

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

7:00 p.m.

Wednesday, September 3, 2014

Visitor Center Meeting Room, Historic Barns Park  
1490 Red Drive  
Traverse City, MI 49684

Posted: 8-30-14

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. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

Recreational Authority Board of Directors  
Matthew Cowall, Executive Director  
324 Munson Avenue  
Traverse City, MI 49686  
(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 special meeting of August 13, 2014. (Matt Cowall)
2. Reports. (Matt Cowall et al)
  - Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
  - Community Gardens
  - Grand Traverse Conservation District – Hickory Meadows
  - Any reports from Board members
  - EPA Cleanup Grant at Historic Barns Park
  - Executive Director’s report and possible verbal updates
3. Consideration of updated user agreements and event management for Historic Barns Park. (Matt Cowall)
4. Consideration of conceptual design for kiosk at Historic Barns Park. (Matt Cowall)
5. Report regarding payment of expenditures. (Matt Cowall)
6. Public Comment.
7. Adjournment.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

FOR THE MEETING OF SEPTEMBER 3, 2014

DATE: FRIDAY, AUGUST 29, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the special meeting of August 13, 2014.

The following motion would be appropriate to approve the minutes:

**That the minutes of the special meeting of August 13, 2014, be approved.**

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## **Minutes**

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

**August 13, 2014**

A special meeting of the Recreational Authority Board of Directors was called to order in the Visitor Center Meeting Room, Historic Barns Park, 1490 Red Drive, Traverse City, Michigan, at 7:00 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Tim Hughes, Treasurer; Molly Agostinelli; and Jeanine Easterday.

The following Directors were absent (excused): Michael Groleau, Secretary; Chris Bzdok; and Matt McDonough.

Chair Biederman presided at the meeting.

**1.**

The first item being “Consideration of approving the minutes of the regular meeting of July 2, 2014,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Easterday, that the minutes of the regular meeting of July 2, 2014, be approved.

CARRIED.

**2.**

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

Matt Cowall, Executive Director

Karen Schmidt, BGHBP  
Tom Vitale, GTCD  
Jennifer Jaffe  
Inara Kurt, TCCG  
Sarna Salzman, SEEDS

Moved by Easterday, seconded by Agostinelli, that the Board authorize a grant application to Rotary Charities of Traverse City in support of the development of a master plan for the Energy Farm at Historic Barns Park; and that the Board authorize a grant application to the Grand Traverse Regional Community Foundation in support of the development of a master plan for the Energy Farm at Historic Barns Park.

CARRIED.

**3.**

The next item being “Updates on EPA Cleanup Grant activities at Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
John D’Addona, ECT  
Dan Tholen  
Karen Schmidt, BGHBP

No action was taken.

**4.**

The next item being “Consideration of options for TCL&P power line at Hickory Meadows,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Tim Arends, TCL&P

Michael McGeehan, GRP Engineering  
Linda Carps  
Karla Myers-Beman, TCL&P  
Jennifer Jaffe  
Emily Mitchell, HMAc

No action was taken.

**5.**

The next item being “Consideration of updated user agreements for Historic Barns Park,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

**6.**

The next item being “Consideration of solar power option for the agricultural well pump at Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Sarna Salzman, SEEDS  
Inara Kurt, TCCG

No action was taken.

**7.**

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.

**8.**

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

Karen Schmidt, BGHBP

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

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Matt Cowall, Executive Director

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF SEPTEMBER 3, 2014

DATE: FRIDAY, AUGUST 29, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

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



## SEEDS at the Historic Barns Park: September 2014

*It's been a full summer season with 50 Youth Corps members coming onto the SEEDS payroll among many other activities. We offer a lot of gratitude to the community and to the members of the Recreational Authority. Thanks for enabling the following to happen:*

1. *Work proactively and cooperatively with management entities.*
  - a. Congratulations to the TCCG on achieving nonprofit status! This will greatly improve our capacity to formally work together by streamlining lines of communication and financial management strategies.
    - i. Thanks for working with us through the details of solar irrigation.
  - b. Thank you to the BGHBP for helping keep our grass mowed near and around the farm.
    - i. Thanks also for letting us have Youth Corps students and our Culinary Educator bring the pizza oven to your recent open house.
    - ii. Also, for connecting us with the Northern Restoration who allowed our Youth Corps HOPE Crew, focused on Historic Renovation, to shadow them on the walled garden for the day. Students saw how their new skills are utilized in a broader marketplace and met valuable job-prospect contacts.
  - c. As part of Youth Corps pre-service training, we removed a large grove of Autumn Olive inside and outside the Walled Garden. All the material that was cut down was chipped and used onsite.
  
2. *Expand upon the detail in the Master Site Plan and support the RA's Business Plan.*
  - a. Thanks also to Matt and the RA for strategizing around the Energy Farm concept and its development. We are optimistic about the partnerships and proposals that have been forming in the last several months.
  - b. As we hoped, our plant selections – including interspersing onions into the mix – for the pollinator-friendly beds at the fenceline have not been terribly damaged by deer and other pest pressure.
    - i. We also decided not to mow down a large section of volunteer milkweed. Through the season in this plot we saw a great many other native flowering plants as well as butterflies and pollinators.
  - c. The Farm has been growing well and productive all season.



More friends are visiting the Park than ever. Below is a juvenile hawk caught finding a farm treat.



- d. Building 223 now has improved storage capacity including a sizable loft making for much more floor and work space inside.
3. *Continue to build an educationally focused farm operation.*



Weeding feeds Laticia's soul!

- a. Year-to-date, SEEDS has invested well over 1000 hours of Youth Conservation Corps time in activities on the property, the vast majority of which were farm specific. Youth and VISTA members have taken primary responsibility for fulfilling the labor needs of the farm, learning by doing.
  - b. Crews have been working on garden infrastructure including improving irrigation, installing raised beds, adding a vegetable wash station, upgrading the hoop house, fencing improvements, and live-catching woodchucks!
  - c. So far, we have harvested nearly 1000 pounds of produce this year including hundreds of pounds of storage crops to be utilized by our culinary educators during the coming school year. We have also worked with Youth to market crops at the Village Farm Market as well as using farm ingredients as pizza toppings for the local events we bring our pizza oven to.
4. *Continue building educational programming in relation to the site.*
- a. During the week of June 16, fifty (50) youth employed on SEEDS Youth Conservation Corps summer teams underwent pre-service training, which



Team Leader, Rick Magee, sets his team up for success by reviewing the plan.

- involved an orientation to the entire Historic Barns Park.
- b. Oryana provided access to their informational bee signage and we installed some at the pollinator beds along the trail at the edge of the farm.

5. *Continue to foster onsite relationships with other groups and individuals.*
  - a. The biggest news in this arena will be the successful submission of grant proposals to fund the master planning of the Energy Farm concept. The Community Foundation and Rotary Charities very interested in the project. For these proposals we have received generous commitments of time and advice from a well-rounded and well connected advisory team:
    - i. *Skip Pruss, 5 Lakes Energy*
    - ii. *Jim MacInnes, Crystal Mountain*
    - iii. *Tim Pulliam, Keen Technical Solutions*
    - iv. *Debbie McKeon, Council of Michigan Foundations*



Members of the All-Girls Youth Corps crew making garden bed signs.  
Thank you Biederman Family Foundation and Child & Family Services!



September 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 June 1 through August 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. This is the last Quarterly Report on the 2012-2014 Strategic Plan Goals. We will be developing new goals during our November 8, 2014 Strategic Planning Retreat, which will be reflected in the next Quarterly Report and the Annual Goals & Benchmarks Report.

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

September 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 as well as instilling a sense of individual ‘ownership’ of the Garden. We are projecting a total of \$24,000 in membership revenues for 2014. 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. More members are utilizing our member discount incentive program for gift shop purchases, local partner nursery and bookstore purchases, and Visitor Center & Tent Lawn rental. Each visitor to the garden is given a membership

form and encouraged to consider joining. We emphasize that since we cannot charge admission to the Garden, as it is a public park, membership is critical.

Speakers Program - A series of 15 classes and workshops for both children and adults was scheduled for the 2014 calendar year. During this past quarter, we offered workshops in Garden Art (watercolor, collage, plein air), Tree Care, Fairy Gardens, Introduction to Master Gardening, Ikabana Flower Arranging, Green Roofs, and Willow Furniture Construction. 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 such an important component of our mission.

Regular Visitor Center Hours - With a full-time manager overseeing the Visitor Center six days a week, from 9 a.m. to 5 p.m. from May 1 through October 31 we have been able to raise both awareness and public participation at the Historic Barns Park and Botanic Garden. During the past three months we had over 700 families and groups of visitors sign in on our guest book. Since less than 70% of our visitors sign in, and since each family or group tends to sign once for the whole group, we can estimate that we have had well over 2,000 visitors stop in to learn more about the garden and take part in our tours this quarter. Although many of the visitors were from this region or state, our guest book reflects the fact that we have had visitors not only from all over America, but every continent but Antarctica. In addition to our Visitor Center manager, Mike McNulty, we have at least two volunteer docents on duty each day, who provide tours of the park and garden, sharing the history of the site and the future plans as well.

The Botanic Garden featured a number of local Artists-of-the-Month this quarter, displaying their work in the Visitor Center Gallery and upstairs meeting room. Their artwork is always available for purchase through the gift shop. During June we featured the works of the 44 finalists in the ArtCenter's Art in the Garden juried show. July highlighted the stained glass work of Brian Strickland and August was the multi-media pictures and pottery of Kathy Brady. A reception will be held at the Visitor Center Thursday, September 4 from 5 to 7 pm to celebrate our next Artist-of-the-Month, Beth Bynum. Since one of the Brainstorming the Barns goals for the park was Art, the Artist-of-the-Month program helps to address that need.

Events – The Botanic Garden had an Open House on Sunday, August 10 so the public could 'take a peek at the progress of the park and Garden'. Live music, food vendors, tours and garden craft sales were available throughout the day and a special dedication of the Macy's Pergola and the Walled Garden was held. A donor appreciation event is scheduled for the evening of Monday, September 8 for donors who supported the capital campaign and the Botanic Garden. Thomas Woltz of Nelson Byrd Woltz will be the featured speaker, discussing not only his present projects but his future plans for the Garden.

## 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 partnered with the ArtCenter for a month-long “Art in the Garden” program, including a juried art show, reception and exhibit, 2 classes (“Celebrating Spring Flora Through Painting”, and “Art Collage”) and a Plein Air Paint Out Day, with all events held at The Botanic Garden.
- BGHBP continues to partner with the Master Gardener Association of NW Michigan. This partnership includes sharing speaker programs and hosting a Master Gardener Introduction workshop at the site this quarter.
- 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 quarter we presented a program for residents of Hawthorn, Evergreen, and Willow Cottages. This quarter 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 taught 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 planted over 250 perennials in the south garden this quarter and will expand this garden when work on the silo pool is completed.
- Dave Webster Construction is a significant partner with the Botanic Garden. Last 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. It enabled the Garden to hydro-seed the tent lawn this quarter for both beauty and events.

- 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, taught a workshop this quarter at the Visitor Center on the care of home landscape trees, and are helping to maintain some of our new tree plantings as well as some of our more striking older trees.
- SEEDS removed Autumn Olive shrubs from around the Walled Garden and chipped the branches. In turn, Botanic Garden volunteers have been mowing the grassy areas in the SEEDS farm. They are also mowing along the Community Garden fence to suppress weed growth.
- The Botanic Garden has an exciting new research partnership with Michigan State University's Horticulture Department. The Botanic Garden will be working with Dr. Robert Schutzki, MSU Associate Professor, to trial a large number of shrubs, perennials and grasses in our more northerly climate. A special area for plant trials at the Garden will be cultivated, amended and planted this fall.
- We look forward to partnering with regional schools this fall for educational opportunities at the Garden

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

During this quarter, BGHBP gave daily tours (up to 14 tours a day) as well as presentations to individual clubs and organizations. These included:

- June 10 – Trillium Garden Club presentation & wagon tour
- June 12 – Kalkaska Garden club – presentation in Kalkaska
- June 17 – Glen Lake Garden Club – presentation & tour
- June 17 - Dept. of Natural Resources Trust Fund presentation and tour
- June 19 – Frey Foundation tour
- July 20 – Twin Bay British Car Club tour & presentation
- August 12 – T.C. Visitor & Convention Bureau Volunteer Tour & presentation
- August 16 – Tip of the Mitt Miata Club

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 we held volunteer work-bees on June 13 and July 26, planting, weeding, etc. with over 50 volunteers at the two events. A large team of volunteers assisted with the Garden Fest open house as well.

**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. This is the only 3-year Strategic Plan goal we have not completed, but we will continue to pursue a long-term agreement option with Garfield Township and the Recreational Authority, hopefully over the next year.

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 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 36 meetings or events at the Visitor Center (7 rentals, 14 days of Botanic Garden workshops, 3 events, and 12 board and partner meetings. 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 this spring at the lower level of the Visitor Center, featuring locally produced items, local artwork, and Botanic Garden logo wear. Revenues from the gift shop help with operational costs, including the one-time purchase of gift shop cabinets, display cases and shelves.

Classes and Workshops – Throughout this summer, the Botanic Garden has offered a series of classes and workshops. Not only do these workshops support our goal of education, but revenues from these educational offerings help offset operational costs.

### **CAPITAL FUNDING**

In December, the Botanic Garden was awarded a 3-year \$60,000 Rotary Organizational Capacity Grant for Financial Development assistance. Working with our new team of two highly experienced Development Professionals we began work creating a development calendar, a draft of an annual giving program, and completion of two grant requests. They will provide Board Development training in October, and will assist the Board Search Committee to identify candidates with strong development skills. Throughout the Financial Development process, we 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 1300 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. Additional components of our professional wall-hanging system for the display of artwork and interpretive materials was purchased and installed by board members. New cabinetry and shelving for the gift shop was purchased and installed this quarter. The Visitor Center is cleaned and maintained daily by our manager and volunteers, and floors are professionally cleaned monthly. The Botanic Garden is contracting with American Waste for weekly trash and recycle services and contracts with BARC on an as-needed basis for larger events.

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 kept those lawns watered daily. We are holding off on irrigation until all excavation work and pool construction is completed, to avoid damage to an irrigation system.

The BGHBP's Landscape Committee is actively working on the selection and ordering of perennials and bulbs for fall planting. They oversaw completion of the Silo Conversation Circle this quarter and are working with Nelson Byrd Woltz and Lightning Turtle Landscape on the design and construction timeline for the retaining walls and silo pool and waterfall, with a completion goal of late fall. 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 Garden has raised \$5,000 so far for this \$22,000 project, and has submitted a U.S. Forestry Dept. grant for this project as well.

The Botanic Garden raised \$6,000 to go towards the renovation work on the Pavilion, which is currently undergoing work on the floor and railings.

Northern Restoration completed work on the restoration of the stone foundation of the old Horse Barn, which will serve as the future Walled Garden. The Botanic Garden is currently taking bids for the removal of the concrete floor of the Walled Garden. Once the concrete is removed, topsoil and soil amendments can be incorporated in preparation for spring planting.

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 BARN PARK**

The Botanical Garden Society legally changed its name to The Botanic Garden at Historic Barns 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 a new Facebook image, and incorporated into our Donor Recognition event invitations. Brand Tonic will work with us to design the sign for the upper level of the Visitor Center as well.



Volunteers Plant 800 groundcover plants under the cherry trees.



The new Gift Shop cabinets and shelves are installed at the Visitor Center

Our first wedding at the Garden!





Getting ready to make willow furniture at the Bim Willow workshop



Live entertainment on the Pavilion at Garden Fest!

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF SEPTEMBER 3, 2014

DATE: FRIDAY, AUGUST 29, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF USER AGREEMENTS AND EVENT  
MANAGEMENT FOR HISTORIC BARNES PARK

Attached please find an updated use policy and permit application for Authority event rentals at Historic Barnes Park, incorporating changes requested by the Board at the July 2, 2014 meeting.

Also attached is a draft RFP to solicit professional consulting assistance in establishing the rental enterprise. As presently envisioned, this shorter-term assistance would help to ramp up and organize initial operations for facility rentals, as well as help to identify and accurately solicit long-term contractual assistance for managing the enterprise.

We will review all three documents together on Wednesday night. I would like to go ahead and receive formal permission to release the consultant RFP when it's ready, understanding that some revisions may yet remain. A final review will be conducted by counsel to the Authority prior to any official release.

If we progress to a point that pleases the Board, the following motions would be appropriate:

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

**That the Executive Director be authorized to issue a request for proposals for an event facility management consultant.**

**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 in 2015. 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, heating and cooling.

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. Use of other areas of the Park make take place before, during or after the Event.

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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 six (6) weeks 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 six (6) weeks of the date of the Event, the reservation will be void.

## Section V. Scope of Permit.

Authorization to use the Cathedral Barn includes customary use of any 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 VI. 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 VII. 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 upon receipt of the invoice. 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 and Parking. 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. If desired, shuttle services or other arrangements to accommodate offsite parking are the responsibility of the Applicant and the Permit Holder.

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. Insurance. Unless waived by the Recreational Authority, all Permit Holders shall provide insurance as follows (we recommend sharing this section with your insurance provider):

- A. Comprehensive general liability insurance - \$1,000,000 per occurrence and such additional insurance and coverage as may be required for special activities. 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. The policy shall name the "City of Traverse City and Charter Township of Garfield 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.

11. 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 (we recommend sharing this section with your alcohol provider).

- 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 "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 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 Authority, c/o Executive Director, 324 Munson Avenue, Traverse City, Michigan 49686.

12. Security. The Recreational Authority cannot be held responsible for loss, theft or damage to property belonging to event participants. The Authority reserves the right to inspect and control all events held on the premises. Liability for damages to the premises and conduct of the guests in attendance will be the responsibility of the Applicant and the Permit Holder.

The Authority may require security for weddings, concerts and other social events that relate to large numbers of guests and/or the sales and service of alcoholic beverages. The fee for additional security will be determined during the planning process of the event and will be the responsibility of the organization/individual.

13. 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.

14. 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.

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. For any movie to be shown at an Event where the general public is invited, proof of public performance rights from the Motion Picture Licensing Corporation, SWANK Motion Pictures, Inc., or similar licensing entity 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.

19. 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.

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

21. 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 Grand Traverse Metro Fire Marshal at 231-947-3000 to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection at least seven (7) days before the Event. An additional permit may need to be obtained from the Fire Marshal.

22. Indoor Spaces. All Events requiring tables, chairs, display spaces, booths, equipment 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.

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

24. 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 (currently

a 10 p.m. cutoff for outdoor events). The Recreational Authority retains the right to prohibit any sound amplification it determines to be disturbing to Park guests.

25. 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.

26. 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 VIII. 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 IX. 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 10 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.

#### Section X. 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

DRAFT

## 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: \_\_\_\_\_ *(If over 300 people, Garfield Township approval is required. Please contact Garfield Twp. Planning & Zoning at 231-941-1620 to obtain approval.)*

Event Description: \_\_\_\_\_

Start Time: \_\_\_\_\_ End: \_\_\_\_\_ *(Setup is generally same day unless otherwise approved)*

Location/Site: \_\_\_\_\_

Name of Permit Holder: \_\_\_\_\_

Permit Holder Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Permit Holder Email: \_\_\_\_\_

1. Are you setting up any outdoor equipment such as tables, portable toilets, trash receptacles, public address systems, chairs, tents, etc.?  Yes  No. *If yes, please provide a site plan. An additional permit may need to be obtained from the Grand Traverse County Fire Marshal.*
  
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 (currently 10 p.m. for outdoor events).*
  
7. Will there be movies shown where the general public is invited?  Yes  No. *If yes, you must provide the Authority with a copy of the license to show the movie from the Motion Picture Licensing Corporation, SWANK Motion Pictures, Inc., or similar licensing entity prior to the Event.*

Deposit (50%): \$ \_\_\_\_\_  
 Remaining 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

September xx, 2014

DRAFT REQUEST FOR PROPOSALS:  
EVENT FACILITY MANAGEMENT CONSULTANT

Issued by

The City of Traverse City and Charter Township of Garfield Recreational Authority  
c/o Matt Cowall, Executive Director

324 Munson Avenue

Traverse City, Michigan 49686

Phone: 231-929-3696

Fax: 231-929-3771

Email: [mcowall@liaa.org](mailto:mcowall@liaa.org)

EXECUTIVE SUMMARY

The City of Traverse City and Charter Township of Garfield Recreational Authority (“*Recreational Authority*”) invites sealed bids (referred to herein as bid(s) or proposal(s)) from visionary, community-minded companies or individuals that have demonstrated professional expertise in the management, operation, administration, leasing, scheduling, and marketing of event facilities for events such as weddings and wedding receptions, meetings and conferences, staged and theatrical performances, and community events. The selected firm (“Contractor”) will serve as an expert consultant to the Authority in preparation for the opening of the Cathedral Barn at Historic Barns Park as a public event space.

I. BACKGROUND INFORMATION AND PROJECT REQUIREMENTS

I-A. BACKGROUND

The Grand Traverse Commons is one of the largest mixed-use historic redevelopment efforts in the nation. The Commons is the 500-acre campus of the former Traverse City State Hospital (1881-1989), a nationally significant site that has some of the most notable historic structures in northern Michigan. Through extensive and ambitious public and private partnerships, the Commons is being transformed into a unique micro-community of residences, businesses, schools and preserved open space.

Historic Barns Park includes 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).

In 2004, voters in Traverse City and the Charter Township of Garfield overwhelmingly approved a millage funding the purchase of the Barns site and two other properties for development into public parks, to be overseen by the newly formed Recreational Authority. The Recreational

Authority is a joint municipal body governed by a seven-member citizen Board of Directors. The millage only provided the Authority with a very modest operating budget to be spread across all three properties. As a result, the Recreational Authority has always had to seek additional partnerships and sources of funding to improve and maintain the three parks.

In 2007, an extensive public visioning process known as “Brainstorming the Barns” established that the Barns and surrounding property should remain in public use, and that use of the Barns and surrounding property should be economically self-sufficient.

To rehabilitate the park and provide the experiences desired by the public, the Recreational Authority has employed a cooperative process in which community groups collaborate on a unified, shared, and synergistic approach to the use of the buildings and surrounding property. As a result, the park is home to the Botanic Garden at Historic Barns Park (BGHBP), a nonprofit organization dedicated to redeveloping 25 of the park’s 56 acres as a Botanic Garden for northwest Lower Michigan. Another nonprofit partner, SEEDS, conducts agricultural and ecological programming on the site. A third nonprofit, the Traverse City Community Garden (TCCG), operates several acres of community vegetable gardens that are open to the public.

In 2010, the Recreational Authority completed a business plan that focuses on the sustainable use of the Barns as community facilities. As the operating millage for the Authority is insufficient to maintain large buildings, a *facility rental enterprise* was identified in the business plan as the most viable way to provide operating and maintenance income for the Barns within the parameters established by the public.

The Cathedral Barn and an adjoining natural “Amphitheater” space form the centerpiece of the Recreational Authority rental enterprise. A three-year fundraising campaign was initiated in 2010 to provide the funds necessary to renovate the Cathedral Barn for public use. That campaign has reached its Phase I target, and renovation work on the Cathedral Barn is scheduled to be complete in the fall of 2014. The current Phase I 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 includes the addition of utility services, restrooms, catering space, and HVAC.

## I-B. SCOPE OF SERVICES TO BE PROVIDED

In the selected Contractor, the Recreational Authority seeks an enthusiastic partner in the park that shares the vision, excitement and commitment of the community in seeing this unique project succeed and thrive. The Contractor will provide professional guidance and expertise to the Recreational Authority in preparation for the use of the Cathedral Barn as an event space.

The scope of services may include, but would not necessarily be limited to, the following:

- a. Assist the Authority with the initial development and coordination of administration policies, procedures, calendars, user contracts and materials to competently, safely and legally manage and operate event facilities and services (i.e., an annual budget, marketing plan, events calendar plan).

- b. Assist the Authority with defining specific needs, roles and responsibilities for long-term management of the facility rental enterprise.
- c. Assist the Authority with identifying, soliciting and selecting long-term contractual assistance to manage the facility rental enterprise.
- d. Assist the Authority with booking, scheduling and managing events during the contract period.

#### I-C. CONTRACT TERM

The Recreational Authority envisions a contract with an original term of three (3) months, though respondents are free to suggest a different term in their proposal if they feel a different term (longer or shorter) would produce better results. The total term of the proposed contract may extend for additional months beyond the original term at the sole discretion of the Authority.

#### I-D. ANTICIPATED CALENDAR OF CONTRACTOR PRIMARY ACTIVITIES

##### Month 1

- a. Assist the Authority with the initial development and coordination of administration policies, procedures, calendars, user contracts and materials to competently, safely and legally manage and operate event facilities and services (i.e., an annual budget, marketing plan, events calendar plan).
- b. Assist the Authority with defining specific needs, roles and responsibilities for long-term management of the facility rental enterprise;
- c. Assist the Authority with booking, scheduling and managing events.
- d. Attend monthly meeting of the Recreational Authority Board of Directors to provide updates and solicit feedback.

##### Month 2

- a. Assist the Authority with identifying and soliciting contractual assistance to manage the facility rental enterprise by informing the development and distribution of Request for Proposal(s) to fulfill pertinent needs, roles and responsibilities.
- b. Assist the Authority with booking, scheduling and managing events.
- c. Attend monthly meeting of the Recreational Authority Board of Directors to provide updates and solicit feedback.

##### Month 3

- a. Based on responses to the Request for Proposal(s), assist the Authority with selecting long-term contractual assistance to manage the facility rental enterprise.
- b. Assist the Authority with booking, scheduling and managing events.
- c. Attend monthly meeting of the Recreational Authority Board of Directors to provide updates and solicit feedback.

#### I-E. COMPENSATION

Bids should be based on a detailed scope of work that clearly demonstrates hours and rates. Bids should be in not-to-exceed amounts. The Authority reserves the right to negotiate with the selected firm on the rates and fees as submitted in the bid.

## II. PROPOSAL REQUIREMENTS

The proposal should describe a Work Plan to be used to accomplish the tasks and services expected as defined in Section I above. The proposal should also describe the work that shall be necessary to satisfactorily complete the tasks and service requirements.

Please note that this Request for Proposals cannot identify each specific, individual task required to successfully and completely implement this service. The Recreational Authority relies on the professionalism and competence of the bidder to be knowledgeable of the general areas identified in the Scope of Services and of adequate competence to include in its proposal, including the proposed compensation, all required tasks and subtasks, personnel commitments, person hours, direct and indirect costs, etc. The Recreational Authority will not approve addenda to the selected Contractor's agreement that do not involve a substantial change from the general Scope of Services identified in this Request for Proposals.

Responses to this Request for Proposals shall be organized into five categories as follows:

### II-A. INFORMATION/BACKGROUND ON THE CONTRACTOR

Provide a brief introduction to include the size of the Contractor, the number of years in business, the availability of the Contractor to perform the tasks and services requested, and the history of the Contractor. Include key contact information (address, phone, fax, and email).

The Contractor must demonstrate skill and experience in the performance of event facility management. The Contractor's experience shall be set forth and submitted, as follows:

- a. Contractor ownership, and if incorporated, the state in which the firm is incorporated and the date of incorporation;
- b. Location of Contractor's office(s);
- c. Number of employees at location which will provide services to the Park, and total of all employees;
- d. Name, address, email address, and telephone number of the Contractor's point of contact;
- e. Contractor background/history;
- f. Contractor qualifications to provide the services described in this RFP;
- g. Length of time the Contractor has been providing services described in this RFP;
- h. A complete disclosure of any alleged significant prior or ongoing contract failure, as well as any civil or criminal litigation or investigation pending which involves the Contractor and/or Contractor employees proposed or assigned to this contract or in which the Contractor has been judged guilty or liable within the last five (5) years. If there is no negative history to disclose, please state that in the Proposal.

## II-B. KEY PERSONNEL/QUALIFICATIONS

Provide a résumé for each of the key persons proposed to work on this project. Any key subconsultants proposed should be identified, and information on their respective role in the project shall be included. The prospective Contractor shall designate, by name, the project manager to be employed for this project. Substitution of the project manager by the selected Contractor will not be allowed without prior approval by the Recreational Authority.

## II-C. PAST EXPERIENCE/REFERENCES

Provide at least three references from other governmental agencies, companies or private parties to include:

- a. Client name, client Project Manager, address, telephone number, and email address;
- b. Contract Term (starting date and ending date);
- c. Contract value; and
- d. Staff assigned to that project.

## II-D. UNDERSTANDING OF SCOPE OF SERVICES/WORK PLAN/TIMELINE

Demonstrate understanding of and expertise in the tasks and services requested in Section I, and provide a detailed Work Plan and timeline to accomplish the services described in this RFP. Please speak to any event facility management experience that may directly relate to the specific characteristics of Historic Barns Park (e.g., public setting, historic buildings, expertise in “green” events and waste minimization, etc.).

## II-E. BID FORMS

All Contractors shall indicate the proposed compensation for providing all-inclusive services on the Bid Summary Sheet provided below. Each bidder shall sign the Bid Summary Sheet giving bidder’s name, address and status, that is, whether an individual, partnership or corporation. Bidders shall be well qualified in the type of work which is included in this request for bids. Bids are solicited only from those who will start work promptly after the award is made. Also include a signed Consent to Background Check form, provided below, for each individual who will provide services under this proposal.

The Recreational Authority reserves the right to accept any bid or portions thereof or to reject any or all bids or portions thereof, and also to waive defects or informalities in bids should it deem it in the best interest of the Authority to do so.

## III. SUBMISSION OF PROPOSALS

To be considered, firms must submit a complete response to this RFP, using the format provided in Section II. Each proposal must be submitted in two (2) original copies to the Issuing Office with one copy being unbound, along with an electronic copy (PDF preferred). For this RFP, the proposal must remain valid for at least ninety (90) days. Facsimile (fax), email or other

electronically transmitted bids will not be accepted in lieu of printed copies.

All bids must be received by the Recreational Authority by the date and time shown in the cover letter. It is the responsibility of the bidder to see that any bid sent through the mail, or any other delivery method, shall have sufficient time to be received by the Authority prior to the bid due date and time. Bids shall be clearly marked and identified, sealed, and submitted to:

The City of Traverse City and Charter Township of Garfield Recreational Authority  
c/o LIAA  
324 Munson Ave  
Traverse City, MI 49686

Any questions, technical or otherwise, pertaining to this Request for Proposals must be submitted IN WRITING at least 10 days prior to the proposal due date specified in the cover letter and directed to:

Matt Cowall  
Executive Director  
The City of Traverse City and Charter Township of Garfield Recreational Authority  
324 Munson Ave  
Traverse City, MI 49686  
mcowall@liaa.org

Interpretations or clarifications considered necessary in response to such questions will be resolved by the issuance of formal Addenda to the RFP. Questions received less than 10 days prior to the proposal due date will not be answered. Only questions that have been resolved by formal written Addenda via the Executive Director will be binding. Oral and other interpretations or clarifications will be without legal or contractual effect.

Note that the bid, including all fees and compensation shall remain firm for a minimum of 90 days from the proposal submission deadline.

#### IV. CONTRACTOR SELECTION

Each proposal will be reviewed by the Recreational Authority Board of Directors or an evaluation subcommittee to determine if it meets the bid requirements. Failure to meet the requirements for the Request for Proposals may be cause for rejection of the proposal.

The Recreational Authority may, at its sole option, ask for interviews or oral presentations by any bidder(s) participating in this process. Attendance at any such interview will be at the bidder's expense. A final selection of the best qualified Contractor as determined by the Recreational Authority in its sole discretion will be determined following review of all proposals and/or formal oral presentations.

The selected Contractor will work closely with the Recreational Authority throughout the duration of the contract. A firm will be selected based upon the following factors and weightings:

- Firm Information/Background: 10%. Information on the history of the firm, selected firm background, and any negative history;
- Key Personnel/Staff Qualifications: 15%. Qualifications of the staff assigned to manage and provide services related to the project;
- Experience/References: 10%. Past experience and client references;
- Understanding of Scope of Services and Work Proposal: 25%. Proposed work approach to the project, including all tasks and services defined in the document, and a demonstrated interest in and commitment toward this unique community project;
- Cost: 40%.

The selected Contractor will be expected to enter into a contract with the Recreational Authority. The contract may contain service performance requirements and penalties for non-compliance. Failure to enter into the contract within 10 days of award will be cause for voiding the award of the contract. The Authority may then negotiate and execute a contract with the next highest ranked Contractor.

## V. GENERAL INFORMATION

### V-A. ISSUING OFFICE

This RFP is issued by the City of Traverse City and Charter Township of Garfield Recreational Authority. Matt Cowall, Executive Director, is the point of contact for purposes of contract administration and oversight: Matt Cowall, LIAA, 324 Munson Avenue, Traverse City, MI 49686, (231) 929-3696, [mcowall@liaa.org](mailto:mcowall@liaa.org).

### V-B. CONTRACT AWARD

Contract negotiations will be undertaken with those bidders whose proposals show them to be qualified, responsible, and capable of performing the work. The contract that may be entered into will be that which is most advantageous to the Recreational Authority. The Recreational Authority reserves the right to consider proposals or modifications received at any time before award is made, if such action is in the best interest of the Recreational Authority. The Authority may choose all or part of the content of one or more responses for further consideration and possible development.

### V-C. REJECTION OF PROPOSALS

The Recreational Authority reserves the right to reject any, all, or portions of proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Recreational Authority. The Recreational Authority does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

### V-D. WITHDRAWAL OF PROPOSALS

A Proposal may be withdrawn, or modified or in the manner that a Proposal must be submitted, prior to the date and time for opening the proposals.

#### V-E. INCURRING COSTS

All costs associated with responding to this RFP shall be the responsibility of the Contractor. The Recreational Authority is not liable for any cost incurred in responding to this RFP.

#### V-F. ADDENDA TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all bidders who received the basic RFP. If the specifications are obtained indirectly or from the Authority's website at <http://www.traversecitymi.gov/recauthority.asp>, it is the sole responsibility of the bidder to check the website for updates and addendums prior to the proposal being submitted.

#### V-G. RESPONSE DATE

To be considered, proposals must arrive at the Issuing Office on or before the date and time specified in the cover letter. Bidders mailing proposals should allow normal delivery time to insure timely receipt of their proposals.

#### V-H. PROPOSALS

To be considered, firms must submit a complete response to this RFP, using the format provided in Part II. Each proposal must be submitted in two (2) original copies to the Issuing Office with one copy being unbound, along with an electronic copy (PDF preferred). For this RFP, the proposal must remain valid for at least ninety (90) days.

#### V-I. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

#### V-J. INTERVIEW/ORAL PRESENTATION

The Recreational Authority may request an interview and/or oral presentation of any interested parties who submit a proposal. These meetings provide opportunity for the issuers to ask questions and for the bidder to clarify the proposal. The Issuing Office will schedule these presentations if needed.

#### V-K. PRIME CONTRACTOR RESPONSIBILITIES

The selected bidder will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the Recreational

Authority will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

#### V-L. NEWS RELEASES

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made without prior Recreational Authority approval, and then only in coordination with the Issuing Office.

#### V-M. DISCLOSURE OF PROPOSAL CONTENTS

Proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

#### V-N. CONTRACTOR'S LIABILITY

The selected bidder will provide and maintain general and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFP as required by the Recreational Authority. The selected bidder is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the Recreational Authority prior to contract execution and will be included as a contract rider.

The successful bidder shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

#### V-O. RECREATIONAL AUTHORITY LIABILITY

The selected bidder agrees to indemnify, defend, and save harmless the City of Traverse City and Charter Township of Garfield Recreational Authority and its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the City of Traverse City and Charter Township of Garfield Recreational Authority as provided herein.

#### V-P. EXAMINATION OF BIDDING DOCUMENTS, OTHER RELATED DATA, AND SITE

On request, owner will provide bidder access to the site to conduct examinations, investigations, explorations and studies as bidder deems necessary for submission of a proposal.

It is the responsibility of each bidder before submitting a bid to:

1. Examine and carefully study the bidding documents, including any addenda and

- the other related data identified in the bidding documents;
2. Visit the site and become familiar with and satisfy bidder as to the general, local, and site conditions that may affect cost, progress, and performance of the work;
  3. Become familiar with and satisfy bidder as to all federal, state, and local laws and regulations that may affect cost, progress, or performance of the work;
  4. Agree at the time of submitting its bid that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its bid for performance of the work within any price bid and within the times and in accordance with the other terms and conditions of the bidding documents;
  5. Become aware of the general nature of the work to be performed by owner and others at the site that relates to the work as indicated in the bidding documents;
  6. Correlate the information known to bidder, information and observations obtain from visits to the site, reports and drawings identified in the bidding documents, and all additional examinations, investigations, explorations, tests, studies, and data with the bidding documents;
  7. Promptly give the Recreational Authority written notice of all conflicts, errors, ambiguities, or discrepancies that bidder discovers in the bidding documents and confirm that the written resolution thereof by the Executive Director is acceptable to bidder; and
  8. Determine that the bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work.

Bidder has been provided with a November 5, 2010 Due Care Plan and a November 24, 2010 Environmental Studies Report prepared by Inland Seas Engineering for the Recreational Authority regarding environmental conditions at the Property:

[ftp://www.liaa.org/energypark/Environmental\\_Studies\\_Historic\\_Barns\\_Park/Facility\\_Mgmt\\_RFP](ftp://www.liaa.org/energypark/Environmental_Studies_Historic_Barns_Park/Facility_Mgmt_RFP)

The successful bidder shall be required to execute a waiver and acknowledgment form agreeing that it has received a copy of the report(s), will comply with the report(s), will assume the risk and waive any liability for the conditions identified in the report, and shall insure that any subcontractors will do the same.

#### V-Q. INVESTIGATIONS

The Recreational Authority reserves the right to make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Authority all such information and data for this purpose as the Authority may request. The

Authority reserves the right to reject any Proposal at any time if the evidence submitted by or investigation of such bidder fails to satisfy the Authority that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

The submission of a bid will constitute an incontrovertible representation by bidder that bidder has complied with every requirement of this Part V, that without exception the bid is premised upon performing and furnishing the work required by the bidding documents and applying any specific means, methods, techniques, sequences, and procedures of construction or performing the work that may be shown or indicated or expressly required by the bidding documents, that bidder has given the Executive Director written notice of all conflicts, errors, ambiguities, and discrepancies that bidder has discovered in the bidding documents and the written resolutions thereof by Executive Director are acceptable to bidder, and that the bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work.

By submitting this Proposal, the Contractor waives any and all claims against the Recreational Authority related to the Recreational Authority's selection of the successful Contractor.

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE:** Event Facility Management Services at Historic Barns Park

**DUE DATE:** DATE, 2014, 2:00 p.m.

Having carefully examined the attached specifications and any other applicable information the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder understands and agrees that all necessary permits, licenses and insurances must be obtained and that all applicable federal, state and local codes, laws and regulations must be complied with.

Bidder understands and agrees, if selected as the successful bidder, to accept a Contract and to provide proof of the required insurance.

Bidder understands that the Authority reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the Authority. The bid will be evaluated and awarded on the basis of best value to the Authority. Criteria used will include but will not be limited to, price, accessories, options, and overall capability to meet the needs of the Authority.

Bidder agrees that the bid may not be withdrawn for a period of ninety (90) days from the actual date of the opening of the bid.

Proposed Monthly Retainer (100% summer rate): \$ \_\_\_\_\_

Proposed Performance-Based Commission (percentage of net income): \_\_\_\_\_ %

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Email

Circle one: Sole proprietorship / partnership / corporation

\_\_\_\_\_  
If corporation, state of corporation

**Consent to Background Check**

**(Must be completed by each individual who will provide services under this Proposal)**

Name of Firm Submitting Bid: \_\_\_\_\_

By signing the release below, I hereby authorize the Recreational Authority to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services to release information about my background including, but not limited to, information about employment, education, driving record, criminal record and general public records history to the Recreational Authority.

I release from all liability all persons, companies, schools supplying such information. I indemnify and hold harmless the Recreational Authority, its agents and officers from and against any claims, damages, or liability, which may result from making such requests. This release shall remain in effect for the length of the contract with myself, my corporation or the corporation with which I am employed. I understand and I may have a right to request additional disclosures regarding the nature and scope of the investigation.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name: \_\_\_\_\_

(Please print) Other names used: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date received degree (if applicable) \_\_\_\_\_

Social Security #: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Individual to Perform Services under this agreement)

\_\_\_\_\_  
(Signature of head of Firm/organization CEO)

\_\_\_\_\_  
(Date)

EXHIBITS  
Map of Park and Facilities

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF SEPTEMBER 3, 2014

DATE: FRIDAY, AUGUST 29, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF CONCEPTUAL DESIGN FOR KIOSK AT  
HISTORIC BARNS PARK

As part of the MNRTF grant through Garfield Township, we are committed to developing a “wildlife viewing platform” at Historic Barns Park. We also have a smaller grant from the Northwest Michigan Council of Governments to develop a park kiosk near the commuter trail.

We had been looking into ways to combine the platform effort with the rehabilitation of the Pavilion (Building 226), but now that other funds have been secured for the Pavilion, we are focused on siting the platform between the wetland area and the commuter trail in the northeast corner of the park, near the park entrance off Silver Drive. That location would also be an advantageous spot to incorporate the kiosk, which could also serve as park signage for southbound Silver Drive.

We will prepare an initial conceptual drawing and maps for review at the meeting on Wednesday night. An RFP would be issued to formally engineer and construct the platform/kiosk, permission for which I would seek on Wednesday night as follows:

**That the Executive Director be authorized to issue a request for proposals for construction of a wildlife viewing platform and informational kiosk at Historic Barns Park.**

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

FOR THE MEETING OF SEPTEMBER 3, 2014

DATE: FRIDAY, AUGUST 29, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

### **General Operating Fund:**

LIAA	Management Services - July 2014	\$ 4,142.50
LIAA	Copy costs, postage, mileage - July	\$ 103.64

### **Debt Service Fund:**

None		
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### **Construction Bond Fund:**

Eckler Building Solutions	Pay Request 1, Barn 204 renovations	\$ 167,944.95
Environment Architects	Architectural and engineering on Barn 204	\$ 16,046.37
Environment Architects	Architectural and engineering on Barn 204	\$ 9,146.29