply with applicable Occupational Safety and Health Administration (OSHA) standards (see clause 2), ANSI Z133.1, as well as state and local regulations.

5 Tree pruning

5.1 Purpose

The purpose of this clause is to provide specifications for tree pruning.

5.2 Pruning practices

5.2.1 Reasons for pruning

The reasons for tree pruning may include, but are not limited to, reducing hazards, maintaining or improving tree health and structure, improving aesthetics, or satisfying a specific need such as: removing diseased, dead, dying, decayed, interfering or obstructing branches; training young trees; utility line clearance; or specialty tasks as defined in this standard. Before pruning, the primary objective should be clearly defined. That objective should be accomplished in the manner most beneficial to the health of the tree.

Pruning practices for agricultural, horticultural production or silvicultural purposes are exempt from this standard.

5.2.2 When to prune

To obtain the defined objective, the growth cycles of individual species as well as the type of pruning to be performed should be considered.

5.2.3 Tree inspection

Before beginning work and while work is being performed, a qualified person shall visually inspect each tree. If a condition is observed that requires additional attention, this condition should be brought to the attention of an immediate supervisor or the person responsible for authorizing the work.

5.2.4 Tools and equipment

5.2.4.1 Pruning tools used in making pruning cuts shall be kept adequately sharpened to result in final cuts with a smooth surface and firmly attached remaining adjacent bark.

5.2.4.2 Hook and blade pruning tools should be used; not anvil-type pruning tools.

5.2.4.3 Climbing spurs should not be used when climbing trees, except as specified elsewhere in this standard. Climbing spur use is permissible on tree removals and in emergencies such as aerial rescue.

5.2.4.4 Equipment and work practices that damage bark, cambium, live palm tissue, or any combination of these, should be avoided.

5.2.5 Pruning cuts

5.2.5.1 A thinning cut should be the preferred type of cut to make.

5.2.5.2 A thinning cut shall consist of the removal of a lateral branch at its point of origin or the shortening of a branch or stem by cutting to a lateral large enough to assume the terminal role.

5.2.5.3 A heading cut should rarely be used on mature trees, yet may be appropriate for

specific purposes such as, but not limited to, training young trees; pollarding, shaping terminal flowering trees, storm damage repair, etc.

5.2.5.4 A heading cut should consist of cutting a currently growing or one-year-old shoot back to a bud, or cutting an older branch or stem back to a stub or lateral branch not sufficiently large enough to assume the terminal role.

5.2.5.5 When removing a lateral branch at its point of origin on the trunk or parent limb, the final cut shall be made in branch tissue close to the trunk or parent limb, without cutting into the branch bark ridge or collar, or leaving a stub. (See figure 1.)

5.2.5.6 When removing a leader or length of a branch, the angle of the cut should bisect the angle between the branch bark ridge and an imaginary line perpendicular to the leader being removed. (See figure 2.)

5.2.5.7 When removing a dead branch, the final cut shall be made just outside the collar of live tissue. If the collar has grown out along the branch stub, only the dead stub should be removed. The live collar shall remain intact and uninjured.

5.2.5.8 To prevent damage to the parent limb when removing a branch with a narrow branch attachment, the final cut should be made from the bottom of the branch up. (See figure 3.)

5.2.5.9 Cut limbs shall be removed from the crown upon completion of the pruning, or at times when the tree would be left unattended or at the end of the work day.

5.2.6 Wound treatment

5.2.6.1 Wound dressings and tree paints should not be used to cover pruning wounds, except when specified for disease, borer, mistletoe, sprout control, or cosmetic reasons. If wound dressings or paints are used for cosmetic or other reasons, then materials nontoxic to the cambium layer shall be used, and only a light coating shall be applied to the wound surface.

5.2.6.2 When repairing bark wounds, only damaged or loose bark should be removed, disturbing a minimal amount of live tissue.

5.2.6.3 Cavities shall not be filled or treated if the boundary reaction zones would be disturbed.

5.3 Mature tree pruning

5.3.1 General

The following specifications should be used with pruning objectives.

5.3.1.1 Pruning cuts shall be made in accordance with 5.2.5.

5.3.1.2 Tree branches shall be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property. Branches too large to support with one hand shall be precut to avoid splitting or tearing of the bark. (See figure 1.) Where necessary, ropes or other equipment should be used to lower large branches or portions of branches to the ground.

5.3.1.3 When a branch is cut back to a lateral, not more than one-fourth of its leaf surface should be removed. The lateral remaining should be large enough to assume the terminal role.

5.3.1.4 Not more than one-fourth of the foliage on a mature tree should be removed within a growing season.

5.3.1.5 Upon completion of pruning a mature tree, one-half of the foliage should remain evenly distributed in the lower two-thirds of the crown and individual limbs.

5.3.2 Size specifications

A minimum or maximum diameter of branches to be removed should be specified to establish the extent of pruning, such as: the removal of branches 3 in (7.5 cm) in diameter and greater, or; the removal of branches 2 in (5 cm) in diameter and greater, etc.

5.3.3 Pruning objectives

Pruning objectives should be established prior to beginning any pruning operation.

5.3.3.1 Hazard reduction pruning

Hazard reduction pruning is recommended when the primary objective is to reduce the danger to a specific target caused by visibly defined hazards in a tree. Hazard reduction pruning should consist of one or more of the maintenance pruning types.

5.3.3.2 Maintenance pruning

Maintenance pruning is recommended when the primary objective is to maintain or improve tree

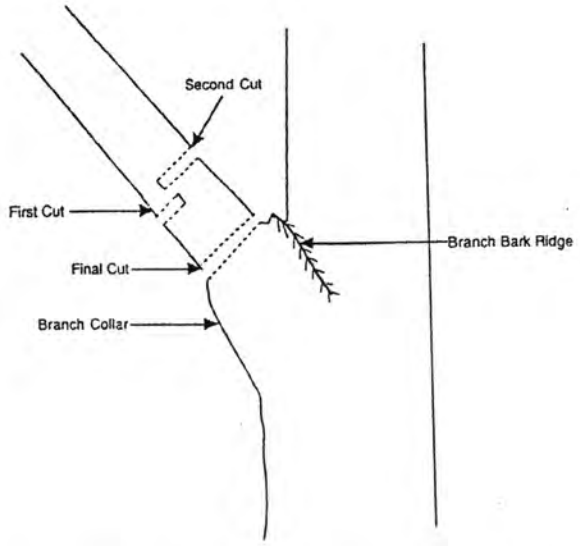

Figure 1 – Removing a large lateral branch requires two preliminary cuts before the final cut

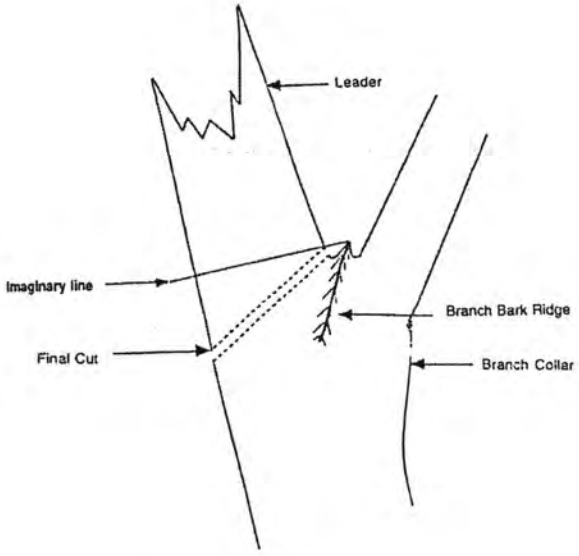

Figure 2 – When cutting back to a lateral, bisect the angle between the branch bark ridge and an imaginary line perpendicular to the leader or the branch being removed

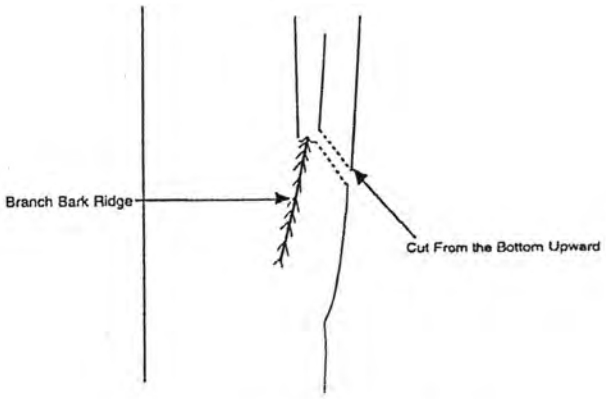

Figure 3 – When removing a branch with a narrow branch attachment, cut from the bottom upward

health and structure, and includes hazard reduction pruning. Maintenance pruning should consist of one or more of the following pruning types:

a) *Crown cleaning:* Crown cleaning shall consist of the selective removal of one or more of the following items: dead, dying, diseased, weak branches and watersprouts from a tree's crown;

b) *Crown thinning:* Crown thinning shall consist of the selective removal of branches to increase light penetration, air movement, and reduce weight;

c) *Crown raising:* Crown raising shall consist of the removal of the lower branches of a tree in order to provide clearance;

d) *Crown reduction (crown shaping):* Crown reduction reduces the height and/or spread of a tree. Consideration should be given to the ability of a species to sustain this type of pruning;

e) *Vista pruning:* Vista pruning is selective thinning of framework limbs or specific areas of the crown to allow a specific view of an object from a predetermined point;

f) *Crown restoration:* Crown restoration pruning should improve the structure, form, and appearance of trees that have been severely headed, vandalized, or storm damaged.

5.4 Young tree pruning

5.4.1 At planting

When a young tree is planted, dead, broken, and split branches should be removed. A central trunk or leader or well-spaced multiple trunks or leaders (as most appropriate for the species and specimen) should be developed by removing competing leaders and removing, heading, or thinning laterals on vigorously growing branches that compete with the selected leader(s). Branches should be retained on the lower trunk to increase taper.

5.4.2 During the first three years after planting

A strong scaffold branch structure should be developed by selecting the primary scaffold branches. To improve the scaffold structure, branches that are crossing, have included bark, or interfere with the scaffold branches should be removed. Scaffold branches should be properly spaced. For deciduous shade trees that will reach or exceed 40 ft (12 m) in height at maturity, the recommended spacing between primary scaffold branches is approximately 18 in (46 cm). For smaller species, 6 to 8 in (15 to 20 cm) would be adequate.

5.4.3 Between four and six years after planting

The development of a good, structurally sound scaffold branch system should be continued by selective thinning of or on branches and removing dead, interfering, split, and broken branches. Large-growing branches with narrow angles of attachment shall be removed from the trunk or canopy. Lower branches shall be pruned (crown raising) so as not to interfere with human needs where appropriate.

5.5 Specialty training systems

5.5.1 Espalier

Espalier pruning is a combination of cutting and training branches that are oriented in one plane; formally or informally arranged; and usually supported on a wall, fence, or trellis. The patterns can be simple or complex but the cutting and training is precise. Ties should be replaced every few years to prevent girdling the branches at the attachment site.

5.5.2 Pollarding

Pollarding is a training system used on some large-growing deciduous trees that are severely headed annually or every few years to hold them to modest size or to give them and the landscape a formal appearance. Pollarding is not synonymous with topping, lopping, or stubbing. Pollarding is severely heading some and removing the other vigorous water sprouts back to a definite head or knob of latent buds at the branch ends.

5.6 Palm pruning

5.6.1 Palm pruning should be performed when fronds, fruit, or loose petioles may create a dangerous condition.

5.6.1.1 Live healthy fronds, initiating at an angle of 45° or greater from the horizontal plane, should not be removed.

5.6.1.2 Fronds removed should be severed close to the petiole base without damaging living trunk tissue.

5.6.1.3 Palm peeling (shaving) should consist of the removal of the dead frond bases only, at the point they make contact with the trunk without damaging living trunk tissue.

5.7 Utility pruning

5.7.1 General

The purpose of utility pruning is to remove branches in order to prevent the loss of service, prevent damage to equipment, avoid impairment and uphold the intended usage of the facility/utility space.

5.7.1.1 Only a qualified line clearance tree trimmer or qualified line clearance tree trimmer trainee should be assigned to line clearance work in accordance with ANSI Z133.1, 29 CFR 1910.331 – 335, 29 CFR 1910.268, or 29 CFR 1910.269.

5.7.1.2 Utility pruning operations are exempt from requirements in 5.2.3.

5.7.2 Utility crown reduction pruning

5.7.2.1 Urban/residential environment

5.7.2.1.1 Cuts should be made in accordance with 5.2.5 and 5.2.6.

5.7.2.1.2 A minimum number of cuts should be made to accomplish the purpose of facility/utility pruning. The natural shape of the tree should be considered.

5.7.2.1.3 Trees directly under and growing into the facility/utility should be removed or pruned. Such pruning should be done by removing entire branches or by removing branches that have laterals growing into (or, once pruned, will grow into) the facility/utility space.

5.7.2.1.4 Trees growing along the side and growing into or toward the facility/utility space should be pruned by removing entire branches. Branches that, when cut, will produce sprouts that would grow into facilities and/or utility space should be removed.

5.7.2.1.5 Branches should be cut to laterals or the parent branch and not at a preestablished clearing limit.

5.7.2.2 Remote/rural environment

5.7.2.2.1 Climbing spurs

Climbing spurs may be used when limbs are more than throw line distance apart, or when the bark is thick enough to prevent damage to the cambium, or there are no other practical means of climbing the tree.

5.7.2.2.2 Remote locations

Utilities must often maintain facilities/corridors at remote locations. In such locations, it may be appropriate to use mechanical pruning equipment.

5.7.2.2.3 Mechanical pruning

Cuts should be made close to the main stem, outside of the branch bark ridge and branch collar. Precautions should be taken to avoid stripping or tearing of bark or excessive wounding.

5.7.3 Emergency service restoration

During a utility declared emergency, utilities must restore service as quickly as possible in accordance with ANSI Z133.1, 29 CFR 1910.331 – 335, 29 CFR 1910.268, or 29 CFR 1910.269. At such times it may be necessary, because of safety and the urgency of service restoration, to deviate from the use of proper pruning techniques as defined in this standard. Following the emergency, corrective pruning should be done as necessary.

Proposed addition

g. Meeting Minutes

What to Include: Robert's Rules of Order, a manual for running nonprofit organizations, explains that minutes are a record of what was done at the meeting, not what was said. At a minimum, minutes should include:

1. Name and kind of meeting. Is it a regular commission meeting, or a special meeting. If it is a special meeting, attach a copy of the meeting notice given to members.
2. Date, place, and time that the meeting began and ended.
3. Names of the chair and recording secretary or their substitutes.
4. Names of voting members attending and whether a quorum was present
5. Names of guests and their subject matter.
6. Whether minutes from the previous meeting were approved or corrected.
7. Motions made. You must record:
* the exact wording of the motion
* who made the motion
* the result of the vote
8. Reports. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing, attach it, or tell where it may be found. An oral report may be summarized briefly.
9. Other actions, assignments and deadlines, resolutions, and recommendations can be briefly recorded.
10. Secretary's signature once the minutes have been approved.

Summarizing Discussions

Some boards may opt to go beyond the basics and include additional items. For example, a summary of a discussion can give a more complete picture of the meeting. This can be helpful to members who could not attend the meeting and to those looking back at the historical record of the organization. Summaries, if included in the minutes, should be balanced and include major opposing viewpoints, even if they are not adopted.

What to Leave Out
The minutes are a factual record of business. Do not include:

* Opinions or judgments: Leave out statements like "a well done report" or "a heated discussion."
* Criticism or accolades: Criticism of members, good or bad, should not be included unless it takes the form of an official motion. Thanks or expressions of appreciation should only be included if there was a clear consensus of meeting participants. (For example, by applause.)
* Discussion: If the organization has opted to include discussion summaries, do not personalize it by recording the views of individuals.

* Extended rehashing of reports: Just hit the highlights or key facts, particularly if a written report is attached

Approving the Minutes

Minutes do not become official until they are read and approved by formal vote. They should be read by the Recording Secretary at the next regular meeting. The Chair then asks for corrections and additions, and calls for a vote.

Members may agree to skip reading the minutes aloud if members have had enough advance time to read them. Send a draft of the minutes to members before the meeting.

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Resolution

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.

By paying for a community garden plot, the participant agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless the City of Traverse City and their officers, agents, and employees from and against all damages, claims, demands, suits, actions resulting from, or because of any damage to property of bodily injury or death of any person arising out of the occupancy and/or use of the garden by the participant, the participant's co-gardener or guests.

Gardens are located in public City Parks and are subject to all applicable ordinances and regulations. The City of Traverse City is not responsible for theft of plants or produce.

How to get a garden plot:

The City of Traverse City invites City residents to participate in a trial program of raised bed gardening in one of four 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.

On the application for a garden plot, you must list co-gardeners unless they are in your immediate family. Applicants must be at least 18 years of age. Children under 12 must garden with an adult.

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:

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- 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 2-4 people.

An annual application fee is required based on the size of garden bed chosen. The fees are $12.50 for a 50 square foot plot, $25.00 for 100 square feet, or $50.00 for 200 square feet.

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

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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. Pack it in and pack it out. 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. No cannabis may be planted. 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.

   If you have extra produce, please consider donating it to Father Fred, the Goodwill Inn or other local food banks or food assistance programs.

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8. **Assignments**: Plot holders must notify the Parks and Recreation Division they wish to give up their garden plot. You cannot give your plot to someone else. Garden plots are assigned by the Division 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.

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 garden and you have a disability requiring any special assistance or raised bed structure and/or if you have any concerns, please notify the Parks and Recreation Superintendent.

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Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent

RE: Superintendent's Report

DATE: April 25, 2014

The Grand Traverse Parks and Recreation Network will be hosting the second annual GTRec Expo on Sunday, May 4. I will be on vacation, but Sheila 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 set up a schedule next Thursday evening.

We are finally able to begin the long process of getting the parks ready for spring and summer fun. Removal of leaves and brush, picking up litter, sweeping of excess sand that has blown into the parks from the beaches, setting out picnic tables and trash barrels is underway.

Day camp registration is nearly full with only a few openings on random days.

See you Thursday, May 1st.

TO: Park and Recreation Commissioners

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

DATE: April 25, 2014

SCHEDULE OF UPCOMING EVENTS

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

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

June 16, 2014 – Day Camp begins

June 18, 2014 – Hershey Track & Field Local Meet – 9:00 am - TC Central High Track

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