

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

7:00 p.m.

Wednesday, December 4, 2013

2<sup>nd</sup> Floor Large Meeting Room, Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684

Posted: 11-27-13

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. Makayla Vitous, 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.

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  
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<http://www.ci.traverse-city.mi.us>  
[mcowall@liaa.org](mailto:mcowall@liaa.org)

## Agenda

### Roll Call.

1. Consideration of approving the minutes of the regular meeting of November 6, 2013. (Matt Cowall)
2. Updates on WinMock visit, construction and event planning for Historic Barns Park. (Matt Cowall)
3. Draft policy recommendations regarding visual clutter at Historic Barns Park. (Matt Cowall, Management Entities)
4. Reports. (Matt Cowall et al)
  - December 1 Quarterly Reports and other updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
  - Any reports from Board members
  - Executive Director's report and possible verbal updates
  - Capital Campaign
5. Report regarding payment of expenditures. (Matt Cowall)
6. Public Comment.
7. Adjournment.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 4, 2013

DATE: WEDNESDAY, NOVEMBER 27, 2013

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of November 6, 2013.

The following motion would be appropriate to approve the minutes:

**That the minutes of the regular meeting of November 6, 2013, be approved.**

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## **Minutes**

### **Regular Meeting The City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors**

**November 6, 2013**

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor Meeting Room, Historic Barns Park Visitor Center, 1500 Red Drive, Traverse City, Michigan, at 7:03 p.m.

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

The following Directors were absent: None.

Chair Biederman presided at the meeting.

**1.**

The first item being “Consideration of approving the minutes of the regular meeting of October 2, 2013, and the special meeting of October 17, 2013,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Hughes, that the minutes of the regular meeting of October 2, 2013, and the special meeting of October 17, 2013, be approved.

**CARRIED.**

**2.**

The next item being “Consideration of Recreational Authority insurance policy renewal,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Bzdok, seconded by Groleau, that the Recreational Authority's liability and property insurance policy for the period of December 15, 2013, through December 15, 2014, with Municipal Underwriters of Michigan be approved; and that payment in the amount of \$3,057 be authorized, with funds available in the Operating Fund, Insurance & Bonds Line Item.

CARRIED.

**3.**

The next item being "Consideration of rehabilitation work on Building 226 (Pavilion) at Historic Barns Park," Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Hughes, that the competitive bidding process be waived and the Chair and Secretary be authorized to execute a service order with Arrow Roofing & Supply, Inc., at the not-to-exceed amount of \$3,183.28 indicated in its bid dated November 1, 2013, for gutter and downspout installation, subject to approval as to substance by the Executive Director and to form by General Counsel; and that the competitive bidding process be waived and the Chair and Secretary be authorized to execute a service order with T. Basch, Inc., at the not-to-exceed amount of \$6,540.00 indicated in its bid dated October 11, 2013, for drainage and pipe installation, subject to approval as to substance by the Executive Director and to form by General Counsel.

CARRIED.

**4.**

The next item being "Consideration of the cherry sculpture donation at Historic Barns Park," Chair Biederman introduced this matter. The following

individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Agostinelli, that the Board accepts the donation of the cherry sculpture for installation in the Old Orchard Meadow at Historic Barns Park.

CARRIED.

5.

The next item being "Reports," Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Sarna Salzman, SEEDS  
Bill Watson, SEEDS  
Karen Schmidt, Botanic Garden

No action was taken.

6.

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.

7.

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

Dan Tholen  
Sarna Salzman  
Karen Schmidt

There being no objection, Chair Biederman declared the meeting adjourned at 8:06 p.m.

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Matt Cowall, Executive Director

DRAFT

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 4, 2013

DATE: WEDNESDAY, NOVEMBER 27, 2013

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: UPDATES ON WINMOCK VISIT, CONSTRUCTION AND  
EVENT PLANNING FOR HISTORIC BARNES PARK

On November 21, 2013, Director Groleau, project architect Ray Kendra and I made a very productive visit to the WinMock conference center in Bermuda Run, North Carolina. Their centerpiece barn is indeed remarkably similar in stature and design to the Cathedral Barn at Historic Barnes Park. WinMock management and staff were most accommodating, and the information they provided confirmed some of our current plans and illuminated some choices that still have to be made. This agenda item is reserved for a full report on the visit and discussion among the full Board on the findings.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 4, 2013

DATE: WEDNESDAY, NOVEMBER 27, 2013

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: DRAFT POLICY RECOMMENDATIONS REGARDING VISUAL  
CLUTTER AT HISTORIC BARNES PARK

The MOU Committee has continued to work on policy recommendations regarding visual clutter at Historic Barnes Park. I do believe there is a need for some formal written guidelines to provide clarity for all involved.

To summarize, SEEDS has historically used its space in Building 223 as a base for operations both inside and outside the park. This includes the storage and staging of trailers, tools, lumber and equipment, and on-site parking by crew members accessing these resources.

In the early years of the property, this activity at 223 provided some welcome “eyes and ears” on the site, but as a public park has developed, all involved have noted difficulties. For instance, what had been posited as a “service court” in the rear of Building 223 is now literally the front entrance to the park, and the building’s close location to the pending Botanic Garden Walled Garden feature places some potentially conflicting uses in close proximity. In the coming years, limited parking in the park will make it impossible for this type of use to continue.

SEEDS indicated this summer that it would be able to adjust its operations going forward and has been working to do so, though the absence of formal guidelines has continued to create anxious moments for both Management Entities.

The MOU Committee meets again on December 10. Based on input from both Management Entities, I have formulated the following set of basic policy parameters:

(Continued)

- With the exception of special events, normal operating hours at the park are generally recognized as dawn to dusk, and the use of park facilities (e.g., buildings and their surroundings, including parking) is generally limited to normal operating hours.
- All Management Entity equipment, supplies, etc. will be stored inside buildings unless other screening options are approved in advance by the Recreational Authority Board of Directors (e.g., establishment of landscaping).
- No overnight parking or exterior staging of equipment is allowed without advance notice provided to all Management Entities and without the approval of the Executive Director.

This agenda item is reserved for Board input to help inform these suggestions and the next discussion of the MOU.

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The City of Traverse City and Charter Township of Garfield

# Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 4, 2013

DATE: WEDNESDAY, NOVEMBER 27, 2013

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

- December 1 Quarterly Reports and other updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
- Any reports from Board members
- Executive Director's report and possible verbal updates
- Capital Campaign updates

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 4, 2013

DATE: WEDNESDAY, NOVEMBER 27, 2013

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

### **General Operating Fund:**

Consumers Energy	October services	\$ 24.32
LIAA	Printing, postage, WinMock travel	\$ 1,580.85
LIAA	Management services - Oct 2013	\$ 3,570.00
Municipal Underwriters of MI	Insurance renewal	\$ 3,057.00
Charter Twp of Garfield	Tax Refunds	\$ 1.43
GT County Treasurer	Tax Refunds	\$ 414.08

### **Debt Service Fund:**

Charter Twp of Garfield	Tax Refunds	\$ 3.73
GT County Treasurer	Tax Refunds	\$ 1,083.22

### **Construction Bond Fund:**

T. Basch, Inc.	Drainage work for Building 226	\$ 6,540.00
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