

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

7:00 p.m.

Wednesday, October 1, 2014

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

Posted: 9-26-14

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

Agenda

Roll Call.

1. Consideration of approving the minutes of the regular meeting of September 3, 2014. (Matt Cowall)
2. Reports. (Matt Cowall et al)
 - Construction updates on Barn 204 (Ray Kendra)
 - EPA Cleanup Grant at Historic Barns Park (ECT)
 - Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
 - Community Gardens
 - Grand Traverse Conservation District and Hickory Meadows
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
3. Consideration of maintenance and snowplowing services. (Matt Cowall)
4. Consideration of fee framework for different event types at Historic Barns Park. (Matt Cowall)
5. Report regarding payment of expenditures. (Matt Cowall)
6. Public Comment.
7. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 1, 2014

DATE: FRIDAY, SEPTEMBER 26, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of September 3, 2014.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of September 3, 2014, be approved.

K:\recreationalauthority\packetcommunications\20141001.docx

Minutes

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

September 3, 2014

A regular 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 7:33 p.m.

The following Directors were present, constituting a quorum: Michael Groleau, Secretary; Tim Hughes, Treasurer; Molly Agostinelli; Chris Bzdok (arrived 7:57 p.m.); and Matt McDonough.

The following Directors were absent (excused): Ross Biederman, Chair; and Jeanine Easterday.

Secretary Groleau presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the special meeting of August 13, 2014,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Agostinelli, that the minutes of the special meeting of August 13, 2014, be approved.

CARRIED.

2.

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

Matt Cowall, Executive Director

Sarna Salzman, SEEDS
Ray Kendra, Environment Architects
Michael Haynes, TCCG
Karen Schmidt, BGHBP
Tom Vitale, GTCD
Dan Tholen, Rolling Centuries Farm
Emmy Lou Cholak, Rolling Centuries Farm

Moved by McDonough, seconded by Bzdok, that the competitive bidding process be waived, and that the Chair and Secretary be authorized to execute an agreement with Tobin & Company, PC, in the amount of \$2,300 for professional audit services for the fiscal year ending June 30, 2014, subject to approval as to form by General Counsel and to substance by the Executive Director.

CARRIED.

3.

The next item being “Consideration of updated user agreements and event management for Historic Barns Park,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Hughes, that the Historic Barns Park Use Policy and Application for Permit be approved.

CARRIED.

Moved by Bzdok, seconded by Agostinelli, that the Executive Director be authorized to issue a request for proposals for an event facility management consultant.

CARRIED.

4.

The next item being “Consideration of conceptual design for kiosk at Historic Barns Park,” Secretary Groleau introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Jeanne Snow, BGHBP

No action was taken.

5.

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

Matt Cowall, Executive Director

No action was taken.

6.

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

Emmy Lou Cholak, Rolling Centuries Farm
Jeanne Snow, BGHBP

There being no objection, Secretary Groleau declared the meeting adjourned at 8:54 p.m.

Matt Cowall, Executive Director

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 1, 2014

DATE: FRIDAY, SEPTEMBER 26, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

- Construction updates on Barn 204 (Ray Kendra)
- EPA Cleanup Grant at Historic Barns Park (ECT)
- Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
- Community Gardens
- Grand Traverse Conservation District and Hickory Meadows
- Any reports from Board members
- Executive Director's report and possible verbal updates

Matt Cowall
Executive Director
City of Traverse City and Charter Township of Garfield Recreational Authority
324 Munson Avenue
Traverse City, MI 49686

September 3, 2014

Dear Matt,

The following document and attachments outlines extra work to date that would be considered Contingency items for Barn 204 located at the Historic Barns Park project.

- A. Create One-Hour Enclosure for Fire Pump (New Room) and associated piping and electrical adjustments; this was a requirement of field inspector and not part of initial code review or contract documents.

THIS IS NOT OPTIONAL.....ADD \$8,330.00

- B. Eckler Building Solutions attempted to reduce the stair cost in their initial value engineering but as all engineering requirements were factored in there was not cost savings so this line item needs to be added back into the budget.

.....**THIS IS NOT OPTIONAL**ADD \$15,000.00

- C. Modify plumbing fixture specification to accommodate lower than expected water pressure **THIS IS NOT OPTIONAL**DEDUCT \$582.00

- D. Modify ductwork from value engineered spiral duct design back to rectangular duct as originally designed to maximize headroom and coordinate with other building elements **THIS IS NOT OPTIONAL**ADD \$400.00

Total Required Additional Work.....ADD \$23,148.00

E. OPTIONAL ITEMS

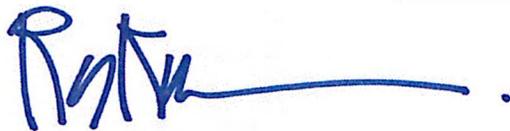
- a. Add (2) light bollards at upper entry and (2) light bollards at lower entry. This could be split up and only add bollards at top or bottom entry which would reduce cost.....ADD \$16,550.00
- b. Add light fixture above garage door.....ADD waiting for pricing
- c. Add additional lighting at top of low wall (north and south side of upper level as originally designed and removed as part of value engineering.....ADD waiting for pricing

F. POTENTIAL ADDITIONAL WORK

- a. We have just enough existing wood for floor but we had indicated several areas where the wood base was to be made of salvaged barn wood and we have not determined if that material will be available on site. If required we would expect this additional cost to be less than\$2,500.00

Please let me know if there are specific questions.

Respectfully,



Ray Kendra, AIA

May 7, 2014

Cathedral Barn Implementation Phase I Post Bid Addendum #1 Value-Engineering Cost Analysis

**A. Revised Base Bid received 4-28-14 apparent low bidder:
Eckler Building Solutions.....\$886,000.00**

Suggested alternates:

- a. **Fire Suppression:** Delete Fire Protection at barn 206; deduct (\$22,500.00) note that there would be additional insulation required to complete actual suppression of Barn 206 and we feel it would be cost prohibitive at this time.
- b. **Electrical:**
 1. Use aluminum feeders in lieu of copper; deduct (\$8,000.00).
- c. **Mechanical:**
 1. Use round duct in lieu of rectangular; deduct (\$4,500.00). Note this may require some ductwork modifications in future phases.
 2. Downsize Heat Pump Units from 10 ton to 7.5 ton; deduct (\$4,000.00). Note: This may require pre-cooling the Barn on a hot day when a large group is expected. Additionally separate units will be required to accommodate future build-out.
 3. Eliminate duct insulation; deduct (\$2,700.00). Duct is in insulated and conditioned space.
- d. **Sitework:**
 1. Eliminate grading and retention at north side of Barn 204; deduct (\$6,400.00).
 2. Based on existing grades there is a high probability Alternate C-1 will be required which involves a stone retaining wall to make up grade difference at existing bike path; Add (\$4,100.00)
- e. **Architectural:**
 1. Change steel exterior stair to wood; deduct (\$15,000.00). The original intent was steel stair would be utilized in future stair tower but this would essentially be a temporary stair that will not be salvaged.
 2. Provide Luxury Vinyl Tile in lieu of reclaimed wood floor; Deduct (\$19,245.00). There was strong sentiment against pursuing this alternate but it is a large deduct opportunity.

Based on these items we feel the lowest figure to open the barn for four season use with minimum elements would be \$827,000.00. This is without removing the reclaimed wood floor from the project which would reduce the project total to \$807,755.00.

Base Bid \$886,000.00
Less Electrical Deducts.... \$8,000.00
\$878,000.00
Less Fire Suppression Deducts.... \$22,500.00
\$855,500.00
Less Mechanical Deducts.... \$11,200.00
\$844,300.00
Less Sitework Deducts.... \$2,300.00
\$842,000.00
Less Architectural- Exterior Stair Deduct.... \$15,000.00
\$827,000.00
Less Architectural Wood Floor Deduct.....\$19,245.00
\$807,755.00

We would further suggest the Rec Authority maintain a contingency of minimally 5% and preferably 10% to cover typical unforeseen project costs particularly based on the age of the structures.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 1, 2014

DATE: FRIDAY, SEPTEMBER 26, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF MAINTENANCE AND SNOWPLOWING SERVICES

Current contracts for general maintenance and snowplowing services focused on Historic Barns Park expire in November. Since the current contracts were developed in 2011, the needs of the park have evolved considerably. This agenda item is reserved to discuss options and a desired suite of services to inform any new solicitation(s) for these services.

K:\recreationalauthority\packetcommunications\20141001.docx

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 1, 2014

DATE: FRIDAY, SEPTEMBER 26, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF FEE FRAMEWORK FOR DIFFERENT
EVENT TYPES AT HISTORIC BARNS PARK

Early interest in use of the Cathedral Barn in 2015 has been nearly exclusively for weddings, though other event types are beginning to make inquiries as well. The Authority's business plan estimates average revenues for several different types of events; I am planning to use these revenue estimates to help frame the initial rental rates for different types of events. We will review and discuss these estimates together on Wednesday night.

K:\recreationalauthority\packetcommunications\20141001.docx

Event Type	Average Revenue*	Description
Community Service Functions	\$ 200	
Weddings	\$ 3,000	Projected to be the biggest source of rental income. Price is comparable to, if not a little under, similar venues.
Conferences	\$ 400	Rental price is comparable to similar venues.
Concerts	\$ 750	Concerts in 2013 and 2014 are contemplated to be fewer and smaller than in 2015. May be folk related to tie into nature of Park. Revenues estimated to be greater of \$1 per person or \$750 flat facility rental.
Private Events	\$ 700	This is a broad category. Rental price is comparable to similar venues. Price is higher than meetings as these generally require longer usage of facility for setup and cleanup
Nonprofit Fundraisers	\$ 2,000	This could be a Big Brothers/ Big Sisters event, etc. Pricing is comparable and usage is expected to rise.
User group events	\$ 400	BGHBP and SEEDS have indicated they would envision hosting events in the CB. These groups would program or host the event.
Amphitheater Concerts	\$ 2,000	These are anticipated to be "Big Name" events. Pricing is based upon the greater of \$2 per person or \$2,000 flat rate rental.
Festivals	\$ 10,000	These may be one , two or three day events using the Cathedral Barn and Amphitheater lawn. Pricing reflects facility rental fee could be greater of flat fee or \$2 per ticket. These events may draw 5000+ attendees.
Educational Workshops and Forums	\$ 400	Consistent with mission of Park, a number of these types of activities are envisioned centering on the environment, energy and food production and use. Rental rates are comparable.
Film Events	\$ 400	Similar to Open Space movies during the Film Festival, the amphitheater will be a good venue to watch movies under the stars. Revenue may be greater of flat rate or \$1.00 per ticket
School events	\$ -	No revenue is forecasted. RA may wish to allow TBAISD or West Middle School to utilize facility for special events for no charge in "repayment" for use of their parking lot.
High School Proms	\$ 600	With over 30 high schools in the five contiguous counties, the Barn could become the venue of choice for proms. Pricing is comparable to or below other venues.
Senior Lock-ins	\$ 600	Same as above.
Active Events	\$ 1,000	Snow Shoe events, tobogganing on the hills above the Barn, yoga retreats, along with food and drink in the barn.

*These are projected average revenues; some fees may slide up or down slightly depending on hours of use, e.g., a two-hour meeting versus a day-long meeting.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 1, 2014

DATE: FRIDAY, SEPTEMBER 26, 2014

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

General Operating Fund:

Consumers Energy	August 2014	\$ 60.19
Smith Haughey Rice & Roegge	August 2014	\$ 625.50
Grand Traverse Conservation District	Hickory Meadows - July trash, tool fee	\$ 69.00
LIAA	Management Services - August 2014	\$ 4,067.50
LIAA	Postage, printing for August	\$ 57.36
Garfield Twp	Snow plowing for Barns trail (per June 2014)	\$ 1,288.76
Garfield Twp	Annual accounting services	\$ 5,933.00

Debt Service Fund:

None		
------	--	--

Construction Bond Fund:

Eckler Building Solutions	Pay Request 2, Barn 204 renovations	\$ 181,060.20
---------------------------	-------------------------------------	---------------