



## AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting  
6:30 p.m.  
September 1, 2016

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

Posted: 8 - 29 - 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

Chairperson Margaret Szajner Presiding

#### 1. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

- a. Consideration of minutes of the August 4, 2016, Regular Meeting.

#### 2. NEW BUSINESS

- a. Presentation regarding the proposal from Grand Traverse County to consider support of the concept to use Brown Bridge Trust Fund money for the remodeling project at the Senior Center building
- b. Election of Officers for the 2016 – 2017 Commission Year
- c. Consideration of recommending Hickory Hills rates for the 2016 – 2017 ski season

- d. Consideration of adopting a motion to recommend the use of Brown Bridge Trust Fund Money for completing some projects at Wags West Dog Park

**3. OLD BUSINESS**

- a. Discussion of future planning possibilities for Highland Park and Park "C"
- b. Update on Hickory Hills design, grant and fundraising process

**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 REGULAR MEETING OF THE CITY PARKS AND RECREATION COMMISSION  
HELD THURSDAY, AUGUST 4, 2016 AT 6:30 P.M.  
IN THE COMMISSION CHAMBERS, 2<sup>ND</sup> FLOOR, 400 BOARDMAN AVENUE  
TRAVERSE CITY, MICHIGAN 49684**

**COMMISSIONERS PRESENT:** Danielle Rearick, Sabrina Newton, William Dorrier

**COMMISSIONERS ABSENT:** Brook DiGiacomo, Michelle Schuett, Margaret Szajner

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

Vice-Chairperson Matthew Ross Presiding

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

- a. Consideration of minutes of the July 14, 2016 Special Meeting.

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

**CARRIED 4 – 0**

**2. NEW BUSINESS**

Karlyn Hass, Marketing & Communications Specialist for The Watershed Center Grand Traverse Bay presented their event “Swim for Grand Traverse Bay 2016”.

Motion by Rearick, seconded by Dorrier to approve the Watershed Center event for August 13<sup>th</sup>.

**PUBLIC COMMENT**

None

**CARRIED 4 – 0**

**3. OLD BUSINESS**

- a. Superintendent Vaughn spoke regarding future planning possibilities for Wellington Street Plaza and J. Smith Walkway parks. Discussion ensued.

- b. Superintendent Vaughn gave an update on the Clinch Park repairs.
- c. Superintendent Vaughn gave an update on Hickory Hills design, grant and fundraising process.
- d. Commissioner Newton spoke regarding a proposed Rotary Charities grant application process.

4. **PUBLIC COMMENT**

None

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 7:37 p.m.

Parks and Recreation Commission approved \_\_\_\_\_ - \_\_\_\_\_ on September 1, 2016

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Lauren A. Vaughn  
Parks and Recreation Superintendent

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# Memorandum

The City of Traverse City



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TO: Parks and Recreation Commissioners  
FROM: Lauren Vaughn   
DATE: August 26, 2016  
SUBJECT: Senior Citizen Park Background

As explanation of the relation of the City and County regarding the use of the Senior Center building, I will explain some of the history.

The building is owned by the City along with the park it is surrounded by. Beginning in 2010, Grand Traverse County, in an agreement with the City, and with approval of a County-wide millage, took over the programming of activities for those that use the building and associated outdoor programs. The City still maintains the building and grounds.

Any improvements to the building require the City's involvement and planning along with bidding and administering the project.

801 E. Front Street  
Traverse City, MI 49686  
Phone: 231-922-4911



E-mail and Website:  
lwells@grandtraverse.org  
www.grandtraverse.org/scn

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*Making longer lives, better lives.*

August 25, 2016

Margaret Svajner, Chairperson, Parks and Recreation Commission  
Lauren Vaughn, Superintendent, Parks and Recreation Department  
City of Traverse City/Parks and Recreation Division  
625 Woodmere Avenue  
Traverse City Michigan 49684

**RE: Request for Matching Funds for Senior Center Building Project**

Dear Commissioner Svajner and Superintendent Vaughn:

We are writing today to respectfully request an opportunity to be placed on the City Parks and Recreation Commission agenda for its September 1, 2016 meeting to make a short presentation and request regarding the Senior Center building project.

Since 2001, Senior Center Network staff and volunteers have been working toward renovating the building housing the Senior Center at 801 E. Front Street in Traverse City. The building is located in a city park, and the City of Traverse City has permitted the Senior Center to operate there since 1969. Prior to 2010, the year when a county millage request successfully passed by 80 percent, the city provided an operational budget for Senior Center management costs.

For the past decade, there have been countless conversations with and studies by local leaders, philanthropists, users, donors, and others about improving the Senior Center building. Those discussions have led us to today's plan to renovate the existing Senior Center building, bring all infrastructure and components up to code, and to redesign space to be more efficient and effective in delivering services to over 4,000 senior center members. Cornwell Architects developed the project plan (sketch attached) and a "probable cost summary" (attached) has been provided. The plan calls for: an 800-square-foot addition on the north side of the building; the addition of 2,440 square feet for south side entrance; an outdoor deck on the north side; better use of existing space; infrastructure improvements, including heating/cooling, plumbing, and electrical.

During the August 2016 election, over 80 percent of voters were in favor of renewing the Senior Center's request for 0.10 mills. The millage funds the Senior Center's operational budget, which pays for hundreds of senior programs throughout the county. Since 2010, programming sites in Acme, Fife Lake, Interlochen, and Kingsley have been added, thereby broadening the Senior Center Network's reach, making it more convenient for seniors to gather and receive services.

In 2016, the Senior Center Network moved from operating under the Commission on Aging to operating under County Parks and Recreation. This transition has been smooth and logical, because so many Senior Center Network programs are recreational. We all are excited about our future as joined forces, and we continue to explore ways to offer our programs and services to county residents of all ages.

801 E. Front Street  
Traverse City, MI 49686  
Phone: 231-922-4911



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lwells@grandtraverse.org  
www.grandtraverse.org/scn

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*Making longer lives, better lives.*

August 25, 2016  
Page 2 – Letter to City Parks and Recreation

We wish to come to the City Parks and Recreation Commission on September 1 seeking its support of a future, formal request to the City Commission to receive matching funds from the Brown Bridge Parks Improvement Fund for the Senior Center building project.

In 2014, the probable cost estimate for this project was quoted at \$925,000. Because two years have passed, that estimate should be increased by 15 percent, to \$1,063,750.

So far, \$226,323.13 in project funds have been raised, and Grand Traverse County has set aside \$250,000 for furnishings. Matching funds from the Brown Bridge Parks Improvement Trust Fund in the amount of \$226,323.13 would bring funding much closer to our financial goal!

Renovation of the Senior Center would be a city project, and the city would continue to own the building. The Senior Center will continue to provide services through the Grand Traverse County Parks and Recreation department, and continue to meet the needs of the ever-growing population of seniors in our community.

Thank you for considering our request to be on the agenda to ask for the Parks and Recreation Commission's support of and recommendation to the City Commission to receive matching funds from the Brown Bridge Parks Improvement Trust Fund for the Senior Center building project.

Sincerely,

*Kris*

Kristine T. Erickson, Director  
Parks and Recreation

*Lori*

Lori Wells, Manager  
Senior Center Network

Attachments: Senior Center Building Renovation Project's Probable Cost Estimate, Project Summary, and Sketch

OPINION OF PROBABLE COST - SUMMARY

Schematic Design Phase

City of Traverse City / Grand Traverse County  
Senior Center - Proposed Renovations and Additions

August 4, 2014

Client: City of Traverse City / Grand Traverse County  
Architect: Cornwell Architects  
Location: Traverse City, Michigan  
Prepared By: Compass Project Services

Gross Floor Areas	
Renovated Spaces (sf)	5,450
Additions (sf)	800
<b>Total Gross Interior Area (sf)</b>	<b>6,250</b>
Exterior Entrance and Deck Areas (sf)	2,440

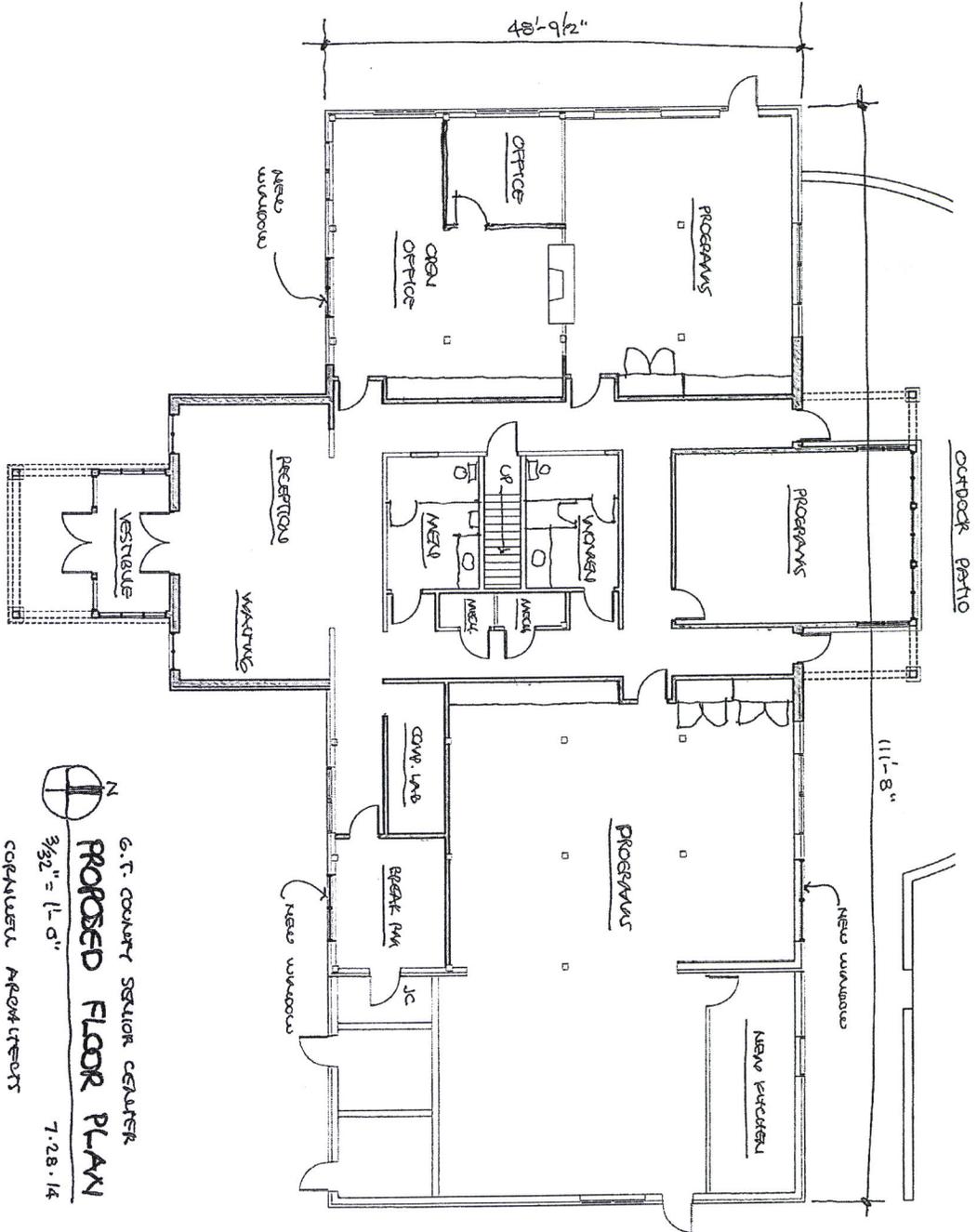
CSI Divisions	Descriptions	Costs	
		Totals	\$/SF
01	BUILDING SALVAGE & DEMOLITION	25,614	4.10
02	SITE CONSTRUCTION	114,686	18.35
03	CONCRETE	19,244	3.08
04	MASONRY	27,983	4.48
05	STEEL	15,950	2.55
06	WOOD and PLASTICS	72,567	11.61
07	THERMAL and MOISTURE PROTECTION	40,400	6.46
08	DOORS and WINDOWS	48,036	7.69
09	FINISHES	78,730	12.60
10	SPECIALTIES	21,067	3.37
11	EQUIPMENT	27,500	4.40
12	FURNISHINGS	2,940	0.47
13	SPECIAL CONSTRUCTION	0	0.00
14	CONVEYING SYSTEMS	0	0.00
15	MECHANICAL	45,125	7.22
16	ELECTRICAL	41,000	6.56

<b>SUBTOTAL</b>	<b>580,839</b>	<b>92.93</b>
General Requirements, GC Staffing & Fee (10%)	58,084	9.29
Insurances & Bonds (1.5%)	8,713	1.39
Building Permits	5,000	0.80
<b>SUBTOTAL</b>	<b>652,636</b>	<b>104.42</b>
Design/Construction Contingency (10%)	65,264	10.44

<b>TOTAL CONSTRUCTION COSTS</b>	<b>717,900</b>	<b>114.86</b>
Professional Design Services (7%)	50,253	8.04
HazMat Abatement Allowance	0	0.00
Furniture, Fixtures & Equipment Allowance	0	0.00
Owner's Contingency (5%)	38,408	6.15
<b>TOTAL PROJECT COSTS</b>	<b>806,560</b>	<b>129.05</b>

ALTERNATES		
Alternate #1 - Replace Remaining Exterior Windows (8)	13,096	2.10
Alternate #2 - Upper Wall Cabinets in Program Rooms and Office	7,360	1.18
Alternate #3 - Remove and Patch Existing Fireplace	5,930	0.95
Alternate #4 - Add Air Conditioning (9 Split-Units)	22,500	3.60
Alternate #5 - Add LED Light Fixtures	12,500	2.00
Alternate #6 - Add Commercial Grade Kitchen Equipment	50,000	8.00
Alternate #7 - Add Communications Allowance	7,813	1.25
<b>TOTAL ALTERNATES</b>	<b>119,199</b>	<b>19.07</b>

\$925,759



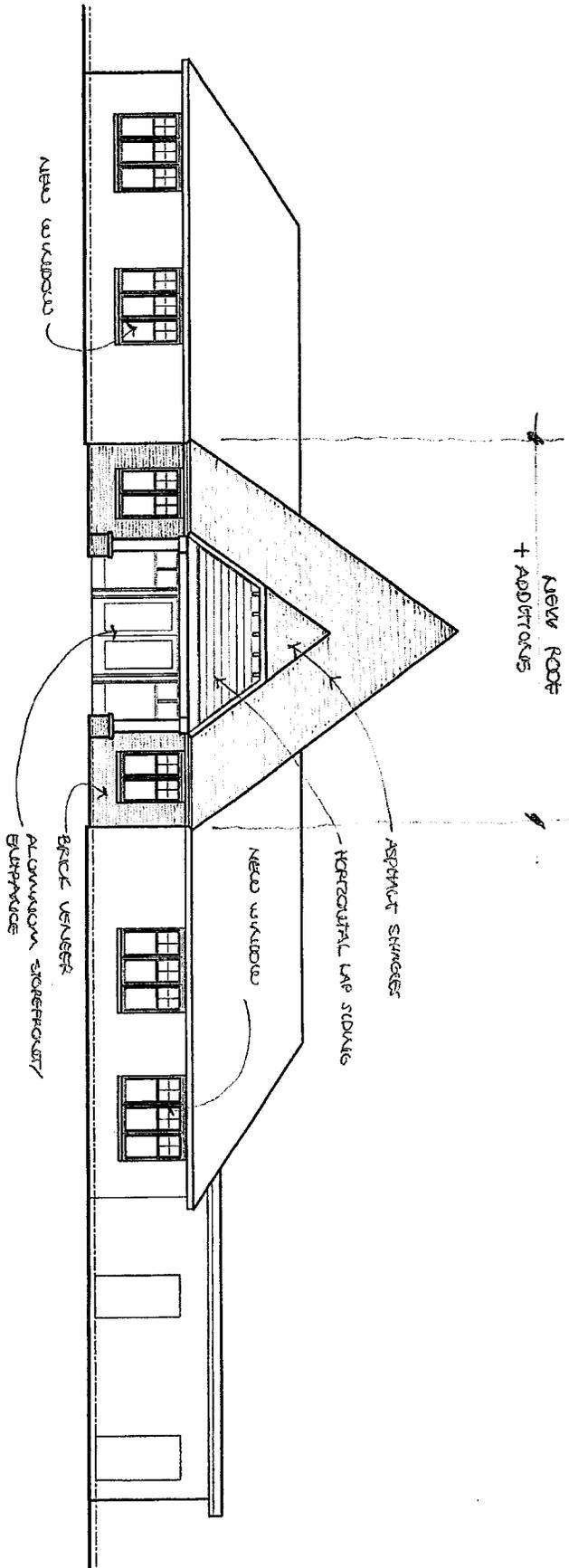
G.T. COUNTY SENIOR CENTER

**PROPOSED FLOOR PLAN**

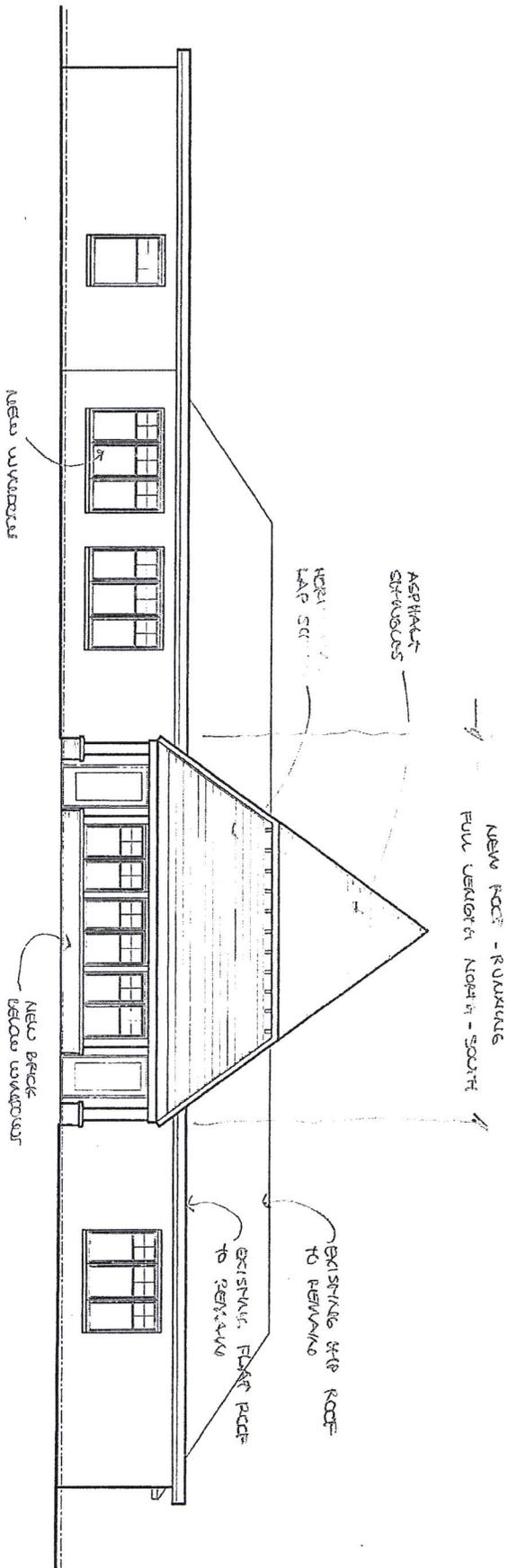
3/32" = 1'-0"

7.28.14

CONJUNCT AREA/RESULTS



Q.T. COUNTY SEALOR CENTER  
**PROPOSED SOUTH ELEVATION**  
 1/8" = 1'-0"  
 CORNWELL ARCHITECTS  
 7.28.14



217 COUNTY SEALIOR CORNER  
**PROPOSED NORTH ELEVATION**  
 1/8" = 1'-0"  
 CORNWELL ARCHITECTS  
 7-28-14

TO: Parks and Recreation Commission  
 FROM: Lauren Vaughn *Lauren Vaughn*  
 RE: Proposed Hickory Hills Rates  
 DATE: August 26, 2016

Listed below are the suggested rates for this ski season. I am recommending keeping the rates the same as last year. In 2014 we raised the amount for season passes by \$10.00 for individual and \$25.00 for family downhill season passes in all categories. Depending on the day of the week attending, it would take between 8 and 10 visits to pay for the season pass. The Cross Country season passes were also raised then by \$5.00 for season passes. We would keep the half price rates for City resident children that are on free or reduced TCAPS lunch program with documentation letter from TCAPS. Ski and snowboard rental rates are also included.

The rates are also shown for the 2013 – 14 season so you can compare the rates prior to the increases in 2014 – 15.

Our revenue was lower last year than the year before, and in fact is 9<sup>th</sup> on this list of 24 seasons while I have been here. It had to do with the weather and the shorter ski season. I think it would be prudent to leave the rates the same for at least one more season to do another comparison, hopefully with a normal length season. We were not able to open until January 9<sup>th</sup> and closed on March 13<sup>th</sup>.

I am including a sheet that gives you a summary of skier and revenue numbers for the past 24 seasons.

**SUGGESTED RATE SCENARIO FOR 2016-17**

<b>Daily Rates</b>	City Residents	Non-Residents	2013-14 Rates City Res.	2013-14 Rates Non-Res
Saturday all day pass adult	\$18.00	\$21.00	\$18.00	\$21.00
Saturday all day pass child (12 and under)	\$16.00	\$19.00	\$16.00	\$19.00
Adult after 4pm Sat. and all other days	\$14.00	\$17.00	\$14.00	\$17.00
Child (12 and under) after 4pm Sat. and all other days	\$13.00	\$16.00	\$13.00	\$16.00
Senior 60 and over all days	\$13.00	\$16.00	\$13.00	\$16.00
Cross Country at all times	\$ 6.00	\$ 7.00	\$6.00	\$7.00
Snow Shoeing at all times	\$ 6.00	\$ 7.00	\$6.00	\$7.00

	City Residents	Non-Residents	2013-14 Rates City Residents	2013-14 Rates Non-Resident
<b>Season Pass Rates</b>				
Adult	\$140.00	\$180.00	\$130.00	\$170.00
Child 12 and under	\$120.00	\$160.00	\$110.00	\$150.00
Senior 60 and over	\$120.00	\$160.00	\$110.00	\$150.00
Family (up to 4 people)	\$300.00	\$400.00	\$275.00	\$375.00
Each additional family member	\$ 30.00	\$ 40.00	\$ 30.00	\$40.00
Cross Country Family	\$ 50.00	\$ 70.00	\$ 45.00	\$65.00
<b>Rental Rates</b>				
	All Users			
Child and Senior Sunday through Friday and Saturday after 4:00 p.m.	\$12.00			
Child and Senior Saturday all day and holidays	\$14.00			
Adult Sunday through Friday and Saturday after 4:00 p.m.	\$14.00			
Adult Saturday all day and holidays	\$16.00			

Last season was the first year for rentals and the revenue totaled \$2,730.00 for 208 rentals.

Hickory Hills Opening & Closing Dates and Number of Days Open

Year	Opening Date	Closing Date	Days Open	Total Ski Revenue	Total Skiers	Revenue Ranking	Skier # Ranking
1992-93	12/23/92	3/14/93	71	\$29,740.00	9,405	24	19
1993-94	12/26/93	3/13/94	76	\$30,374.00	9,070	23	20
1994-95	1/02/95	3/12/95	69	\$30,747.00	10,067	22	18
1995-96	12/16/95	3/10/96	79	\$42,023.80	11,265	20	15
1996-97	12/23/96	3/9/97	72	\$52,699.76	12,183	17	10
1997-98	1/14/98	2/28/98	45	\$40,237.50	6,601	21	24
1998-99	12/28/98	3/7/99	62	\$48,751.00	8,037	18	23
1999-2000	12/27/99	2/23/00	55	\$45,580.49	8,284	19	22
2000-01	12/22/00	3/11/01	72	\$67,683.00	12,843	14	8
2001-02	1/02/02	3/17/02	75	\$77,213.47	13,132	8	5
2002-03	12/27/02	3/16/03	79	\$75,382.80	14,562	10	1
2003-04	1/9/04	3/14/04	65	\$62,152.50	11,550	15	14
2004-05	12/27/04	3/6/05	69	\$68,775.00	10,330	13	17
2005-06	12/22/05	3/12/06	79	\$69,123.00	13,368	12	3
2006-07	1/15/07	3/11/07	56	\$53,299.00	8,485	16	21
2007-08	12/21/07	3/9/08	76	\$69,759.25	11,879	11	12
2008-09	12/19/08	3/8/09	78	\$86,603.50	12,389	5	9
2009-10	12/18/09	3/7/10	78	\$82,950.00	12,970	6	7
2010-11	12/17/10	3/13/11	85	\$90,768.50	13,050	3	6
2011-12	12/26/11	3/11/12	71	\$78,990.50	11,737	7	13
2012-13	12/27/12	3/10/13	73	\$96,835.25	13,186	1	4
2013-14	12/20/13	3/23/14	92	\$93,812.00	13,996	2	2
2014-15	12/19/14	3/15/15	85	\$87,975.00	12,056	4	11
2015-16	1/9/16	3/13/16	65	\$76,510.00	10,525	9	16

Revenue only includes ski related revenue, no concession revenue included.

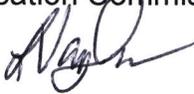
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# Memorandum

The City of Traverse City



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TO: Parks and Recreation Commissioners  
FROM: Lauren Vaughn   
DATE: August 26, 2016  
SUBJECT: Wags West Improvements and Brown Bridge Trust Fund

At the request of Commissioner Newton, we will discuss the possibility of requesting from the City Commission, \$4,500.00 from the Brown Bridge Trust Fund, to match the currently unexpended funds that were raised from private and corporate donations. This would allow us to complete all or most of the remaining items on the original list of improvements to Wags West Dog Park.

Larger items left to be completed, with the estimated cost includes:

- 1) Permanent donor sign (\$1,000)
- 2) Water bottle filling station / dog & human drinking fountain (\$3,000)
- 3) Irrigation system & grass seeding (\$5,000)

A motion such as the one below would be appropriate to request these matching funds.

I move that the Parks and Recreation Commission recommend to the City Commission that \$4,500 of the remaining money donated for improvements to Wags West be matched by \$4,500.00 from the Brown Bridge Trust Fund Park Improvement Fund to complete the capital improvements originally planned.

# Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: August 26, 2016

At our meeting, we will continue the process of looking at two parks per month for future planning purposes. Two of our smaller, lesser known parks will be discussed this month. Highland Park and Park "C" are the starts this month. I have included maps of the parks and some other information.

The process is complete to find my replacement. A candidate has been selected and accepted the appointment. He is scheduled to start full time on September 19. There were a total of 77 applications and 6 candidates were interviewed. My last day in the office will be September 15, but I do plan on attending the October 6 Parks and Recreation Commission meeting to introduce the new Parks and Recreation Superintendent to you and to help with that last meeting.

At this meeting, it is our annual election of officers for the next year. We will also be considering the Hickory Hills rates for the upcoming ski season.

Our Day Camp program ended on August 19. The last day for lifeguards at Clinch Beach will be September 5. The waterscape will operate daily through September 5 and then weather permitting through September 11.

See you Thursday night, September 1. Please email or call if you cannot come.

TO: Park and Recreation Commissioners  
FROM: Lauren A. Vaughn, Parks and Rec. Sup't.  
DATE: August 26, 2016



## SCHEDULE OF UPCOMING EVENTS

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

September 5, 2016 – Last day for Lifeguards

September 11, 2016 – Last day of Waterscape Operations for the summer

September 12, 2016 – Volleyball League Organizational Meeting

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

October 18, 2016 – Volleyball Leagues Start