

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

7:00 p.m.

Wednesday, February 4, 2015

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

Posted: 1-31-15

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.traversacitymi.gov/recauthority.asp>
mcowall@liaa.org

Agenda

Roll Call.

1. Consideration of approving the minutes of the regular meeting of January 7, 2015. (Matt Cowall)
2. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Historic Barns Park construction updates and road planning
 - EPA Cleanup Grant
 - Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
 - Community Gardens
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
3. Event Management report and logo discussion. (Matt Cowall, Allison Beers)
4. Hickory Meadows property considerations. (Matt Cowall, HMAC)
5. Consideration of a framework for long-term strategic planning. (Matt Cowall)
6. Report regarding payment of expenditures. (Matt Cowall)
7. Public Comment.
8. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 4, 2015

DATE: FRIDAY, JANUARY 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of January 7, 2015.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of January 7, 2015, be approved.

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Minutes

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

January 7, 2015

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, at 7:03 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary (arrived 7:12 p.m.); Tim Hughes, Treasurer; Molly Agostinelli; Chris Bzdok; Jeanine Easterday; and Matt McDonough.

The following Directors were absent: None.

Chair Biederman presided at the meeting.

1.

The first item being "Election of officers for 2015," Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Easterday nominated Ross Biederman as Chair, Michael Groleau as Secretary, and Tim Hughes as Treasurer.

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

CARRIED.

2.

The next item being "Consideration of approving the minutes of the regular

meeting of December 3, 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 December 3, 2014, be approved.

CARRIED.

3.

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

Matt Cowall, Executive Director
Ray Kendra, Environment Architects
Allison Beers, Events North
Tonya Lewandowski, ECT
Sarna Salzman, SEEDS
Kurt Schmidt, BGHBP
Karen Schmidt, BGHBP
Michael Haynes, TCCG

No action was taken.

4.

The next item being “Consideration of automatic payments for utility bills at Historic Barns Park,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Hughes, that the Board instructs the Executive Director to establish automatic bank drafts for monthly utility services at

Historic Barns Park.

CARRIED.

5.

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.

6.

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

Tonya Lewandowski

There being no objection, Chair Biederman declared the meeting adjourned at 8:37 p.m.

Matt Cowall, Executive Director

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 4, 2015

DATE: FRIDAY, JANUARY 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports for Wednesday include:

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

QUARTERLY REPORT SUMMARY

October 1- December 31, 2014

This quarter, the Conservation District completed the following as part of their contract services with the Joint Recreational Authority.

ADMINISTRATION

- Contacted and met contractors about addressing erosion concerns at the Randolph St parking lot
- Contracted Popp Excavating to plow M72 lot

REGULAR MONITORING AND VOLUNTEERS

- Visited trailheads at least weekly to refresh dog waste bags, pick up trash, and check for maintenance needs.
- Responded to a report by local resident about an illegal fire pit established on the property; scattered all remnants.
- Repaired erosion at the Randolph Street trailhead by implementing a drain pipe and drain stone near entry and graded over with diamond dust gravel to enable ADA accessibility.
- Rotated seasonal displays in the information stations to reflect winter topics. Topics at the various trailheads include: Signs of Life (Randolph St), Winter Survival (Wayne St.), and Characteristics of Snow (M-72).
- Replaced a bench on Recreation Authority property at the Commons with assistance from partners (Botanical Gardens) and volunteers (Lewandowski Family).

GRANTS

- The Great Lakes Restoration Initiative grant applied for was not granted for continuing invasive species work at Hickory Meadows and throughout the region.
- Michigan Invasive Species Grant Program (MISGP) grant was submitted for invasive species control throughout the region, including Hickory Meadows property.

ANNUAL WORKPLAN PROJECTS**General park maintenance \$3,450.00**

- Trail maintenance (monthly trimming, mowing, and trail upkeep). Included this year in 3-yr contract up to 100 hours. *83 hours of seasonal time as of Dec 31, 2014*
- Materials and equipment to repair surface and spread gravel of trail leading into southern meadow- *ongoing*
- Mow hidden meadow every 3 years (mower rental)- *completed*
- Dog waste bag refills- *ongoing*
- Snowplowing for M-72 trailhead- *ongoing through winter*
- Garbage removal for all trailheads- *ongoing*
- Updated large trail map displays for kiosks- *completed*

Habitat improvement/ Invasives prevention \$2,000

- Control wild parsnip on ~5 acres- *spring/summer 2015*
- Control leafy spurge along Randolph St.- *spring 2015*
- Garlic mustard control, scouting, and disposal throughout natural area- *spring 2015*

**2014 Report to the Recreational Authority
from the Management Entities of the Historic Barns Park**

The MOU Committee met in December of 2014. Representatives from the MOU member Management Entities (The Botanic Garden and SEEDS) were present, along with Matt Cowall representing the Recreational Authority.

Agenda items included:

- *Upcoming work at the garage (223) after lead paint removal is complete* - This will involve replacing the four overhead doors, repairing or replacing some wood trim and painting the building. Possibilities for the repair and painting work were considered, and estimates for overhead doors with a historic carriage-door appearance are being sought.
- *Visual Clutter Policy* – Improvement to the appearance of the garage area was noted and vehicle parking by the garage was discussed.
- *Event-related partnerships with the Management Entities* – The possibility of paid event-helpers from the volunteers and workers of the Management Entities was explored.
- *Adding other entities to the site* – The TC Community Gardens’ interest in becoming a Management Entity at the park was discussed. An RA policy for adding new entities in the future was suggested.

During 2014, SEEDS workers removed and chipped invasive brush from around the future Walled Garden. The Botanic Garden used its equipment and volunteers to mow areas in the SEEDS agriculture area, along the community Gardens and in the area between SEEDS and the Community Gardens for weed suppression. In August, SEEDS provided its mobile pizza oven and Youth Corps workers to help provide food during the Botanic Garden Fest open house.

Submitted in consensus by The Botanic Garden at Historic Barns Park and SEEDS.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 4, 2015

DATE: FRIDAY, JANUARY 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EVENT MANAGEMENT REPORT AND LOGO DISCUSSION

Attached please find this month's report from Allison Beers and Events North. On Wednesday Allison will walk you through progress to date and get the ball rolling on designing a Historic Barns Park logo for branding and marketing purposes.

Per the attached timeline, we do plan to issue an RFP for the next phase of event management in February. As such, I would request formal permission from the board to issue the RFP when it is ready, as follows:

That the Executive Director be authorized to issue a request for proposals for event venue management services.

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Historic Barns Park Board Report

January 20, 2015

Status Update

- Logos are ready for review and feedback.
- The RFP will be created soon for first review.
- Timeline has been created and is attached to this report.
- Discussion on whole property use with Karen.
- Calls and emails are still coming in and we're taking inquiries for 2016 already.
- Events North has been working with Women's Winter Tour for the February 1st event.

Timeline for Events North Services

January

1st Week

- First round of logos back from designer
- Take over for all inquiries and showing of space

2nd Week

- Second round of logos back from the designer
- Start website design and copy writing

3rd Week

- Get domain information from Matt

4th Week

- Assess the needs of the facility for renters
- Develop a rental plan for weekdays, weekends and nonprofits (establish seasonal rate schedule)
- Create Facebook Page (use Women's Winter Tour)
- Establish needs of the facility for management
- Establish staff roles necessary to manage the space
- Create the RFP

February

1st Week

- Discuss logo options at board meeting
- Set date and plan- planner open house

2nd Week

- Develop & negotiate with repeat vendors for cost savings
- Develop floor plans for event space for sales of the space
- Set renter guidelines and policies
- Set turn around times for room for multiple events
- Present more logo options if necessary or present final
- Create the marketing plan and budget for advertising venue rentals
- Assess the needs for operation of events
- Advise of staffing needs for events based on scope
- Develop the flow of the event
- Create a facility usage guide for vendors (rules and regulations as well as onsite training for repeat users)
- Edit rental contract and guidelines for renting
- Set renter guidelines and policies
- Set room turn around times for hosting multiple events
- Establish renter guidelines for zero waste events onsite
- Send the RFP to interested parties

3rd Week

- Layout all design pieces with logo
- Establish time tracking system for staff to best monitor needs of the facility
- Establish administrative policies
- Establish staff roles for operation and management of the space
- Management and order placement of necessary signage (signage at expense of client based on budget)

4th Week

- RFPs due

March

1st Week

- Schedule interviews with potential venue managers

2nd Week

- TBD

3rd Week

- TBD

4th Week

- Work with selected party for transition to management of space

Deliverable Materials

- Banquet Event Order (BEO)
- Inquiry tracking form
- Time tracking software for one year contract
- Post event walk through documentation
- Proforma Budget for Revenue Projections
- Clear rental pricing guidelines
- Marketing Plan
- Marketing Budget
- Marketing Materials
 - o Logo, rack cards, business card template, map for renters, note cards, rack cards and #10 envelopes
- Website
 - o Domain registration and hosting for one year
- Organizational outline
- RFP for management of the space
- Calendar of events



HISTORIC BARNS PARK

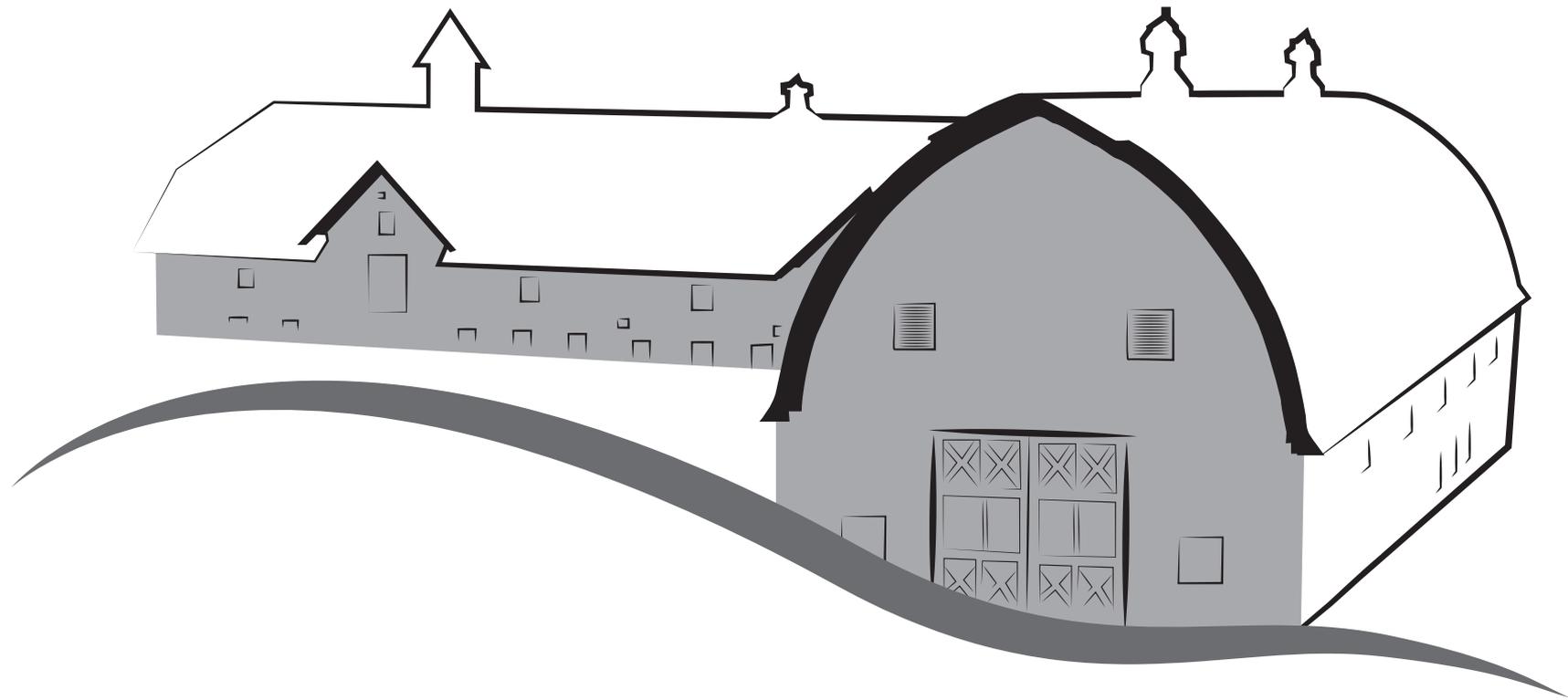




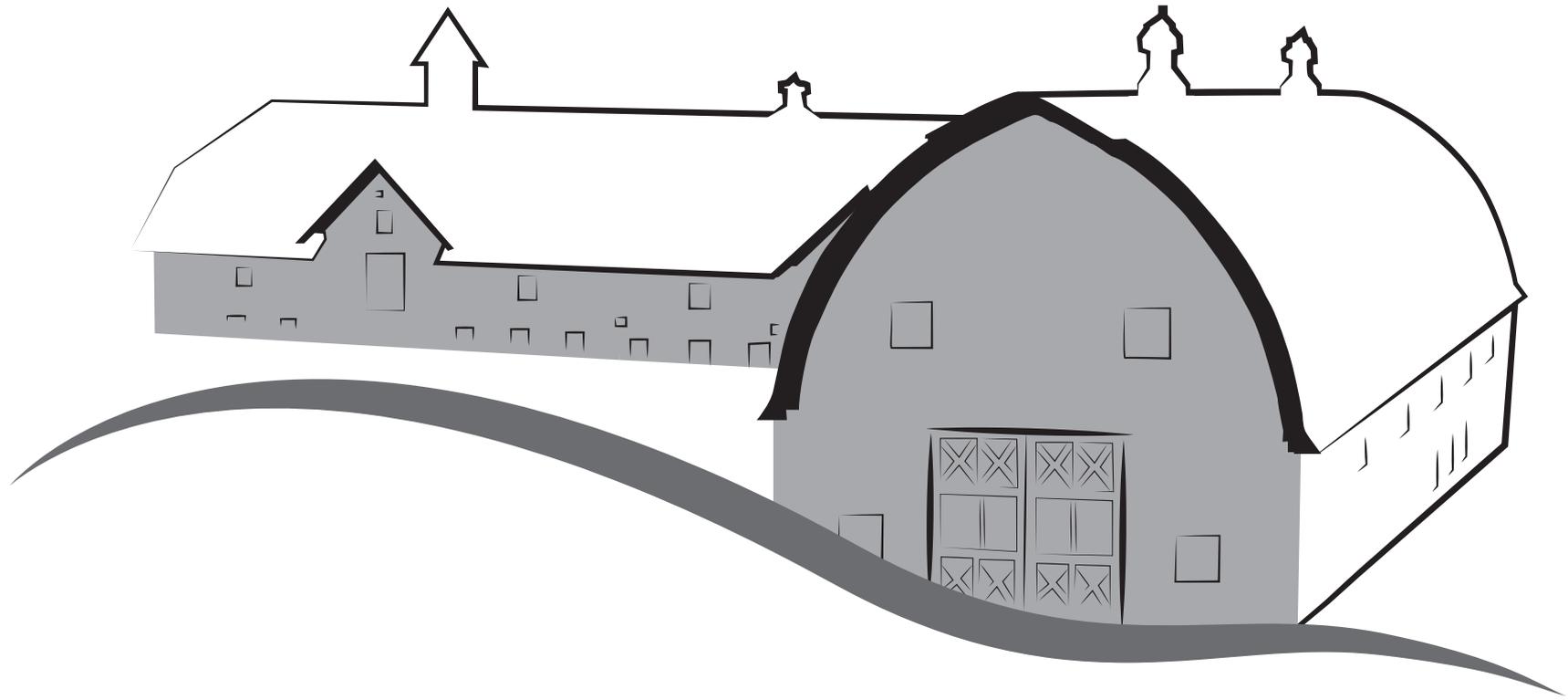
HISTORIC BARNS PARK



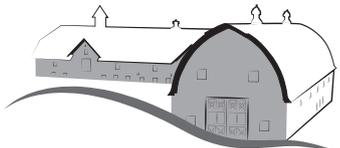
Historic Barns Park



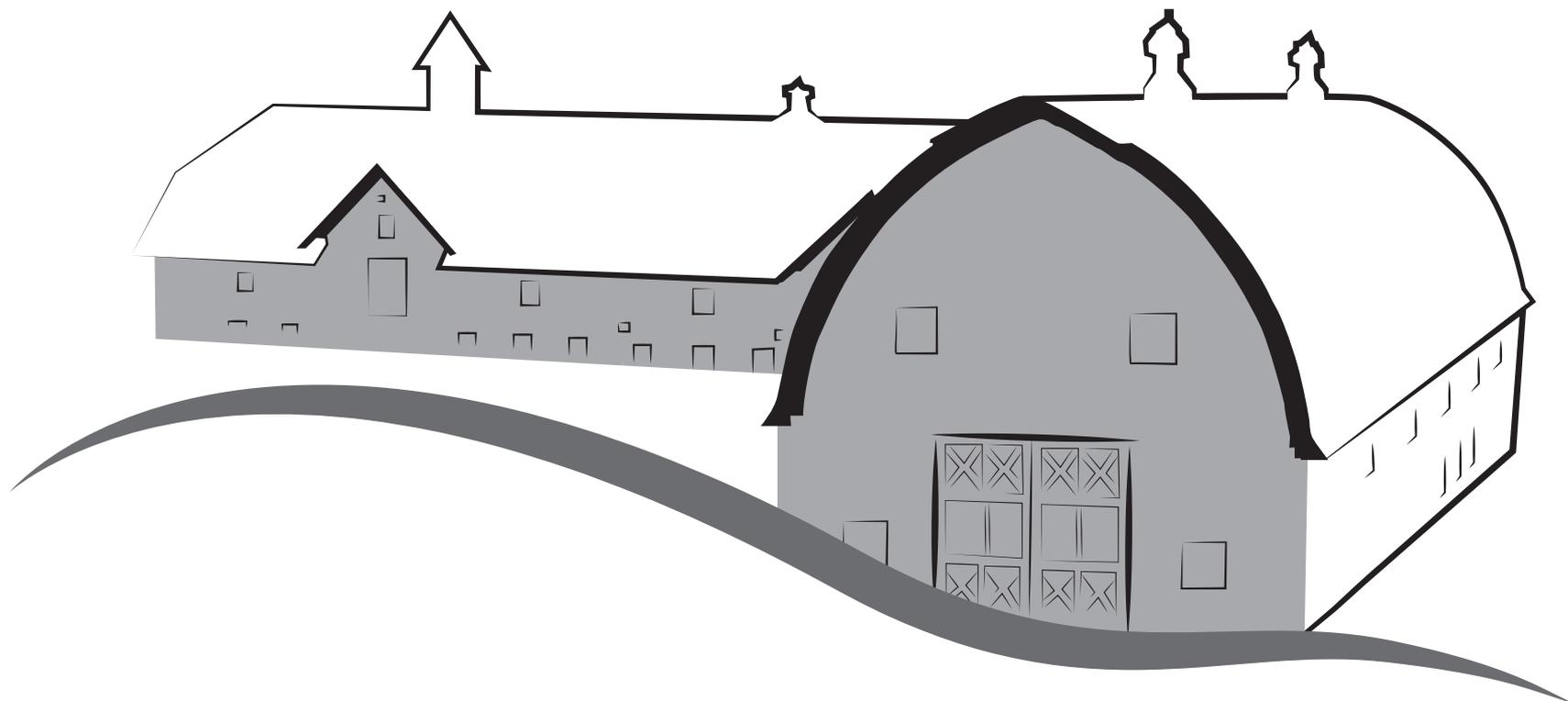
Historic Barns Park



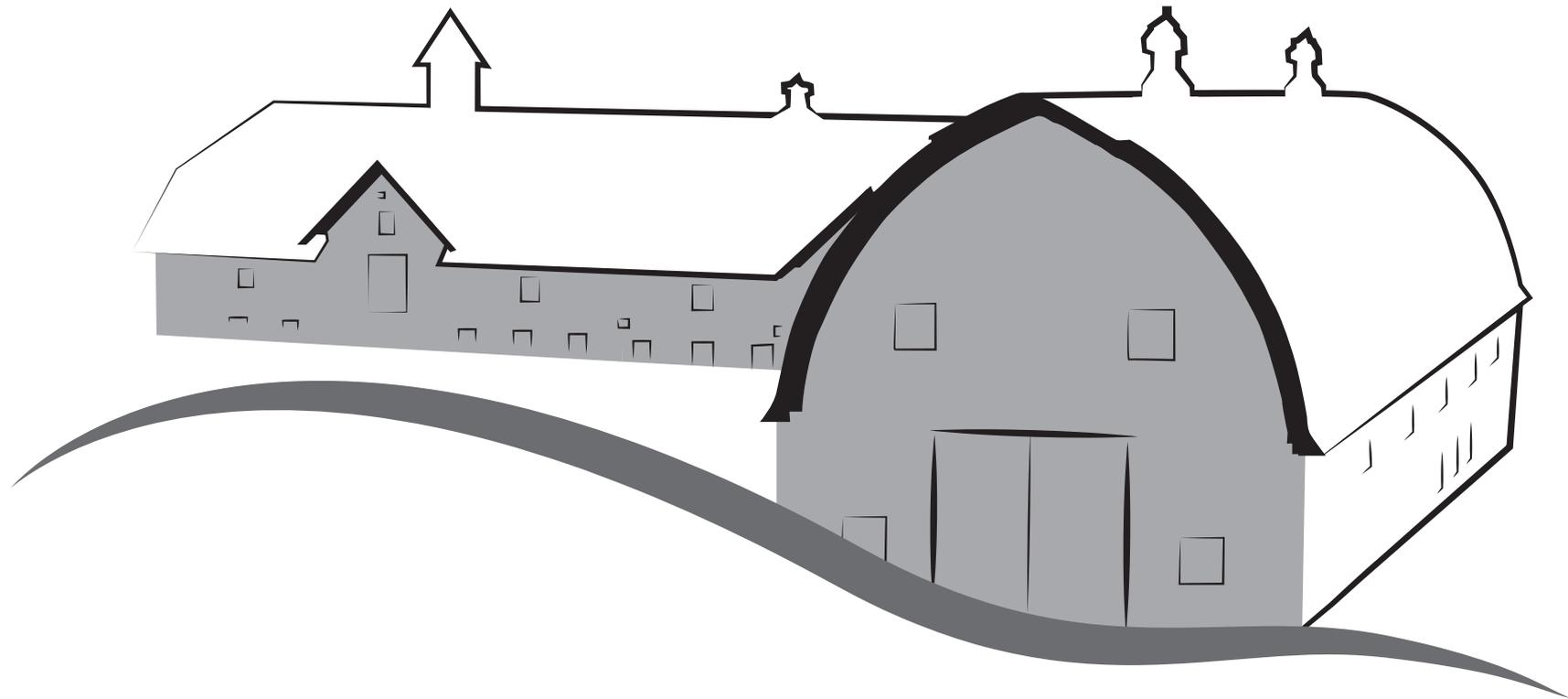
HISTORIC BARNS PARK



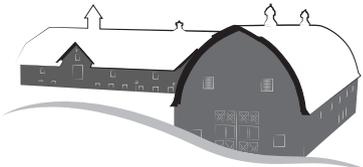
Historic Barns Park



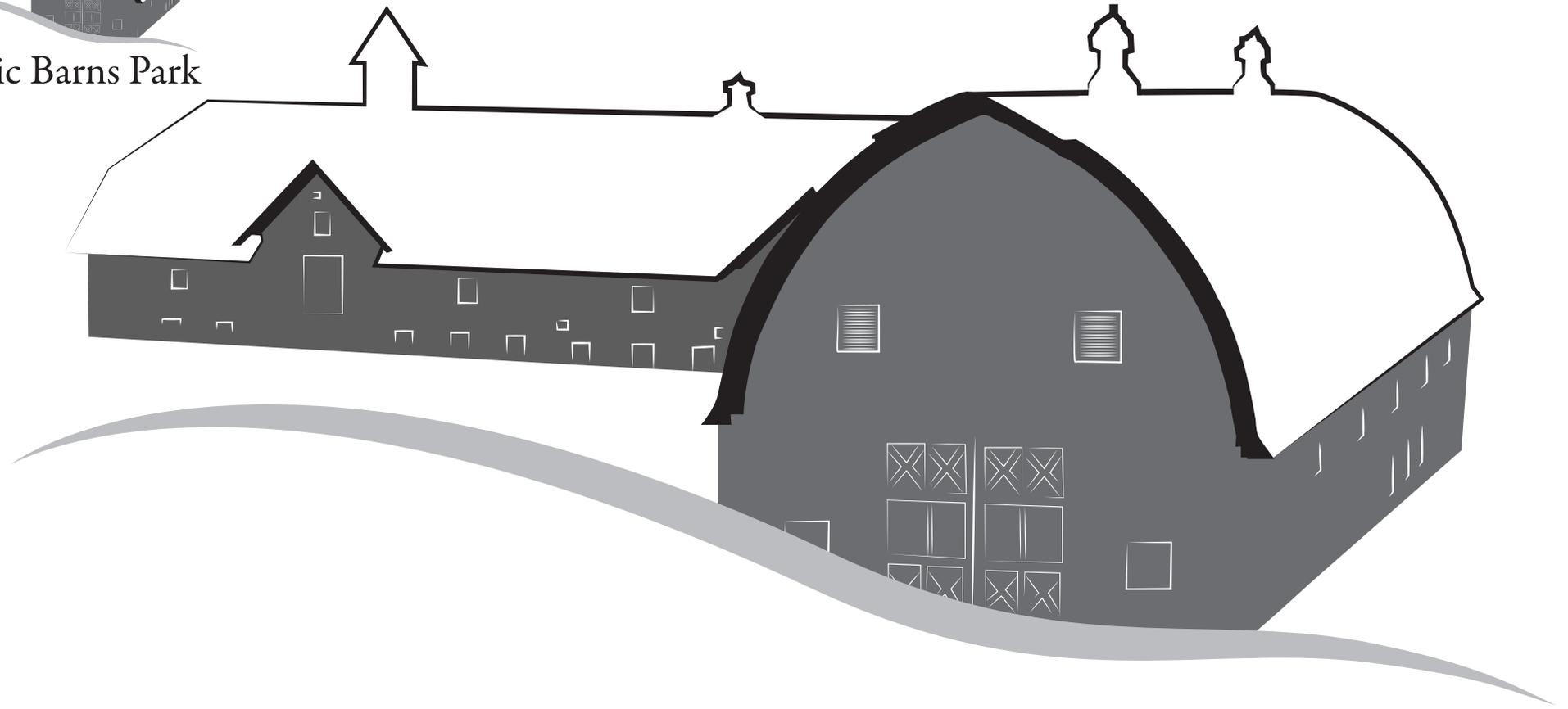
Historic Barns Park



HISTORIC BARNs PARK



Historic Barns Park



Historic Barns Park



HISTORIC BARNs PARK

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 4, 2015

DATE: FRIDAY, JANUARY 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: HICKORY MEADOWS PROPERTY CONSIDERATIONS

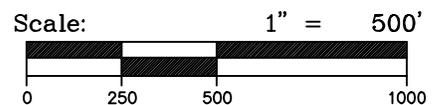
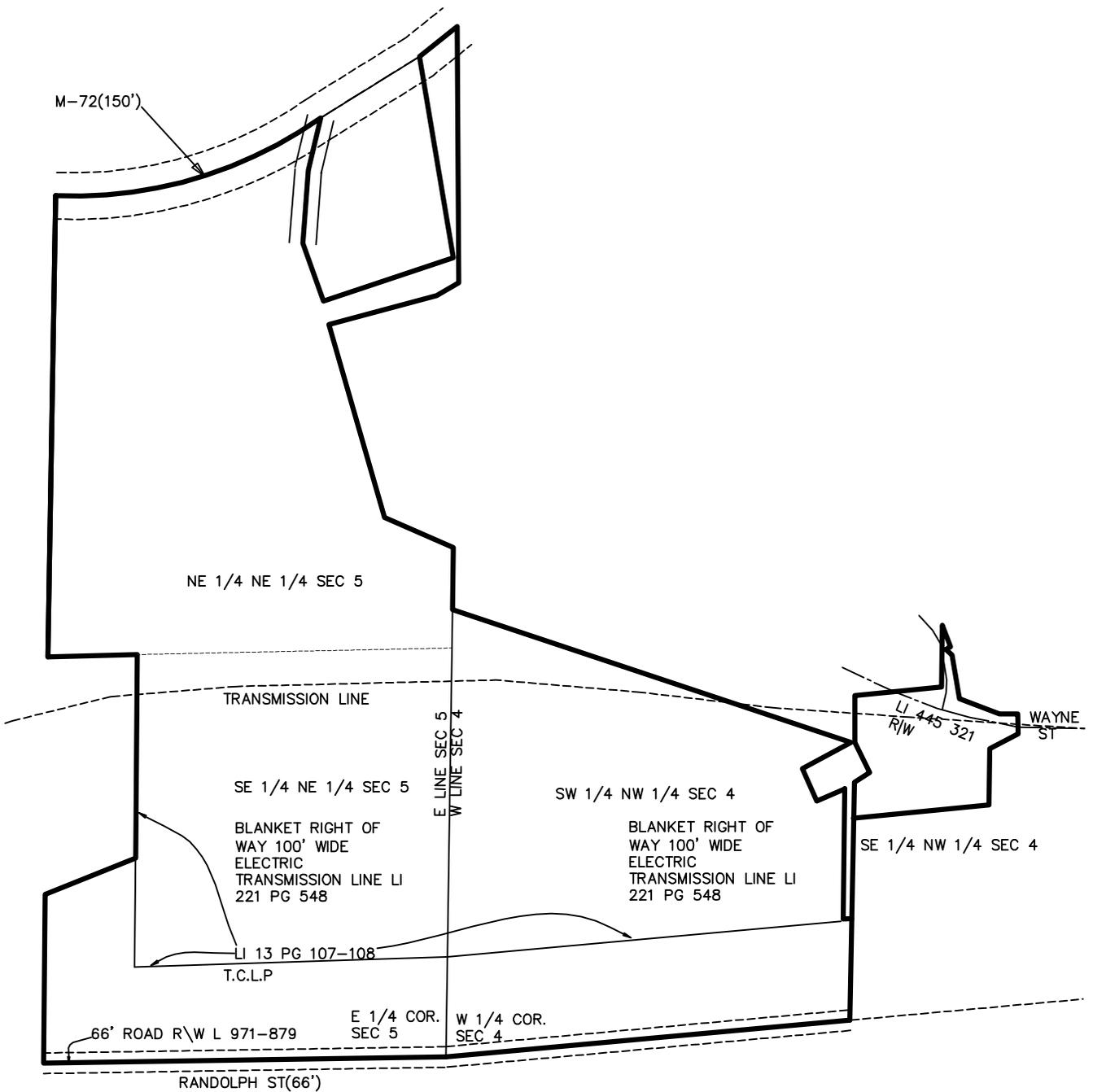
It's a busy time for Hickory Meadows as well. Anticipated points of discussion for Wednesday night include the TCL&P power line project; coordination with the Hickory Hills master planning process; and the potential for wetland banking inside the park.

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EASEMENT MAP



LI 13 PG 107-108	1942	POWERLINE EASEMENT 20' WIDE
LI 221 PG 548	1959	N.M.E.C. INC TRANSMISSION LINE 100' WIDE
LI 971 PG 879-880	1993	GTCRC R\W RELEASE 66' WIDE(RANDOLPH ROAD)
LI 431 PG 486	1938	CHERRYLAND EASMENT (BLANKET)
LI 936 PG 280	1993	86' WIDE EASEMENT FOR INGRESS OFF M-72
LI 445 PG 321	1978	WAYNE ST R\W RELEASE

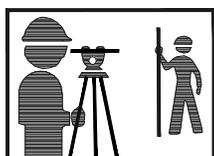


THIS IS NOT A SURVEY

Jesse E. Mitchell
Professional Surveyor No. 54433

CLIENT: MATT COWALL
TC REC. AUTHORITY

LOCATION:
SECTIONS 4 & 5,
T 27 N, R 11 W,
GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY,
MICHIGAN.

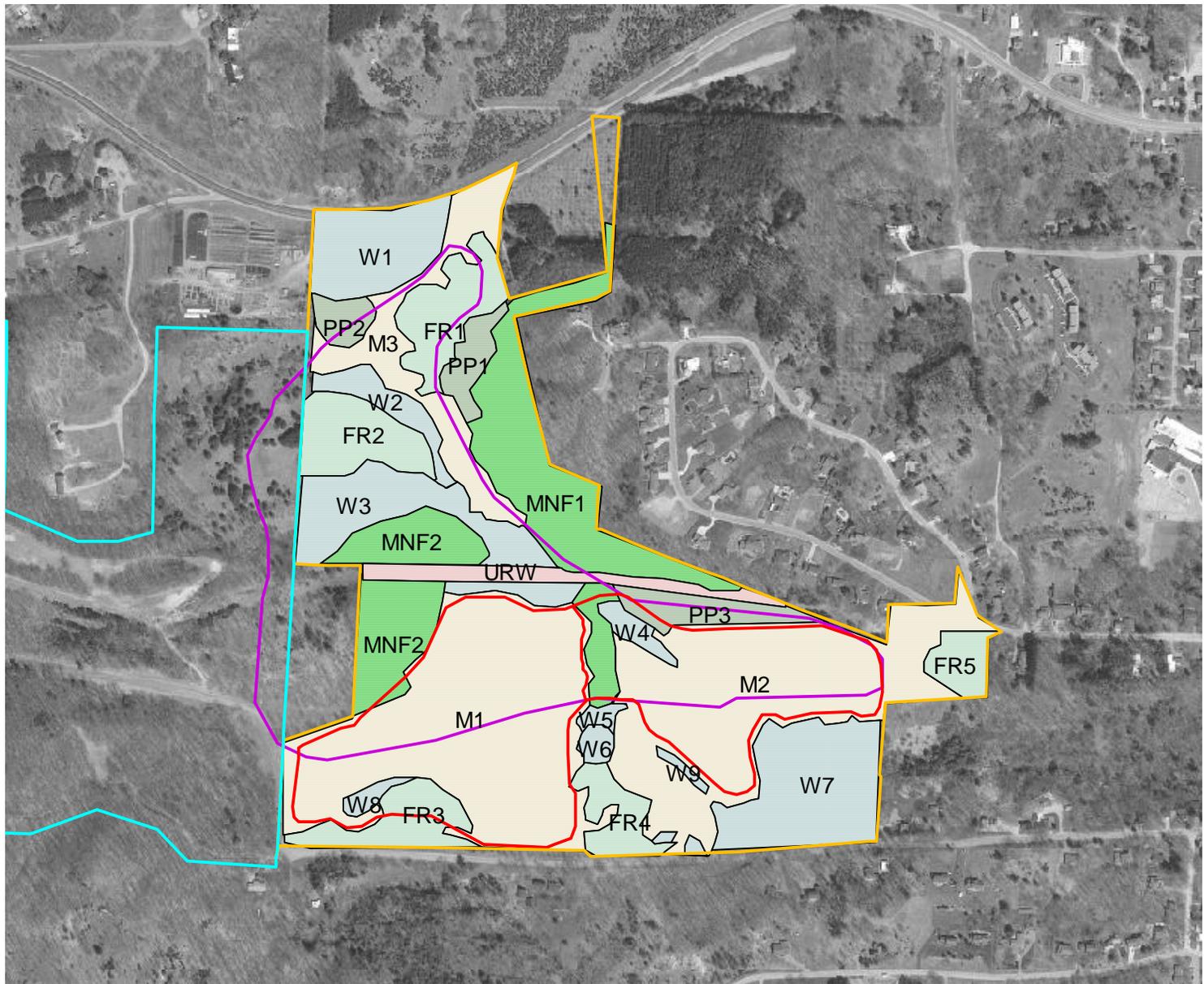


BOB MITCHELL & ASSOCIATES

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DWN. JEM	DATE 1-26-2015	FILE NO. 20150004
CK. WPM	FLD. BK. X	PG. X
		SHEET 1 OF 1

Hickory Meadows Management Units



- Hickory Hills
- Hickory Meadows
- Ski Trail
- Hiking Trail
- Management units.shp**
- Forest Regeneration
- Meadow
- Mesic Northern Forests
- Pine Plantation
- Utility Right of Way
- Wetland



The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 4, 2015

DATE: FRIDAY, JANUARY 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF A FRAMEWORK FOR LONG-TERM
STRATEGIC PLANNING

At the meeting of January 7, 2015, the board expressed a desire to invest some time and effort this year in strategic planning. This agenda item is reserved to talk through a basic framework, timeline, goals and options for this effort.

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF FEBRUARY 4, 2015

DATE: FRIDAY, JANUARY 30, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

General Operating Fund:

Events North	Event Management Consulting, Payment 1 of 3	\$ 10,500.00
Grand Traverse Conservation District	Quarterly fees - Hickory Meadows Jan -Mar	\$ 4,750.00
Traverse Magazine	Ad - My North Weddings	\$ 575.00
Grand Traverse County Treasurer	Tax adjustments	\$ 212.80
Environmental Consulting & Technology, Inc	Cleanup planning, Site Cleanup	\$ 2,350.05
Smith Haughey Rice & Roegge	December services	\$ 207.00
LIAA	Management Services - December	\$ 5,405.00
LIAA	Printing, Water Bill - Barns	\$ 217.91
Grand Traverse Conservation District	Hickory Meadows-trash, tool & vehicle fee, stone for trailhead repair, weed mower, invasive parsnip treatment – July 2014 (not previously invoiced)	\$ 799.63
Events North	Event Management Consulting, Payment 2 of 3	\$ 10,500.00
DTE	Gas service for Nov - Jan	\$ 423.30

Debt Service Fund:

Grand Traverse County Treasurer	Tax adjustments	\$ 212.80
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Construction Bond Fund:

Eckler Building Solutions	Pay Request 4, Barn 204 renovations	\$ 210,111.48
Environment Architects	Architectural and engineering on Barn 204	\$ 3,779.00

GT Rec Authority Operating Fund
Statement of Activities
July through December 2014

	<u>Jul 14 - Dec 14</u>	<u>Budget</u>	<u>Budget Remaining</u>
Revenues			
500 · Tax Revenue - Operating	\$ 77,628.12	\$ 152,000.00	\$ 74,371.88
615.1 · EPA Cleanup Grant	10,000.00	200,000.00	190,000.00
615.6 - Energy Farm Master Plan	15,000.00		
615.7 · Donations	2,500.00	-	(2,500.00)
615.8 · Barns Park Rentals	27,000.00	20,000.00	(7,000.00)
664 · Interest Income	169.28	200.00	30.72
Total Revenues	<u>132,297.40</u>	<u>372,200.00</u>	<u>239,902.60</u>
Expenditures			
700 · Office Expense	745.24	2,500.00	1,754.76
805 · Professional Services			-
Accounting	-	5,933.00	(5,933.00)
GTCD	14,250.00	19,000.00	(4,750.00)
Legal	3,441.45	5,000.00	(1,558.55)
Management	37,696.25	60,000.00	(22,303.75)
Other	15,630.00	55,067.00	(39,437.00)
Audit	-	2,500.00	(2,500.00)
EPA Clean Up	14,116.15	200,000.00	(185,883.85)
Events Manager	21,800.00	45,000.00	(23,200.00)
Total	106,933.85	# 392,500.00	(285,566.15)
862 · Transportation	29.52	2,000.00	1,970.48
912 · Insurance & Bonds	3,186.00	4,000.00	814.00
920 · Utilities & Maintenance	6,950.09	20,000.00	13,049.91
970 · Capital Projects	40,000.00	40,000.00	-
Total Expenditures	<u>157,844.70</u>	<u>461,000.00</u>	<u>(267,977.00)</u>
Net Change in Fund Balance	<u>\$ (25,547.30)</u>	<u>\$ (88,800.00)</u>	<u>\$ (63,252.70)</u>

Rec Authority Capital Project Fund
Statement of Activities
July through December 2014

	<u>Jul 14 - Dec 14</u>	<u>Budget</u>	<u>Budget Remaining</u>
Revenues			
Interest Income	\$ 73.36	\$ 20.00	\$ 53.36
Refunds and Reimbursements	765,733.60	700,000.00	(65,733.60)
Total Revenues	<u>765,806.96</u>	<u>700,020.00</u>	<u>(65,680.24)</u>
Expenditures			
Bank Fees	41.55	100.00	58.45
Capital Outlay			
Barns	854,624.08	815,000.00	(39,624.08)
Capital Outlay - Other	-	-	-
Total Capital Outlay	<u>854,624.08</u>	<u>815,000.00</u>	<u>(39,624.08)</u>
Professional Services	-	1,000.00	1,000.00
Total Expenditures	<u>854,665.63</u>	<u>816,100.00</u>	<u>(38,565.63)</u>
Net Change in Fund Balance	<u><u>\$ (88,858.67)</u></u>	<u><u>\$ (116,080.00)</u></u>	<u><u>\$ (27,221.33)</u></u>

Rec Authority Debt Fund
Statement of Activities
July through December 2014

	<u>Jul - Dec 14</u>	<u>Budget</u>	<u>Budget Remaining</u>
Revenues			
Current Property Taxes	\$ 419,159.38	\$ 460,000.00	\$ 40,840.62
Interest Income	-	-	-
Refunds and Reimbursements	(593.64)	-	593.64
Total Revenues	<u>418,565.74</u>	<u>460,000.00</u>	<u>41,434.26</u>
Expenditures			
Debt Service - Fees	153.12	500.00	346.88
Debt Service - Interest	65,345.00	125,069.00	59,724.00
Debt Service - Principal	320,000.00	320,000.00	-
Total Expenditures	<u>385,498.12</u>	<u>445,569.00</u>	<u>60,070.88</u>
Net Change in Fund Balance	<u><u>\$ 33,067.62</u></u>	<u><u>\$ 14,431.00</u></u>	<u><u>\$ (18,636.62)</u></u>