



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
July 2, 2015

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

Posted: 6 - 29 - 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 June 4, 2015 Regular Meeting

2. NEW BUSINESS

- a. Presentation by Missy Luick on status of the proposed Public Pier project
- b. Consideration of request to put mini Children's Library post in Indian Woods Park

4. OLD BUSINESS

- a. Update on Wags West improvements and Community Garden program
- b. Update and discussion on revision of Recreation Plan section 3
- c. Update on Perry Hannah plaza construction
- d. Update on Sunset Park design process
- e. Discussion of Brown Bridge Trust Fund process and possible recommendation on proposed Framework for Park Development

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, JUNE 4, 2015 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684**

COMMISSIONERS PRESENT: Margaret Szajner, Danielle Rearick, Matthew Ross, Gary Howe, Brian Haas, John Gessner

COMMISSIONERS ABSENT: Brook DiGiacomo

ALSO PRESENT: Lauren Vaughn, Sheila Dodge

Chairperson Brian Haas Presiding

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

- a. Consideration of minutes of the May 7, 2015 Regular Meeting.

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

CARRIED 6 – 0

2. NEW BUSINESS

- a. Russ Soyring, City Planner spoke regarding the status of the Perry Hannah plaza and future concept plans for Hannah Park and seating concepts for the Open Space.
- b. Superintendent Vaughn and Commission Haas discussed the possible recommendation of a new logo for Hickory Hills.

Motion by Howe, seconded by Rearick to recommend the proposed new logo for the branding of Hickory Hills.

PUBLIC COMMENT

None

ROLL CALL

Howe – Yes
Gessner – Yes

Ross – Yes
Haas – Yes
Rearick – Yes
Szajner – No

CARRIED 5 – 1

3. OLD BUSINESS

- a. Superintendent Vaughn gave a timeline update on Wags West (dog park) improvements and the Community Garden Program.
- b. Superintendent Vaughn spoke regarding the initial changes that have been made in the revision of the Parks and Recreation Plan and presented the draft of the first two sections. Discussion ensued.
- c. Commissioner Howe spoke regarding making a formal recommendation on Division Street to send to MDOT. Discussion ensued.
- d. Commissioner Szajner gave an update on the Sunset Park design process.
- e. Chairperson Haas spoke regarding the Brown Bridge Trust Fund process. Discussion ensued.

4. PUBLIC COMMENT

Jeanine Easterday, 1011 Lake Ridge Dr., T.C.

John Gessner gave an update on the Traverse City Arts Commission.

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 7:44 p.m.

Parks and Recreation Commission approved: _____ - _____ on July 2, 2015

Lauren A. Vaughn
Parks and Recreation Superintendent

Memo

Subject: Proposed Framework for Park Development and Brown Bridge Trust Park Improvement Fund
 Date: July 2, 2015
 To: Parks and Recreation Commission; City Manager
 From: Parks and Recreation Commissioners: Matt Ross, Gary Howe, and Brian Haas

After review by the Parks and Recreation Commission, we recommend that Parks and Recreation Commission Adopt this framework and recommend it to the City Manager to assist in the creation of policy concerning the Brown Bridge Trust Park Improvement Fund. These recommendations are submitted in context of the budgetary and "development and planning" oversight duties of this body as described in Chapter 277 of the City Charter.

In order to facilitate and encourage broad citizen engagement for improving the City's parkland, we recommend that the City adopt policy language that includes:

1. **Renaming:** Brown Bridge Trust Park Improvement Fund to ***Partnerships for Parks Fund***.
2. **Adoption of an Intent & Purpose to the fund:** *Safe, accessible, and inviting parks are a crucial factor to quality of life and a critical piece to a healthy and connected community. The Partnerships for Parks Fund was created to facilitate the creativity, knowledge, and passion of our citizens to improve the community's parkland.*
3. **Recognition and formalizing three broad and flexible categories of park development:** Staff Initiated, Neighborhood Initiated, Community Initiated.

Examples:

Staff Initiated	Neighborhood Initiated	Community Initiated
<p>An idea originates with an opportunity recognized by staff who bring an idea forward to appropriate board, i.e., Parks and Recreation Commission or Brown Bridge Quiet Area Advisory Board.</p> <p>Match Source: Grants sought by staff.</p> <p>Examples: Fire Station Park, Brown Bridge Quiet Area.</p>	<p>An idea originates and is driven by residents working with Parks & Recreation Commission. Volunteer and staff collaboration is needed for effective planning and funding.</p> <p>Match Source: Combination of donations (cash & in-kind) and grants sought by City & volunteers. Optional general fund contribution for portion of project.</p> <p>Examples: Clancy Park, Jupiter Gardens</p>	<p>An idea originates through a regional process and effort. Possible partnerships are formed between non-profit sector, additional government bodies, and the City. May require an MOU and pledges of support.</p> <p>Match Source: Large capital funds drive and public/private grants.</p> <p>Examples: Hickory Hills, Bayfront</p>

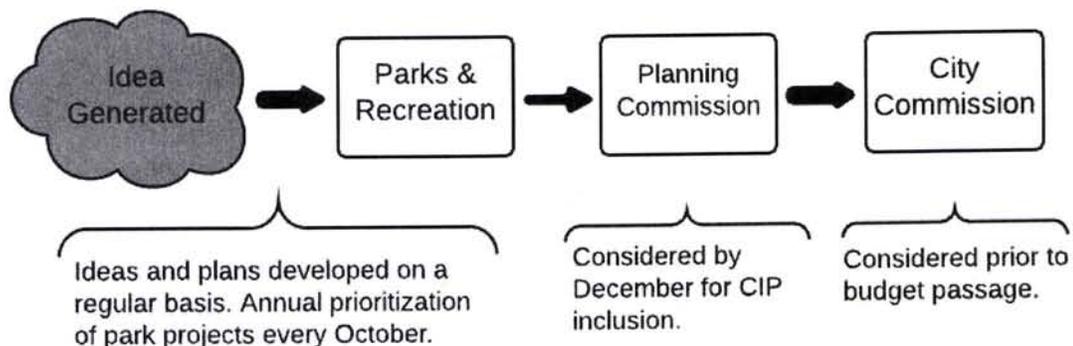
Parks and Recreation Commission: Park Development Evaluation and Process

We recommend the following questions to evaluate new ideas and ongoing planning of City parkland. These are the basic questions that are required for every project and need to be communicated to people wishing to bring ideas forward:

- Does the idea increase usage of the City's parkland?
- Does the idea further existing Park and Recreation plans as expressed in the five-year plan, master plan, and other related plans and policies?
- Does the idea solve a specific, identified problem?
- Does the idea have support from neighbors, the community, and related staff?
- Does the idea have citywide benefit to all park users?
- Does the idea have a realistic budget and achievable timeline?
- Does the idea create untenable organizational and administrative duties for City staff?
- Does the idea have an identified coalition, or the ability to create one, that is committed to spending time developing the idea?
- Does the idea have realistic potential to attract grants and/or donations to match money from the *Partnerships for Parks Fund* or other City funds?

We also recommend that the Parks and Recreation Commission go through a prioritization of park projects every September, approved in October, and submitted to the Planning Commission every November or no later than December. This is to ensure evaluation and inclusion in the annual Capital Improvement Plan adopted by the Planning Commission.

Basic Park Development Flow



Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: June 26, 2015

Festival time is here again. The Cherry Festival begins on July 4 and ends July 11. The Film Festival is July 28 – August 2. Both of these events bring thousands of people to our parks and put extra stress on the grounds and facilities but with the cooperation of these two organizations, City crews, and volunteers, the parks return to “normal” fairly quickly.

The Day Camp program is underway and completing the second of ten weeks today. A few openings still exist if you know of anyone looking for something for their 6 to 12 year olds to do this summer.

Our new City Manager, Martin Colburn began this week. After he gets his feet wet, we will invite him to a future meeting.

TO: Park and Recreation Commissioners

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



DATE: June 26, 2015

SCHEDULE OF UPCOMING EVENTS

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

July 4 – 11 – Cherry Festival

July 28 – August 2 – Film Festival

August 6, 2015 – Regular Meeting – 6:30 p.m.

August 21, 2015 – Last Day of Day Camp

September 3, 2015 – Regular meeting – 6:30 p.m.