



AGENDA NOTICE

City of Traverse City Parks & Recreation Commission Regular Meeting
6:30 p.m.
January 5, 2017

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

Posted: 1 - 2 - 2017

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 Derek Melville 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 December 1, 2016, Regular Meeting.

2. NEW BUSINESS

- a. Park naming policy overview and discussion

3. OLD BUSINESS

- a. Update on Lay Park
- b. Update on Hannah Park

- c. Update on Hickory Hills NRTF Grant Application
- d. Update on Mini Park Coast Guard Memorial
- e. Review of Parks and Recreation Goals and Objectives and Capital Improvement Projects
 - 1. Goal #4- Active Multimodal Recreation and Transportation
 - 2. Goal #5- Traverse City Bayfront Revitalization

4. PUBLIC COMMENT

5. COMMISSION REPORTS AND CORRESPONDENCE

- a. Commissioner's Report
 - 1. Communication Committee- Michelle/Danielle
 - 2. Grant Committee- Matt/Sabrina
 - 3. Public Restrooms- Derek/Sabrina
- b. Superintendent's Report
- c. 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, DECEMBER 1, 2016 AT 6:30 P.M.
IN THE COMMISSION CHAMBERS, 2ND FLOOR, 400 BOARDMAN AVENUE
TRAVERSE CITY, MICHIGAN 49684

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Derek Melville, Rob Bacigalupi-DDA Executive Director

Chairperson Margaret Szajner Presiding

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

- a. Consideration of minutes of the November 3, 2016 Regular Meeting.

Motion by Newton, 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**

- a. Norman Fred, Chairman of the Board for the Boardman River Clean Sweep gave a presentation and update regarding river users.

3. **OLD BUSINESS**

- a. Superintendent Melville gave an update on the Women's Walk Trail improvement.
- b. Superintendent Melville gave an update on potential improvements for Hannah Park. Discussion ensued.
- c. Vice Chairperson Ross gave an update on the potential Mini Park - Coast Guard Memorial.

PUBLIC COMMENT

None

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Parks and Recreation Commission Regular Meeting December 1, 2016

- d. Chairperson Szajner lead a discussion of Parks and Recreation Goals and Objectives and Capital Improvements Projects – Goal #2-Maintain and Improve Existing Parks and Goal #3-Boardman Lake & River.

4. **PUBLIC COMMENT**

Rob Bacigalupi, DDA Executive Director spoke regarding the “Explore the Shores” program.

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 8:35 p.m.

Parks and Recreation Commission approved _____ - _____ on January 5, 2017.

Derek Melville
Parks and Recreation Superintendent



CITY OF TRAVERSE CITY NAMING POLICY

FOR PARKS AND OTHER CITY OWNED AND OPERATED FACILITIES

I. Purpose.

The purpose of this naming policy is to set forth a uniform procedure and guidelines to be utilized in reviewing naming requests for City owned and operated parks and facilities.

II. Process for a Naming Proposal.

- A. An application for a naming proposal may be submitted by a City resident, any City board or commission, by resolution, or any person or organization proposing to donate a facility or park, or other significant improvement, or a major financial donation, toward the costs of such park, facility, or improvements.
- B. An application for a naming proposal shall be submitted to the Department of Public Services on an application form provided by the Department of Public Services along with the application fees as may be determined by resolution of the City Commission.
- C. Upon receipt of the application, if applicable, the Department of Public Services shall forward the application to the Neighborhood Association of the neighborhood in which the park or facility is located for its review and comment within 45 days from the date of the application.
- D. The application shall be review by the Department of Public Services and such other departments or units of the City affected for consistency with this Naming Policy.
- E. The application shall be forwarded to the Parks and Recreation Commission along with the Department's recommendation and the affected Neighborhood Association's comments, if any.
- F. The Parks and Recreation Commission shall review the application and hold a public hearing on the proposal with at least 14 days notice of the public hearing published in the local newspaper and make a recommendation to the City Commission to approve or deny the request following the public hearing.
- G. The City Commission shall approve or deny the request at a regular or special meeting of the City Commission.

III. Naming Guidelines.

A name for a City park or facility should provide some form of individual identity for the site. In considering naming requests the following general criteria should be used to determine whether the proposed name establishes an individual identity for the site and is appropriate for the site:

- A. Whether the proposed name too closely resembles an existing park or facility name.
- B. The function and purpose of the site, the geographic location and features of a site, the distinctive natural or geological features of the site, or the commonly recognized historical significance of a site.
- C. Commonly recognized past names used for the site.
- D. The wishes of the neighborhood in which the site is located.
- E. Parks and facilities may be named for a person or entity subject to the following conditions:
 - 1. If the request is to name a park or a facility for a person, the person must be deceased for a minimum of 2 years.
 - 2. The person or entity must have made a significant positive contribution to society or the community, a contribution to the park or facility without which the park or facility may not exist, or in which the individual's or entity's contributions enhanced a program or facility.
 - 3. Although parks and recreation facilities will not normally be named for living persons, exceptions to this policy may be made by the City Commission on recommendation of the Parks and Recreation Commission when the Commission finds one of the following:
 - a. The person nominated has made a substantial contribution (monetary or service) to the specific park or facility being named.
 - b. The person nominated has made a significant contribution to the community over an extended period of time.
 - c. The person nominated has received national recognition.

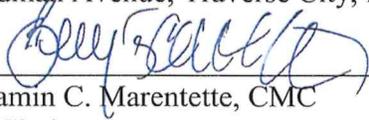
The application to name a park or facility after an entity or person shall set forth detailed information providing compelling support for a determination that the person or entity contributed to community or society as required by this Section. The responsibility for the cost of the plaque or monument indicating the name or entity for which the park or facility is named shall be as agreed between the City and the Applicant. The City will have the right to determine the size, style and type of sign for consistency with the current signing system in place.

- F. Such other conditions the City Commission may deem appropriate.
- G. As a general rule, portions of a park or facility will not have a name other than that of the entirety of the park or facility. Exceptions may be considered where a significant donation is made to sponsor an improvement or remodel to a facility or park in connection with the City's efforts to raise funds for such improvement or remodel or, in some cases, where a significant donation is offered in exchange for the naming of a room in a facility or a recognizably, distinctive portion of a park after a donor or a person or entity of the donor's choosing. Such facilities could also be dedicated in memory of a person and an appropriate plaque indicating such may be dedicated and placed at the facilities.
- H. Notwithstanding any other provision of this policy:
 - 1. A park or facility that has been donated by a person or entity with the condition that the park or facility be named as requested by the person or entity may be so named pursuant to the condition of the donation.
 - 2. A park or facility that has been acquired, improved, or renovated with funds from a grant or gift with the condition that the park or facility be named as required in the grant may be so named pursuant to the terms of the grant or gift.

IV. Renaming.

- A. Only parks and facilities named for geographic location, outstanding features, or neighborhood should be considered for renaming. Parks that have been named by deed restriction or other agreement shall not be considered for renaming.
- B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community and such renaming is not otherwise prohibited by deed restriction or other agreement.

I hereby certify that the above policy was adopted by the City Commission of the City of Traverse City at its regular meeting of July 18, 2011, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Benjamin C. Marentette, CMC
City Clerk

GOAL 3: BOARDMAN LAKE & RIVER

Develop Boardman Lake and River and adjoining properties as a natural resource promoting active, passive and water related recreational opportunities.

Objectives:

- a. Continue to provide a mixed-use recreation environment that promotes active and passive activities.
- b. Work with the appropriate agencies and local non-profits (TART) to complete the final phase (west side) of non-motorized trail around Boardman Lake by 2018.
- c. Develop activities that connect downtown to the south end of Boardman Lake and future non-motorized access to the south of S. Airport Road.
- d. Continue to support Traverse Area Community Sailing (TACS), Traverse Area Community Rowing (TACR), TC Whitewater and other non-profit organizations that encourage water-related recreational use of Boardman Lake and River.
- e. Design a riverwalk that will provide connection from downtown to Boardman Lake and pursue recreation development along this corridor.
- f. Work with US Army Corps of Engineers and other appropriate agencies and non-profits, on the modification of Union Street Dam that provides for universal river access and maximizes other recreational opportunities.

GOAL 4: ACTIVE MULTIMODAL RECREATION & TRANSPORTATION

Complete the active transportation plan that would support future trails, pathways and transportation improvements in and around the community to increase and encourage more recreational opportunities.

Objectives:

- a. Advocate for implementation of a complete streets ordinance.
- b. Complete the comprehensive multimodal transportation plan for the City working with appropriate City staff, local agencies and the Planning Commission.
- c. Consider developing standards and locations for the development of bicycle facilities and pedestrian walkways.
- d. Evaluate existing and future transportation corridors in the City for improved multimodal options in conjunction with ongoing trail and streetscape planning efforts.
- e. Build sidewalks adjacent to, and where appropriate, within all parks located within a neighborhood setting to make them safer and more accessible.
- f. Improve overall transportation choices that would also improve recreational opportunities by connecting recreational facilities together.
- g. Utilize existing and past trail planning efforts that have been completed by TART Trails, City Planning and neighboring townships.

- h. Work with local non-governmental organizations (NGO's) such as the Grand Traverse Regional Land Conservancy and trail advocacy groups including the NW Michigan Council of Governments and the Traverse Area Recreation and Transportation Trails (TART).
- i. Implement universal accessibility design principles as a design standard for all new facilities.
- j. Support Safe Routes to Schools Program
- k. Utilize Leadership in Energy and Environmental Design (LEED) & Green Building Standards on all site and building solutions.
- l. Work together with the Downtown Development Authority to increase active transportation in the DDA District.
- m. Continue to partner with user groups, local schools, Bay Area Transportation Authority, and non-profit groups to provide after school transportation to Hickory Hills to increase student utilization of the park.

GOAL 5: TRAVERSE CITY BAYFRONT REVITALIZATION

Design and implement the next phases of the Bayfront Revitalization Plan as means to care for our public waterfront as a recreational resource for use by all, with care and attention given for preserving and enhancing the natural and environmental qualities.

Objectives:

- a. Prioritize the remaining elements of the Traverse City Bayfront 2010 Plan, for next phase implementation projects.
- b. Continue to leverage local dollars and apply for local, state and federal grants.
- c. Utilize the Traverse City Bayfront 2010 Plan, preliminary engineering, cost projections, and recommendations as a guide to move forward with implementation.
- d. Utilize Leadership in Energy and Environmental Design (LEED) & Green Building Standards on all site and building solutions where possible.

GOAL 6: SIGNAGE & WAYFINDING

Develop consistent wayfinding signage system to improve overall identity and name recognition of the City parks as well as improve access and increase use of the parks.

As the City moves forward with developing its park facilities, signage and wayfinding will be an important aspect of this growth. Quality, universally understood and a well thought out array of signs will increase the sense of ownership, increase name recognition and increase park usage.

Objectives:

- a. Develop wayfinding analysis and recommendations including sign concepts and sign array for park entrance signs, internal circulation and directional

Memorandum

The City of Traverse City

TO: Parks and Recreation Commissioners

FROM: Derek Melville, Parks and Recreation Superintendent



RE: Superintendent's Report

DATE: December 30, 2016

For the January meeting we'll be looking at Goal and Objective # 4 & #5 of the Parks and Recreation Plan and review progress made and areas of improvement.

Our 2016 Tree City USA Application was submitted recently. I've attached a copy of the budgetary report that was included within our application.

Hickory Hills opened as scheduled on December 16 as has been busy throughout Christmas break. Due to high temps over Christmas weekend we are still working on getting the remaining runs open to get us to full capacity. The concessions opened Dec 19 and are being operated by TC Paddle.

We are actively working on ice skating rinks to get them opened hopefully by Jan 7th. The high temps over Christmas weekend ruined some of our packing efforts which is the reason for the delay in opening.

Looking forward to seeing you all at our meeting on January 5, 2017 at 6:30pm. Please let me know if you are not able to attend.

Print this page

Tree City USA

2016 Application for Certification



TREE CITY USA

The Tree City USA award is in recognition of work completed by the community during the 2016 calendar year.

As Mayor or Equivalent of the Community of Traverse City

I herewith make application for this community to be officially certified/recertified as a Tree City USA for 2016, having achieved the standards set forth by the Arbor Day Foundation as noted below.

Standard 1: A Tree Board or Department

Community has a Department Chair or City Manager/Official

Department Chair/City Manager

Derek Melville Dept Chairperson 231-922-4910-114 dmelville@traversecitymi.gov

Standard 2: A Community Tree Ordinance

✓ Our community ordinance is on record

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total Community Forestry Expenditures \$196962.26

Community Population 15018

Per Capita Spending \$13.12

Standard 4: An Arbor Day Observance and Proclamation

✓ Official Arbor Day proclamation is on record

Martin A. Collins

Mayor or Equivalent Signature

City Manager

Title

12-15-16

Date

Application Certification

To Be Completed By The State Forester:

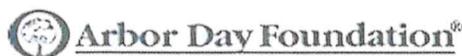
Traverse City

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2016 calendar year, having in my opinion met the four standards required for recognition.

State Forester Signature

Title

Date



Print this page

FORESTRY EXPENDITURES FOR 2016

1. Street/Park/Cemetery Tree Pruning & Removal	\$ 99,481.98
2. Tree Planting	\$ 28,139.61
3. Stump Removal	\$ 24,179.19
4. Administration & Education	\$ 45,161.48
TOTAL EXPENDITURES	\$196,962.26

The above is a summary of the expenses, the following is a breakdown of those categories.

Labor Costs

\$29.33 per hour average (wage & benefit) - Full time

\$13.50 per hour average – Seasonal

Equipment Rental Costs From City Garage

68/Aerial Lift - \$26,400.00 a year

73/Chip Truck - \$12,000.00 a year

228/Chipper - \$14,400.00 a year

1. TREE PRUNING & REMOVAL (646 pruned/145 removed)

3 Person average on a tree crew

109 Total days out of 260 working days = 41.% of year spent on tree work.

Labor

$\$29.33 \times 3 = \$87.99 \text{ per hr} \times 2080 \text{ hrs} = \$183,019.20 \times 41\% =$ **\$75,037.87**

Equipment Rental

#68 - \$26,400 a year X 41% = \$ 10,824

#73 - \$12,000 a year X 41% = \$ 4,920

#228 - \$14,400 a year X 41% = \$ 5,904

Total Equipment **\$21,648**

Equipment Fuel *

#68 - \$ 1,192.13

#73 - \$ 969.60

#228 - \$ 634.38

Total Fuel **\$ 2,796.11**

Tree Pruning and Removal Total **\$ 99,481.98**

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2. TREE PLANTING (189 planted)

Cost of 189 Bare Root Trees (\$3,000 paid by DTE Forestry Grant) **\$9547.00 ***

Fall Planting Labor

Total hours of full time employees - 232

$\$29.33 \times 232 \text{ hrs} =$ \$ 6,804.56

Total hours of seasonal employees - 40

$\$13.50 \times 40 \text{ hrs} =$ \$ 540.00

Total Labor **\$ 7,344.56**

Spring Planting Labor
Total hours of full time employees - 128
\$29.33 X 128 hrs = \$ 3,754.24
Total hours of seasonal employees - 24
\$13.50 X 24 hrs = \$ 324.00

Total Labor **\$ 4,078.24**

Planting Equipment Use (Actual Rental Costs per City Treasurer)

Equipment #	Hours Used	Total Cost
#44	54.50	\$ 1284.02
#51	2.00	\$ 18.40
#57	51.00	\$ 1201.56
#63	50.00	\$ 1178.00
#64	4.00	\$ 94.24
#65	4.00	\$ 171.96
#72	2.00	\$ 33.28
#91	29.00	\$ 467.48
#105	8.00	\$ 568.80
#121	6.50	\$ 104.78
#132	16.00	\$ 1005.44
#133	14.00	\$ 876.40
#157	3.00	\$ 165.45

Total Equipment Spring **\$ 7,169.81**

Tree Planting Total **\$28,139.61**

3. STUMP REMOVAL (222 stumps)

Stump Grinding Contractor (Fall 2016) **\$ 3,287.95**
Stump Grinding Contractor (Spring 2016) **\$ 1,199.52**

Labor For Cleanup
Total hours of full time employees - 240
\$29.33 X 240 hours = \$ 7,039.20
Total hours of seasonal employees - 48
\$13.50 X 48 hours = \$ 648.00

Total Labor **\$ 12174.67**

Equipment Use (Actual Rental Costs per City Treasurer)

Equipment #	Hours Used	Total Cost
#44	6.00	\$ 141.36
#57	55.00	\$ 1295.80
#63	45.25	\$ 995.41
#64	6.00	\$ 141.36
#81	20.00	\$ 184.00
#100	6.00	\$ 426.60
#105	39.00	\$ 2772.90
#107	31.50	\$ 2239.65
#133	44.00	\$ 2754.40
# 153	8.00	\$ 180.24
#194	8.00	\$ 568.80
Total Equipment		\$ 11,700.52

Materials

- 20 yards topsoil \$ 200.00
- 50 pounds grass seed \$ 104.00

Total Materials \$ 304.00

Stump Removal Total \$24,179.19

4. ADMINISTRATION

City Forester – John Fraiser retired in June of 2011 and his position has not been refilled due to budget shortages.

Park Supervisor
35% of year spent on Urban Forestry \$28,894.32

Park Superintendent
15% of year spent on Urban Forestry \$15,344.16

Administration Labor Total \$44,238.48

Education
Dues, Seminars, Workshops, & Educational materials \$ 923.00

Administration Total \$45,161.48

**Note: In the fall of 2016 we received a \$3,000.00 grant from the DTE Forestry Grant. The costs that were reimbursed were not included in this report.*

Note: For Tree City USA application purposes, 30% of the tree pruning and removal figure and the entire stump removal figure are used for the Tree Removals section of the application. The remaining 70% of the tree pruning and removal figure is used for the Tree Maintenance section of the application.

TO: Park and Recreation Commissioners

FROM: Derek Melville, Parks and Recreation Superintendent 

DATE: December 30, 2016

SCHEDULE OF UPCOMING EVENTS

January 5, 2017 – Regular Meeting – 6:30 p.m.

January 15, 2017 – Last day to drop off Christmas Trees at Hull Park

January 31 – Feb 3, 2017- MRPA Annual Conference

February 2, 2017 – Regular Meeting – 6:30pm

March 12, 2017 – Projected last day for Hickory Hills to be open