



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
August 4, 2016

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

Posted: 8 - 1 - 2016

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

Vice-Chairperson Matt Ross 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 July 14, 2016, Special Meeting.

2. NEW BUSINESS

- a. Consideration of High Impact Park Use application by the Watershed Center for Clinch Park on August 13

3. OLD BUSINESS

- a. Discussion of future planning possibilities for F & M and Mini parks

- b. Update on Clinch Park repairs
- c. Update on Hickory Hills design, grant and fundraising process
- d. Discussion of proposed Rotary Charities grant application

4. PUBLIC COMMENT

5. 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 SPECIAL MEETING OF THE CITY PARKS AND RECREATION COMMISSION
HELD THURSDAY, JULY 14, 2016 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684**

COMMISSIONERS PRESENT: Matthew Ross, Michelle Schuett, Danielle Rearick, Sabrina Newton,
William Dorrier

COMMISSIONERS ABSENT: Brook DiGiacomo

ALSO PRESENT: Lauren Vaughn

Chairperson Margaret Szajner Presiding

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

- a. Consideration of minutes of the June 2, 2016 Regular Meeting.

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

CARRIED 6 – 0

2. NEW BUSINESS

Martin Colburn, City Manager addressed the Commission regarding the West Boardman Lake Trail and Brown Bridge – East Bridge repair.

PUBLIC COMMENT

None

- a. Commissioner Ross spoke regarding the Open Space Mural Project proposal.

Motion by Rearick seconded by Newton to recommend to the Arts Commission the Open Space Mural Project.

CARRIED 6 – 0

PUBLIC COMMENT

None

- b. Commissioner Ross spoke regarding a proposed Rotary Charities grant application for playground equipment in City parks.

PUBLIC COMMENT

Rob Bacigalupi, Executive Director, Downtown Development Authority

3. OLD BUSINESS

- a. Discussion of future planning possibilities for F & M Park and Mini parks.
- b. Superintendent Vaughn gave an update on the Clinch Park repairs.

PUBLIC COMMENT

None

- c. Superintendent Vaughn gave an update on Hickory Hills design, grant and fundraising process.

PUBLIC COMMENT

None

- d. Superintendent Vaughn gave an update on Wags West Dog Park project.

4. PUBLIC COMMENT

Chairperson Szajner spoke regarding Clancy Park.
Rick Brown, 234 Fairlane Dr., T.C. spoke regarding the Peace Park
Rob Bacigalupi, Executive Director, Downtown Development Authority spoke regarding the Downtown Farmer's Market.

5. COMMISSION REPORTS AND CORRESPONDENCE

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

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

Parks and Recreation Commission approved _____ - _____ on August 4, 2016.

Lauren A. Vaughn
Parks and Recreation Superintendent

Swim for Grand Traverse Bay 2016 Narrative of Events

On August 13, 2016 The Watershed Center Grand Traverse Bay will be hosting the first annual "Swim for Grand Traverse Bay", a 2-mile open water swim to help raise money for The Watershed Center.

This event will begin at 8 am at Greilickville Park in Elmwood Township, where swimmers, support paddlers, safety volunteers and organization representatives will begin the race. Swimmers will then have two hours to complete the 2-mile open water swim. The necessary permits (DNR and US Coast Guard) have been obtained to use the water for this purpose. Swimmers will begin to arrive at the far eastern end of Volleyball Beach beginning at around 9 am.

Once swimmers have arrived they will be directed to join the after party, set to begin at 10 am, at Clinch Park. At Clinch Park there will approximately 16 vendor booths set up in 10' x 10' tents with various marketing and educational materials, as well as some free food items for swimmers and support kayakers. There will be a small "Beer Garden" area set up, enclosed by 5' red mesh fencing. Attendees will be required to show their ID upon entering and will receive a wrist band to indicate that they have had their ID checked and over 21 verified. There will be volunteers selling tokens that can be exchanged for beer, served in plastic cups. Bay Area Recycling for Charities will be providing zero waste event services for us as our trash service.

There will be a small stage and PA system set up, pointed toward the bay, offering live musical performances for after party goers, as well as a place for our board, director and sponsor representatives to say a few words. This stage will also be used to present awards to our swimmers.

In addition to having vendor booths we will have small children's beach games set-up that will not require electricity.

These celebrations will continue on until approximately 3 pm, at which point volunteers and staff members of The Watershed Center will break down and clean up the area. Complete set up and break down of the space will take place between 6 am and 6 pm on Saturday August 13th.

**City of Traverse City
Application for High Impact Community Events
In Parks and Public Land,
and/or City Streets**



(For events in streets that are conducted for a residential purpose or where a street closure is not needed, a Non-Major Street Use Permit Application should be completed instead of this application)

Please submit 90 days prior to event (application must be submitted sooner for reservation requests – see Parks and Public Land Use Policy and Street Use Policy for Community Events).

Title of Event: Swim for Grand Traverse Bay

General Nature of your Event Fundraising Open Water Swim Race and After-party

Name of For Profit Organization, if any: _____

Name of Non-Profit Organization, if any (a non-profit organization is required for Street Use applications): The Watershed Center of Grand Traverse Bay

Expected Number of Participants: 250-300

Authorized Representative (Applicant): Karlyn Haas

Business Address: 13272 S. West Bay Shore Drive, Traverse City, MI 49684

Email: khaas@gtbay.org Phone Number: 231-935-1514 ext 4

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: _____ Phone Number: _____

Additional Contact Person(s) during Event – name & phone: Karlyn Haas 928-308-6676

Restriction regarding number of High Impact Events:

Below are the major restrictions regarding the number of High Impact Events allowed in City Parks/Public Land according to city policy:

- High Impact Events are prohibited in all city parks on Memorial Day and Labor Day and the preceding Friday, Saturday and Sunday and on July 3, July 4 and July 5 of each year.
- For Clinch Park and the Open Space, other than the National Cherry Festival and Traverse City Film Festival, High Impact Events are prohibited in July.

For Parks/Public Land (such as parking lots), excluding streets:

Name of Park(s) or Public Land(s) Requested: Clinch Park

Official Date(s) and Time(s) of Event: Saturday August 13th 10 am - 3 pm

All Date(s) requested, including set up and tear down: Saturday August 13th 6 am - 6 pm

For Streets:

Street(s) section(s) requested to be closed: Not applicable

Official Date(s) and Time(s) of Event: _____

All Date(s) requested, including set up and tear down: _____

1. Will you be setting up significant infrastructure, such as tents, large structures, stages, or amusements? *If setting up tents or large structures, the structure's material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the Michigan Building Code. If a tent or structure has an area in excess of 200 square feet or a canopy is used that is in excess of 400 square feet, it may not be erected before first obtaining a permit from the Fire Marshal. You must contact the Fire Marshal to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection, **at least 7 days before your event.***

Yes 10' x 10' (List tent size here)
 No

2. Will you be staking or driving anything into the ground such as tents?
 Yes, you will need to contact MISS DIG and the Parks and Recreation Superintendent five days prior to such staking. It is the applicant's responsibility to ensure this is done and that all staking is removed immediately following the event.

No

3. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?
 Yes
 No
4. Will there be any water events?
 Yes, *DNR Permits may need to be obtained; please contact the local DNR Office.*
 No
5. Are you using Flames/Fires/Pyrotechnics?
 Yes, *additional insurance may be required as well as a hold harmless waiver. Please contact the City Clerk's Office to obtain specific requirements in advance. You shall also contact the Fire Marshal to obtain information regarding regulatory requirements.*
 No
6. Do you need electricity services?
 Yes, *some parks do not offer electricity; please confirm with Parks and Recreation.*
 No
7. Will there be any entertainment or amplified music?
 Yes, *Compliance with the City's Noise Ordinance is required. For questions, please contact the Noise Control Officer.*
 No
8. Will you need to rent barricades from the City?
 Yes, indicate quantity: _____, *Please contact the Streets Division Superintendent to rent your barricades. All barricades must be picked up and returned to Streets Division at 625 Woodmere Avenue. **Please indicate placement on the site plan.***
 No
9. Will you need extra picnic tables and/or trash receptacles?
 Yes – indicate quantity: _____ (picnic tables)/ _____ (trash receptacles); *the City will try to accommodate your request, but not guaranteed.*
 No
10. Will you be utilizing signs for your event?
 Yes, *approval must be provided by Zoning Administrator.*
 No
11. Will you be selling any merchandise/food/drink on sidewalk?
 Yes, *a Sidewalk Display of Merchandise Permit is required – contact City Clerk's office*
 No
12. Will there be any food served or Mobile Food Vendors?
 Yes, *you may need a permit from the Grand Traverse County Environmental Health Department Office. For Mobile Food Vendor a permit is required.*
 No
13. Are you closing street(s) within the boundaries of the Downtown Development Authority/Central Business District?
 Yes, *the city requires that you submit a petition of support; the City Clerk's Office will provide you with a database and instructions on what is required. This requirement does not apply to events which close the street for less than one hour or events conducted/sponsored by the Downtown Traverse City Association.*
 No

14. Will there be alcohol? *Please note that some parks do not allow alcohol and that glass is not permitted on beaches; See attached regulation summary.*

Yes, served and/or sold.
 No

Additionally, if the entity that will be serving the alcohol is different from the applicant, please provide the following information:

Contact person's name: _____

Organization name: _____

Organization mailing address: _____

Contact telephone number: _____

Insurance Requirements for Alcohol:

Alcohol being served and/or sold: a Certificate of Liquor Liability Insurance in the amount of \$1 million per occurrence, naming the City of Traverse City as additional insured is required. The certificate must list the following as certificate holder: City of Traverse City, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684.

15. Will you be providing shuttle bus services?
 Yes, please contact Parking Administration to coordinate services and also describe pick up and drop off points in narrative.

No

17. Is this a free event to the public?

Yes

No, please include an outline of ticketed events and prices in the narrative.

18. **For Open Space Only:** No High Impact Event in the Open Space may use more than two quadrants. Please refer to the attached map *Open Space Quadrant Layout*. Please indicate which quadrant(s) your event will be utilizing (maximum of 2):

North _____ Y/N

South _____ Y/N

East _____ Y/N

West _____ Y/N

19. A detailed narrative which fully describes **all activities** of your event **is required**. Did you attach the detailed narrative that fully describes all activities of your event?

Yes

No

20. **A site plan is required.** Please attach a site plan depicting the location of all of the following, including any other relevant information:

(A) Tents;

(B) Table and Chairs;

(C) Public Address system;

(D) Stages;

(E) Flames/fires/pyrotechnics;

(F) Vending;

(G) Barricades;

(H) Police;

(I) Vehicle/Trailer Parking at event site
– **include the purpose of the vehicles/trailers;**

(J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators;

ALL HIGH IMPACT EVENT HOLDERS – Please read and adhere to the following requirements:

- (a) With the exception of Low Impact Events where nothing is being set up in the park, the Applicant shall furnish to the City a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served or sold, the Applicant shall furnish to the City a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy, naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.
- (b) The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
- (c) For winter events, the Applicant shall contact the Street Division Superintendent to address removal of snow
- (d) For Street Use Permits, at least two weeks before the event, the Applicant shall notify in writing all affected property owners and occupants along the route of the closure. The notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
- (e) The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
- (f) The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code. On-site inspection will be done by the Fire Marshal. The Applicant must contact the Fire Marshal at least 7 days before the event. A \$45 fee is associated with the site plan review.
- (g) If displaying pyrotechnics, a unique site plan which meets regulatory requirements as well as an on-site inspection by the Fire Marshal is required.
- (h) For Street Use Permits, the Applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- (i) The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant; the Applicant will be billed accordingly.
- (j) The Applicant is responsible for any cleanup needed following the event and any damage done to City property will be billed accordingly.
- (k) The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
- (l) If issued, a permit may not be transferred or assigned.
- (m) Unless otherwise waived in writing by the City Clerk, the applicant shall not place anything on the sides of non-motorized pathways that would create less than a 2' clear zone on both sides.

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances and policies of the City of Traverse City (hereafter "City") relative to the operation, service or act for which

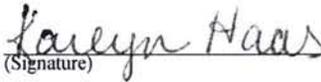
the permit is requested, and agrees to hold the City free and harmless from all liability which may be imposed upon it, to reimburse the City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The undersigned acknowledges that the City may revoke a permit if the city determines information regarding the event was not accurately conveyed to the City on this application document or if the City's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the city from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: 6/16/2016

Authorized Applicant Representative:

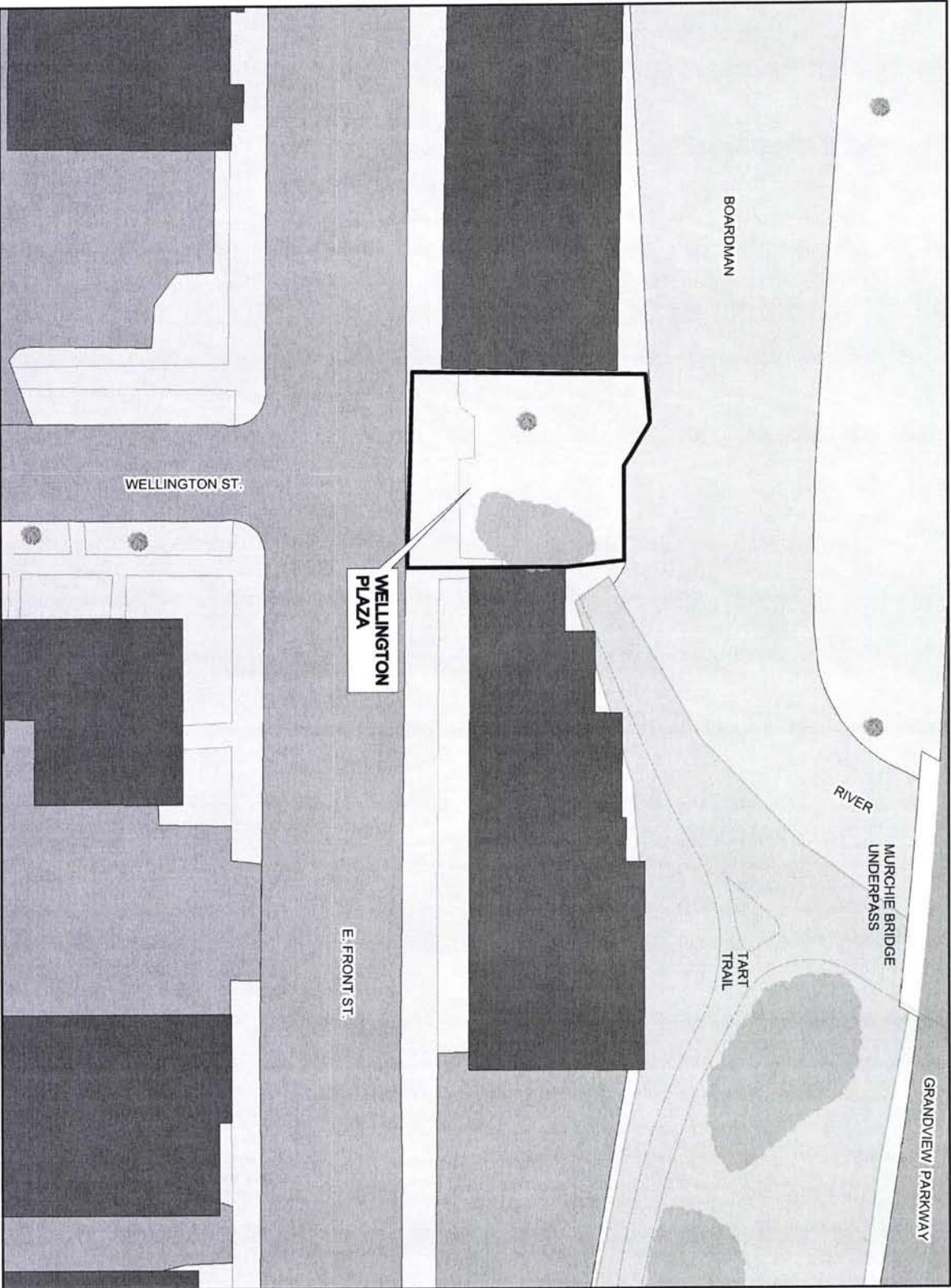
Karlyn Haas

(Please print)



(Signature)

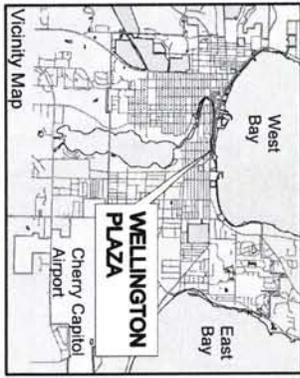
WELLINGTON PLAZA



N

Park Improvements
 Park boundary
 Park Land
 Restrooms
 Picnic Shelter

30 15 0 30 Feet



GROUP NAME: _____
 CONTACT: _____
 PHONE NUMBER: _____
 EVENT NAME: _____
 EVENT DATE: ____/____/____
 DATE REQUESTED: ____/____/____
 APPROVED: _____
 COMMENTS: _____

JAY SMITH WALKWAY

DEDICATION: Usage

HISTORY: In 1948 the City Building Inspector prompted an investigation which resulted in the City Commission passing a Resolution of Condemnation to remove the "Busy Bee Restaurant", a structure in the heart of downtown. The building was removed and the lot remained vacant until 1964. On June 1, 1964, following the 1962 recommendation of the Harland Bartholomew Master Plan, the City Commission passed a motion to purchase the narrow parcel (29 foot frontage) to create a public arcade or pedestrian passageway. On March 1, 1965 the City Commission carried the motion that "the property acquired by the City for a walkway from Front Street to the footbridge across the Boardman River be named 'The J. Smith Walkway'". The Downtown Traverse City Association raised funds for a plaque and other walkway furnishings. Landscaping was done by the City Parks Department. In 1988 City Attorney Peter Doren issued the opinion that the property should be considered parkland due to usage as such. *7/18/88 City comm. dedicated this as park by usage*

LEGAL DESCRIPTION: Lot Eleven (11) and the West 4 feet of Lot Ten (10), Hannah, Lay & Co's. Second Subdivision of a part of Block Twenty-five (25), of the Original Plat of Traverse City, Michigan.

SOURCE OF CONVEYANCE:

Warranty Deed Liber 251 Page 460 July 6, 1964
Grace Corsilia and Alice Corsilia to the City of Traverse City

CONSIDERATION:

One Dollar and Other Valuable Considerations.
City Commission Minutes indicate the purchase price was \$29,000.

SPECIAL NOTE:

Party-wall rights in and to the existing party wall lying partially on the property are included in the Warranty Deed.

Barrier free access to Mikwins & Coffee shop.

NAME:

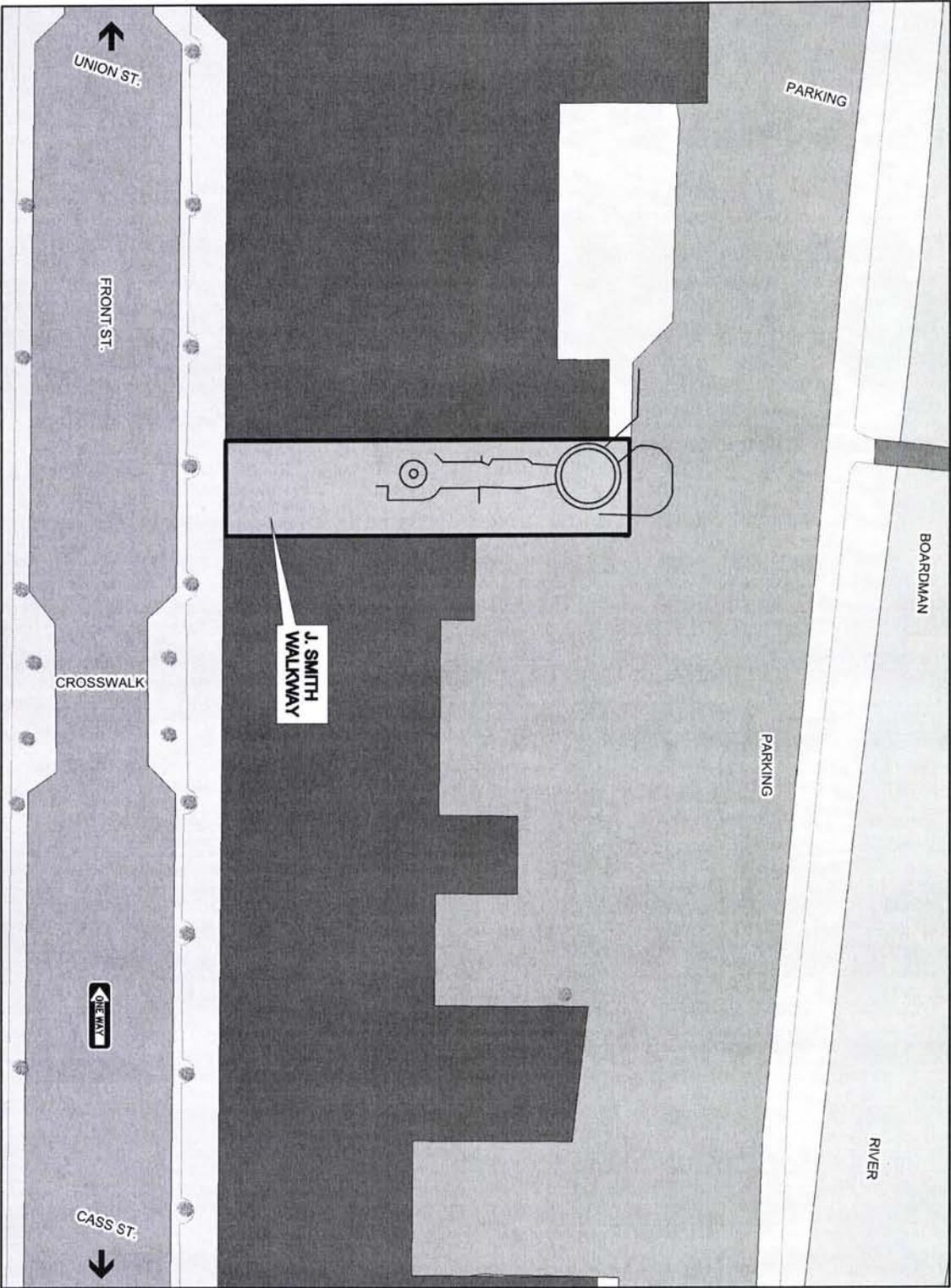
The J. Smith Walkway. The walkway was named on March 1, 1965 by the City Commission "in honor and appreciation of the services rendered to this community by the late J. Smith." The Downtown Association donated the plaque and Chet Swanson donated the stone for the plaque.

LOCATION:

131 E. Front Street

Renovation completed in 2006.

J. SMITH WALKWAY



N

30 Feet



City of
TRAVERSE CITY

GROUP NAME:	_____
CONTACT:	_____
PHONE NUMBER:	_____-_____-____
EVENT NAME:	_____
EVENT DATE:	____/____/____
DATE REQUESTED:	____/____/____
APPROVED:	_____
COMMENTS:	_____

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: July 29, 2016

At our meeting, we will continue the process of looking at two parks per month for future planning purposes. The two little downtown parks, Wellington Street Plaza and J. Smith Walkway are the parks we will discuss this month. I have included maps of the parks and some historical information.

The construction work at Clinch Park is all but done. The tunnel drain repair was completed and it working fine. Elmer's installed the kayak launch earlier this week. Two or three landscaping tasks are upcoming and a handful of other finishing touches are yet to be completed.

On August 10, consultants, Beckett and Raeder will be here for meetings with stakeholder groups from 1:00 to 3:00 p.m., and the public from 6:00 to 8:00 p.m. to show plans and speak about the current status of phase one designs for the Hickory Hills project. This phase includes the design of the entrance and parking areas, some of the infrastructure, and the maintenance facility.

The process is progressing to find my replacement. The application deadline is July 31. Early this week, HR had received 60 applications to date. Interviews will be in mid-August with the new person to start hopefully in early to mid-September.

There are only 3 weeks left of our Day Camp program. Hard to believe that our main summer season is on its way out soon.

Margaret will not be at the meeting on the 4th, so Matt will be presiding over the meeting.

See you Thursday night, August 4. Please email or call if you cannot come.

TO: Park and Recreation Commissioners

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



DATE: July 29, 2016

SCHEDULE OF UPCOMING EVENTS

August 4, 2016 – Regular Meeting – 6:30 p.m.

August 10, 2016 – 1:00 – 3:00 p.m. - Hickory Hills Stakeholders meetings
6:00 – 8:00 p.m. – Public meeting to review design status

August 19, 2016 – Last day of Day Camp

September 1, 2016 – Regular Meeting – 6:30 p.m.

September 5, 2016 – Last day for Lifeguard and Waterscape Operations for the summer

October 6, 2016 – Regular Meeting – 6:30 p.m.