

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

7:00 p.m.

Wednesday, February 5, 2014

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

Posted: 1-31-14

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. 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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Agenda

Roll Call.

1. Consideration of approving the minutes of the special meeting of January 8, 2014. (Matt Cowall)
2. Updates on construction planning for Historic Barns Park. (Matt Cowall, Ray Kendra)
3. Review of received proposals for adaptive reuse of Building 221 at Historic Barns Park. (Matt Cowall)
4. Reports. (Matt Cowall et al)
 - Any 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.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 5, 2014

DATE: FRIDAY, JANUARY 31, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the special meeting of January 8, 2014.

The following motion would be appropriate to approve the minutes:

That the minutes of the special meeting of January 8, 2014, be approved.

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Minutes

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

January 8, 2014

A special meeting of the Recreational Authority Board of Directors was called to order in the Second Floor County Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:02 p.m.

The following Directors were present, constituting a quorum: Michael Groleau, Secretary; Tim Hughes, Treasurer (arrived 7:20 p.m.); Molly Agostinelli; Chris Bzdok; Jeanine Easterday; and Matt McDonough.

The following Directors were absent (excused): Ross Biederman, Chair.

Secretary Groleau presided at the meeting.

1.

The first item being "Election of officers for 2014," Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Secretary Groleau opened the floor for nominations.

Bzdok nominated Ross Biederman as Chair, Tim Hughes as Treasurer, and Michael Groleau as Secretary for 2014.

Moved by Agostinelli, seconded by Easterday, that nominations be closed and that a unanimous ballot be cast for Ross Biederman as Chair, Tim Hughes as Treasurer, and Michael Groleau as Secretary for 2014.

CARRIED.

It was declared that Ross Biederman is elected Chair for 2014; Tim Hughes

Treasurer for 2014; and Michael Groleau Secretary for 2014.

2.

The next item being “Consideration of approving the minutes of the regular meeting of December 4, 2013,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Easterday, seconded by Agostinelli, that the minutes of the regular meeting of December 4, 2013, be approved.

CARRIED.

3.

The next item being “Review of received proposals for adaptive reuse of Building 221 at Historic Barns Park,” Secretary Groleau introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Andy Gale, Bay Area Recycling for Charities (BARC)

Nathan Griswold, Traverse Aquaponics and Inhabitect

Karen Schmidt, BGHBP

No action was taken.

4.

The next item being “Review of a draft RFP for an event venue management contractor,” Secretary Groleau introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Sarna Salzman, SEEDS

Karen Schmidt, BGHBP

Moved by Bzdok, seconded by Agostinelli, that the Executive Director be authorized to issue a request for proposals as amended for event venue management services.

CARRIED.

5.

The next item being “Updates on construction planning for Historic Barns Park,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by McDonough, that the Executive Director be authorized to issue a request for bids for Phase I construction work on Building 204, the Cathedral Barn.

CARRIED.

6.

The next item being “Final policy recommendations regarding visual clutter at Historic Barns Park,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Easterday, seconded by Hughes, that the Policy Regarding Visual Clutter be adopted and incorporated into the Agreement for Management of the Historic Barns Park.

CARRIED.

7.

The next item being “Reports,” Secretary Groleau introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Sarna Salzman, SEEDS
Karen Schmidt, BGHBP

No action was taken.

8.

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

Matt Cowall, Executive Director

No action was taken.

9.

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

Justin Reed

There being no objection, Secretary Groleau declared the meeting adjourned at 9:10 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 FEBRUARY 5, 2014

DATE: FRIDAY, JANUARY 31, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: UPDATES ON CONSTRUCTION PLANNING FOR HISTORIC
BARN PARK

We have received good feedback on the construction and facility manager RFPs from a number of industry insiders. Most notably, we're going to include accommodations for a service elevator between the kitchen and the lower staging level. The bids will dictate whether or not a service elevator is feasible in Phase I, but planning for it now is wise for the long term. Thanks to Director Groleau for also recruiting some lighting expertise that has helped to inform and fine-tune the interior illumination of the space. Architect Ray Kendra will be in attendance on Wednesday night to present the plans.

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 5, 2014

DATE: FRIDAY, JANUARY 31, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REVIEW OF RECEIVED PROPOSALS FOR ADAPTIVE REUSE
OF BUILDING 221 AT HISTORIC BARNS PARK

Please bring with you your copies of both proposals and the RFP for reference. If you need additional copies of anything please let me know before the meeting. We will also have maps of the property to reference. Both applicants have indicated they will be in attendance on Wednesday night.

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Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 5, 2014

DATE: FRIDAY, JANUARY 31, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

- 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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Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 5, 2014

DATE: FRIDAY, JANUARY 31, 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	December services	\$ 23.52
Charter Twp of Garfield	Tax adjustments	\$ 102.03
Smith Haughey Rice & Roegge	December legal services	\$ 103.50
LIAA	Management services - December	\$ 3,474.38
LIAA	Printing, postage, mileage	\$ 117.01
Siler's Lawn Maintenance	Plowing - January	\$ 2,042.50

Debt Service Fund:

Charter Twp of Garfield	Tax adjustments	\$ 266.86
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Construction Bond Fund:

None		
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