

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

7:00 p.m.

Thursday, May 14, 2015

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

Posted: 5-11-15

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, Acting 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 special meeting of April 9, 2015. (Matt Cowall)
2. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Event facility management
 - Historic Barns Park construction updates and road planning
 - 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. Consideration of Hickory Meadows work plan for Fiscal Year 2015-2016. (Matt Cowall, GTCD, HMAAC)
4. Consideration of recommended remediation contractor for EPA Cleanup Grant. (Matt Cowall, ECT)
5. Consideration of parking agreement with Traverse Bay Area Intermediate School District. (Matt Cowall)
6. Consideration of scheduling a public hearing for Fiscal Year 2014-2015 budget amendments. (Matt Cowall)
7. Consideration of scheduling a public hearing for the Fiscal Year 2015-2016 budgets for the Operating Fund and Debt Retirement Fund. (Matt Cowall)
8. Report regarding payment of expenditures. (Matt Cowall)
9. Public Comment.
10. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the special meeting of April 9, 2015.

The following motion would be appropriate to approve the minutes:

That the minutes of the special meeting of April 9, 2015, be approved.

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Minutes

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

April 9, 2015

A special meeting of the Recreational Authority Board of Directors was called to order in the Upper Level Meeting Room, Visitor Center, Historic Barns Park, 1490 Red Drive, Traverse City, Michigan, at 7:03 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 March 4, 2015; the special meeting of March 18, 2015; and the special meeting of March 25, 2015,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Hughes, that the minutes of the regular meeting of March 4, 2015, the special meeting of March 18, 2015, and the special meeting of March 25, 2015, be approved.

CARRIED.

2.

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

Matt Cowall, Executive Director
Tom Vitale, GTCD
Tonya Lewandowski, ECT
Karen Schmidt, BGHBP
Bill Watson, SEEDS
Luise Bolleber, TCCG
Justin Reed

Moved by Agostinelli, seconded by Hughes, that based on the vendor's advanced knowledge of the property, the requirement for three informal quotations be waived and that the executive director be authorized to issue a service order in the amount of \$1,500 to Environmental Consulting and Technology, Inc., for wetland delineation at Historic Barns Park.

CARRIED.

3.

The next item being "Hickory Meadows property considerations," Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Mac McClelland, Hickory Hills Advisory Committee
Rick Venner, HMAC
Tom Vitale, GTCD

Moved by Hughes, seconded by Agostinelli, that the Hickory Meadows project list be approved, and that the Chair be authorized to send a formal request of support to the Traverse City Light & Power Board of Directors.

CARRIED.

4.

The next item being "Consideration of event facility management contract,"

Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Hughes, that the Chair and Secretary be authorized to execute an agreement with Brianna Bidwell to provide Event Facility Management Services to the Authority, in the amount of \$50,000, with funds available in the Operating Fund, Professional Services Line Item, such agreement subject to approval as to substance by the Executive Director and to form by General Counsel.

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:

Justin Reed

There being no objection, Chair Biederman declared the meeting adjourned at 8:46 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 MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
- Event facility management
- Historic Barns Park construction updates and road planning
- 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

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Historic Barns Park Board Report

May 2015

Status Update

- Events North has transitioned all operational functions to Brianna Bidwell. I did let her know that I'm available as long as she needs me for any questions and support.
- Now that a logo has been finalized we are working on laying out all final marketing pieces. I anticipate that these will all be wrapped up before your next board meeting.
- The website is nearly complete. Brianna will have full capability to change images, text and layout as she sees fit in the future.
- Thank you for selecting Events North. It has been our pleasure to get to work on such an amazing historic project. Thank you for your hard work and stewardship of the park.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF HICKORY MEADOWS WORK PLAN FOR
FISCAL YEAR 2015-2016

Attached please find a proposed annual work plan and budget for Hickory Meadows projects in the fiscal year beginning July 1, as recommended by the Hickory Meadows Advisory Committee and the Conservation District. An approved work plan will be part of the overall operating budget for the Authority in 2015-2016.

The following motion would be appropriate to approve a work plan:

That the 2015-16 work plan for Hickory Meadows be approved.

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MEMO

TO: Matt Cowall, Executive Director, Joint Recreational Authority
FROM: Tom Vitale, Parkland Steward, GTCD
SUBJECT: **Hickory Meadows 2015-2016 Improvement Budget**
DATE: March 24, 2015

Below is a cost estimate for recommended improvements proposed for fiscal year 2015-2016 at Hickory Meadows. Items in the work plan are based on the Hickory Meadows management plan and recommendations from the Hickory Meadows Advisory Committee (HMAC). Cost estimates listed in this document include materials, rental equipment, and contracted services needed to complete projects. Conservation District staff time and 100 hours of intern labor are included in the 3-year Resource Management Services contract between the Grand Traverse Conservation District (GTCD) and the Joint Recreational Authority.

General improvements according to the attached 2015-2016 work plan budget include general park maintenance, a “not to exceed” estimate to over-see Traverse City Light & Power’s (TCL&P) utility upgrade, habitat restoration/ invasive species prevention, and trail improvement. In the event that the full amount of \$14,100 cannot be approved, HMAC places the highest priority on general park maintenance, followed by a GTCD field inspector on the planned TCL&P upgrade, then by habitat and trail improvements projects.

A GTCD Field Inspector for the planned upgrade along the TCL&P utility corridor is recommended by HMAC to ensure compliance of best practices. The Field Inspector is to meet with the TCL&P contractor daily to review work plans and to verify all work performed is conducted within best practice terms established. The “not-to-exceed” estimate for the Field Inspector is \$2,400, for up to 60 hours.

Habitat and invasive species management will include continued efforts to control garlic mustard on the property. Garlic mustard is a species that can drastically alter forest ecology by inhibiting the diversity of native understory species. The removal of wild parsnip and leafy spurge, two invasive plants that can cause severe skin rashes/burns, will also continue from past years. Follow-up surveys and treatment of glossy buckthorn and Japanese barberry from previous treatment in 2012 will be conducted this year. The estimated cost for the necessary prevention of these highly invasive species is \$2,500.

The trail improvement project will remedy existing erosion concerns as well as make Hickory Meadows more accessible to those with limited mobility through the extension of a compacted crushed limestone pathway. This phase of the project will expand on improvements made in 2012 and link the two most used trailheads at Randolph and Wayne Street with an ADA compliant trail. The total cost of trail improvement is \$12,000. GTCD requests a challenge match of \$6,000 from the Recreation Authority, in which GTCD is to pursue matching grant funds of an equal amount or greater towards the trail improvement project.

The Conservation District will continue to oversee and implement all aspects of the above mentioned work plan projects, including but not limited to, permits, material acquisition, coordination of labor, and media coverage as described in the Scope and Services contained in the Resource Management Services contract between GTCD and the Joint Recreational Authority.

If you have any questions or concerns, please contact me at 941-0960 x19.

Cc: Steve Largent, Conservation Team Coordinator, GTCD



MEMO

TO: Matt Cowall, Executive Director, Joint Recreational Authority
FROM: Tom Vitale, Parkland Steward, GTC D
SUBJECT: **Hickory Meadows 2015-2016 Improvement Budget**
DATE: March 24, 2015

Priority	Project	Activity	Cost
1	General park maintenance		\$3,200
		Trail maintenance (monthly trimming, mowing, and trail upkeep). Included in 3-yr contract.	\$0
		Materials and equipment to repair surface and spread gravel of trail leading into southern meadow.	\$ 500
		High-weed mower rental to mow along trails within meadows	\$ 100
		Dog waste bag refills	\$500
		Snowplowing for M-72 trailhead	\$1,500
		Garbage removal for all trailheads	\$600
2	TCL&P utility line upgrade – GTC D Field Inspector		\$2,400
		Meet with contractors and monitor daily work and activity on TCL&P utility corridor upgrade to ensure compliance with to be agreed upon best practices.	\$2,400
3	Habitat improvement/ Invasive species management		\$2,500
		Control wild parsnip on ~5 acres	\$800
		Control leafy spurge along Randolph St.	\$200
		Garlic mustard control, scouting, and disposal throughout natural area	\$1,000
		Follow-up treatment of glossy buckthorn and Japanese barberry from 2012	\$500
4	Trail Improvement*		\$6,000
		Matching funds to install 6' wide crushed limestone path through east meadow to Wayne St	\$6,000
		TOTAL 2015/16 PROPOSED "Not-to-Exceed" BUDGET	\$14,100

***Total trail improvement cost is estimated at \$12,000. GTC D requests a challenge match of \$6,000, in which GTC D is to pursue grant funds of an equal amount or greater.**

Cc: Steve Largent, Conservation Team Coordinator, GTC D

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF RECOMMENDED REMEDIATION
CONTRACTOR FOR EPA CLEANUP GRANT

We received two bids on the addendum that was issued for the brownfield cleanup work at Historic Barns Park, as follows:

K&D Industries, Inc.	\$186,348.00
Northern A-1 Services, Inc.	\$118,999.00

Attached please find a recommendation from ECT to award a contract to the lowest bidder, Northern A-1. ECT also plans to have a work schedule prepared for Thursday's meeting. The following motion would be appropriate to award the contract:

That the Chair and Secretary be authorized to execute a contract with Northern A-1 Services, Inc., at the rates indicated in its bid dated April 14, 2015, for environmental remediation work at Historic Barns Park, with funds available under the EPA Brownfield Cleanup Grant, subject to approval as to substance by the Executive Director and to form by General Counsel.

memo



To: Matt Cowall - LIAA
From: Tonya Lewandowski / John D'Addona
CC: City of Traverse City and Charter Township of Garfield Recreational Authority
Date: April 28, 2015
Re: Historic Barns Property – Abatement
Bid Review and Contractor Recommendation

Comments:

Following a mandatory pre-bid meeting on March 12, 2015, bids from interested contractors were received on March 12, 2015 for the Historic Barns Property – Abatement project. Based upon the price of the bid received, ECT issued Addendum #1 and re-bid the project with a few minor clarifications/edits. Bids were received for Alternate #1 on April 14, 2015 from two qualified abatement contractors.

ECT has carefully reviewed both bids and recommends the Recreational Authority Board accept the bid from Northern A1 Environmental Services for \$118,999. ECT does not recommend that the Recreational Authority accept any of the proposed alternates, C-1 through C-4, on the project.

Should the Board agree to accept Northern A-1's bid, ECT will contact the Contractor immediately and LIAA shall proceed with notifying the EPA and preparing a contract for signature by Northern A-1. ECT understands all involved in the project would like construction to begin as soon as possible and will secure a construction schedule from Northern A-1 in coordination with the partners at the Park.

If there are any questions or concerns regarding the bidding process or pricing, please feel free to contact Tonya Lewandowski or John D'Addona from ECT at any time.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Tonya M. Lewandowski".

Tonya M. Lewandowski
Sr. Project Engineer

A handwritten signature in blue ink, appearing to read "John J. D'Addona".

John J. D'Addona
Manager of Brownfield Services

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF PARKING AGREEMENT WITH
TRAVERSE BAY AREA INTERMEDIATE SCHOOL DISTRICT

The Traverse Bay Area Intermediate School District (TBAISD) has always been very gracious with the use of its parking areas for events at Historic Barns Park. With the increase in events, they asked for a more formal agreement with the Authority to accommodate event parking in ISD lots. That agreement is attached and has been reviewed by counsel for both the Authority and the ISD. I recommend approval, and the following motion would be appropriate to do so:

That the Chair and Secretary be authorized to execute the parking Use Agreement with Traverse Bay Area Intermediate School District, subject to approval as to substance by the Executive Director and to form by General Counsel.

USE AGREEMENT

This Use Agreement ("Agreement") is entered into this _____ day of _____, 2015, by and between Traverse Bay Area Intermediate School District, a Michigan intermediate school district organized and operating under the provisions of the Revised School Code, MCLA 380.1, *et seq.*, as amended, whose address 1101 Red Drive, Traverse City, Michigan 49684 ("ISD"), and _____, a Michigan _____, whose address is _____ ("Lessee"), for the use of certain parking facilities in accordance with the terms and conditions described herein.

WHEREAS, the ISD is the owner of a parking lot located at _____, on property commonly known as the _____ ("Parking Lot"), which Parking Lot is also in the general vicinity of Lessee's operating location;

WHEREAS, the Lessee desires to use space within the Parking Lot, and the ISD is willing to allow such use in accordance with terms and conditions hereof;

NOW THEREFORE, for an inconsideration of One Dollar (\$1.00), payable by Lessee to the ISD, and other valuable consideration, the parties hereto agree as follows:

1. PARKING LOT AREA. The Lessee shall be permitted to use a portion of the Parking Lot for its employees, visitors, and other similar users, in conjunction with Lessee's business operations. The Lessee's use of the Parking Lot shall be generally limited to the following location: _____, with the understanding that occasional use of other areas may occur with concurrence of the ISD.

2. USE OF PARKING LOT.

2.1 *Vehicular Parking.* The Lessee shall be permitted to use the Parking Lot only for vehicular parking purposes. The Lessee shall seek and obtain prior written approval from the ISD for any other usage.

2.2 *Rules and Regulations.* Any use of the Parking Lot shall be subject to ISD policies and all local, state, and federal laws, rules, regulations. The ISD shall have the right to deny, suspend, or interrupt the Lessee's use of the Parking Lot if the ISD reasonably believes that such use is contrary to law or applicable ISD policies or will disrupt the ISD's ability to conduct its educational functions. Prohibited uses include, but are not limited to, any activity that may be injurious to the ISD or its buildings, grounds, equipment, or reputation.

2.3 *Snow Removal and School Cancellation.* The ISD shall maintain and remove snow from the Parking Lot in accordance with its ordinary procedures. The parties agree that, if the ISD is not open and conducting its usual operations (for example, if closed for inclement weather), the ISD may not act (or promptly act) to remove snow from the Parking Lot. Any use of the Parking Lot by the Lessee (or others at the Lessee's permission) shall be "as is" and in the Parking Lot's then-existing condition. The parties also agree that use of the

Parking Lot may be preempted by an act of God or other circumstances outside the reasonable control of the parties.

3. SCHEDULED USE. It is acknowledged and understood that the ISD shall retain priority use of the Parking Lot, that the Lessee shall be allowed to use such parking spaces as are not being used by the ISD, and that the Lessee's use shall not materially affect the ISD's normal usage of the Parking Lot. Without limiting the breadth of the foregoing, the parties will work together to facilitate sufficient parking for Lessee during scheduled events. Lessee shall provide a schedule of events as soon as practicable, but at least 30 days prior to any individual event for which parking is desired.

4. TERM AND TERMINATION. The initial term of this Agreement shall be from the Effective Date until June 30, 2015. The Agreement will automatically renew for successive one-year renewal terms – from July 1 to June 30. The Agreement may be terminated at any time, with or without cause, by one party providing written notice of termination to the other.

5. INSURANCE AND INDEMNIFICATION.

5.1 The Lessee shall obtain and maintain insurance to protect against injury to person or property in an amount not less than Two Million Dollars (\$2,000,000) per occurrence and any other insurance types and amounts reasonably determined by the ISD. All insurance policies shall provide that policy coverage and limits shall not be adjusted or eliminated without thirty (30) days advance written notice to the ISD. The ISD shall be named as an additional insured on all applicable Lessee insurance policies. The Lessee's insurance shall be primary. A certificate of insurance shall be provided to the ISD by the Lessee prior to the Effective Date of this Agreement. In the event the Lessee fails to comply with this provision, the ISD, at its option, may terminate the Agreement or purchase the required insurance(s) and the Lessee shall be responsible for reimbursing the ISD for the cost of same.

5.2 The Lessee agrees to indemnify, defend and hold harmless the ISD, its officers, employees, agents, board members, and guests from all claims, damages, and liabilities, including legal fees to defend same, relating in any manner to this Agreement or the actions or omissions of the Lessee, its officers, employees and agents, as well as any users of the Parking Lot through Lessee up to and to the extent of its required insurance coverage for such claims, damages, and liabilities. The Lessee shall be responsible for all injuries or damages to persons or property caused or allowed by Lessee's officers, employees and agents, as well as any users of the Parking Lot through Lessee. Nothing herein shall be construed to give any third party any claim to which the third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity as applicable.

6. ISD DAMAGES. The ISD shall not be, and users shall be, responsible for any damages to person or property related to any use of the Parking Lot by Lessee or anyone using through Lessee, particularly including but not limited to any vehicular damage or stolen items. Use of the Parking Lot is at Lessee's, and the users', sole risk.

7. **TAXES AND SPECIAL ASSESSMENTS.** The parties acknowledge that the ISD is a tax-exempt entity and, accordingly, that the Lessee shall pay any taxes and special assessments, if any, imposed by federal, state, local or other governmental authority having jurisdiction over the Parking Lot due to the Lessee's use of same. The Lessee acknowledges that its obligation to pay real property taxes and special assessments shall survive termination unless and until the ISD can reasonably regain its tax-exempt status.

8. **MISCELLANEOUS.**

8.1 *Successors and Assigns.* The covenants and terms of this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. Notwithstanding the foregoing, this Agreement shall not be assigned without the written consent of the other party.

8.2 *Notices.* All notices required or permitted under this Agreement for any purpose shall be deemed to be properly served if sent by hand-delivery or by registered or certified mail to the last address previously furnished by the parties hereto. Notices shall be sent to the addresses identified in the first paragraph of this Agreement, unless a different address is given to the other party in writing.

8.3 *Waiver.* The failure of the ISD to insist upon strict performance of any covenants or conditions of this Agreement or to exercise any option herein conferred in any one or more instances shall not be construed as a waiver or relinquishment of any such covenants, conditions, or options, but the same shall be and remain in full force and effect. No covenant, term or condition of this Agreement shall be deemed to have been waived by the ISD, unless such waiver be in writing by the ISD.

8.4 *Entire Agreement.* This Agreement sets forth all covenants, promises, agreements, conditions and understandings between the ISD and the Lessee concerning the use of the Parking Lot and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between the ISD and the Lessee other than are herein set forth.

8.5 *Amendments.* No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the ISD or the Lessee unless reduced to writing and signed by both parties.

8.6 *Severability.* If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance is deemed to be invalid or unenforceable to any extent, the remainder of this Agreement or the application of such term, covenant or condition to persons or circumstances, shall not be affected thereby and each term, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law, unless removal of such term materially alters the basic intent of the parties in executing this Agreement.

8.7 *Applicable Law.* This Agreement shall be construed under the laws of the State of Michigan and any use terms, not expressly provided for in this Agreement, shall be as provided under Michigan Law.

8.8 *Headings.* The paragraph titles in this Agreement are solely for the convenience of the parties and shall not be relied upon or interpreted to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

8.9 *Remedies Not Exclusive.* It is agreed that each of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies or benefits set forth in this Agreement or allowed by law.

8.10 *Counterparts.* This Agreement may be executed in one or more counterparts, including facsimile transmissions, all of which taken together shall constitute one and the same instrument.

8.11 *Effective Date.* The Effective Date of this Agreement shall be the date upon which the last of the parties listed below has signed the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed in their respective names by their respective officers on the day and year identified below.

**TRAVERSE BAY AREA,
INTERMEDIATE SCHOOL DISTRICT,**

_____ ,

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: FISCAL YEAR 2014-2015 BUDGET AMENDMENTS

The Authority's financial administrators at Garfield Township are in the process of determining whether they need to prepare budget amendments for the current fiscal year. If necessary, these amendments will need to be approved by the Board at the June 10, 2015, meeting. A public hearing will also need to be scheduled and advertised for the June 10 meeting regarding the budget amendments, so I recommend the following motion:

That a public hearing regarding budget amendments for Fiscal Year 2014-2015 be scheduled for June 10, 2015.

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF RECOMMENDED FISCAL YEAR 2015-2016 BUDGET AND PUBLIC HEARING

Attached is the proposed Budget for Fiscal Year 2015-2016 for review, discussion and input on Thursday night. The proposed budget needs to be approved by the Garfield Township Board and the City Commission. It then returns to you for a public hearing prior to budget approval.

I recommend the following motion:

That the proposed 2015-2016 Budget for the City of Traverse City and Charter Township of Garfield Recreational Authority be submitted to the Traverse City City Commission and Garfield Township Board for their approval; and that a public hearing on the budget be scheduled for June 10, 2015.

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City of Traverse City and Charter Township of Garfield
Recreational Authority

Comprehensive Annual Budget
Fiscal Year July 1, 2015 to June 30, 2016

Board of Directors:

Ross Biederman, Chair
Michael Groleau, Secretary
Tim Hughes, Treasurer
Molly Agostinelli, Director and Garfield Township Trustee
Chris Bzdok, Director
Jeanine Easterday, Director and Traverse City City Commissioner
Matt McDonough, Director

Executive Director:

Matt Cowall

City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
OPERATING FUND
For the Fiscal Year End June 30, 2016

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Recommended
REVENUES						
Property Taxes	\$ 149,897	\$ 149,569	\$ 152,140	\$ 152,000	\$ 154,121	\$ 170,000
Interest Income	104	163	293	200	350	350
Refunds, Reimbursements & Grants	5,402	115,308	48,670	200,000	175,500	56,000
Barns Park Rental Revenues	-	-	-	20,000	45,500	70,000
TOTAL REVENUES	155,403	265,040	201,103	372,200	375,471	296,350
EXPENDITURES						
Office Expenses	1,697	1,903	1,082	2,500	2,060	2,500
Professional Services	90,157	78,210	80,296	392,500	315,610	236,000
Printing	157	403	908	-	-	-
Insurance & Bonds	2,871	2,835	3,120	4,000	3,186	4,000
Utilities/Property Maintenance	14,998	14,708	9,175	20,000	20,000	44,600
Transportation	-	439	2,084	2,000	350	1,000
Capital Outlay	-	168,973	4,242	40,000	40,000	10,000
TOTAL EXPENDITURES	109,880	267,471	100,907	461,000	381,206	298,100
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	45,523	(2,431)	100,196	(88,800)	(5,735)	(1,750)
Beginning Fund Balance	159,626	205,149	202,718	302,914	\$ 302,914	297,179
Ending Fund Balance	\$ 205,149	\$ 202,718	\$ 302,914	\$ 214,114	\$ 297,179	\$ 295,429
Millage Rate	0.0994					

Narratives to Budget Sheets

Operating Fund:

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

The primary goals of the Recreational Authority, supported by funding in the proposed budget for the coming fiscal year are: (1) implementation of the Historic Barns Park Business Plan, focused on the facilities rental enterprise; (2) completion of the U.S. EPA Brownfields Cleanup Grant for environmental cleanup work at Historic Barns Park, and (3) monitoring the Traverse City Light & Power transmission line project through Hickory Meadows. Deficit spending in the Operating Fund is anticipated for the next two years until revenues from the facilities rental enterprise are sufficient to cover those expenses.

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

Professional Services

Executive Management Services (Land Information Access Association)	\$ 60,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management Services (Grand Traverse Conservation District)	\$ 19,000.00
Event Facility Management Services (Two B Events, LLC)	\$ 50,000.00
Event Marketing and Supplies	\$ 10,000.00
EPA Cleanup (Grant funded)	\$ 51,000.00
Legal	\$ 5,000.00
Audit	\$ 5,000.00
Miscellaneous/Contingency (10% of overall budget)	\$ 30,000.00

Total	\$ 235,933.00
<u>Allocation Recommended</u>	<u>\$ 236,000.00</u>

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

(Operating Fund – Continued)

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

Utilities/Property Maintenance	
Historic Barns Park Miscellaneous Maintenance,	\$ 15,000.00
Road Grading & Snowplowing	
Operating Utilities (gas, water and electric)	\$ 15,500.00
Hickory Meadows Work Plan	\$ 14,100.00

Total	\$ 44,600.00
<u>Allocation Recommended</u>	<u>\$ 44,600.00</u>

Capital Projects	
Receipts from GT Band Grant	\$ 10,000.00

Total	\$ 10,000.00
<u>Allocation Recommended</u>	<u>\$ 10,000.00</u>

Travel Total	\$ 1,000.00
<u>Allocation Recommended</u>	<u>\$ 1,000.00</u>

Operating Fund Total	<u>\$298,100.00</u>
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City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
PROPERTY ACQUISITION and CONSTRUCTION BOND FUND
For the Fiscal Year End June 30, 2016

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Recommended
REVENUES						
Interest Income	\$ 240	\$ 152	\$ 126	\$ 20	\$ 81	
Refunds, Reimbursements & Grants	-	-	112,671	700,000	759,953	
TOTAL REVENUES	240	152	112,797	700,020	760,034	-
EXPENDITURES						
Professional Services	-	-	-	1,000		
Office Expenses & Bank Fees	20	47	108	100	80	
Capital Outlay	152,000	-	141,599	815,000	877,053	
TOTAL EXPENDITURES	152,020	47	141,707	816,100	877,133	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(151,780)	105	(28,910)	(116,080)	(117,099)	-
<hr/> <hr/>						
Beginning Fund Balance	297,684	145,904	146,009	117,099	117,099	-
Ending Fund Balance	\$ 145,904	\$ 146,009	\$ 117,099	\$ 1,019	\$ -	-

Property Acquisition and Construction Bond Fund:

This fund represents the remainder of bond proceeds for property acquisition and construction. The remainder of these proceeds have been allocated for full expenditure prior to the start of Fiscal Year 2015/2016, and this fund will close as a result.

Total	\$ 0.00
<u>Allocation Recommended</u>	<u>\$ 0.00</u>

Property Acquisition and Construction Bond Fund Total	<u>\$ 0.00</u>
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Long-Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds for acquisition of the Authority's three properties. This millage rate can fluctuate depending on the amount of debt service that has to be paid in the current fiscal year, and that debt service will escalate each year through retirement of the debt. Based on last year's receipts and a debt service this fiscal year of \$475,375, the millage rate to be levied on the winter and summer tax bills for this fiscal year will be **.3100**, up slightly from last year's millage rate of .3000.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF MAY 14, 2015

DATE: FRIDAY, MAY 8, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved.

General Operating Fund:

City of Traverse City	March water services (autodeduct)	\$ 87.00
GT Conservation District	Quarterly services - April 1 - June 30	\$ 4,750.00
ECT	March consulting services (EPA)	\$ 1,797.95
Smith Haughey Rice & Roegge	March legal services	\$ 223.30
LIAA	Printing, postage, legal notice	\$ 473.67
LIAA	Management services for March	\$ 6,043.75
EPS	Monthly service (Jan 14 - April 30)	\$ 265.00
EPS	Monthly service (May - June)	\$ 150.00
EPS	Install security/monitoring system	\$ 1,472.00
Consumers Energy	April electric service (autodeduct)	\$ 697.23
GT Conservation District	March Hickory Meadows	\$ 114.00
Two B Events, LLC	Event management services (4/15 - 5/15)	\$ 4,166.67
Elmer's	Road grading April	\$ 500.00
DK Security	Background checks	\$ 92.65
City of Traverse City	April water services (autodeduct)	\$ 87.00

Debt Service Fund:

None		
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Construction Bond Fund:

None		
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GT Rec Authority Operating Fund
Statement of Activities
July 2014 through April 2015

	<u>Jul 14 - Apr 15</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 154,121.38	\$ 152,000.00	\$ 2,121.38
615.1 · EPA Cleanup Grant	10,000.00	200,000.00	(190,000.00)
615.2 · GT Band Grant	10,000.00	-	10,000.00
615.6 - Energy Farm Master Plan	15,000.00	-	15,000.00
615.7 · Donations	2,500.00	-	2,500.00
615.8 · Barns Park Rentals	36,500.00	20,000.00	16,500.00
664 · Interest Income	230.89	200.00	30.89
Total Revenues	<u>228,352.27</u>	<u>372,200.00</u>	<u>(143,847.73)</u>
Expenditures			
700 · Office Expense	1,543.36	2,500.00	(956.64)
805 · Professional Services			
Accounting	-	5,933.00	(5,933.00)
GTCD	19,000.00	19,000.00	-
Legal	4,251.25	5,000.00	(748.75)
Management	55,720.00	60,000.00	(4,280.00)
Other	18,373.25	55,067.00	(36,693.75)
Audit	2,300.00	2,500.00	(200.00)
EPA Clean Up	21,859.06	200,000.00	(178,140.94)
Events Manager	32,807.63	45,000.00	(12,192.37)
Total	<u>154,311.19</u>	<u>392,500.00</u>	<u>(238,188.81)</u>
862 · Transportation	46.77	2,000.00	(1,953.23)
912 · Insurance & Bonds	3,186.00	4,000.00	(814.00)
920 · Utilities & Maintenance	10,712.45	15,000.00	(4,287.55)
920.3 - Hickory Meadows Work Plan	2,911.26	5,000.00	(2,088.74)
970 · Capital Projects	40,000.00	40,000.00	-
Total Expenditures	<u>212,711.03</u>	<u>461,000.00</u>	<u>(248,288.97)</u>
Net Change in Fund Balance	<u>\$ 15,641.24</u>	<u>\$ (88,800.00)</u>	<u>\$ 104,441.24</u>

Rec Authority Debt Fund
Statement of Activities
July 2014 through April 2015

	<u>Jul 14 - Apr 15</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
Current Property Taxes	\$ 474,241.28	\$ 460,000.00	\$ 14,241.28
Interest Income	-	-	-
Refunds and Reimbursements	(663.89)	-	(663.89)
Total Revenues	<u>473,577.39</u>	<u>460,000.00</u>	<u>13,577.39</u>
Expenditures			
Debt Service - Fees	198.28	500.00	(301.72)
Debt Service - Interest	125,065.50	125,069.00	(3.50)
Debt Service - Principal	320,000.00	320,000.00	-
Total Expenditures	<u>445,263.78</u>	<u>445,569.00</u>	<u>(305.22)</u>
Net Change in Fund Balance	<u>\$ 28,313.61</u>	<u>\$ 14,431.00</u>	<u>\$ 13,882.61</u>

Rec Authority Capital Project Fund
Statement of Activities
July 2014 through April 2015

	<u>Jul 14 - Apr 15</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
Interest Income	\$ 80.61	\$ 20.00	\$ 60.61
Refunds and Reimbursements	765,733.60	700,000.00	65,733.60
Total Revenues	<u>765,814.21</u>	<u>700,020.00</u>	<u>65,794.21</u>
Expenditures			
Bank Fees	61.42	100.00	(38.58)
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>854,685.50</u>	<u>816,100.00</u>	<u>38,585.50</u>
Net Change in Fund Balance	<u><u>\$ (88,871.29)</u></u>	<u><u>\$ (116,080.00)</u></u>	<u><u>\$ 27,208.71</u></u>