

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

7:00 p.m.

Wednesday, June 4, 2014

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

Posted: 5-30-14

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](mailto:mcowall@liaa.org)

## Agenda

## Roll Call.

1. Consideration of approving the minutes of the regular meeting of May 7, 2014. (Matt Cowall)
2. Overview of decision process for Traverse City Light & Power Wayne Street/Hickory Meadows transmission line project. (Matt Cowall, Tim Arends)
3. Updates regarding Event Facility Management Services for Historic Barns Park. (Matt Cowall)
4. Consideration of Grand Traverse Conservation District contract renewal for Hickory Meadows. (Matt Cowall, Wendy Warren)
5. U.S. EPA Brownfields Cleanup Grant – consideration of proposals for environmental consulting services at Historic Barns Park. (Matt Cowall)
6. Public hearing regarding budget amendments for Fiscal Year 2013/2014. (Matt Cowall)
7. Public hearing regarding the Fiscal Year 2014/2015 budget. (Matt Cowall)
8. Consideration of beekeeping risk assessment for Historic Barns Park. (Matt Cowall, MOU Committee)
9. Reports. (Matt Cowall et al)
  - June 1 Quarterly Reports and other updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
  - Community Gardens
  - Any reports from Board members
  - Executive Director's report and possible verbal updates
10. Report regarding payment of expenditures. (Matt Cowall)
11. Public Comment.
12. Adjournment.

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of May 7, 2014.

The following motion would be appropriate to approve the minutes:

**That the minutes of the regular meeting of May 7, 2014, be approved.**

K:\recreationalauthority\packetcommunications\20140604.docx

## Minutes

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

May 7, 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 7:00 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 special meeting of April 9, 2014,” 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 special meeting of April 9, 2014, be approved.

CARRIED.

2.

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

Matt Cowall, Executive Director

Ray Kendra, Environment Architects

Moved by Bzdok, seconded by Groleau, that the Chair and Secretary be authorized to execute a contract with Eckler Building Solutions, LLC, at the not-to-exceed amount of \$827,000 for Phase 1 Renovations to Barn 204 at Historic Barns Park, subject to approval as to substance by the Executive Director and to form by General Counsel.

CARRIED.

**3.**

The next item being “Consideration of LIAA contract renewal for executive management services,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Joe VanderMeulen, LIAA

Moved by Groleau, seconded by Agostinelli, that the Board waive the competitive bidding requirement and authorize the Chair and Secretary to execute the Third Amendment to the Executive Management Services Agreement with the Land Information Access Association, for it to provide such services to the Authority at a rate of \$45-\$55 per hour through June 30, 2017, with funds available in the Operating Fund, Professional Services Line Item, such agreement subject to approval as to its form and substance by General Counsel.

CARRIED.

**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

Wendy Warren, GTCD  
Tom Vitale, GTCD

No action was taken.

**5.**

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

Matt Cowall, Executive Director  
Tom Mair, UnCommon Management

No action was taken.

**6.**

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

Matt Cowall, Executive Director

Moved by Groleau, seconded by Easterday, that a public hearing regarding budget amendments for Fiscal Year 2013/2014 be scheduled for June 4, 2014.

CARRIED.

**7.**

The next item being “Consideration of scheduling a public hearing for the Fiscal Year 2014-15 budgets for the Operating Fund, Construction Bond Fund, and Debt Retirement Fund,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Bzdok, seconded by Easterday, that the proposed 2014/2015 Budget for the City of Traverse City and Charter Township of Garfield Recreational Authority be submitted as amended to the Traverse City City Commission and Garfield Township Board for their approval; and that a public hearing on the budget be scheduled for June 4, 2014.

CARRIED.

8.

The next item being “Consideration of Community Garden request for additional fenced area,” Chair Biederman introduced this matter. The following individuals addressed the Board:

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

Moved by Agostinelli, seconded by McDonough, that the requested expansion area for additional plots in the Community Garden be approved.

CARRIED.

9.

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

Matt Cowall, Executive Director  
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 individual addressed the Board:

Sarna Salzman, SEEDS

There being no objection, Chair Biederman declared the meeting adjourned at 9:12 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 JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: OVERVIEW OF DECISION PROCESS FOR TRAVERSE CITY  
LIGHT & POWER WAYNE STREET/HICKORY MEADOWS  
TRANSMISSION LINE PROJECT

At its meeting on May 19, the City Commission approved Traverse City Light & Power's Six-Year Capital Improvement Plan for 2014, which includes work on the transmission line that runs through Hickory Meadows. In the Plan, that work is scheduled to begin in the 2015-16 fiscal year.

The Recreational Authority Board of Directors has indicated on several occasions that it would prefer that the line be removed from Hickory Meadows. As per the attached communication, TCL&P has stated that it will conduct public outreach and research into options before final project authorization is sought from the TCL&P Board of Directors. TCL&P Executive Director Tim Arends will be in attendance on Wednesday night to outline the coming decision process and answer any initial questions you may have.

UNIVERSITY OF CALIFORNIA  
STATE OF CALIFORNIA



WAYNE

MCCOBBE

EAST TRVERSE

FOR THE CITY COMMISSION SPECIAL MEETING & STUDY SESSION OF  
MAY 12, 2014



TRAVERSE CITY  
LIGHT & POWER

---

**To:** Mayor Estes and City Commissioners  
**Cc:** TCL&P Board  
**From:** Tim Arends, TCL&P Executive Director  
**Date:** May 7, 2014  
**Subject:** Hall to Gray Sub Transmission Line Upgrade

TA

---

The Traverse City Light & Power (TCL&P) 2014-15 operating budgets and Six Year Capital Plan - 2014 is scheduled for a public hearing and discussion, along with all other city departments/funds, at your May 12<sup>th</sup> special meeting and study session. City Commissioners have received several communications of concern regarding the line item "Transmission Line Reconductor". The communications have primarily focused on inclusion of the Hall to Gray Sub (Wayne Street/Hickory Meadows) transmission line upgrade project within this capital line item which includes several upgrades as identified below:

**Transmission Line Reconductor (CHANGE)**

*Location: Existing transmission corridor along Wayne Hill, Hammond, Barlow, LaFranier, Cass, and Wadsworth.*

*Character: Overhead transmission facilities to include new poles and wire.*

*Extent: Reconductor/rebuilding of existing 69kV transmission lines with new lines and higher poles to bring circuits to current day standards.*

*Estimated Cost: \$4.275 Million*

*Fiscal Year(s): 2015-16 through 2018-19*

All of these projects involve transmission lines in several city neighborhoods. Upgrade of the Hall to Gray Sub line is the most critical need of the utility in maintaining a safe, reliable electric system as the original line was constructed in 1959 and does not meet current standards for transmission circuits. While some of the poles have been replaced throughout the years, most are the original 55 year old poles. For safety and reliability reasons, this project is the highest capital improvement priority of the utility in 2015-16.

Attached is a memorandum from GRP Engineering that provides some background of the project, including an analysis of the project and details on the planned upgrades. This letter does include some redacted information. The redactions identify specific areas of vulnerability of the TCL&P system that should not be made available to the general public for security reasons. Those redactions will be made available to board and commissioners as requested. Also attached, is a letter of support for the project from Wolverine Power Cooperative on behalf of Cherryland Rural Electric customers. Wolverine did object to the East Hammond Substation back in 2008, not because they didn't believe

FOR THE CITY COMMISSION SPECIAL MEETING & STUDY SESSION OF  
MAY 12, 2014

it was an important reliability project, but because the Hall to Gray Sub upgrade was viewed as a higher priority for the entire area electric grid.

As I mentioned at public meetings of the TCL&P Board and City Planning Commission, the process for approval of this project will be transparent and involve all interested parties. Plans are to present the utility's final design (once they are completed) to the Recreational Authority and the Slabtown Neighborhood Association PRIOR to submitting a staff recommended project authorization request to the TCL&P Board for its consideration of approval. The board/public process regarding the Hall to Gray Sub transmission line upgrade will also include an historical timeline of the project, including what actions were taken by prior boards. I will be attending the June Recreation Authority Board meeting to discuss this project and provide a project timeline.

The TCL&P Board in October 2008 did indicate a preference for the M-72 route; however, it was not voted on at a board meeting. The board requested a joint study session with the city commission to discuss the matter, however, that study session never occurred (based on TCL&P and City Clerk records). The project never came back to the board for its final approval because the utility decided to focus its attention to the East Hammond Substation & transmission line project, and subsequently removed the transmission line upgrade from the capital plan. This decision did not resolve the question of what to do with the 50+ year old transmission line from Hall to Gray Sub.

TCL&P board members are appointed by the commission with the expectation that they collectively make decisions for the utility that are in the best interests of the city, the utility, and the community as a whole. The current TCL&P Board has been well educated over the past 18 months to make these difficult decisions with those values in mind. Not every decision will win the support of everyone, this project is an example of that; however, to not make a decision would be against the Mission of the utility to **"...provide...safety, lower rates, high reliability...to the City and its residents and all TCL&P customers."** I trust that the Board will make the best educated decision regarding the Hall to Gray Substation and encourage the Commission to approve the TCL&P Six Year Capital Plan – 2014 as presented.

To: Tim Arends  
Firm: TCL&P  
From: Michael P. McGeehan

Client: TCL&P  
Project Name: Miscellaneous Engineering  
Project No: 13-0576.01  
Issue Date: April 28, 2014

Subject: Gray Road – Hall Street Transmission Line

**Background**

The Gray Road – Hall Street 69kV transmission line (originally referred to as the “Grawn Line”) was designed in 1958 and constructed in 1959. Line design met the requirements of the National Electrical Safety Code (NESC) in place at that time. The NESC is the code that governs the design of overhead transmission lines including horizontal and vertical clearances to the ground and adjacent structures. The line was insulated for and operates at a voltage of 69,000-volts. Transmission conductor is #4/0 ACSR and had an original design thermal rating (ampacity) of 105A (13MVA). A thermal upgrade study was completed in 2009 and line modifications were finalized in 2010 to increase the conductor rating to a maximum of 381A (45MVA) at peak summer conditions. Current peak system for TCL&P is 603A (72MVA), therefore the line is rated to support 63% of TCL&P system load.

This transmission line has been in operation for 55 years which is well in excess of the typical 30 – 40 year typical lifespan. It is the oldest section of transmission line on TCL&P’s system. Poles, conductor and hardware are original (circa 1959) with the exception of two poles added and three poles replaced as part of the thermal upgrade completed in 2010. Although overhead electric systems including poles, conductor and hardware generally last longer than expected, this line is well beyond its anticipated useful life. Pole testing is scheduled to be completed in spring 2014 to determine if any poles require immediate replacement. Testing and analysis of hardware and conductor is not practical and therefore has not occurred. Aluminum conductor does lose strength over time due to conductor heating and no analysis has been completed to determine the extent of loss of conductor strength.

This transmission line is one of the four 69kV connections for TCL&P to the regional 138kV transmission system. [REDACTED 1] Currently three of the 69kV lines are in service [REDACTED 2], and the fourth is scheduled to be in service May 2014.

**Analysis**

The Midcontinent Independent System Operator (MISO) is the Regional Transmission Organization that manages the transmission system assets of TCL&P and insures the infrastructure meets North American Electric Reliability Corporation (NERC) criteria. NERC is the entity that enforces reliability standards and completes assessments of the bulk electric system, including transmission lines, all under the oversight of the Federal Energy Regulatory Commission (FERC.) A key requirement for the TCL&P 69kV transmission system is that it must be operating as a looped system to insure reliability and provide support to the bulk electric system. Currently there are two 69kV lines serving the TCL&P system from the south out of Grand Traverse Substation. One of these lines is looped to Gray Road Substation through the Gray Road – Hall Street Transmission Line. The second 69kV line will be connected into a separate loop with the completion of the East Hammond Substation and associated transmission Line. Therefore, the Gray Road – Hall Street Transmission Line must remain in service to keep the TCL&P transmission system within the MISO

requirements. MISO has also flagged this transmission line in the past as needing to be rebuilt based on load, age and single-contingency planning. Single-contingency refers to the loss of one piece of equipment (e.g. pole/structure, breaker, transformer) on a particular transmission line segment. Should TCL&P chose to not rebuild, MISO may force TCL&P to rebuild or remove it from MISO.

The two existing 69kV transmission lines serving TCL&P's system from Grand Traverse Substation occupy the same structures (poles) for a distance of 1.6 miles. [REDACTED 3] In the event of the loss of one transmission structure within this section of line, both transmission circuits from Grand Traverse Substation would be out of service. This single contingency outage (loss of one structure) produces a loss of two transmission lines. The remaining transmission source into TCL&P's system would be the line from East Hammond Substation. Although this line is being constructed to handle 100% of TCL&P load under peak conditions, the existing 69kV transmission lines interconnecting TCL&P's four distribution substations are not sized to handle full system load. Therefore, load shedding (customer outages) would occur under a single contingency situation if the Gray Road - Hall Street line is out of service or is unreliable. These outages would be lengthy as spare structures for the double-circuit line are not stocked by TCL&P.

### Planned Upgrades

Reconstruction of the Gray Road - Hall Street 69kV transmission line will include replacement of all wood poles, insulators, conductor, plus associated hardware, guying, and anchoring. Poles will generally be replaced in the same location, although revised pole spacing will occur where it makes good engineering and practical sense. Poles will be taller due to increased conductor sag with the proposed #795 ACSS conductor. This increased height will provide the NESC required clearances over ground features plus distribution circuits, and joint-use (phone, cable, etc.) lines on the same poles. Line design will give preference to traditional round wood poles. Self-supporting laminated wood structures will only be utilized if installation of guying and anchoring is not possible. The line will be insulated and operated at 69kV for the foreseeable future.

### Conclusion

The 69kV Gray Road - Hall Street 69kV transmission line must remain in service to provide the most reliable transmission system for TCL&P and interconnected utilities by eliminating potential customer outages under first (single) contingency conditions and to meet MISO requirements of having transmission lines looped. Completion of the South Substation project including installation of 69kV circuit breakers will allow for automatic clearing of any faults on the south [REDACTED 4] line section thereby maintaining service to all TCL&P customers plus Wolverine Power's South Airport Substation assuming the Gray Road - Hall Street 69kV line is re-conducted. Completion of two 69kV transmission loops capable of serving peak system load provides adequate redundancy within the transmission system.

Signed:   
GRP Engineering, Inc.

cc: TCL&P  
Tom Olney  
GRP Engineering, Inc.  
Rob Shelley



May 5, 2014

ERIC D. BAKER  
President/CEO

John Taylor  
Chairman of the Board  
Traverse City Light & Power  
1131 Hastings Street  
Traverse City, MI 49686

Tim Arends  
Director  
Traverse City Light & Power  
1131 Hastings Street  
Traverse City, MI 49686

Dear Messrs. Taylor and Arends:

I am writing to express Wolverine Power Cooperative's support for the Traverse City Light & Power (TCL&P) proposed project to rebuild the Gray Rd – Hall Street transmission line. This project was contemplated nearly a decade ago and is required to meet area reliability needs. This project will impact positively the reliability for customers of Traverse City Light & Power, Cherryland Electric and Consumers Energy.

Nearly a decade ago, TCLP and Wolverine jointly assessed and planned a series of projects to improve reliability in the Grand Traverse Region. During that process, the scope of the Gray Road project expanded to include a reliability benefit to Consumers Energy as well. The three step plan was significant but simple: Step 1, Interconnect the three transmission systems of Wolverine, TCL&P and ITC/METC at Gray Rd; Step 2, Wolverine would rebuild its transmission lines around Traverse City; Step 3, TCL&P would rebuild 4 miles of line between Gray Rd and Hall Street. Steps 1 and 2 were completed by 2010. Step 3 is the last important step.

Wolverine has rebuilt nearly 300 miles of 1950s vintage transmission line very similar to that of the existing TCL&P Gray Rd to Hall Street line. The new lines are capable of moving 4-8 times the amount of power, they are more energy efficient (due to lower line losses), and they have proven to withstand harsh Michigan storms. In fact, during three significant storms over the past year including 80+ mile per hour straight line wind storms, a massive ice storm and other significant weather events, Wolverine's new lines remained intact and energized, when old poles broke in the storms.

I applaud the TCL&P Board for taking on this last project to improve reliability for the entire Grand Traverse Region. I recognize the important local stakeholder viewpoints that have to be weighed and balanced when projects like this one are undertaken. I also recognize the ability of locally-owned public power companies to demonstrate leadership and long-term vision, and in this regard, I support your rebuild project.

Sincerely,



Eric D. Baker

cc: Tony Anderson, Cherryland Electric Cooperative

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: UPDATES REGARDING EVENT FACILITY MANAGEMENT  
SERVICES FOR HISTORIC BARNS PARK

Mobilization for Phase 1 renovation work on the Cathedral Barn will begin on Monday, June 2, with a substantial completion date set in mid-September of this year. In tandem with that, we are continuing to work on an event management structure for the facility, primarily with an eye on booking events for 2015.

Directors Biederman, Groleau and McDonough have assisted me in researching options for next steps. This agenda item is to report on and discuss any updates that are available.

In the meantime, we have also been working on developing some basic user agreements that could be employed to book events that have already shown interest for 2015. Counsel has prepared drafts of a use policy and an application for a use permit (attached). We will review the drafts together on Wednesday night.

K:\recreationalauthority\packetcommunications\20140604.docx

**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 JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: GRAND TRAVERSE CONSERVATION DISTRICT CONTRACT  
RENEWAL FOR HICKORY MEADOWS

The Recreational Authority contracts with the Grand Traverse Conservation District for it to provide resource management services at Hickory Meadows. The current three-year contract runs through the end of this fiscal year (June 30, 2014).

At its April 9, 2014, meeting, the Board indicated that it favored continuing with the services provided by the District, but requested that the scope of work be clarified in greater detail, particularly to include more communication and specific details on the work being performed. The Conservation District has prepared the attached scope of work for your review and input, which includes monthly communication at Board meetings and quarterly reporting akin to that produced by the Management Entities at Historic Barns Park.

An annual work plan and budget is also attached for your review. The current allocation in the proposed 2014-15 budget for capital projects at Hickory Meadows is \$5,000. Tasks in the proposed work plan add up to \$11,450. The budget and/or the work plan can be modified at your discretion. Staff from the Conservation District will be in attendance to answer questions.

At a minimum, I recommend that the contract be authorized on Wednesday night. There is flexibility to continue to fine-tune the scope of work or the 2014-15 work plan for approval at a future meeting if so desired. A sample motion follows:

**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 [date], 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.**

SCHEDULE A  
**SCOPE OF SERVICES**  
**2014-2017**

The Grand Traverse Conservation District shall provide resource management services to Recreation Authority. As such the District shall:

1. Oversee implementation of the Hickory Meadows Management Plan and with mutual agreement of the Recreation Authority and the District; assist with projects on other Recreation Authority owned quiet recreation parklands.
2. Develop and implement an annual Work Plan for Hickory Meadows. The Work Plan will be submitted to the Recreation Authority annually by March 1. Projects identified in the Work Plan are dependent on funds provided by the Recreation Authority.
3. Regularly monitor activities at Hickory Meadows and coordinate routine inspections and maintenance of existing structures and trails. Report any abuse or misuse to Recreation Authority
  - (a) Monitor all trailheads at least weekly during the field season (May 1- September 30) and bi-weekly during non-field season
  - (b) Inspect all structures and trails at least monthly looking for maintenance, structural, or safety concerns.
4. Develop, at minimum, one grant proposal each year for funding a specific project related to the annual Work Plan at Hickory Meadows.
5. Obtain permits needed for the above activities.
6. Whenever possible, coordinate and utilize volunteers to accomplish work to garner greater community support, create better stewards of our environment, and to reduce labor costs.
7. The District shall coordinate, to the maximum possible extent, the acquisition of materials and the use of labor on projects at Hickory Meadows.
8. The District shall provide administrative and clerical support necessary to accomplish the above tasks.
9. The District shall regularly attend Recreation Authority meetings and provide monthly verbal reports of progress and written quarterly reports.
10. The District shall provide a final report and recommendations for program continuation to the Recreation Authority prior to November 30, 2016.
11. The District will not be responsible for any activities listed above that are not accomplished due to inability to obtain permits, or to lack of funding, labor availability, or other factors beyond the District's control.

**EXAMPLE**

## QUARTERLY REPORT SUMMARY

April 1- June 30, 2014

This quarter, the Conservation District completed the following as part of their contract services at Hickory Meadows.

**ADMINISTRATION**

- a. Contacted sheriff's department to begin exploring becoming a designated agent in order to be able to enforce dog leash laws.
- b. Coordinated Great Garlic Mustard Hunt workbee on May 3<sup>rd</sup> for the public to learn about this invasive plant and help pull it from Hickory Meadows and surrounding private property
- c. Sent letters to private property owners surrounding Hickory Meadows to update them on garlic mustard management efforts on their property and in the neighborhood

**REGULAR MONITORING AND VOLUNTEERS**

- a. Visited trailheads on the following dates (weekly) to refresh dog waste bags, pick up trash, and check for maintenance needs: 5/7, 5/15, 5/25, ....
- b. 5/15 Responded to Trail Steward report of trash at Hickory Meadows

**GRANTS**

- a. Applied Sustain our Great Lakes pre-proposal to continue invasives work at Hickory Meadows and throughout the region. Priority species at Hickory Meadows include garlic mustard, Japanese barberry, and wild parsnip.
- b.

**ANNUAL WORKPLAN PROJECTS**

1. **General Park Maintenance-** Trail maintenance; dog waste bags; snowplowing, garbage removal, etc. (\$4,000)

*Status: On going*

- a. Refilled dog waste dispensers and repair Wayne St. dispenser
  - b. Rotated seasonal information station displays to incorporate spring themes
  - c. Removed bags of trash along Randolph St. that was reported by a trail steward
  - d.
2. **Habitat improvement/ Invasives prevention-** Install boot cleaning stations including educational signs at trailheads to prevent (\$2,000).

*Status: Complete*

- a. Installed boot brush stations at all trailheads to aid in reducing the species of invasive species, particularly garlic mustard.



3. **Trail improvement-** Install 6' wide crushed stone path through east meadow to Wayne St. trailhead (\$5,000)  
*Status: On going*
  - a. Applied for grant with Granger Inc to continue project, proposal pending.
  
4. **Conservation easement legal fees-** Protect Hickory Meadows in perpetuity through conservation easement (\$1,000)  
*Status: On going*



## MEMO

TO: Matt Cowall, Executive Director, Recreational Authority  
FROM: Robin Christensen, Parkland Program Coordinator  
SUBJECT: **Hickory Meadows 2014-2015 Improvement Budget**  
DATE: May 22, 2014

Below is a cost estimate for recommended Hickory Meadows improvements for fiscal year 2014-2015. Items in the work plan are based on the Hickory Meadows management plan and recommendations from the Hickory Meadows Advisory Committee. Please note that cost estimates listed in this document are for materials, rental equipment, and contracted services (e.g. snowplowing) needed to complete this project. Conservation District staff time and 100 hours of intern labor needed to coordinate and implement are included in the 3-year Scope of Services contract between the Grand Traverse Conservation District and the Recreational Authority. Any intern time over 100 hours will be billed at the rate of \$16/hr.

General improvements according to the attached 2014-2015 work plan budget include establishing a conservation easement (carry over from last year), general park maintenance, habitat improvement/ invasives prevention, and phase two of the meadow trail accessibility improvement at a cost of \$11,450. Please note this is a “not to exceed” estimate.

In the event that the full \$11,450 cannot be approved, we place the highest priority on general park maintenance, followed by the habitat and trail improvements. The habitat/invasive species work will continue to remove wild parsnip and leafy spurge from the property that causes severe skin rashes/burns. It will also build on efforts to eradicate invasive garlic mustard from the property, a species that can drastically alter forest regeneration by inhibiting growth of other species. The trail improvement project will remedy existing erosion concerns and trail degradation as well make Hickory Meadows more accessible to those with limited mobility. This phase of the project will expand on the improvements made in 2012 and link the two most used trailheads at Randolph and Wayne streets with an ADA compliant trail. The total cost of trail improvements is \$11,000. By using the \$5,000 budgeted in 2013 and this proposed \$6,000 in 2014, the improvements would be completed this summer.

The Conservation District will continue to oversee and implement all aspects of the above mentioned work plan projects, including but not limited to, permits, material acquisition, coordination of labor, and media coverage as is part of the Conservation District’s Scope and Services Contract with the Recreational Authority.

If you have any questions or concerns, please contact me at 941-0960.

Cc: Wendy Warren, Director of Programs, GTCD



## MEMO

**TO:** Matt Cowall, Executive Director, Recreational Authority  
**FROM:** Robin Christensen, Parkland Program Coordinator  
**SUBJECT:** **Hickory Meadows 2014-2015 Improvement Budget**  
**DATE:** May 22, 2014

Priority	Project	Activity	Cost
<b>1</b>	<b>General park maintenance</b>		<b>\$3,450.00</b>
		Trail maintenance (monthly trimming, mowing, and trail upkeep). Included this year in 3-yr contract up to 100 hours.	\$0
		Materials and equipment to repair surface and spread gravel of trail leading into southern meadow	\$ 500.00
		Mow hidden meadow every 3 years (mower rental)	\$ 250.00
		Dog waste bag refills	\$500
		Snowplowing for M-72 trailhead	\$1,500
		Garbage removal for all trailheads	\$500
		Updated large trail map displays for kiosks	\$200
<b>2</b>	<b>Habitat improvement/ Invasives prevention</b>		<b>\$2,000</b>
		Control wild parsnip on ~5 acres	\$800
		Control leafy spurge along Randolph St.	\$200
		Garlic mustard control, scouting, and disposal throughout natural area	\$1,000
<b>3</b>	<b>Trail improvement*</b>		<b>\$6,000</b>
		Work with contractor to install 6' wide crushed stone path through east meadow to Wayne St. trailhead	\$6,000
	<b>TOTAL 2014/15 PROPOSED BUDGET</b>		<b>\$11,450</b>

\*Total phase two trail improvement cost is estimated at \$11,000. GTCD would use \$5,000 from the 2013/14 budget and \$6,000 from 2014/15 to complete the project.

Cc: Wendy Warren, Director of Programs, GTCD

## 7th Amendment to Agreement for Resource Management Services

This is an amendment dated \_\_\_\_\_, 2014, to the Agreement for Resource Management Services dated July 1, 2005 (Agreement) between the CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY, of 400 Boardman Avenue, Traverse City, Michigan, (the Authority) and the GRAND TRAVERSE CONSERVATION DISTRICT, a governmental subdivision of the State, of 1450 Cass Rd., Traverse City, Michigan 49685 (the District) as amended by the CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY and the GRAND TRAVERSE CONSERVATION DISTRICT on June 27, 2006, August 30, 2007, August 7, 2008, July 1, 2009, June 15, 2010, and June 1, 2011.

WITNESSETH:

WHEREAS, the Recreational Authority wishes to engage the services of the District to provide professional resource management assistance for its various public parkland properties; and

WHEREAS, the Grand Traverse Conservation District is well-suited for, and wishes to furnish, such technical and professional service to the Recreational Authority.

THEREFORE, the Recreational Authority and the District mutually agree as follows:

1) Scope of Services. The District shall provide services to the Recreational Authority in accordance with and as set forth in Schedule "A", Scope of Services, attached hereto and incorporated herein by reference. The Recreational Authority and the District agree that services provided will be further defined in a mutually agreeable Work Plan developed for each year of the agreement. A proposed annual Work Plan and project budget will be submitted to the Recreational Authority in March of each year of this Agreement.

2) Compensation and Method of Payment. The Recreational Authority shall pay to the District and the District agrees to accept as full compensation for services under this agreement \$19,000.00 (Nineteen Thousand and no hundredths Dollars) annually in four equal installments of \$4,750.00 (Four Thousand Seven Hundred and Fifty and no hundredths Dollars). The first installment shall be due upon execution of this Agreement. The remaining payments shall be made quarterly thereafter.

3) Period of Performance. The obligations to be rendered under this Agreement shall commence July 1, 2014, and continue until June 30, 2017, or until terminated in accordance with paragraph 14. The Recreational Authority and the District agree to meet and confer annually on the approximate anniversary of this Agreement to discuss changes.

4) Independent Contractor. The relationship of the District and its employees to the Recreational Authority is that of an independent contractor and in accordance therewith, the District covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers, or agents will claim to be an officer, employee, or agent of the Recreational Authority or make any claim, demand, or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.

5) District Responsibility. The District shall perform the work in a good and workmanlike manner and assume the risk in performing under this Agreement. The District shall be solely responsible and answerable in damages for all improper work, accidents or injuries to person or property resulting from actions or negligence of its officers, agents, or employees.

6) Indemnity. The District shall defend, indemnify, and hold harmless the Recreational Authority, its officers and employees, from and against any and all claims, liabilities, losses, damages, actual attorney's fees, and settlement expenses for injury or death of any person and damage or loss of any property allegedly or actually resulting or arising out of any act, omission, or negligence of the District or its employees, agents, or

subcontractors, in connection with performing this Agreement. This indemnification agreement shall not be limited by reason of any insurance coverage.

7. Workers Compensation. The District shall maintain suitable workers compensation insurance on its employees pursuant to Michigan law and the District shall provide a certificate of insurance or copy of state approval for self insurance to the Recreational Authority upon execution of this Agreement.

8. Compliance with Regulations. The District shall comply with all applicable statutes, rules, and regulations of all Federal, State and local governments and agencies having jurisdiction, and bears the risk of any such authorities or changes thereto.

9. Non-Discrimination. The Recreational Authority and the District agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

10. Prohibition Against Assignment. This Agreement is intended to secure the service of the District because of its ability and reputation and none of the District's duties under the Agreement shall be assigned, subcontracted, or transferred without the prior written consent of the Recreational Authority. Any assignment, subcontract, or transfer of the District's duties under this Agreement must be in writing.

11. Qualifications of the District. The District specifically represents and agrees that its employees possess the experience, knowledge, and competence necessary to fulfill the duties required in this Agreement.

12. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to the Recreational Authority or the District, the same shall be given or directed to the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice.

13. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by the District and the Recreational Authority.

14. Termination. This Agreement may be terminated either for:

A. Default, defined as the failure of the Recreational Authority or the District to fulfill a material obligation of this Agreement, in which case termination may be immediate; or

B. Lack of further need of the services under this Agreement due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding. In this case, only the Recreational Authority may terminate this contract by giving the District written notice of such cancellation thirty (30) days prior to the date of cancellation. Upon termination, the District shall be entitled to, and the terminating party shall pay, the costs actually incurred in compliance with and as approved under this Agreement until the date of such termination.

Termination of this Agreement by the District or the Recreational Authority shall cause this entire Agreement to be terminated.

15. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of the District or the Recreational Authority, or if a person of masculine or feminine gender joins in this Agreement on behalf of the District or the

Recreational Authority, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.

16. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

17. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the District and the Recreational Authority and there are no valid promises, conditions, or understandings, which are not contained herein.

18. Authority to Execute. The District and the Recreational Authority agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to the Agreement.

IN WITNESS WHEREOF, the District and the Recreational Authority hereto have executed this Agreement on the date and year first above written.

WITNESS:

CITY OF TRAVERSE CITY AND  
CHARTER TOWNSHIP OF GARFIELD  
RECREATIONAL AUTHORITY

\_\_\_\_\_

\_\_\_\_\_  
Ross Biederman, Chairman

\_\_\_\_\_

\_\_\_\_\_  
Michael Groleau, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Karrie A. Zeits, General Counsel

GRAND TRAVERSE CONSERVATION  
DISTRICT

\_\_\_\_\_

\_\_\_\_\_  
Steve Timmer, Chair

\_\_\_\_\_

\_\_\_\_\_  
Brian Hammer, Treasurer

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: U.S. EPA BROWNFIELDS CLEANUP GRANT –  
CONSIDERATION OF PROPOSALS FOR ENVIRONMENTAL  
CONSULTING SERVICES AT HISTORIC BARNES PARK

We received an excellent response from several highly qualified environmental consultants for services pertaining to the EPA Brownfields Cleanup Grant. Out of seven total respondents, the five apparent low bidders are as follows:

ECT	\$33,885
AMEC and SEEDS	\$37,040
Envirologic Technologies	\$40,000
Otwell Mawby	\$44,000
AKT Peerless	\$44,980

Two other bids came in at \$80,000 and \$98,301 and are not being considered. The remaining bids are commensurate with the budget envisioned in the work plan we have on file with the EPA.

The proposals are currently under review in cooperation with the Grand Traverse County Brownfield Redevelopment Authority with the aim of being able to make a recommendation to the Board on Wednesday night. Options could include additional review (e.g., interviews) or a recommendation on the outright selection of a consultant.

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: FISCAL YEAR 2013/2014 BUDGET AMENDMENTS

A public hearing has been scheduled for Wednesday night regarding possible budget amendments for the current Fiscal Year 2013/2014. After review by the Authority's financial administrators at Garfield Township, no budget amendments are necessary. However, because the public hearing has been advertised, it should still be held.

The following is the procedure for public hearings:

Chair opens the public hearing. Speakers should give their name, address and if they are a township or city resident.

Questions by the speaker will be recorded and will be answered after the public hearing is closed. Simple *yes* or *no* questions may be immediately answered.

Chair closes the public hearing. The discussion is brought back to the Board and then motions may be made.

No action is necessary.

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PUBLIC HEARING, FISCAL YEAR 2014/2015 BUDGET

As required by the Authority's articles of incorporation, the City Commission and Garfield Township Board have approved the Authority's proposed budget for Fiscal Year 2014-2015. A public hearing on the budget has been scheduled for Wednesday night.

Procedure for the public hearing:

Chair opens the public hearing. Speakers should state their name, address and if they are a township or city resident.

Questions by the speaker will be recorded and will be answered after the public hearing is closed. Simple *yes* or *no* questions may be immediately answered.

Chair closes the public hearing. The discussion is brought back to the Board and then motions may be made.

I recommend the following motions; each needs to be adopted by a separate vote:

1. **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.**
2. **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.**

City of Traverse City and Charter Township of Garfield  
Recreational Authority

Comprehensive Annual Budget  
Fiscal Year July 1, 2014 to June 30, 2015

**Board of Directors:**

Ross Biederman, Chair

Tim Hughes, Treasurer

Michael Groleau, Secretary

Molly Agostinelli, Director and Garfield Township Trustee

Chris Bzdok, Director

Jeanine Easterday, Director and Traverse City City Commissioner

Matt McDonough, Director

**Executive Director:**

Matt Cowall

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**OPERATING FUND**  
For the Fiscal Year End June 30, 2015

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 151,077	\$ 149,897	\$ 149,569	\$ 152,000	\$ 151,500	\$ 152,000
Interest Income	168	104	163	100	200	200
Refunds, Reimbursements & Grants	5,852	5,402	115,308	-	40,000	200,000
Barns Park Rental Revenues	-	-	-	-	-	20,000
<b>TOTAL REVENUES</b>	<b>157,097</b>	<b>155,403</b>	<b>265,040</b>	<b>152,100</b>	<b>191,700</b>	<b>372,200</b>
<b>EXPENDITURES</b>						
Office Expenses	3,479	1,697	1,903	2,500	2,000	2,500
Professional Services	256,470	90,157	78,210	149,500	80,000	392,500
Printing	405	157	403	-	-	-
Insurance & Bonds	2,851	2,871	2,835	3,000	3,120	4,000
Utilities/Property Maintenance	10,490	14,998	14,708	24,400	13,800	20,000
Transportation	-	-	439	2,000	1,950	2,000
Capital Outlay	-	-	168,973	-	-	40,000
<b>TOTAL EXPENDITURES</b>	<b>273,695</b>	<b>109,880</b>	<b>267,471</b>	<b>181,400</b>	<b>100,870</b>	<b>461,000</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(116,598)</b>	<b>45,523</b>	<b>(2,431)</b>	<b>(29,300)</b>	<b>90,830</b>	<b>(88,800)</b>
<b>Beginning Fund Balance</b>	<b>276,224</b>	<b>159,626</b>	<b>205,149</b>	<b>202,718</b>	<b>202,718</b>	<b>293,548</b>
<b>Ending Fund Balance</b>	<b>\$ 159,626</b>	<b>\$ 205,149</b>	<b>\$ 202,718</b>	<b>\$ 173,418</b>	<b>\$ 293,548</b>	<b>\$ 204,748</b>
<b>Millage Rate</b>	<b>0.0994</b>					

## Narratives to Budget Sheets

### Operating Fund:

This fund is the core fund for the general operations of the Authority. The millage rate to be levied on the winter tax bills will be the same as last year - **.0994**.

The primary goals of the Recreational Authority, supported by funding in the proposed budget for the coming fiscal year are: (1) Implementation of the Historic Barns Park Capital Campaign for Phase I capital improvements to Historic Barns Park; (2) implementation of the Historic Barns Park Business Plan, focused on preparations for the facilities rental enterprise; and (3) implementation of the U.S. EPA Brownfields Cleanup Grant for environmental cleanup work at Historic Barns Park. Deficit spending in the Operating fund is anticipated for the next two to three years until revenues from the facilities rental enterprise are sufficient to cover those expenses.

Breakdowns for various line items of the Operating Fund are as follows:

#### **Professional Services**

Executive Management Services (Land Information Access Association)	\$ 60,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management (Grand Traverse Conservation District)	\$ 19,000.00
EPA Cleanup (Grant funded)	\$ 200,000.00
Events Management	\$ 45,000.00
Legal	\$ 5,000.00
Audit	\$ 2,500.00
Miscellaneous Consulting	\$ 10,000.00
Miscellaneous/Contingency (10% of overall budget)	\$ 45,000.00

<b>Total</b>	<b>\$ 392,433.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 392,500.00</u></b>

<b>Office Expenses Total</b>	<b>\$ 2,480.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 2,500.00</u></b>

(Operating Fund – Continued)

<b>Insurance &amp; Bonds Total</b>	<b>\$ 4,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 4,000.00</u></b>

**Utilities/Property Maintenance**

Historic Barns Park Miscellaneous Maintenance & Snowplowing	\$ 8,000.00
Operating Utilities (gas and electric for barn)	\$ 7,000.00
Hickory Meadows Work Plan	\$ 5,000.00

<b>Total</b>	<b>\$ 20,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 20,000.00</u></b>

**Capital Projects**

Construction work on Pavilion and Barn	\$ 40,000.00
--	--------------

<b>Total</b>	<b>\$ 40,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 40,000.00</u></b>

<b>Travel Total</b>	<b>\$ 2,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 2,000.00</u></b>

---

---

<b>Operating Fund Total</b>	<b><u>\$461,000.00</u></b>
-----------------------------	----------------------------

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**PROPERTY ACQUISITION and CONSTRUCTION BOND FUND**  
**For the Fiscal Year End June 30, 2015**

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Recommended
<b>REVENUES</b>						
Interest Income	\$ 474	\$ 240	\$ 152	\$ 150	\$ 100	\$ 20
Refunds, Reimbursements & Grants	-	-	-	-	112,672	700,000
<b>TOTAL REVENUES</b>	<b>474</b>	<b>240</b>	<b>152</b>	<b>150</b>	<b>112,772</b>	<b>700,020</b>
<b>EXPENDITURES</b>						
Professional Services	22	-	-	32,000	141,600	1,000
Office Expenses & Bank Fees	-	20	47	50	100	100
Capital Outlay	-	152,000	-	-	-	815,000
<b>TOTAL EXPENDITURES</b>	<b>22</b>	<b>152,020</b>	<b>47</b>	<b>32,050</b>	<b>141,700</b>	<b>816,100</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>452</b>	<b>(151,780)</b>	<b>105</b>	<b>(31,900)</b>	<b>(28,928)</b>	<b>(116,080)</b>
<hr/> <hr/>						
<b>Beginning Fund Balance</b>	<b>297,232</b>	<b>297,684</b>	<b>145,904</b>	<b>146,009</b>	<b>146,009</b>	<b>117,081</b>
<b>Ending Fund Balance</b>	<b>\$ 297,684</b>	<b>\$ 145,904</b>	<b>\$ 146,009</b>	<b>\$ 114,109</b>	<b>\$ 117,081</b>	<b>\$ 1,001</b>

## Property Acquisition and Construction Bond Fund:

This fund represents the remainder of the bond proceeds. Essentially the entire remainder is being allocated this year to support capital improvements in Historic Barns Park, focused on the Cathedral Barn and the Pavilion. The remainder is being supplemented by receipts from the capital fundraising campaign for Phase I renovations to the Cathedral Barn. Breakdowns in the two line items are as follows:

### **Professional Services**

Construction Related Oversight	\$ 1,000.00
Office Expenses & Bank Fees	\$ 100.00

<b>Total</b>	<b>\$ 1,100.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 1,100.00</u></b>

### **Capital Outlay**

Construction Work on Cathedral Barn and Pavilion	\$815,000.00
--	--------------

<b>Total</b>	<b>\$815,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$815,000.00</u></b>

---

---

<b>Property Acquisition and Construction Bond Fund Total</b>	<b><u>\$816,100.00</u></b>
--	----------------------------

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**LONG TERM GENERAL OBLIGATION DEBT RETIREMENT FUND**  
**For the Fiscal Year End June 30, 2015**

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Projected	FY 14/15 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 407,200	\$ 403,747	\$ 399,086	\$ 450,000	\$ 450,500	\$ 460,000
Interest Income	92	12	-	-	5	-
Refunds & Reimbursements	-	-	-	-	5,094	-
<b>TOTAL REVENUES</b>	<b>407,292</b>	<b>403,759</b>	<b>399,086</b>	<b>450,000</b>	<b>455,599</b>	<b>460,000</b>
<b>EXPENDITURES</b>						
Fees	-	-	-	500	500	500
Principal	160,000	185,000	210,000	240,000	240,000	320,000
Interest	242,733	243,710	230,360	222,100	162,266	125,069
<b>TOTAL EXPENDITURES</b>	<b>402,733</b>	<b>428,710</b>	<b>440,360</b>	<b>462,600</b>	<b>402,766</b>	<b>445,569</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>4,559</b>	<b>(24,951)</b>	<b>(41,274)</b>	<b>(12,600)</b>	<b>52,833</b>	<b>14,431</b>
<b>Beginning Fund Balance</b>	<b>409,267</b>	<b>413,826</b>	<b>388,875</b>	<b>347,601</b>	<b>347,601</b>	<b>400,434</b>
<b>Ending Fund Balance</b>	<b>\$ 413,826</b>	<b>\$ 388,875</b>	<b>\$ 347,601</b>	<b>\$ 335,001</b>	<b>\$ 400,434</b>	<b>\$ 414,865</b>

Millage Rate 0.3000

## Long Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds. This millage rate can fluctuate depending on the amount of debt service that has to be paid in the current fiscal year. Based on last year's receipts and a debt service this fiscal year of \$445,600, the millage rate to be levied on the winter and summer tax bills for this fiscal year will be **.3000**, up slightly from last year's millage rate of .2900.

**Resolution**  
**Approving the Millage Rates**  
**for the Bond Issue Debt Millage and Operating Millage**  
**and**  
**Certifying Tax Levy for Operational Millage**  
**Fiscal Year July 1, 2014, to June 30, 2015**

- Resolved, that to defray the costs of the Recreational Authority operations, the estimated sum of \$152,000 based on the rate of .0994 mills shall be raised in the City of Traverse City and Charter Township of Garfield Recreational Authority, by taxation for the Recreational Authority operations for the fiscal period of July 1, 2014, through June 30, 2015, inclusive, in accordance with the laws of the State of Michigan relative to the taxation of real and personal property; further be it
- Resolved, that to defray the cost of the Recreational Authority bond issue of \$6,650,000, the estimated sum of \$460,000 based on the rate of .3 mills shall be raised in the City of Traverse City and Charter Township of Garfield Recreational Authority, by taxation for the Recreational Authority Bond for the fiscal period of July 1, 2014, through June 30, 2015, inclusive, in accordance with the laws of the State of Michigan relative to the taxation of real and personal property; and further be it
- Resolved, by the City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors, Michigan, that the Assessors of the City of Traverse City and the Charter Township of Garfield shall, as soon as the Secretary of the Authority shall certify to them the amount of the tax levy fixed by the Authority fiscal period of July 1, 2014, to June 30, 2015, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly and in proportion to the valuation entered thereon the amount of tax as recorded by the Authority Treasurer and on file with the Office of the Authority Treasurer, such record to be a permanent record of the Authority.

I hereby certify that the above Resolution was adopted by the Board of Directors on June 4, 2014, at a regular meeting of the Board of Directors held in the Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, 49684.

---

Michael Groleau, Secretary

**Resolution Adopting the City of Traverse City and  
Charter Township of Garfield Recreational Authority  
Proposed Comprehensive Annual Budget  
Fiscal Year July 1, 2014 to June 30, 2015**

**Whereas,** the Board of Directors of the City of Traverse City and Charter Township of Garfield Recreational Authority (the Board) has caused a budget document to be prepared and presented to it covering the fiscal year commencing July 1, 2014, and ending June 30, 2015; and

**Whereas,** this document has been placed on file in the records of the Board and made available for public examination; and

**Whereas,** as a result of this public hearing and its own study, the Board has caused certain changes to be made; now, therefore be it

**Resolved,** that the budget document as reviewed and approved by the City of Traverse City and Charter Township of Garfield entitled “City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors Proposed Comprehensive Annual Budget Fiscal Year July 1, 2014, to June 30, 2015” be adopted in its entirety, and that the Chairperson and Treasurer be, and are hereby authorized to make expenditures provided for in said budget, provided said expenditures be made according to the law; further be it

**Resolved,** that the budget document be placed on file in the records of the Board and be made a permanent record of the Board and is made part of this resolution by reference; further be it

**Resolved,** that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2014:

- |    |   |               |
|----|---|---------------|
| 1. | Operating Fund                                    | \$ 461,000.00 |
| 2. | Property Acquisition and Construction Bond Fund   | \$ 816,100.00 |
| 3. | Long Term General Obligation Debt Retirement Fund | \$ 445,569.00 |

I hereby certify that the above Resolution was adopted by the Board of Directors on June 4, 2014, at a regular meeting of the Board of Directors held in the Large Meeting, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, 49684.

---

Michael Groleau, Secretary

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF BEEKEEPING RISK ASSESSMENT FOR  
HISTORIC BARNS PARK

SEEDS has expressed interest in installing some beehives at Historic Barns Park as part of its agricultural and educational programming. The park's Live Creatures Policy (attached) requires approval by the Board of Directors based upon 1) a recommendation from the MOU Committee, and 2) a legal and risk assessment and recommendation from the Executive Director. Minimum considerations include the benefit to the public, the risk to the public, harmony with other uses on the property, and zoning and other legal regulations.

The consensus of the MOU at this point is that bees could be an interesting addition to the park, but that a legal and risk assessment would inform and influence their ultimate recommendation. I agree that gathering more information would be both useful and prudent, but before I embark on that, I wanted to first gauge the general interest of the Board in considering hives at the park. If there is at least some interest, I recommend the following motion:

**That the Executive Director conduct a legal and risk assessment and provide a recommendation to the Board regarding beekeeping at Historic Barns Park.**

---

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

400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480

---

**Policy - Agreement for Management of the Historic Barns Park**  
**Regarding: Cattle/Animals/Live Creatures**

The Recreational Authority Board of Directors hereby establishes the following policy, which shall be incorporated into and made part of the Master Site Plan, which is incorporated into and made a part of the Agreement for Management of the Historic Barns Park:

**Purpose:** The purpose of this policy is to establish regulations relating to cattle, animals and live creatures at the Historic Barns Park.

No cattle, animals or live creatures shall be allowed at the Historic Barns Park except upon approval by the Board of Directors, which will be based upon: 1) A recommendation from the MOU Committee; and 2) A legal and risk assessment and recommendation from the Executive Director.

When determining whether to allow cattle, animals or live creatures, including, but not limited to, the following, things, will be considered: 1) The benefit to the public; 2) The risk to the public; 3) Harmony with other uses on the property; and 4) Zoning and other legal regulations.

This policy shall take immediate effect.

I hereby certify that this policy was adopted by the Recreational Authority Board of Directors at its meeting of March 16, 2010.

  
Michael Groleau, Secretary

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

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

K:\recreationalauthority\packetcommunications\20140604.docx



## SEEDS at the Historic Barns Park: June 2014

It's been a slow spring and also a fun one at SEEDS. We offer a lot of gratitude to the community and to the members of the Recreational Authority. Thanks for enabling the following to happen:

### *Bonus Spring Haiku from Farmer Greg:*

the earth opened up  
soil heaves from thaw, orange treasures  
sweet crunch of carrots

1. Work proactively and cooperatively with BGS and the RA.
  - a. Improved MOU communication strategies have been implemented providing greater clarity and notice to partners regarding site activities and events.
    - i. A big thank you to Kurt and BGS for mowing our garden edges!
    - ii. Another thank you to BGS for use of the Visitor Center and their excellent member/partner policy. We look forward to joining the BGS as an organizational member! Perhaps this is a good case study for rentals of RA management areas too?
    - iii. We will host a flurry of garden activity all summer with the regular maintenance of several of our VISTA members as well as a regular rotations through the farm with Youth Corps teams.
  - b. Cultivate appropriate new onsite partnerships and ventures:
    - i. SEEDS actively promoted the RFP for building 221 and helped spark the interest and co-application of BARC and Nate Griswold's companies. Though they were not selected, we believe that they remain great potential site partners. Also that their proposals not only provided creative ideas but also a choice so that the RA could decide *for* a proposal rather than defaulting to a sole bidder.
    - ii. We continue to cultivate and deepen relationships with regional schools, Master Gardeners, utility companies, businesses and NMC's Technical Division.
      1. The Grand Traverse Band of Ottawa and Chippewa awarded Benzie Central Schools a grant to provide more workforce development



including agricultural experiences at the Barns for students who are members of the SEEDS Youth Corps.

- iii. New partners at the Park site include upcoming workshops featuring Duke Elsner and Carters Compost and Steve Stier

- 2. Expand upon the detail in the Master Site Plan and support the RA's Business Plan.
  - a. Focus on the aesthetics of SEEDS management area borders.
    - i. We will install a pilot perennial bed specifically intended to cultivate pollinators, which means lots of flowering plants! This flowering landscape, located just outside the SEEDS fence-line, will also provide an opportunity to educate visitors on the important role of pollinators in a resilient ecosystem. We hope to expand this bed over time.
  - b. Improve the "readability" of SEEDS activities on site (e.g. improved signage).
    - i. We will begin beta testing educational signage with temporary formats as we prepare to make more permanent installations.
  - c. Work toward improving 223 for allowable uses beyond storage.
    - i. This winter, we had a walk through energy assessment and Youth Corps members were able to install ceiling insulation in ~50% of our management area.
    - ii. A Youth Corps from Kalkaska was also able to make some interior improvements to increase storage capacity including a beautiful and functional storage loft that creates more floor space.
    - iii. Steve Stier, adjunct professor with Eastern Michigan University's Historic Preservation Program and founder of the Michigan Barn Preservation Network, will be giving a SEEDS Youth Corps team instruction in historic window restoration using Building 223 on June 11. This is part of a summer-long experience that will include training and work on lead abatement and masonry tuck pointing for National Park Service buildings.
  - d. Scope and construct a wetland / rain garden to improve drainage near Bldg 223.
    - i. Scope and budget completed; actively looking for donors. Would like to implement in the Fall pending funds
  - e. Work with partners to identify stormwater and wastewater diverting strategies for buildings and associated black and greywater infrastructure (as highlighted in the Master Site Plan).
    - i. With RA leadership, a hydrology committee was formed and saw a flurry of activities during the first half of the year. SEEDS participation in this so far has included
      - 1. Providing a template and ballpark budget for a thorough hydrological characterization and planning process, which can be utilized for future grant proposals.
      - 2. Information regarding the historical trends of flooding at Building 223 and suggestions for mitigation.
      - 3. Professional recommendations on monitoring well locations.

4. Pledge from AMEC for probono groundwater monitoring equipment
  - f. Explore with the RA the relevancy of hosting a farmers market on site.
    - i. Entering our fourth year managing the downtown Sarah Hardy market. Our market manager this year is also the manager of the market at the Village next door. We are ready and willing to discuss the possibilities as relates to the RA's business model.
    - ii. Planning a small, honor-system market stand for SEEDS produce as a micro-pilot.
  - g. Scope a series of energy related demonstration projects (in support of the RA Business Plan).
    - i. Submitted a proposal to Consumers Energy for a solar pump and irrigation system at the existing well head for utility, educational purposes and to save the RA money by preventing the need to grid-tie the pump.
    - ii. The Barns has become a considerable priority interest of the Grand Vision Energy Network and, as Co-Chair, Sarna is personally working to coordinate existing and prospective partners.
3. Continue to build an educationally focused farm operation.
    - a. Improve the fertility of the cultivated soil by continuing to rotate annual crops and heavily amending soils through organic methods.
      - i. The 'dead zone' where the geothermal was installed last year has been tilled and we are seeding it with a mixture of legumes - clover and alfalfa - in hopes that we might bring some life back to it.
    - b. Build income generation into the existing farming activities.
      - i. The cooler is fairly empty this spring after SEEDS culinary programming as well as small sales to Oryana, Charlie's in Frankfort and the Cook's House.
      - ii. The real treat this month was digging up two beds of carrots that made it through the winter and emerged tasting sweet and wonderful; they are now being served at the Cook's House along with the last of the heirloom dry beans that we grew last year for them.
    - c. Expand perennial polyculture beds.
      - i. We invested significantly in blueberries, raspberries, grapes and strawberries, as well as some native fruits like persimmon and paw paw. These fruiting perennials are nicely representative of the region.
    - d. We will be fencing in another section of concurrent farmland within SEEDS management zone.



Christmas Lima Beans harvested in the fall and served at the Cooks House in spring.

4. Continue building educational programming in relation to the site.
  - a. Bring a variety of youth to the site for educationally focused programs.
    - i. So far this year, we've had over 100 students visit the garden from four different schools and have 60 more coming Thursday, May 29 - the Greenagers - from TCAPS West Middle School to install a small raised-bed pollinator garden and give Greg a head start on the season.
  - b. Upcoming Workshops for the public include: Duke Elsner on Grapes June 11th, Carter's Compost and Mike Davis on Composting June 14th
  - c. We are hoping to make a connection with the restoration company that is doing BGS' walled garden and also doing the work for Cordia buildings. We are able to offer some hours of free labor in order to provide the training opportunity for a Youth Corps team.
  
5. Continue to foster onsite relationships with other groups and individuals.
  - a. Very similar to Q1 report, we continue to cultivate these relationships and prospect for additional partners.
  - b. We have also been focused on getting bee hives approved for the Park in partnership with Greg Griswold and Champion Hill Farm. The City of TC recently adopted a residential hive ordinance with the help of several bee keepers, including Kima Kraimer, whose work we hope will make it easier to approve hives at the Park. This presents another wonderful opportunity to inform the public both about the priceless work that bees do for our agricultural and ecological systems as well as highlight their collapsing populations nation-wide.





June 1, 2014

Matt Cowall  
LIAA Communications & Development Director  
Executive Director - City of Traverse City and  
Charter Township of Garfield Recreational Authority  
324 Munson Avenue  
Traverse City, MI 49686

Dear Matt,

Attached is the Quarterly Report from the Board of the Botanic Garden at Historic Barns Park, for the period of March 1 through May 31, 2014. As you know, the BGHBP board utilizes a Strategic Planning Process to develop and update a 3-year Strategic Plan. Each Quarterly Report presents the progress we have made in the five goal areas of the Strategic Plan over that three-month period. The five goal areas are: Outreach, Security, Operations, Site and Identity.

Please feel free to contact me if you have any questions.

Sincerely,

Karen Schmidt,  
Botanic Garden Board Chair



*Mission: Public gardens have a powerful and positive impact on the health, environment and economy of a region. They make it a better place to live. The mission of BGHBP is to design build and manage a year-round botanic garden in Northwest Michigan for the purposes of botanical and environmental preservation, education and research, and the enjoyment and renewal of citizens and visitors*

## Quarterly Report

June 1, 2014

**GOAL #1 – OUTREACH** - Because a public garden is a critical asset to a region, and because regional support and participation increase the impact and value of the garden, **OUR GOAL IS TO CREATE REGION-WIDE AWARENESS, COMMITMENT, AND INVOLVEMENT WITH THE BOTANIC GARDEN AND THE HISTORIC BARNES PARK**

A. To build regional awareness, participation and a sense of ‘ownership’

Emphasis will be made on three primary areas: Membership, Speakers Program and Events

Membership - BGHBP continues to focus on building membership, as it is a critical component of our operational revenues. We are projecting a total of \$24,000 in membership revenues for 2014. To help generate these revenues, we have commissioned a new membership brochure and a new renewal card and have streamlined the process for on-line memberships and renewals. With the new website launched in May, and the availability of membership forms at the Visitor Center, we are seeing a significant increase in membership purchases. We have initiated a membership discount program for gift shop purchases, local partner nursery and bookstore

purchases, and Visitor Center & Tent Lawn rental, which is another membership incentive.

Speakers Program - A series of 15 classes and workshops for both children and adults have been scheduled for the 2014 calendar year. During this past quarter, we offered workshops in physical therapy techniques for the gardener, landscaping for the homeowner, growing roses organically, and the identification and organic control of beneficial and pest insects. Summer offerings will include three Art and the Garden classes (water colors, photography and collage'), a Junior Master Gardener Class for children, an advanced landscape course, and workshops on vermiculture, green roofs, and more! It is thrilling to be at the point where we are offering quality educational programs to children and adults in our beautiful new classroom, as education is an important component of our mission.

Regular Visitor Center Hours - The BGHBP board hired a full-time manager to oversee the Visitor Center 6 days a week, from 9 a.m. to 5 p.m. from May 1 through October 31. This has been a big step in raising both awareness and public participation at the Historic Barns Park and Botanic Garden. During the month of May we had large numbers of visitors stop in to learn more about the garden and take part in our tours. Although many of the visitors were from this region, we have had visitors from all over Michigan, a number of other states, Canada, Hawaii, Denmark, and Puerto Rico.

A series of local "Artists of the Month" have been selected and the Visitor Center will feature the works of different artists each month, in a variety of genre (i.e. photography, water colors, collage', basketry, glass, etc.). The artwork will be available for purchase through the gift shop. Last month's artists were Marilyn Hoogstraten and Steve Tavenger, two extremely gifted nature photographers from this region. June will feature the works of the 44 finalists in the Art in the Garden juried art show.

Events – The Botanic Garden is planning an Open House on Sunday, August 10. The public will be invited to 'take a peek at the park and Garden'. Live music, food vendors, tours and garden craft sales will be available throughout the day.

#### B. To develop and expand regional partnerships

This quarter BGHBP continued to build important regional partnerships with individuals, businesses and organizations that share our mission. Examples are:

- For the third year, BGHBP is partnering with the ArtCenter for a month-long "Art in the Garden" program, including a juried art show, reception and exhibit, 3 classes ("Celebrating Spring Flora Through Painting", "Garden Photography", and "Art Collage") and a Plein Air Paint Out Day, with all events held at The

Botanic Garden. Art In The Garden will run through June, beginning with a two-day water color class June 4-5, and an evening reception Friday June 6 from 5:30 to 7:30. Recreational Authority board members are invited to attend.

- BGHBP continues to partner with the Master Gardener Association of NW Michigan. This partnership includes sharing speaker programs and hosting a Junior Master Gardener course at the site.
- BGHBP is partnering with the Traverse City Audubon Club and Saving Birds Thru Habitat (SBTH). The Audubon Club is in the process of completing an updated inventory of birds on the site this year and SBTH will assist the Botanic Garden with improving bird habitat at the site.
- BGHBP is working with the Herbal Renewal Club, Plant It Wild, and the Wexford County Herbal Society in an effort to increase the population of native wildflowers and native herbs at the site.
- BGHBP and Cordia are exploring ways the two organizations can work together to introduce and involve Cordia residents in the Botanic Garden.
- BGHBP is also partnering with the Pavilions. Last month we presented a program for residents of Hawthorn, Evergreen, and Willow Cottages. This month we will take those residents on a tour of the park and garden, using our tour wagon and golf carts.
- Inhabitect (Nathan Griswold) and BGHBP are partnering this year to provide educational opportunities and demonstrations on the value of green roofs. Nate Griswold will be teaching a workshop on green roofs at the botanic garden in August and is assisting us in planning for two green roofs at the site.
- BGHBP will be pursuing a partnership with BARC (Bay Area Recycling for Charities) that will include recycling of event-generated materials, workshops on recycling and composting, and on-site composting opportunities.
- The Ma-me-ne-sewong Garden Club is partnering with the Botanic Garden. The group has 'adopted' the south Visitor Center Garden, helping to plant and maintain that garden throughout the year. They will be planting over 250 perennials in the south garden this week.
- Dave Webster Construction is a significant partner with the Botanic Garden. This quarter, they broke up and removed 20 semi-truck loads of concrete from the old barn pad north of the Visitor Center, brought in 6 semi-loads of top soil, and spread it in the garden areas around the Visitor Center. This would have cost the Botanic Garden well over ten thousand dollars if we had to purchase those services.
- Deering Tree Service continues to be another strong partner with the garden. They removed 5 dead ash trees on the tent lawn, and the dead willow at the entrance to the park for no charge. They are also teaching a workshop this month at the Visitor Center on the care of home landscape trees.
- Greenspire School & West Middle School – We provide educational opportunities and the students are volunteer workers at the site. In May, 60

students from Greenspire spent the afternoon at the Garden, touring the park and helping with spring pick-up. Last week 30 Green-Agers from West Middle School spent the whole day at the Garden, touring and working (weeding, clearing trails, picking up rocks, etc.). We also hosted a local Kindergarden class field trip at the site, taking the children on a wagon ride and tour, and teaching them about the history of the site.

### C. To sponsor presentations and tours for regional organizations and individuals

During this quarter, BGHBP gave a number of presentations around the state on the Historic Barns Park and Botanic Garden

- April 10 – Wexford County Herbal Society - Cadillac
- April 12 – Mid-Michigan Master Gardener Conference – Mt. Pleasant
- April 15 - Voyagers Club (Presbyterian Church) – Traverse City
- April 15 – Sweetwater Garden Club – Acme
- April 24 – Newcomers Garden Club – Traverse City
- May 13 – Cottage Residents (Pavilion Cottages) – Traverse City
- May 15 – Rotary Evening Club – Traverse City
- May 16 – NMC Spring Campus Day – 2 workshop presentations
- May 17 – Cadillac Friends of the Library – Cadillac

This quarter BGHBP continued to expand its Volunteer base of over 250 volunteers. Our Volunteer Coordinator, Denise Butterfield, scheduled volunteers as docents and Visitor Center assistants for 300 half-day sessions covering the May 1-October 31 season. This quarter she is scheduling volunteers for spring planting bees and tour group assistance. Volunteers have special vests with the Botanic Garden logo so visitors know whom to approach for assistance.

**GOAL #2 – SECURITY** – Because BGHBP has already made a significant investment in the Historic Barns Park in terms of both time and money, and will be investing millions of dollars into the site over the next two decades, and because donors and supporters of BGHBP want assurances that the garden will be a permanent part of the Historic Barns Park, **OUR GOAL IS TO INCREASE THE LEGAL, FINANCIAL AND ORGANIZATIONAL SECURITY OF THE GARDEN.**

#### A. Legal Security

As BGHBP continues to make significant financial and human investments in the Historic Barns Park and Botanic Garden, it becomes increasingly important to strengthen its legal status at the site to protect those investments and reassure donors and supporters of

the long-term status of the garden at the park. We will continue to pursue a long-term agreement option with Garfield Township and the Recreational Authority.

With assistance from the American Association of Public Gardens, we are continuing to collect examples of long-term agreements with other public gardens that are located within public parks or publicly owned property. These agreements can serve as models for any future agreement between the Botanic Garden, the Recreational Authority and Garfield Township.

B. Financial Security – The emphasis this quarter has been on securing both operational and capital funds for the financial sustainability of the garden.

### **OPERATIONAL FUNDING**

#### Rental Venues

In addition to funding through memberships and events, BGHBP is now offering the Visitor Center meeting room and tent lawns for rental. A fee schedule and rental policies have been developed for both indoor and outdoor events in the garden and is now available on our website. Once the Recreational Authority hires an event manager, we will work closely with that person to maximize efficient venue rentals throughout the park to avoid a conflict in scheduling dates, times and events and to expand rental options.

During this quarter we have hosted 24 meetings or events at the Visitor Center (8 rentals, 4 Botanic Garden workshops, and 12 board and partner meetings). At this time we have an additional 36 days of events, classes or meetings already scheduled at the Visitor Center meeting room through October, and are getting requests for booking almost daily. What has become clear is that there is a great need for class, meeting, and venue space in the community and that the Visitor Center meeting room is an important source of revenues for the Garden. This reinforces our projection that we will need additional classroom/meeting space in the future - an important role for Building 221.

#### Gift Shop

The gift shop opened last month at the lower level of the Visitor Center, featuring locally produced items, local artwork, and Botanic Garden logo wear. Revenues from the gift shop will also help with operational costs.

Classes and Workshops – This quarter BGHBP began offering a series of classes and workshops that will be offered for 2014. Revenues from these educational offerings will help offset operational costs.

## **CAPITAL FUNDING**

In December, the Botanic Garden was awarded a 3-year \$60,000 Rotary Organizational Capacity Grant for a Financial Development Professional. BGHBP worked with Rotary Charities and the Botanic Garden Development Committee this quarter to create and finalize a RFP for a Development Professional. Posting and hiring was completed this quarter and a team of two highly experienced Development Professionals will begin assisting the board in capital funding through annual giving, planned giving, endowments and grants, starting this month. They will coordinate with the Recreational Authority to avoid any fundraising conflicts.

### **C. Organizational Security**

Two ad hoc committees have been formed to address issues of organizational security. Because the Garden has reached a new level of development, the board felt it was important to review and update the BGHBP by-laws, and create a board search committee to recruit additional board members with skills and experience in identified areas (i.e. marketing, finance, etc.). The By-Laws Committee is wrapping up their review and update and preparing it for board approval. The Board Recruitment Committee is working with the American Public Garden Association and others to develop a recruitment plan of action.

**GOAL # 3 – OPERATIONAL RESOURCES** – Because we recognize that our effectiveness and success require best practices in the way we conduct our daily business, **OUR GOAL IS TO IMPROVE AND EXPAND OPERATIONAL RESOURCES AND STRATEGIES.**

BGHBP continues to expand its efforts in marketing (see Goal 5) and social media, updating our website, Facebook and e-newsletters. Over 1200 people a week view our Facebook postings and our e-newsletters go out to over 850 people.

BGHBP has refined and expanded its budgeting process and financial reporting to accommodate an increase in operational expenditures and revenues. BGHBP is working on increasing its capacity to design and utilize more specialized evaluation measurements.

**GOAL #4 – SITE** – Because BGHBP must plan for the long-range goals and needs of the garden during the present phase of site development, while at the same time inspiring the public with significant site improvements, **OUR GOAL IS TO SUCCESSFULLY IMPLEMENT STRATEGIES TO IMPROVE THE SITE AND EXPAND SITE OPPORTUNITIES FOR THE PUBLIC.**

During this quarter, Grand Traverse Construction continued to address final adjustments to mechanics at the Visitor Center. A professional wall-hanging system for the display of artwork and interpretive materials was purchased and installed by board members. New cabinetry for the gift shop was designed and ordered and should be ready for installation this month. New benches were purchased for the lower level of the Visitor Center as well. The Visitor Center is cleaned and maintained daily by our manager and volunteers.

The new Pergola was installed last month in front of the Visitor Center – partly funded by a \$10,000 grant from Macy's Department Stores.

With the work completed by David Webster Construction (concrete removal, leveling, spreading of topsoil) it was possible to have the lawns in front of, and to the north of the Visitor Center hydro-seeded. Volunteers are keeping those lawns watered daily until we can have irrigation installed (we are holding off on irrigation until all excavation work and pool construction is completed).

The BGHBP's Landscape Committee is actively working on the selection and ordering of perennials and annuals for spring and summer planting, as well as the design and construction timeline for the silo pool and waterfall. With the removal of the concrete pad north of the Visitor Center, the Landscape Committee is also considering the purchase and planting of a long double row of about 40 native Sugar Maples, which will make up one component of the Promenade. This section will run from the Visitor Center Parking area all the way North to the entrance to the Labyrinth.

The BGHBP board has set aside funds to replace the roof of Building 221 with a new membrane as soon as the RA has the old asbestos-based roof removed with the EPA Brownfield funds. The membrane roof will be of a type that will later support a green roof. In addition, BGHBP will have the building painted as soon as the lead paint is removed.

**GOAL #5 – IDENTITY**— Because the botanic garden is at a new stage of development, the time has come to create a unique image with a message that resonates with who we are and what we do. This message will be evident in our advertising, our events, and our day-to-day operations. **IN ORDER TO CREATE THIS IMAGE, BGHBP COMMISSIONED A BRANDING COMPANY TO DEVELOP A 'BRAND' FOR THE BOTANIC GARDEN AT THE HISTORIC BARNES PARK**

The Botanical Garden Society legally changed its name to The Botanic Garden at Historic Barnes Park. This change was important at this time because of the transition from a stage where a society was working to try to establish a garden (the Botanical Garden

Society) to a new stage where the garden actually exists (The Botanic Garden at Historic Barns Park).

This quarter BGHBP continued to work with Brand Tonic, a local design firm, on branding and marketing. Design work was completed on the new website and the Garden's e-newsletter and marketing ads to consistently reflect the image of our new brand. Brand Tonic is working with us to design the sign for the upper level of the Visitor Center.



Spring in the Garden and Dave Webster at work, removing the concrete pad



West Middle School Green-Agers spend a day at the park and the Garden



---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF JUNE 4, 2014

DATE: FRIDAY, MAY 30, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

### **General Operating Fund:**

Botanic Garden	Pavilion fencing	\$ 28.52
LIAA	Copies, postage, mileage, legal	\$ 185.52
LIAA	Management fees for April	\$ 4,834.38
Dietrich Floeter Photography	Barn 204 photos	\$ 1,500.00
Tobin & Co., PC	Audit of financials 6/30/13	\$ 2,200.00
Smith Haughey Rice & Roegge	Legal services for April	\$ 286.33

### **Debt Service Fund:**

None		
------	--	--

### **Construction Bond Fund:**

None		
------	--	--