AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
October 2, 2014

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

Posted: 9 – 29 - 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 September 4, 2014 Regular Meeting

2. NEW BUSINESS

a. Election of officers

b. Consideration of Hickory Hills rates for 2014-2015

c. Discussion of future water bottle filling / drinking fountain locations

d. Capital Improvements Budget schedule

4. OLD BUSINESS

a. Report on Coast Guard Statue and Mini-Park Design (Commissioner Haas)

b. Update on planning process for City Park at Rose & Boyd Streets (Commissioner Howe)

c. Update on Sunset Park fitness park proposal (Commissioners Szajner & DiGiacomo)

d. Update on NMC Marketing Class application for Hickory Hills (Sup't Vaughn)

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, SEPTEMBER 4, 2014 AT 6:30 P.M. IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE TRAVERSE CITY, MICHIGAN 49684

COMMISSIONERS PRESENT: Brook DiGiacomo, Gary Howe, Brian Haas, John Gessner, Seamus Shinners, Danielle Rearick,

COMMISSIONERS ABSENT: Margaret Szajner

ALSO PRESENT: Lauren Vaughn, Sheila Dodge

Chairperson Brian Haas Presiding

WELCOME NEW PARKS AND RECREATION COMMISSIONER

John Gessner

1. ITEM ON THE AGENDA BEING CONSENT CALENDAR

a. Consideration of minutes of the August 7, 2014 Regular Meeting.

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

CARRIED 6 – 0

2. NEW BUSINESS

a. Superintendent Vaughn gave a report on the Northern Michigan Water Safety Network.

b. Superintendent Vaughn spoke regarding the NMC Marketing Class application process.

3. OLD BUSINESS

a. Commissioner Howe gave an update on the planning process for the City Park at Rose and Boyd Streets. Survey results were discussed.

b. Superintendent Vaughn gave an update on the proposed fitness park to be located in Sunset Park.

4. PUBLIC COMMENT

None

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 7:07 p.m.

Parks and Recreation Commission approved: _____-_____ on October 2, 2014

_____
Lauren A. Vaughn
Parks and Recreation Superintendent

TO: Parks and Recreation Commission
FROM: Lauren Vaughn
RE: Proposed Hickory Hills Rates
DATE: September 26, 2014

Listed below are the suggested rates for this ski season. I am recommending keeping the daily rates the same as last year but raising 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 raised by $5.00 for season passes. The rates for the 2013-14 season are shown for comparison. 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. These increases would increase revenue by approximately $5,000.00 for the year.

SUGGESTED RATE SCENARIO FOR 2014-15

Daily Rates	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

Season Pass Rates	City Residents	Non-Residents	2013-14 Rates City Residents	2013-14 Rates Non-Resident
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

Memorandum
The City of Traverse City

TO: Parks and Recreation Commission

FROM: Lauren Vaughn, Parks & Rec. Sup't.

RE: Water Bottle Filling Station Committee

DATE: September 26, 2014

The Water Bottle Filling Station Committee met recently and would like the Parks and Recreation Commission to weigh in on priorities for installing of new water bottle filling stations in various parks. I am including a spreadsheet that lists the park, whether it has any type of water fountain and what type it has. Several parks have handicap accessible drinking fountains that are a pebbled aggregate finish on the concrete fountain. There are a few other designs out there as well.

Some things to keep in mind when making a priority list are those parks that do not have any fountain at all that get a lot of use like Sunset Park and Slabtown Corner (Dog Park) that only has an old one inside the restroom building.

I don't think we need to prioritize all parks but maybe the top ten.

PARK DRINKING FOUNTAIN LOCATIONS			
PARK NAME	LOCATION	FOUNTAIN	TYPE
American Legion	Cass and Washington	Yes	PAC
Arbutus Court	Arbutus Court at Boon	No	
Ashton	Madison and Wayne	No	
Boon St.	Boon E. of Rose	No	
Bryant	Peninsula Dr at Garfield	Yes	PAC
Clancy	Sheridan and West Orchard	Yes	PAC
Clinch	Parkway and Cass	Yes	WBFS on new bldg
Darrow	Monroe and Bay	Yes	PAC
East Bay	E. Front and East Bay Blvd	Yes	PAC
Farmer's Market	Cass and Parkway	No	
F & M	State and Railroad	Yes	WBFS
Fulton	Carter Road W of M-22	No	
G.T. Commons	11th and Division	No	
Hannah	Union and Sixth	No	
Hickory Hills	Randolph St. at W end	Yes	In Lodge only
Highland Park	Highland Park Dr	No	
Hull	Hannah and Woodmere	Yes	Accessible metal on Building
Huron Hills	Kewaunee W of Birchwood	No	
Indian Woods	Huron near E. Front	No	
Lay	Union and Sixth	Yes	PAC
Meijer's Silverbrook Acrea	Division and Silver Lake	No	
Mini-Park	Front and Parkway	No	
Open Space	Parkway and Union (Marina Dr.)	Yes	WBFS 2 Units
Park A	Between Timerlane and Arrowhead	No	
Park C	Kewaunee and Birchwood	No	
Senior Citizen	Front and Barlow	Yes	PAC
J. Smith Walkway	Front bewteen Cass and Union	Yes	Cast Metal Accessible
Slabtown Corner (former Vet's Park)	Division and Bay	Yes	Porcelain in Bldg

Sunset	E. Front and Hope	No	
Triangle Park	Rose and Boyd	No	
Union St. Dam	Union and Sixth	No	
Veteran's Park (new)	11th and Elmwood	Yes	WBFS
Volleyball Court Parking	Parkway and Hall	No	Frost Free Hydrant only
Volleyball Courts	Parkway and Oak	Yes	WBFS
West End Beach	Parkway and Division	Yes	PAC
KEY			
PAC - Pebble Aggregate Concrete Fountain - Accessible			
WBFS - Water Bottle Filling Station Green Metal 2014			
PARK DRINKING FOUNTAIN LOCATIONS			

Memorandum

The City of Traverse City
Planning Department

TO: DEPARTMENT HEADS

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT

DATE: SEPTEMBER 23, 2014

SUBJECT: FY 2015/2016 CAPITAL IMPROVEMENT PROGRAM PROCESS

It is time to begin thinking about the Capital Improvement Program (CIP).

The proposed timeline for the 2015-16 CIP process is as follows:

October 1, 2014	CIP Project Request Memo distributed to Departments via email
November 30, 2014	CIP requests due from City Staff
December 2014	All Departments meeting regarding CIP requests submitted. Attendance by any department who has a current CIP request
December 31, 2014	1st Draft of CIP prepared
January 2015	Draft CIP previewed by City Commission
January 2015	Draft CIP previewed by Planning Commission
February-April 2015	CIP Revisions
February 2015	Planning Commission CIP Presentation with Dept. Heads in attendance
April 2015	Planning Commission Public Hearing and final review of City CIP and TCLP CIP
April 2015	1st City Commission review of budget
May 2015	Public Hearing on budget
May-June 2015	Budget Adoption
June 2015	Final Budget Published

As the schedule above indicates, in early October, departments will be asked to begin submitting and updating projects for the Six-Year CIP. Please begin department discussions to plan for the upcoming CIP process and schedule.

If you have any questions or comments regarding this process, please let me know. Thank you.

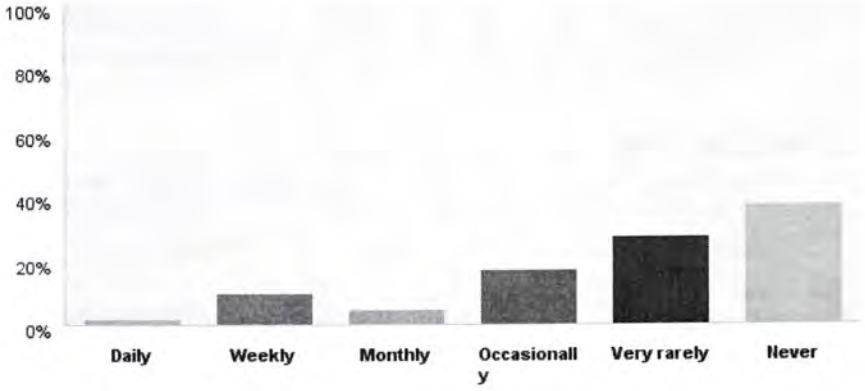
Memo

To: Traverse City Parks and Recreation Commission, Lauren Vaughn
From: Gary Howe, Brooke Di Giacomo
Date: September 25, 2014
Subject: Preliminary Survey Results

To date, there have been 147 people complete the survey, 49 of which identify as being from the Traverse Heights neighborhood. Below, graphs are presented to each question representing all 147 responses. Where comparison is worthwhile, a graph representing just responses from the neighborhood is also presented. Comments to open ended questions are included at the end. We are not asking for any action at the present time, but would appreciate feedback from the commission.

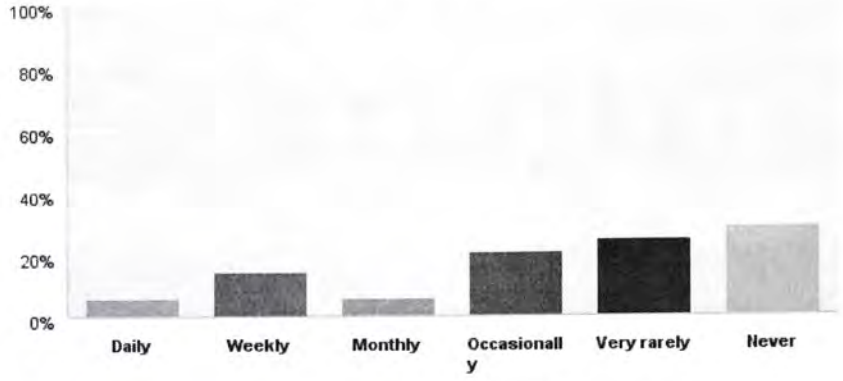
Q1 How often do you visit the park at Rose and Boyd St.?

Answered: 147 Skipped: 1



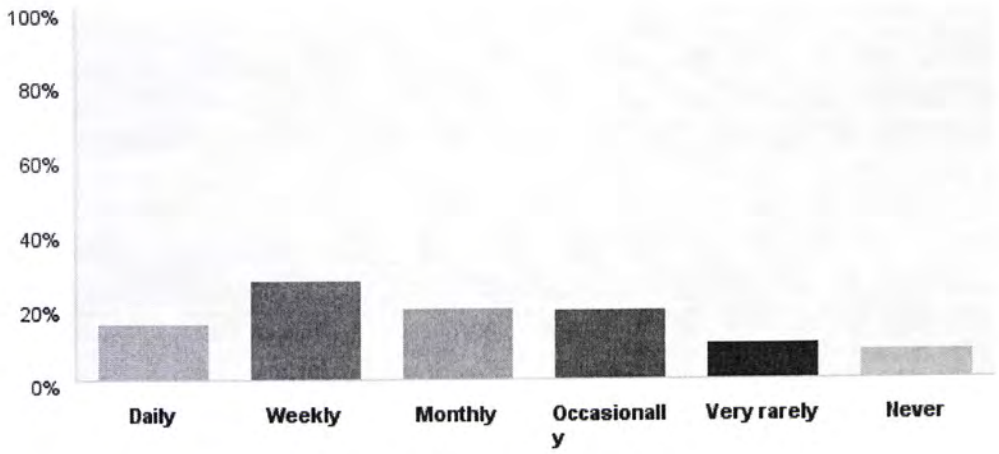
Q1 How often do you visit the park at Rose and Boyd St.?

Answered: 49 Skipped: 0



Q2 How often do you pass by this park using the multi-use trail?

Answered: 147 Skipped: 1



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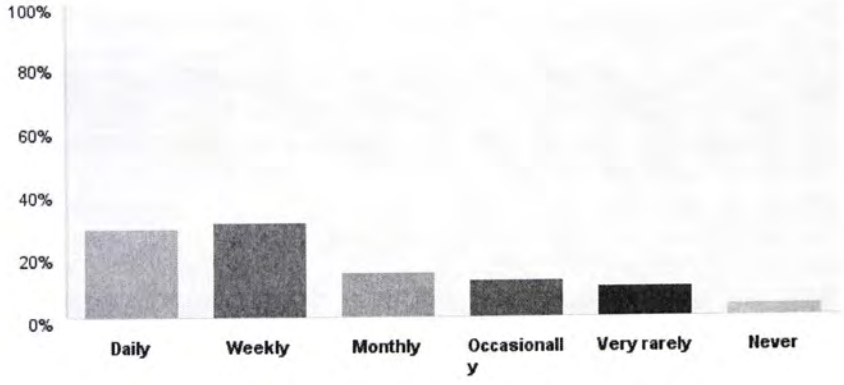
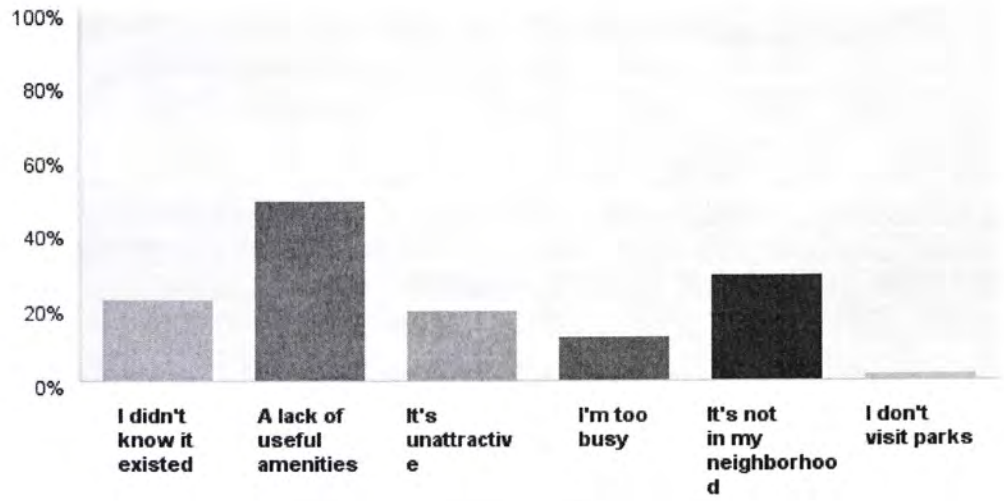


Q3 What reasons have kept you from visiting this park more often or at all? (Choose all that apply)

Answered: 147 Skipped: 1



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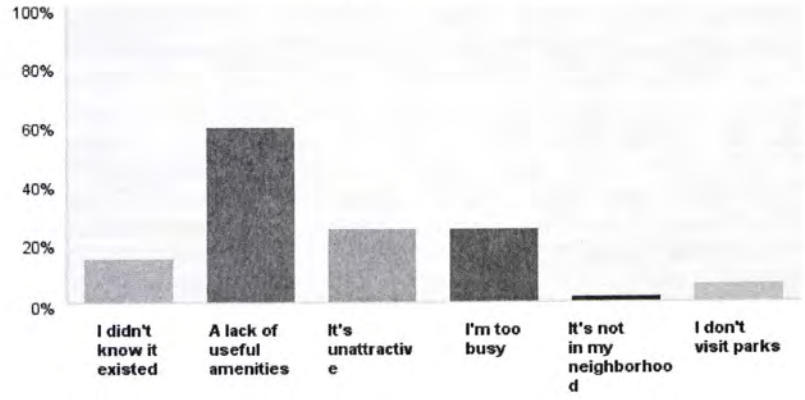
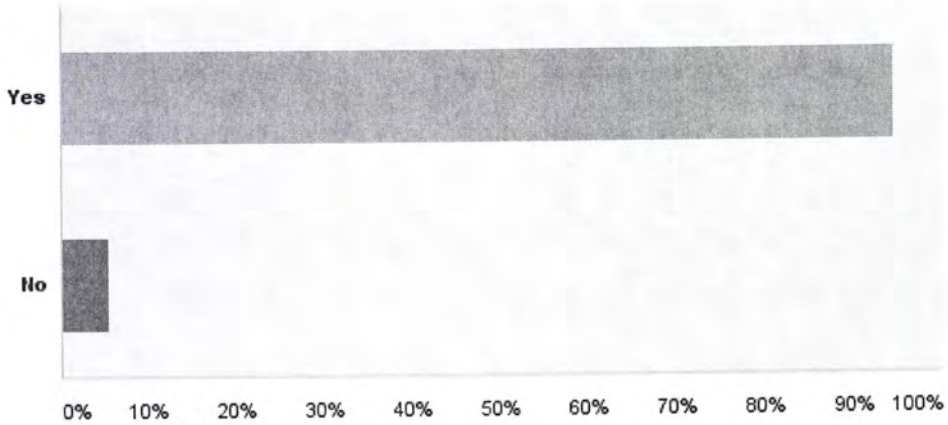
Answered: 49 Skipped: 0



Q4 Do you visit other parks in Traverse City?

Answered: 147 Skipped: 1



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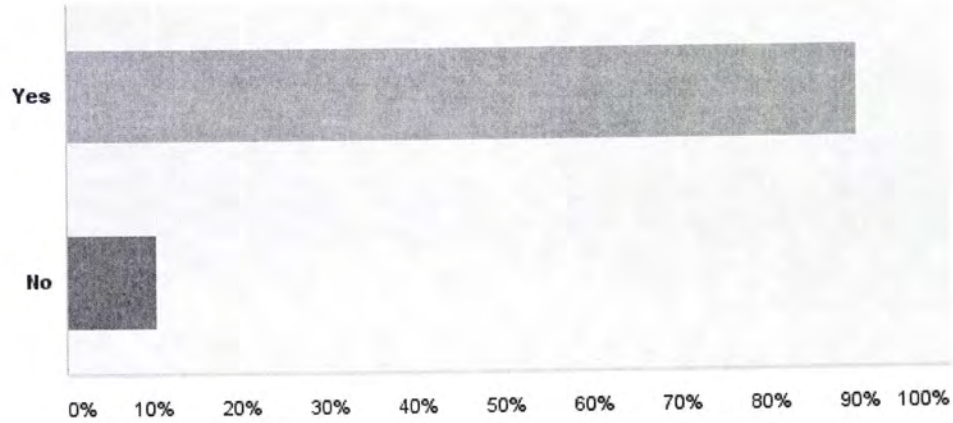
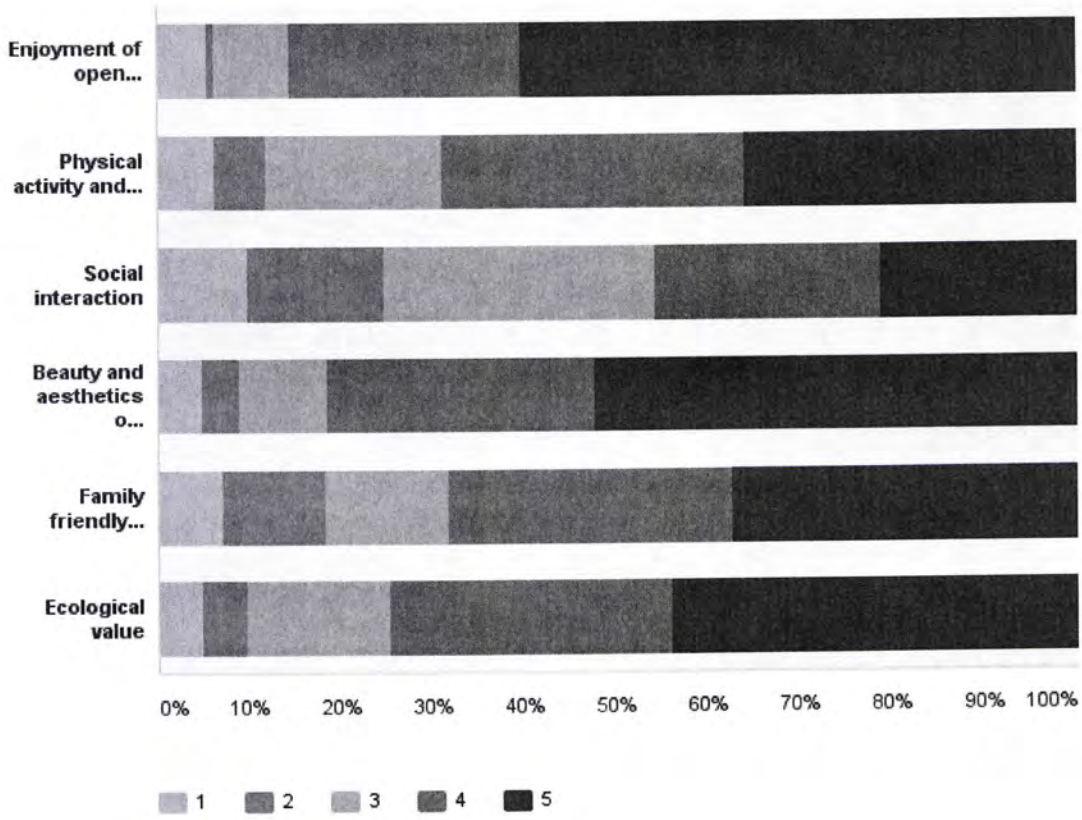


Q5 How important to you are each of the following benefits provided by small city parks? 1 = not very important, 5 = most important

Answered: 147 Skipped: 1



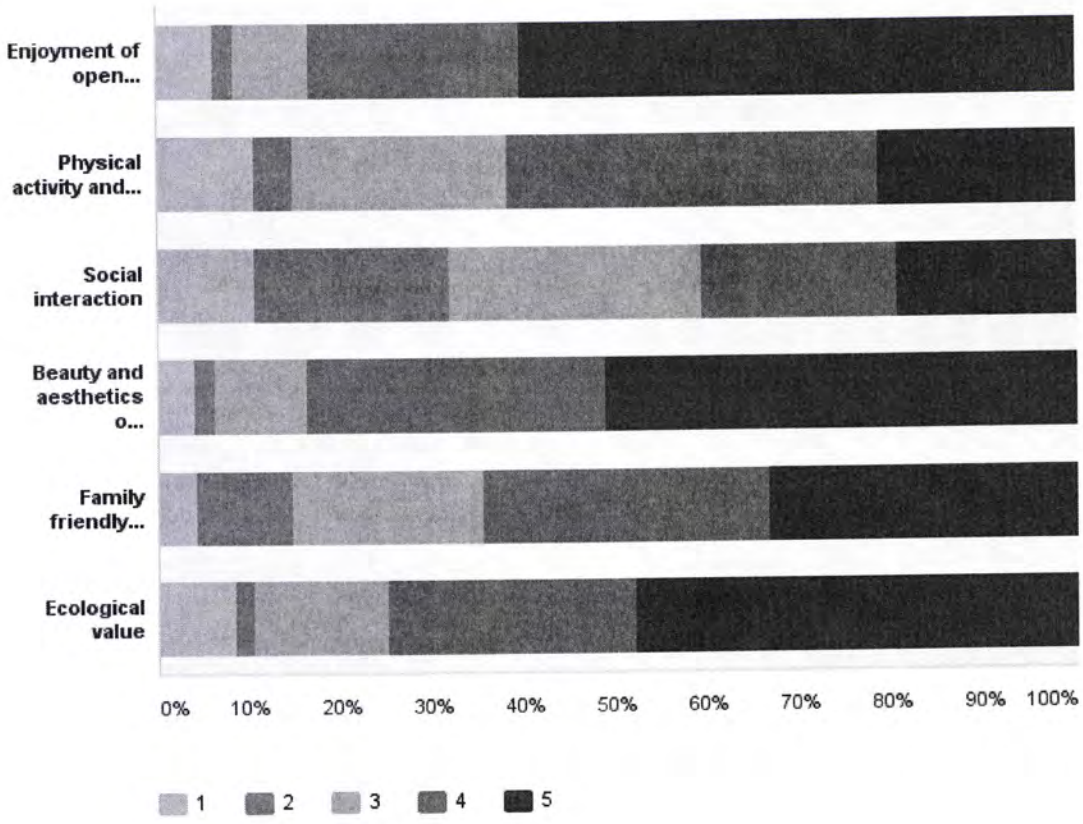
Weighted Averages

Enjoyment of open space….:	4.3
Physical Activity…:	3.9
Social interaction:	3.3
Beauty…:	4.2
Family…:	3.8
Ecological Value:	4.0

Traverse Heights' responses (Graphs) on the following page.

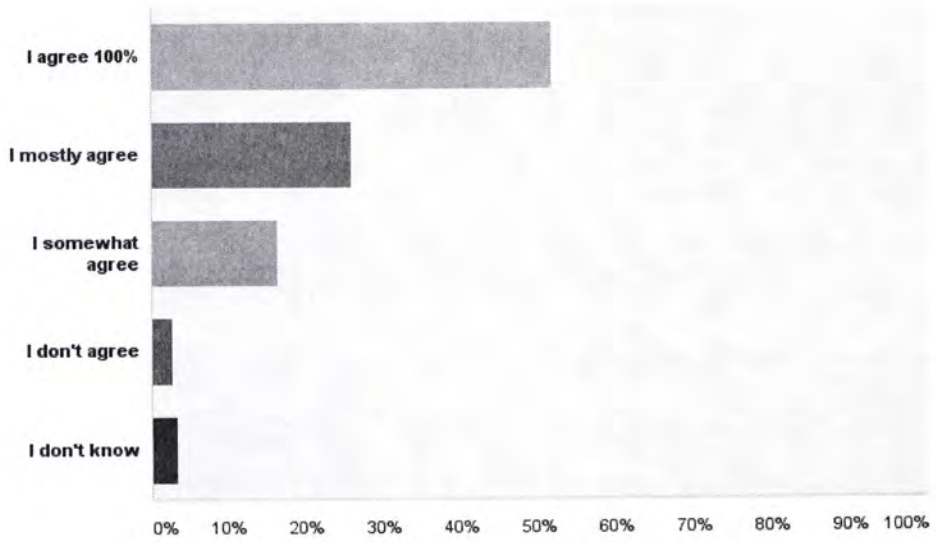
Q5 How important to you are each of the following benefits provided by small city parks? 1 = not very important, 5 = most important

Answered: 49 Skipped: 0



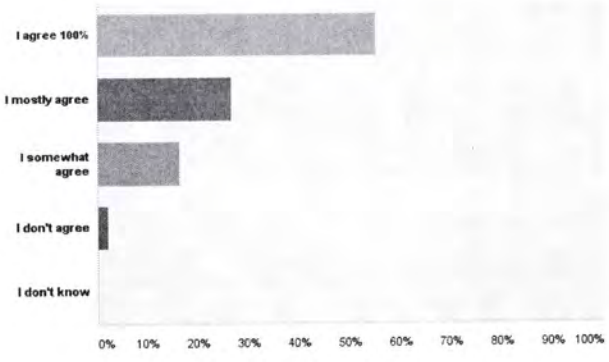
Q7 How much do you agree with the following vision statement for the park at Rose and Boyd St.? "This park will be a multi-generational park that supports healthy lifestyles, fitness, and connected neighborhoods."

Answered: 147 Skipped: 1



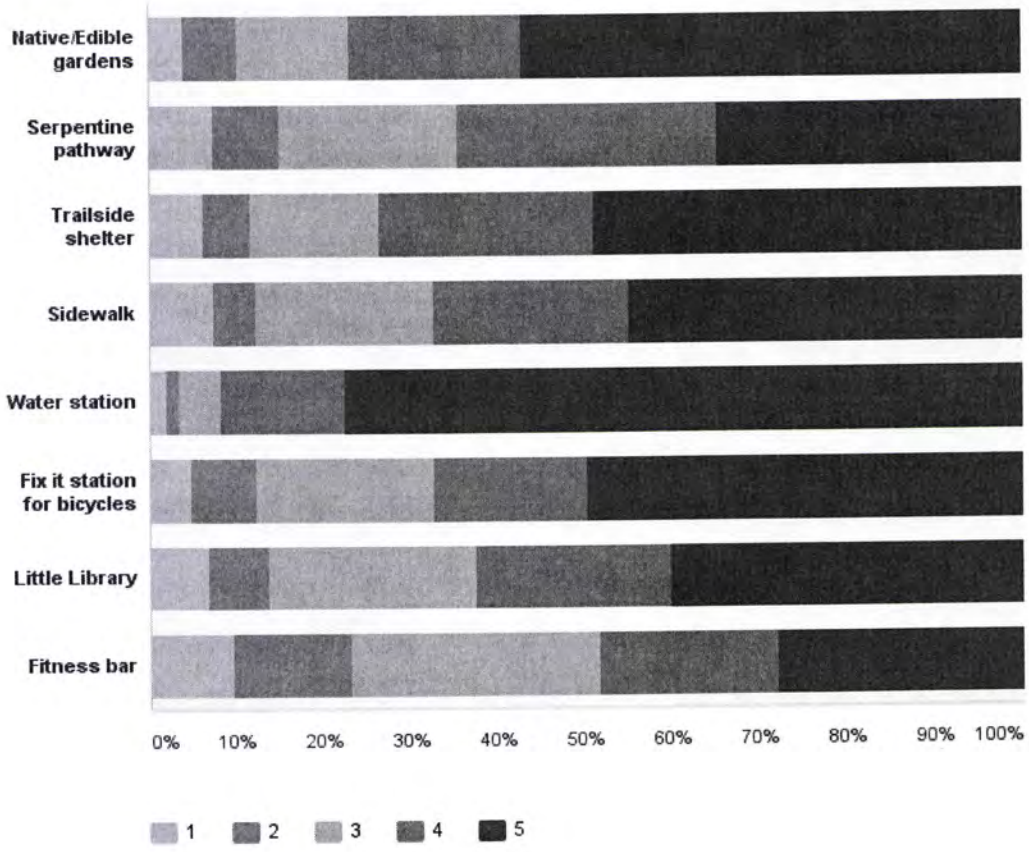
Q7 How much do you agree with the following vision statement for the park at Rose and Boyd St.? "This park will be a multi-generational park that supports healthy lifestyles, fitness, and connected neighborhoods."

Answered: 48 Skipped: 0



Q8 The sketch above shows a rough concept for this park. Please indicate your level of support for each of the suggested elements shown. 1 = Don't support, 5 = Enthusiastically support

Answered: 147 Skipped: 1



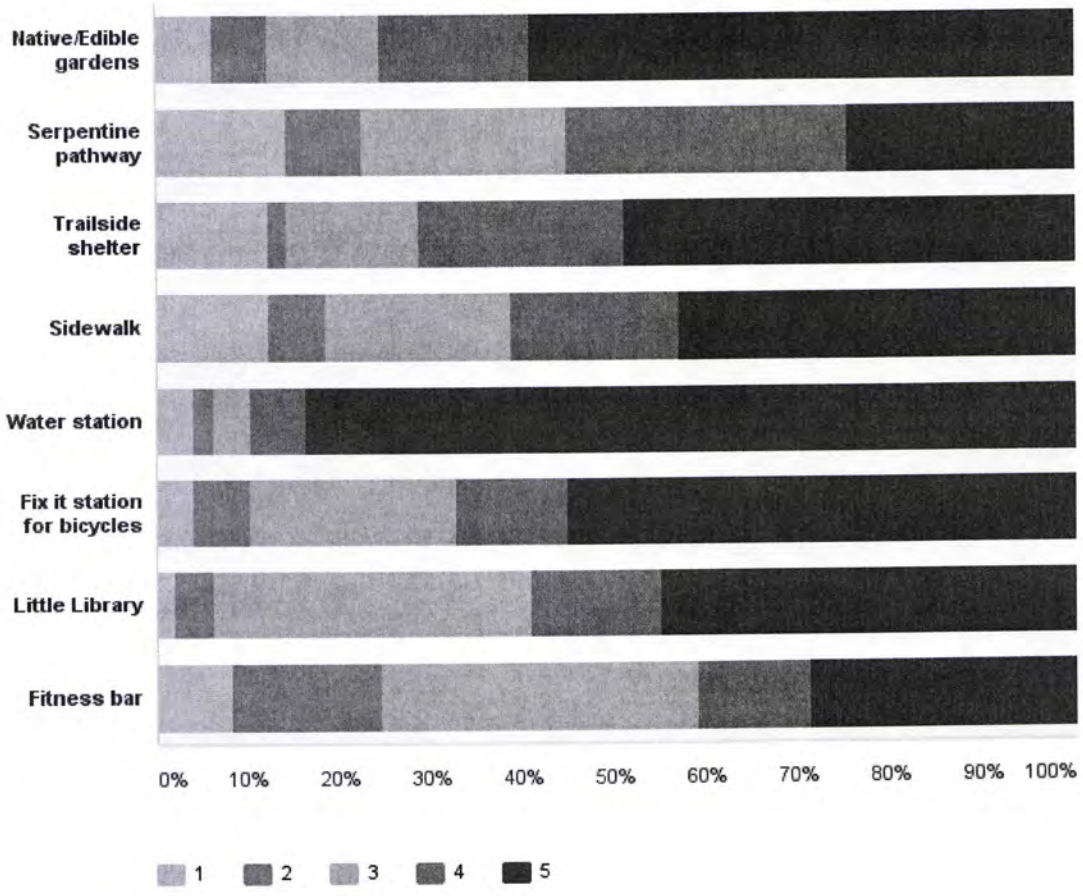
Weighted Averages

Native/Edible Garden:	4.2
Serpentine Pathway:	3.8
Trailside Shelter:	4.0
Sidewalk:	3.9
Water station:	4.6
Fix it Station:	4.0
Little Library:	3.8

Traverse Heights' responses (Graphs) on the following page.

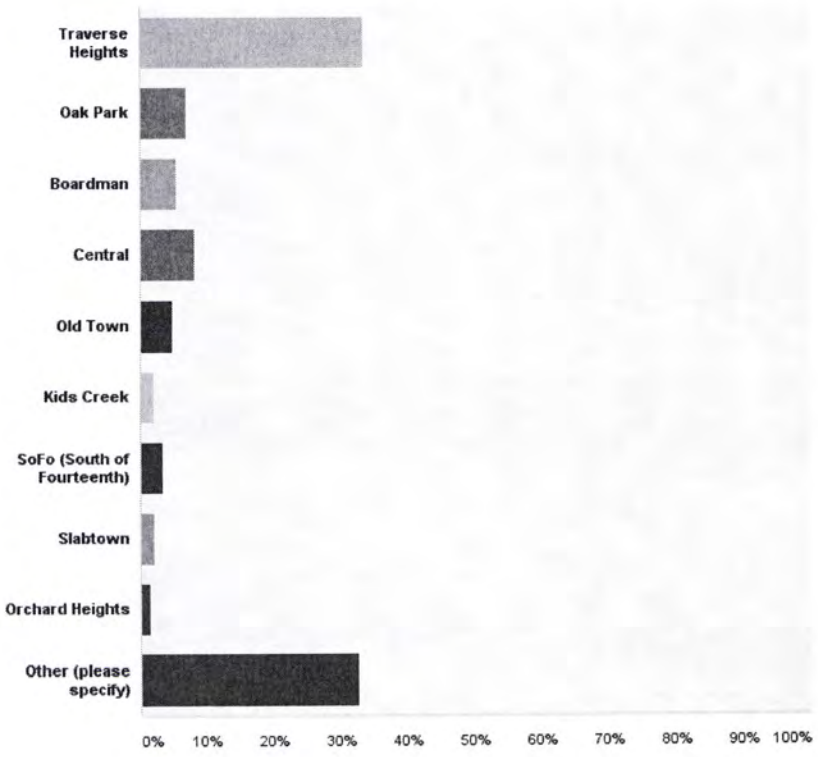
Q8 The sketch above shows a rough concept for this park. Please indicate your level of support for each of the suggested elements shown. 1 = Don't support, 5 = Enthusiastically support

Answered: 49 Skipped: 0



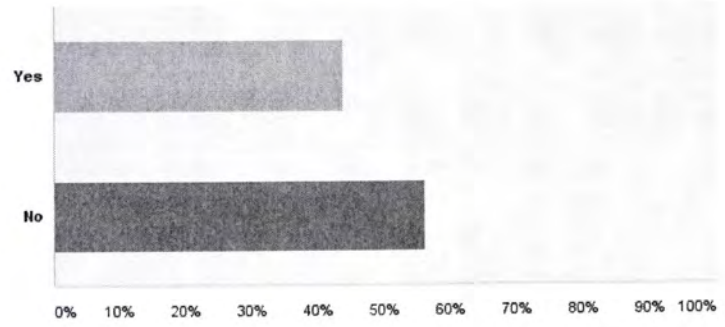
Q11 What neighborhood do you live in?

Answered: 147 Skipped: 1



Q12 Would you like to help improve this park?

Answered: 128 Skipped: 20



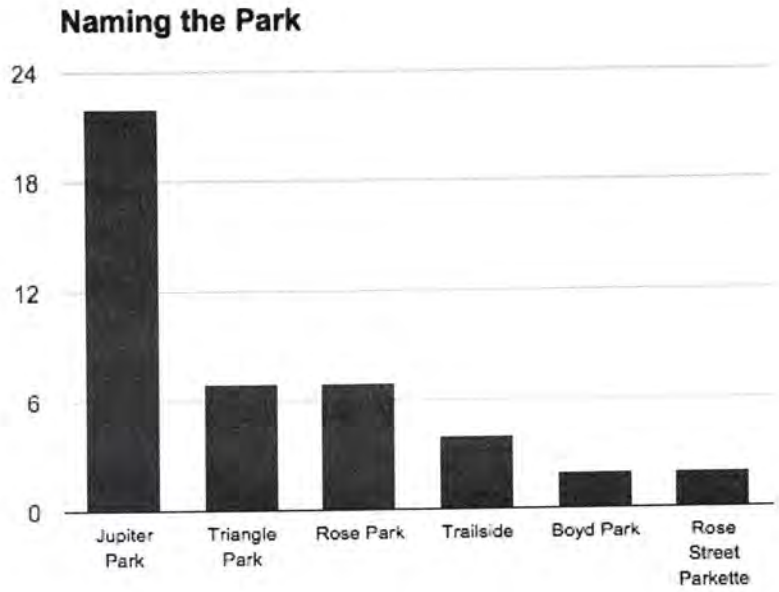
Around 40 people expressed interest in volunteering for the project, with 34 expressing interest in work bees.

Question 9: Additional amenities not represented in question 8

1. playset for children
2. leave all tress and little or no cement including sidewalk. there is the trail and no need for more cement. please do not cut down trees or lilacs.
3. windmill water pump
4. Roses!
5. Perhaps a few more park benches.
6. holder for poop bags and depositary for same near trail
7. nothing
8. Small playground
9. Not necessarily a play structure, but something that is family friendly - a children's garden or other learning object; Also, how will this park be a 4 seasons park?
10. bike parking
11. a couple more benches
12. is there a bike rack for locking bikes?
13. Play structure
14. a picnic table
15. none, Looks great!
16. Art!
17. None
18. Swings, Merry go round, sandbox
19. Recreation place
20. A grill
21. Gazebo
22. Slide & swing for children
23. More benches to separate smokers from nonsmokers
24. Restroom
25. Less Concrete, there is too much pavement everywhere. We don't need it in our GREEN spaces.
26. Some playground equipment for the younger kids; I realize the space is limited.
27. a bathroom
28. a couple more benches. small play area for children
29. It's fine
30. trees
31. something for children - a small play area or jungle gym.
32. The shelter is a horrible idea! It is not needed there and will only attract low lives I speak from 20 years of watching it over and over. I never see anyone who is not drinking alcohol or smoking using it.
33. More items for children. There are many young families in this neighborhood.
34. Birdbath
35. A fountain or water feature.
36. Toilet
37. A picnic table.
38. more shade trees vs shelter
39. Sculpture
40. picnic table. I think the paths should be some natural wood chips instead of limestone
41. Nothing

42. Rose bushes, Dog watering/cooling/pick up bags
43. maybe a swing or playground component
44. Swings
45. nothing. you got it all
46. Outdoor musical instruments for children
47. less not more
48. Playground
49. swings, musical equipment
50. Picnic tables, benches(more than one)
51. An element for children
52. possibly a picnic table or two
53. Swing set or something for children to play on
54. Art
55. more benches
56. real life bouldering boulder
57. Nothing - keep it simple and NO EXPENSIVE FOUNTAINS, FEATURES OR PLAYSCAPES!
58. horseshoe pit
59. Playground equipment
60. Something for children. Merry-go-round??
61. A light for nighttime stops.
62. Bathrooms?
63. Water feature
64. More benches
65. Basketball Court
66. Bathroom
67. Some public art. Some kind of creative activity area for kids.
68. Playstructure
69. public restroom
70. Another bench in the garden
71. no
72. Small child gym like the turtles in the open space
73. maybe dog corner in shade & doggy bags
74. A water feature. Maybe a pondless waterfall.
75. picnic table
76. Something I would like to see at more TC parks, or at least ones along the TART is more fitness equipment. I have seen places (in South Korea) where they have ellipticals, weight machines and other fitness equipment trail side. It is pretty cool.
77. Bathrooms
78. A small play place for children.
79. playground equipment
80. swings maybe
81. playground
82. Composting toliet
83. Kiosk for TC info, recognition of Rotary Charities for trail building
84. looks great!
85. basketball court area (even just 1/2 court) swing set or something for the little ones!
86. restrooms
87. at least one additional trash bin just as a precaution against littering

88. Trees
89. nothing, functional, simple, low maintence
90. Signage, both wayfinding and informational including emergency contact information
91. Playstructure for kids
92. I'd like to be sure that the gardens include trees and long-living edible species.
93. Child's play structure. No need to widen trail to 10 feet.
94. I think you've got it all covered (maybe 1 more picnic table)
95. none
96. Lawn swing



Receiving one suggestion: Rotary Park, TART Park, Blooming Rose (Find Park Theme), Commuter park, Jupiter Gardens, Trailside Gardens, Crough, Kid's Naming Contest, Conjunction Junction,Oak Park Corner, Traverse Heights Park, Lilac Park, Ted Okerstrom Rest Area, Respite Park, Heights Park, Traverse Hights Triangle, Little Traverse Heights Park

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Lauren A. Vaughn, Parks and Recreation Superintendent

RE: Superintendent's Report

DATE: September 25, 2014

We are entering into the fall season, even though it feels like summer this week. With fall comes preparing for the Hickory Hills winter season, the indoor Adult Volleyball program, switching from mowing to leaf collection and several other changes.

There are a lot of important items on the agenda, including election of officers and consideration of Hickory Hills rates for this year.

Our fall and winter adult volleyball program will begin on October 14. The registration period began in mid-September. This year we will have two women's and one co-ed league. We will be using the Grand Traverse Recreation and Arts Center, (former TCAPS Norris elementary) for the program.

See you Thursday, October 2nd.

TO: Park and Recreation Commissioners

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

DATE: September 25, 2014

SCHEDULE OF UPCOMING EVENTS

October 2, 2014 – Regular Meeting – 6:30 p.m.

October 14, 2014 – Adult Indoor Volleyball Program Begins

November 6, 2014 – Regular Meeting – 6:30 p.m.

December 4, 2014 – Regular Meeting – 6:30 p.m.

December 19, 2014 – Tentative Opening Day for Hickory Hills

Traverse City United States Coast Guard Committee

3:00 PM
Thursday, September 4, 2014
Located in: The Second Floor Conference Room
Governmental Center
Traverse City, MI 49684
Posted: Friday, August 29, 2014

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

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, Michigan, 49684, 922-4440, TDD 922-4412, 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.

AGENDA

1. ROLL CALL
2. Announcements
3. Consideration of approving minutes from the Regular Meeting of August 7, 2014.
4. Discuss the next steps to be taken for the Coast Guard Monument Project.
5. Public Comment
6. Adjournment

CITY OF TRAVERSE CITY

Minutes

United States Coast Guard Committee

August 7, 2014

A Regular Meeting for the United States Coast Guard Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:00 p.m.

The following were present, constituting a quorum: Joe Muha, Stan Simons, Sean Cross, Kevin Bavers and Jered Ottenwess.

Also present was Nate Elkins and Kate Stroven.

The following were absent: Steve Perdue, Glen VanRiper, and Rob Richardson.

Joe Muha chaired.

Various announcements were given.

1. First item being "consideration of approving the minutes from the Regular Meeting of July 3, 2014."

   It was moved by Simons, seconded by Bavers, to approve the minutes from the Regular Meeting of July 3, 2014.

   AIF/MC (Perdue, VanRiper, and Richardson absent)

2. Next item being "Update from Mr. Ottenwess and a representative of Influence Design Forum regarding the visual rendering of the Coast Guard."

   Mr. Elkins presented three visual renderings of the Coast Guard Monument being placed in Mini Park. Mr. Ottenwess will be facilitating a meeting with Coast Guard Committee members, Downtown Development Authority members, and Parks and Recreation Commission members to discuss all possible options.

3. Next item being "Update from Mr. Bavers regarding the Coast Guard Cup Football Game."

   Mr. Bavers noted that due to league changes between both Grand Haven and Traverse City schools, the football game between both cities will no longer take place. Various other events that could happen were discussed as a possibility.

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4. Next item being "Public comment."

   None.

5. Adjournment.

   There being no objection, Chair Joe Muha declared the meeting adjourned at 4:26 p.m.

Katelyn Stroven
Recording Secretary

DRAFT

DOWNTOWN

VACATION
RENTALS

HARD CITY

BOWMANVILLE

CAMOSUN