

Notice
City of Traverse City and Charter Township of Garfield
Recreational Authority Board of Directors
Regular Meeting

7:00 p.m.

Wednesday, July 2, 2014

2nd Floor County Training Room, Governmental Center
400 Boardman Avenue
Traverse City, MI 49684

Posted: 6-27-14

The Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Office of the 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.

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.

Recreational Authority Board of Directors
Matthew Cowall, Executive Director
324 Munson Avenue
Traverse City, MI 49686
(231) 929-3696 TDD: (231) 922-4412
<http://www.traverscitymi.gov/recauthority.asp>
mcowall@liaa.org

Agenda

Roll Call.

1. Consideration of approving the minutes of the regular meeting of June 4, 2014, and the special meeting of June 19, 2014. (Matt Cowall)
2. Consideration of user agreements for event space at Historic Barns Park. (Matt Cowall)
3. Consideration of fence replacement for Community Garden at Historic Barns Park. (Matt Cowall, TC Community Garden)
4. Consideration of edible landscape plantings along Historic Barns Trail. (Matt Cowall, Jonathan Aylward, SEEDS, TC Community Garden)
5. Reports. (Matt Cowall et al)
 - Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
 - Community Gardens
 - Grand Traverse Conservation District – Hickory Meadows
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
6. Report regarding payment of expenditures. (Matt Cowall)
7. Public Comment.
8. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 2, 2014

DATE: FRIDAY, JUNE 27, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of June 4, 2014, and the special meeting of June 19, 2014.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of June 4, 2014, and the special meeting of June 19, 2014, be approved.

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Minutes

The City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors

June 4, 2014

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, at 7:02 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary (arrived 8:00 p.m.); Tim Hughes, Treasurer; Molly Agostinelli; Jeanine Easterday; and Matt McDonough.

The following Directors were absent (excused): Chris Bzdok.

Chair Biederman presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the regular meeting of May 7, 2014,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Agostinelli, that the minutes of the regular meeting of May 7, 2014, be approved.

CARRIED.

2.

The next item being “Overview of decision process for Traverse City Light & Power Wayne Street/Hickory Meadows transmission line project,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Tim Arends, TCL&P

No action was taken.

3.

The next item being “Updates regarding Event Facility Management Services for Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Susan Odgers, UnCommon Management

No action was taken.

4.

The next item being “Consideration of Grand Traverse Conservation District contract renewal for Hickory Meadows,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Robin Christensen, GTCD

Moved by McDonough, seconded by Easterday, that the Chair and Secretary be authorized to execute an agreement for resource management services with Grand Traverse Conservation District, for it to provide such services at Hickory Meadows through June 30, 2017, at a rate of \$19,000 annually, with funds available in the Operating Fund, Professional Services Line Item, such contract subject to approval as to its substance by the Executive Director and its form by General Counsel.

CARRIED.

5.

The next item being “U.S. EPA Brownfields Cleanup Grant – consideration of proposals for environmental consulting services at Historic Barns Park,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by McDonough, seconded by Hughes, that the Chair and Secretary be authorized to execute a contract with Environmental Consulting & Technology, Inc., in the not-to-exceed amount of \$33,885 for environmental consulting services at Historic Barns Park, subject to approval as to substance by the Executive Director and to form by General Counsel.

CARRIED.

6.

The next item being “Public hearing regarding budget amendments for Fiscal Year 2013/2014,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Chair Biederman opened the public hearing.

There being no one present desiring to speak, Chair Biederman closed the public hearing.

No action was taken.

7.

The next item being “Public hearing regarding the Fiscal Year 2014/2015 budget,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Chair Biederman opened the public hearing.

There being no one present desiring to speak, Chair Biederman closed the public hearing.

Moved by Easterday, seconded by Groleau, that the Resolution Approving Millage Rates for the Bond Issue Debt Millage and Operating Millage and Certifying Tax Levy Operational Millage for Fiscal Year July 1, 2014, to June 30, 2015, be adopted.

CARRIED.

Moved by Easterday, seconded by Hughes, that the Resolution Adopting the City of Traverse City and Charter Township of Garfield Recreational Authority Comprehensive Annual Budget for Fiscal Year July 1, 2014, to June 30, 2015, be adopted.

CARRIED.

8.

The next item being “Consideration of beekeeping risk assessment for Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Karen Schmidt, BGHBP
Sarna Salzman, SEEDS
Michael Haynes, TC Community Garden

No action was taken.

9.

The next item being “Reports,” Chair Biederman introduced this matter. The

following individuals addressed the Board:

Matt Cowall, Executive Director
Michael Haynes, TC Community Garden
Sarna Salzman, SEEDS
Karen Schmidt, BGHBP

No action was taken.

10.

The next item being “Report regarding payment of expenditures,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

11.

The next item being “Public Comment,” Chair Biederman introduced this matter. The following individuals addressed the Board:

None.

There being no objection, Chair Biederman declared the meeting adjourned at 9:00 p.m.

Matt Cowall, Executive Director

Minutes

The City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors

June 19, 2014

A special meeting of the Recreational Authority Board of Directors was called to order in the Visitor Center Meeting Room, Historic Barns Park, 1500 Red Drive, Traverse City, Michigan, at 7:05 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary; Molly Agostinelli; Jeanine Easterday; and Matt McDonough.

The following Directors were absent (excused): Tim Hughes, Treasurer; Chris Bzdok.

Chair Biederman presided at the meeting.

1.

The first item being “Public hearing regarding budget amendments for Fiscal Year 2013/2014,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Chair Biederman opened the public hearing.

There being no one present desiring to speak, Chair Biederman closed the public hearing.

Moved by Groleau, seconded by Easterday, that the budget amendment for Fiscal Year 2013/2014 as outlined in the Executive Director’s communication of June 13, 2014, be approved.

CARRIED.

2.

The next item being “Consideration of adaptive reuse materials for the Pavilion/Building 226,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by McDonough, seconded by Easterday, that the stanchions from Barn 206 be incorporated into the design for the railings on the Pavilion.

CARRIED.

3.

The next item being “Executive Director’s Report,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

4.

The next item being “Public Comment,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Karen Schmidt, BGHBP

There being no objection, Chair Biederman declared the meeting adjourned at 7:41 p.m.

Matt Cowall, Executive Director

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 2, 2014

DATE: FRIDAY, JUNE 27, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF USER AGREEMENTS FOR EVENT
SPACE AT HISTORIC BARNS PARK

Counsel has prepared the attached drafts of a use policy and an application for a use permit to enable rentals of the Recreational Authority event space at Historic Barns Park. I assume these documents will evolve over time, but they are a good basis for beginning to book events for 2015. Any input on Wednesday will be most welcome. If possible, I would also welcome a motion to approve these documents (along with any amendments) for use, a sample of which follows:

That the Historic Barns Park Use Policy and Application for Permit be approved.

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**CITY OF TRAVERSE CITY AND
CHARTER TOWNSHIP OF GARFIELD
RECREATIONAL AUTHORITY**

HISTORIC BARNS PARK

PARK EVENT POLICY

Historic Barns Park is a public park with 56 acres of rolling meadows, woodlots and wetlands in the southwest corner of the Grand Traverse Commons, a sea of green located in the heart of northern Michigan’s most populated urban center. The site was the agricultural production area for the former State Hospital, feeding patients and staff from the 1880s into the 1950s. The site is still dominated in its center by its namesakes, two majestic barns that have come to be known as the Historic Barn (built in 1900) and the Cathedral Barn (built in 1932).

The Cathedral Barn and an adjoining natural “Amphitheater” space will be available for Events beginning _____. The current interior renovation of the Cathedral Barn is focused on the upper loft level, with anticipated posted space for 450 people (or approximately 200 at round tables). The renovation will include the addition of utility services, restrooms, catering space, and HVAC.

All reservations and permits for Events are subject to this Policy and other rules and policies of the City of Traverse City and Charter Township of Garfield Recreational Authority. Please review this Policy prior to completing an Application for Permit.

The Historic Barns Park is a public park and is therefore subject to public access and activities. By applying for a permit for a space within the Park the Applicant and Permit Holder indicates an understanding and acceptance of this setup.

Section I. Definitions.

“Applicant” means the person or organization requesting to use a Site.

“Event” means a planned activity to use a portion of the Park.

“Park” means the Historic Barns Park.

“Permit Holder” means the person or organization authorized to use a Site.

“Recreational Authority” or “Authority” means the City of Traverse City and Charter Township of Garfield Recreational Authority.

“Site” means the portion of the Park the Applicant requests to use in the application.

Section II. Permit Required.

An Event shall not be held or announced as going to be held at the Park unless and until a Historic Barn Park Permit is issued pursuant to this Policy. By accepting a permit issued under this Policy, the Permit Holder agrees to this Policy.

Section III. Permit Application.

A Permit Application in the form approved by the Recreational Authority must be completed and approved by the Executive Director of the Recreational Authority before an application will be considered accepted. By signing and returning the application, the Applicant agrees to this Policy.

Applications shall be filed at least ____ days before an Event and shall be accompanied by a fee in the amount of 50% of the total fee established by the Recreational Authority for use of the space requested in the Application.

Section IV. Priority of Applications.

Applications for Events shall be considered and decided on a first come-first serve basis as of the date they are filed and deemed complete in writing by the Executive Director of the Recreational Authority.

If an Applicant wishes to hold an Event on a recurring basis, after it is successfully held for the first time, an Applicant may request that dates be reserved for subsequent Events. Reservation requests may be granted if a prior Permit has not been violated, the Applicant has fulfilled all obligations to the Recreational Authority, and the Event has not created any unreimbursed expense or unreasonable disturbance. A non-refundable reservation fee shall accompany the application for a reservation request. An accepted application for a reservation shall be given preference over all other applications for the dates requested. If the Applicant does not submit an application for a permit within ____ days of the date of the Event, the reservation will be void.

Section IV. Scope of Permit.

Authorization to use the Cathedral Barn includes customary use of existing furniture, restrooms, kitchen, and serving space. All other items, including tables, chairs, kitchen supplies, serving utensils, linen, cutlery, and plate service must be provided by the Applicant.

The Permit Holder shall have access to the Site reserved for the period of time and for the purpose approved in the Permit. Any necessary early entry for setup or rehearsal purposes or additional time needed for cleanup should be built into the period of time requested on the application. Doors will open at such time as requested on the Application and will be locked at the conclusion of the time requested on the Application.

The Permit Holder acknowledges that other areas of the Park may be open to the public during the Event.

The Recreational Authority, its officers, agents, contractors, employees, directors, or volunteers shall have full access rights during the Event.

Section V. Standards for Approving a Permit.

The following standards must be met in order for a Permit to be granted:

1. The Event is consistent with the character of the Park.
2. The event will not unreasonably interfere with or detract from the public's enjoyment of the Park.
3. The Event will not unreasonably disturb normal activity on surrounding private land.
4. The Event does not cause a violation of any federal, state, or local law, ordinance, rule, or regulations.
5. The site has not been reserved for other use on the date and hour requested in the application.
6. The Event will not cause damage to the Park.
7. The Event shall not occur so soon before or after another Event that it creates a burden on the Park facility or that it unreasonably impedes the primary general public use of the Park.
8. The Event complies with all other provisions of this Policy.

Section VI. General Conditions.

1. Cleanup. The Applicant and the Permit Holder shall promptly and completely cleanup and restore the Site immediately following the Event.
2. Damage. Damage to Recreational Authority properties or the Recreational Authority's cost incurred in cleanup and repair shall be the responsibility of the Applicant and the Permit Holder. Payment of any such costs shall be due within thirty (30) days. The use of nails, pins, tacks, staples, glue or tape on walls, floors, doors, windows or the ceiling is prohibited.
3. Tents. If tents are to be used, the tent material shall be composed of noncombustible and flame-resistant fabric in accordance with the Charter Township of Garfield Fire Code and erected to meet wind load requirements of the State Construction Code.
4. Toilets and Trash Receptacles. Portable toilet and trash receptacles shall be provided as necessary for all outdoor Events based on the anticipated size of the Events at the expense of the Permit Holder. The number, type and location of all receptacles and toilets shall be listed on the Application. At least one portable toilet must be ADA compliant/handicap accessible.
5. Motor Vehicles. No motor vehicles are allowed at the Park except in designated parking lots or except those conveying specialized equipment for the Event and allowed in the Permit.

6. Outdoor Lighting. Outdoor lighting shall be in compliance with the Ordinances of the Charter Township of Garfield.

7. Signs. No property, equipment or signs are to be used in the park except as allowed in the Permit. No signs shall be erected in violation of the Charter Township of Garfield Ordinances.

8. Audiovisual Equipment. The Permit Holder may elect to bring audiovisual equipment; the Permit Holder shall be responsible for loading or setup of the Permit Holder's equipment.

9. Food and Beverages. The Recreational Authority does not offer food or beverage service. Onsite food preparation cannot be accommodated; however, kitchen counter space is available for limited food assembly or presentation. All food and beverages are to be consumed within the Site. Permit Holders may serve light refreshments and prepared foods or employ a caterer to provide delivery of commercially prepared food.

10. Alcohol. Alcohol may be sold or served provided the following conditions are met and the person selling or serving the alcohol has a current Michigan liquor license to satisfy state laws governing such service and is in full compliance with such license.

A. Sold. Alcohol may be sold provided that the entity serving the liquor provides a Certificate of Liquor Liability Insurance in the amount of \$1,000,000 per occurrence, naming the Recreational Authority as additional insured. The certificate must list the following as certificate holder: City of Traverse City and Charter Township of Garfield Recreational Authority, c/o Executive Director, 324 Munson Avenue, Traverse City Michigan 49686.

B. Served but not sold. Alcohol may be served provided that the entity serving the liquor provides a Certificate of Host Liquor Liability Insurance in the amount of \$1,000,000 per occurrence, naming the City of Traverse City and Charter Township of Garfield Recreational Authority as additional insured. The certificate must list the following as certificate holder: City of Traverse City and Charter Township of Garfield Recreational c/o Executive Director, 324 Munson Avenue, Traverse City Michigan 49686.

11. Insurance. Unless waived by the Recreational Authority, all Permit Holders shall provide insurance as follows:

A. Comprehensive general liability insurance - \$1,000,000 per occurrence and such additional insurance and coverage as may be required for special activities.

B. The policy shall name the Recreational Authority as an additional insured in the policy coverage and shall include an endorsement to the policy naming the Recreational Authority as additional insured.

C. The duration of the insurance shall encompass the total length of time of the Event or the length of time any equipment is placed on the Recreational Authority property, whichever is longer. The insurance shall provide that the Recreational Authority shall be given not less than 30 days' notice in the event that it is cancelled.

- D. Proof of insurance as required by this policy shall be submitted to the Executive Director prior to the Event taking place or the Permit shall be revoked.

12. Indemnification. Permit Holder and Applicant agree to defend, indemnify, reimburse, and hold harmless the Recreational Authority, its officers, agents, and employees from and against any and all claims, liabilities, losses, damages, actual attorneys' fees and settlement expenses for injury or death of any person and damage or loss of any property allegedly or actually resulting from or arising out of any negligent act or omission, or willful or intentional act, of Permit Holder, Applicant, or their employees, officers, agents, contractors, volunteers, guests, and invitees. This indemnification agreement shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the Recreational Authority in an action against it.

The Recreational Authority reserves the right to select its own counsel in defense of any matter arising, because of any negligent act or omission, or willful or intentional act, of Permit Holder, Applicant, its officers, employees, agents, contractors, volunteers, guests, or invitees, and no payment or acknowledgment of liability, loss, fine, penalty, or charge shall be made against the Authority without its express written consent. This indemnity and duty to defend shall survive the termination of the Permit.

The parties expressly acknowledge and agree that this indemnification agreement provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full force and legal effect.

13. Waiver. The Applicant and Permit Holder voluntarily and in consideration of allowing the use of the Park hereby agrees to release, discharge, hold harmless, and waive all claims for damage or loss to their person or property that may be caused by any act, or failure to act by the Recreational Authority and each and all of its elected and appointed officials, employees, volunteers, representatives and agents in connection with or arising out of the activity. This waiver binds the Applicant and Permit Holder and their heirs, executors, and assigns.

14. Site Usage. The Permit Holder shall observe the Fire Marshal regulations with respect to maximum occupancy. A site plan for outdoor Events involving the setup of equipment or other items is required. The site plan must demonstrate that ADA accessibility requirements are met as well as a 20 foot fire entrance lane for emergency vehicle access. 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 the Event. An additional permit may need to be obtained from the Fire Marshall.

15. Copyrights. The Permit Holder agrees, represents, and warrants that nothing contained in any program, performance, or exhibition in connection with the Event shall violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm, or corporation and that they have been duly licensed or otherwise authorized by the owner of such works or representatives thereof. Obtaining the license and payments of all applicable fees are the responsibility of the Permit Holder. Proof of public performance rights shall be provided to the Recreational Authority prior to the Event date. If special equipment is required it must be provided by the Permit Holder and approved by the Recreational Authority.

16. Endorsement. Use of the Park does not imply the Recreational Authority's endorsement of the views, opinions, policies, or activities of the Applicant or Permit Holder. Any announcement implying such endorsement is prohibited.

17. Smoking. Smoking is prohibited within the indoor spaces of the Park.

18. Weather. It is your responsibility to rent the necessary shelter in case of rain, hot sun, etc. or make alternative arrangements. Normal charges will apply to use the Park in case of rain during an outdoor Event.

17. Taxes. The Permit Holder or Applicant shall be responsible for any taxes that may be levied by the state, federal government, or any local governmental agency as a result of the Event.

18. Animals. Except for certified aide animals, animals are not allowed within the indoor areas of the Park.

19. Pyrotechnics/Fireworks. Any Event requiring fireworks, pyrotechnics, flash pots, etc, must obtain an application and permit for usage from the Fire Marshal.

20. Indoor Spaces. All Events requiring tables, chairs, display spaces, booths or other additional set-up indoors must adhere to all local, state and federal fire and building codes. Doors, hallways, staircases, elevators, fire exits, or emergency equipment must not be blocked or interfered with. Fire doors must not be propped open at any time.

21. Sound. Sound from music, entertainment, public address and similar systems may not be audible beyond the Site of the Event, and must be in compliance with all local ordinances. The Recreational Authority retains the right to prohibit any sound amplification it determines to be disturbing to Park guests.

22. Flowers and Vegetation. The Permit Holder is responsible for providing all floral arrangements. Naturally occurring blooms or other vegetation shall not be cut or removed from the Park. Destruction of or damage to the landscaping and naturally occurring blooms or other vegetation shall result in damage charges.

22. Compliance with Laws. Applicant and Permit Holder shall comply with all applicable federal, state, or local laws or regulations while using the Park for the Event.

Section VII. Billing.

Final payment is due at the closing of the Event unless prior arrangements have been made and approved. Any charges remaining outstanding will be billed to the Permit Holder and the Applicant, who shall be jointly and severally liable for payment. The total balance will be due upon receipt of the invoice.

Section VIII. Cancellation or Change.

1. By the Recreational Authority. A Permit or a reservation request may be revoked in writing at any time by the Executive Director if it is determined that the holding of the Event authorized by

the Permit or reservation requested is no longer in the best interest of the Recreational Authority or necessary due to emergency or other conditions beyond the Recreational Authority's control, such as construction or development activities at the Park or the elimination or reduction of resources needed to service the Event, or there has been a misrepresentation in the application or any material misstatement by the Applicant, or there has been a failure to follow this Policy, or other ordinance or law, or any condition attached to the Permit. The Applicant or Permit Holder whose Permit or reservation request is revoked may appeal to the Recreational Authority Board in writing within three days. All activities under the Permit will be suspended pending such appeal. Anyone acting pursuant to a Permit or reservation request that has been revoked or suspended shall be deemed to be trespassing and may be removed by the County Sheriff and may be charged with criminal trespass.

If the Recreational Authority revokes a Permit or reservation request, return of all non-refundable monies paid is the sole and exclusive remedy of the Permit Holder and Applicant and the Permit Holder and Applicant waive all consequential and other damages.

2. By the Permit Holder. If the Applicant or Permit Holder cancels, notice must be provided not less than _____ days prior to the Event. Any deposit is non-refundable. If in lieu of cancellation, the Permit Holder or Applicant desires to change an existing reservation the Recreational Authority may work with the Applicant or Permit Holder to find an acceptable and available alternative date. Only one date change will be allowed and such change will be subject to rates currently in effect. If notice is not provided as required, Applicant and Permit Holder shall be responsible for the full fee.

IX. Permit Denials.

Any person denied a Permit or reservation request may appeal to the Recreational Authority Board in writing, stating the reasons why the Permit or reservation request should be granted within three (3) days from the date of the denial. The Board may grant the Permit or reservation request after a public hearing at the next available Board meeting if it determines that the Event meets the standards sets forth in this Policy, and such decision shall be final.

I hereby certify that the above Policy was adopted by the Recreational Authority Board on _____, 2014, at a regular meeting of the Recreational Authority Board at _____.

Michael Groleau, Secretary

APPLICATION FOR PERMIT

THIS IS AN APPLICATION FOR A PERMIT TO HOLD AN EVENT WITHIN A DESIGNATED LOCATION INSIDE THE HISTORIC BARNS PARK (the "Park"). The Park is owned and operated by the City of Traverse City and the Charter Township of Garfield Recreational Authority, a municipal authority (hereafter "Recreational Authority").

WHEREAS, the Recreational Authority owns certain property known as the Historic Barns Park;

WHEREAS, Applicant desires to hold an event in the Park (hereinafter referred to as "Event");

WHEREAS, the issuance of a Permit to hold an Event within the Park is within the sole discretion of the Recreational Authority;

WHEREAS, applicant (hereinafter referred to as "Applicant") agrees that should the Recreational Authority issue the permit for which this application is made, then in that event Applicant shall comply with the terms and conditions set forth herein;

WHEREAS, should the Recreational Authority determine to issue a permit, then the term "Permit Holder" shall be used interchangeably with the term "Applicant" unless otherwise indicated on the Permit;

WHEREAS, Applicant submits the following information in support of its Application for Park Event Permit:

Applicant: _____

Event Date: _____

Address of Applicant: _____

Telephone: _____ Cell Phone: _____

E-mail: _____

Number of Guests: _____

Event Description: _____ Time of Event: _____

Location/Site: _____ Park Map Attachment

Name of Permit Holder: _____

Permit Holder Telephone: _____ Cell: _____

Permit Holder E-mail: _____

1. Are you setting up any equipment such as tables, portable toilets, trash receptacles, public address systems, chairs, tents, etc.? _____ Yes _____ No. *If yes, you must provide a site plan showing compliance with all laws and ordinances.*

2. Are you staking any tents, or driving anything into the ground? _____ Yes _____ No. *If yes, you must provide a map of the Park showing where these items will be located, and contact MISS DIG (1-800-482-7171) at least five (5) days prior to such staking. It is the Applicant/Permit Holder's sole responsibility to ensure this is done and that all staking is removed immediately following the Event.*

3. Will you be utilizing any signs at the event? _____ Yes _____ No. *If yes, approval must be provided by the Charter Township of Garfield. Please contact the Township at (231) 941-1620. If yes, please note the location of the signs on the park map.*

4. Will alcohol be served? _____ Yes _____ No. *If yes, the entity serving the liquor is required to provide Liquor Liability Insurance as required by the Recreational Authority Historic Barns Park Event Policy in the amount of \$1 million per occurrence, naming the Recreational Authority as additional insured. The certificate must list the following certificate holder: City of Traverse City and Charter Township of Garfield Recreational Authority, c/o Executive Director, 324 Munson Avenue, Traverse City, Michigan 49686.*

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: _____

5. Will there be any food served or vendors present? _____ Yes _____ No. *If yes, you may need a permit from the Grand Traverse County Environmental Health Department Office. Please contact them at (231) 995-6051.*

6. Will there be any entertainment or amplified music? _____ Yes _____ No. *If yes, you must comply with the applicable Noise Ordinances.*

Deposit: \$ _____
 Permit Amount: \$ _____

 TOTAL: \$ _____

By signing this Application, you are agreeing to all terms and conditions contained within the City of Traverse City and Charter Township of Garfield Recreational Authority's Historic Barns Park Event Policy, which by reference is made a part hereof.

IN WITNESS WHEREOF, this Application has been submitted as of _____, 2014.

Applicant(s) Signature(s)

By:

Print Name & Title (if applicable)

Print Name & Title (if applicable)

Application Accepted By (if different from Applicant):

Permit Holder Name: _____

Permit Holder Address: _____

Permit Holder Telephone: _____ E-mail: _____

Permit Holder Signature

Print Name and Title

Date Signed: _____

For Recreational Authority use only below this line

Application Approval/Denial

Application Accepted _____

Application Approved _____ Application Denied _____

Additional conditions of Permit: _____

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 2, 2014

DATE: FRIDAY, JUNE 27, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF FENCE REPLACEMENT FOR
COMMUNITY GARDEN AT HISTORIC BARNS PARK

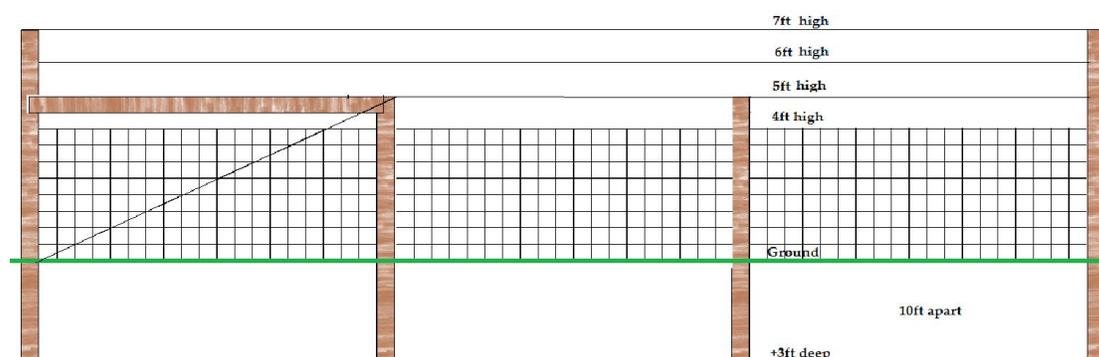
Attached is a description from TC Community Garden regarding the proposed deer-fence rebuild around the garden area. The footprint follows the existing fenceline and then wraps around the eastern expansion area approved by the Board at the meeting of May 7, 2014. The design is much like the fence around the adjacent SEEDS agricultural area. Garden reps will be on hand to answer any questions you may have. If it pleases the Board, the following motion would be appropriate:

That the Community Garden fence design be approved.

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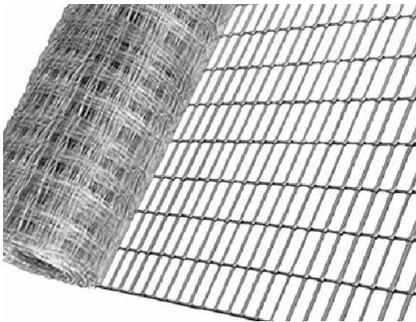
Community Garden Fence Proposal



TC Community Garden would like to install a new fence to replace current fence that is in disrepair and is ineffective at keeping deer out of the gardens. Our plan is to build a fence 4ft tall, out of welded wire fencing. To add extra height to the fence we plan on running three high wires at 5ft, 6ft and 7ft. The posts will be black locust poles 5-6 inches in diameter, the same as the fence posts around the SEEDS property. Every third pole (30ft apart) will be 7ft high to support the high wires. Once approved, we hope to start construction as soon as possible. We plan to use both volunteer labor and SEEDS manpower for the more difficult parts.



S



Welded wire (currently around garden)



Example of fence

Thank you

Alex Campbell

TC Community Garden Board President

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 2, 2014

DATE: FRIDAY, JUNE 27, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF EDIBLE LANDSCAPE PLANTINGS
ALONG HISTORIC BARNS TRAIL

As described in the attached communication, a project to plant edible landscaping along sections of the Leelanau Trail has developed some extra capacity, and the partners in that project (including SEEDS and TC Community Garden) would like to extend their efforts to Historic Barns Park. Beyond gauging Board interest in general, more specific considerations include the exact location and type of these plantings, given that future development plans may disturb sections of the present trail. There may also be some synergies with future plans for edible gardens by the Botanic Garden. In any event, it seems like a neat opportunity for the Park, and I look forward to discussing it in greater detail on Wednesday night.

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Edible Landscaping along the TART Trail near the SEEDS Farm and TC Community Garden

Project Partners: Grand Vision, SEEDS, Community Garden, TART Trails, Inc., Institute for Sustainable Living Art and Natural Design (ISLAND), Perennial Harvest

Background:

In May, a collaborative project between the Grand Vision, TART Trails, Inc., the Leelanau Conservancy, SEEDS, ISLAND, Perennial Harvest, Healing Tree Farm, and Realeyes Homestead, raised \$5370 from over 100 donors on the crowdfunding site IndieGoGo for the “Grand Traverse Edible Trails Project”. The project will plant edible landscaping using organic forest gardening techniques along two sections of the Leelanau Trail, two miles north of Traverse City. The initial ask was \$3000, but community support nearly doubled the funding goal. With these extra funds, a third site is now possible.

Proposal:

The project partners are proposing that the third site be located along the stretch of the TART Trail adjacent to the Community Garden and SEEDS Farm. We would start on the south side of the trail, between the northern fence lines of Seeds and the Community Garden and the bike path. The next phase, with adequate funding and permission, is to plant on to the northern side of the trail.

The site will be filled with a variety of edible fruit trees, berry bushes, and herbs. For the Leelanau Trail plantings, TART Trails, Inc. is requiring that we stay out of the mow-zone, including branches of mature trees (~5 feet on either side of the trail), and that we plant all suckering plants far from the trail. This means that we are taking into account the mature maximum size of the plants to make sure that they will never hang over the mow zone or the trail. We will follow these same rules for this site, as well as all additional requirements.

All funds for the project have already been raised through the crowdfunding campaign. The Community Garden has also offered compost and irrigation, and Mike Davis, who has plots in the SEEDS Farm, has offered to donate additional funds. Maintenance, including irrigation, for these plantings will be carried out by the SEEDS Youth Corps crew for the SEEDS section, and by the Community Garden for their section. In addition, the Grand Traverse Edible Trails Project has built a volunteer network should any additional support be required with installation and maintenance.

A donor has pledged additional funding for educational signage. These signs will explain what the plant is, what time of year to harvest, and a picture of ripe fruit. Additional information is being considered; for example, the plant’s cultural and historical information and medicinal uses.

Potential Plants:

Trees: American Persimmon, Apple, Apricot, Juneberry, Mulberry, Pawpaw, Peach, Plum, Quince, Redbud

Shrubs & Groundcover: Saskatoon, Blueberry, Currant, Gooseberry, Huckleberry, Jostaberry, Lingonberry, Raspberry, Strawberry, Wintergreen,

*When appropriate, dwarf varieties will be chosen

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 2, 2014

DATE: FRIDAY, JUNE 27, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

- Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
- Community Gardens
- Grand Traverse Conservation District – Hickory Meadows
- Any reports from Board members
- Executive Director's report and possible verbal updates

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 2, 2014

DATE: FRIDAY, JUNE 27, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

General Operating Fund:

Consumers Energy	Electric May	\$ 23.99
LIAA	Management fees - May	\$ 5,206.25
LIAA	May - printing, postage, travel, legal notice, keys	\$ 326.38
Leelanau County Treasurer	Tax refunds	\$ 62.07
Grand Traverse Conservation District	Hickory Meadows - May trash, labor, tools/vehicle fees and snow removal for Feb (not previously billed)	\$ 400.00
Elmer's	Road grading at HBP	\$ 800.00
Smith Haughey Rice & Roegge	May services	\$ 1,493.53

Debt Service Fund:

Leelanau County Treasurer	Tax Refunds	\$ 172.22
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Construction Bond Fund:

None		
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