

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

7:00 p.m.

Wednesday, June 10, 2015

2nd Floor County Training Room, Governmental Center
400 Boardman Avenue
Traverse City, MI 49684

Posted: 6-5-15

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

Agenda

Roll Call.

1. Consideration of approving the minutes of the special meeting of May 14, 2015. (Matt Cowall)
2. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Event facility management
 - EPA Cleanup Grant activities
 - Historic Barns Park construction updates and road planning
 - June 1 Quarterly Reports and other updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
 - Community Gardens
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
3. Consideration of revised request for access to Hickory Meadows for Traverse City Light & Power transmission line project. (Matt Cowall, GRP Engineering, CC Power, TCL&P)
4. Presentation of progress on the Master Plan for the Energy Farm at Historic Barns Park. (Matt Cowall, SEEDS)
5. Public hearing regarding budget amendments for Fiscal Year 2014-2015. (Matt Cowall)
6. Public hearing regarding the Fiscal Year 2015-2016 budget. (Matt Cowall)
7. Report regarding payment of expenditures. (Matt Cowall)
8. Public Comment.
9. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the special meeting of May 14, 2015.

The following motion would be appropriate to approve the minutes:

That the minutes of the special meeting of May 14, 2015, be approved.

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Minutes

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

May 14, 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 7:02 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary (arrived 7:09); Molly Agostinelli; Jeanine Easterday; and Matt McDonough.

The following Directors were absent (excused): Tim Hughes, Treasurer; and Chris Bzdok.

Chair Biederman presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the special meeting of April 9, 2015,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Easterday, seconded by Agostinelli, that the minutes of the special meeting of April 9, 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
Brianna Bidwell, Two B Events
Tonya Lewandowski, ECT
Karen Schmidt, BGHBP
Juliana Lisuk, SEEDS
Michael Haynes, TCCG

No action was taken.

3.

The next item being “Consideration of Hickory Meadows work plan for Fiscal Year 2015-2016,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by McDonough, that the 2015-16 work plan for Hickory Meadows be approved.

CARRIED.

4.

The next item being “Consideration of recommended remediation contractor for EPA Cleanup Grant,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director
Tonya Lewandowski, ECT

Moved by McDonough, seconded by Easterday, 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.

CARRIED.

5.

The next item being “Consideration of parking agreement with Traverse Bay Area Intermediate School District,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Easterday, seconded by McDonough, 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.

CARRIED.

6.

The next item being “Consideration of scheduling a public hearing for Fiscal Year 2014-2015 budget amendments,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Agostinelli, that a public hearing regarding budget amendments for Fiscal Year 2014-2015 be scheduled for June 10, 2015.

CARRIED.

7.

The next item being “Consideration of scheduling a public hearing for the Fiscal Year 2015-2016 budgets for the Operating Fund and Debt Retirement

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

Matt Cowall, Executive Director

Moved by Groleau, seconded by Agostinelli, 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.

CARRIED.

8.

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.

9.

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

None.

There being no objection, Chair Biederman declared the meeting adjourned at 8:33 p.m.

Matt Cowall, Executive Director

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
- Event facility management
- EPA Cleanup Grant activities
- Historic Barns Park construction updates and road planning
- June 1 Quarterly Reports and other updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
- Community Gardens
- Any reports from Board members
- Executive Director's report and possible verbal updates



Monthly Board Report
Date: Wednesday, June 10, 2015
Time: 7:00pm

Period: April 15th (Start) – June 10th, 2015

Events to date: 4

- 4-18-15 Book Launch
- 4-25-15 Zawislak Roberts Wedding
- 5-9-15 Larson Hermann Wedding
- 5-31-15 Park-Wide Open House

Inquiries to date: 34

- Weddings: 25
- Other (Corporate, Fundraisers, Festivals, etc.): 9

Tentative bookings: 2

- Rotary Meeting & Luncheon (July 21, 2015) – verbal agreement given, waiting on final confirmation & paperwork
- Riehl Wedding (July 16, 2016) – verbal agreement given, final agreement pending answers to questions

Confirmed bookings: 3

- Weddings:
 - o Murad Celic Wedding (May 21, 2016)
 - o Grubaugh Sullivan (May 29, 2016)
 - o Fleming Pemberton (October 8, 2016) – check/agreement in the mail
- Other (Corporate, Fundraisers, Festivals, etc.):
 - o None

Facility Notes:

- Cleaning company – TBD
- Maintenance company – TBD
- Shade for entrance – TBD
- Silver “splash” panel along the kitchen wall – new request (protection against spills, dents, table marks, etc.)
- Alarm system activated – ?
- Rental agreement for users – under revision (interest in merging the barn/garden contracts together)
 - o Add setup/tear fees
 - o Enforce a security deposit/add
- Events North is wrapping up marketing materials (business cards, barn website, etc.)

Updates/Feedback:

- Open House:
 - o The park-wide Open House on Sunday, May 31st was a huge success. We had a great turnout (upwards of 1,000 – 1,500 people), much interest and plenty of curiosity. The private donor party went very well also. There was great feedback from the donors who felt appreciated for their efforts.
 - o Every vendor who participated donated 100% of their time and services to the event (with the exception of the piano rental/delivery and piano tuning).
 - Vendors included: GJs rentals, Sweet Themes, Samantha Hendrickson Floral, Uptown Catering, Catering by Kelly's, Mawby, Food Trucks (Sparks BBQ and the Fresh Fruit and Juice folks).
 - Musicians included: David Chown, Laurie Sears, Norm Wheeler, Mike Sullivan, Miriam Pico, Kaysen and Ali, Highschool String Quartet, Jerry Younce and others, Goodboy!, and the Carter Creek Band.
- Parking:
 - o Established a contact (LoAnn VandeLeest) at the Northwest Michigan Surgery Center in Copper Ridge. Contact shared by Allison Beers at Events North. LoAnn agreed to allow use of the surgery center's parking lot for the wedding on 6/20/2015. The permit holder is required to add them as additional insured on their insurance policy (same as TBA). So long as the lot is left as is upon the conclusion, LoAnn seemed willing to allow future use as needed. The results from the event on 6/20/2015 will better determine a long term relationship.
 - o Matt contacted WMS and shared a parking map showing usable space along with a form for completion should we need to request it. WMS will serve as an additional parking option, if needed.



June 1, 2015

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

Dear Matt,

Attached is the Quarterly Report from the Board of the Botanic Garden at Historic Barns Park, for the period of March 1, 2015 through May 31, 2015. As you know, the BGHBP board utilizes a Strategic Planning Process to determine its annual and 3-year goals. Each Quarterly Report presents the progress we have made in the current year's goals over that three-month period. The twelve goal areas for 2015 are: to establish a long-term lease, to explore Executive Director options, to contract for identified accounting services, to assist and support efforts for future road design & construction in the park, to develop a comprehensive marketing plan, to implement the 2015 fund development plan, to complete the Walled Garden, to complete the Silo Pool & Fountain, to replace the Wagon House roof, to assist in the renovation of Building 223's exterior, to expand the present garden plantings, and to build the board through the recruitment of new board members.

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

Sincerely,

Karen Schmidt,
Botanic Garden Board Chair



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

Quarterly Report

June 1, 2015

GOAL #1 – LONG TERM LEASE – Because donors, members and board directors need an assurance that their investment in the Garden will be protected across time: By December 2015 a long-term lease will be in place:

- a. During last quarter The Botanic Garden began conversations with the Recreational Authority board and Garfield Township regarding our interest in obtaining a long-term lease for the Garden.
- b. During this quarter, the board's attorney completed a draft of a long-term lease proposal and shared it with the Recreational Authority Board's attorney, Karrie Zeits, for input. This draft will be shared with the Recreational Authority and Garfield Township during the third quarter for additional input.

GOAL #2 – EXECUTIVE DIRECTOR – Because the needs and responsibilities are expanding as the garden develops, by January of 2018 a Botanic Garden Executive Director will be hired.

- a. During the second quarter, work continued on the exploration of the roles and responsibilities of an Executive Director for the Garden
- b. During the third quarter the board will begin exploring possible funding sources for this position. We recognize that funding this position will be the greatest challenge.

GOAL #3 – CONTRACTED ACCOUNTING SERVICES – Because accounting responsibilities continue to accrue as the expanding Garden’s revenues and expenditures increase, by December 2015, The Botanic Garden will have hired the services of a professional accounting firm for items such as the 990 report, an audit/financial review, etc.

- a. During the second quarter, the board finalized an agreement for the services of Dennis, Gartland & Niergarth to complete a financial procedural review for the Garden.
- b. During the first quarter the board decided to hire an accounting service to complete the Garden’s 990 report. However, because of the cost of the financial procedural review, board volunteer Bill Wright completed and submitted the 990 report in collaboration with board treasurer, Tracy Raz.

GOAL #4 – ROADS, LIGHTING AND SIGNAGE – Because the Botanic Garden and the Historic Barns Park are both negatively impacted by the poor condition and placement of the present roads, limited parking, and the lack of lighting and signage: By December 2015 a formal group, made up of The Botanic Garden, the Recreational Authority and other supportive parties will address shared infrastructure issues, including roads, parking, lighting and signage, and assist each other in pursuing funding and design work for that infrastructure.

- a. During the first quarter, the Garden hired and paid Scott Jozwiak Consulting to complete topographical surveys in order to obtain a better picture of the various elevations and contours at the core area of the park to assist in the road planning and design. During the second quarter, the Botanic Garden continued to pay for the design services of the Nelson Byrd Woltz team for road design work.
- b. During the second quarter, representatives from the Botanic Garden continued to coordinate with E.C.T. engineer Tonya Lewandoski, Matt Cowall and Molly Agostinelli of the Recreational Authority, Brian Vandenbrand of Garfield Township, Scott Jozwiak Consulting and the design team from Nelson Byrd Woltz Associates on the design for future roads at the park. Road design work continued to evolve and change as input from the Grand Traverse Fire Department and the Wetland Delineation work was considered. New draft design plans will be completed during the third quarter.

GOAL #5 – MARKETING – Because the Garden needs to increase public awareness, support and participation: By December of 2015, The Botanic Garden will draft and complete a comprehensive marketing plan, while continuing present marketing efforts.

- a. During the second quarter the board recruited new board director Emily Petrovich, who with her husband owns and manages NewEra Social Marketing. Emily will assist in the development of a marketing plan. During her first two months on the board, Emily has improved and expanded our Facebook platform, introducing event options, videos and ads. Her two Facebook ads on the Historic Barns Park and Gardens Open House reached over

13,000 people! Emily has also familiarized herself with the BGHBP website and is doing some update work on the site as well.

- b. During the second quarter the Garden hired Brand Tonic to design new rack cards and had 5,000 printed for use in the region.
- c. During the second quarter the Garden collaborated with the RA on an Open House at the park, introducing the Park and Garden's newest additions (restored Cathedral Barn, 3-tier Silo Fountain, rose-mosaic seating circle, wildflower garden and 'spruced-up' pavilion). Over 2,000 people attended this event. The Open House included dedication of the Cathedral Barn and the new 3-tier Fountain, a children's event tent, live music, food trucks, tractor/wagon rides, a bonsai exhibit, and tours throughout the park.

GOAL #6 – FUND DEVELOPMENT - Because a diverse and strong revenue source is critical to the operation and growth of the Garden: By December of 2015, The Botanic Garden will implement the fund development plan recommended at the November 2014 Strategic Planning Session. The development plan implementation will address each of the elements (membership, annual giving, planned giving, grants, endowments, donations, events, newsletters, marketing) using the timeline defined in the development calendar. Donor Perfect On-line software will be implemented to support a number of these elements.

- a. During the second quarter, through the website, Facebook and personal contacts, the Garden focused heavily on new memberships and membership renewals.
- b. During the second quarter the Board implemented the Development Plan's spring activities, including a Mothers' Day gift membership drive and sent out over 1,000 introduction/appeal letters to potential supporters.
- c. During the second quarter grant application work continued, with a focus on funding for an irrigation system, handicapped accessibility, tree purchases, and repairs for Building 223.
- d. During the second quarter, the Garden's administrator and a skilled volunteer continued work expanding the Donor Perfect software system, implementing the Volunteer component and exploring the membership component.
- e. Venue rental continues to be an important source of revenues for the Garden. During this quarter, the Visitor Center was rented four times for meetings, a graduation party, and a client appreciation reception. In addition, one wedding was held in the Garden this quarter, generating additional rental revenues. With warmer spring and summer weather anticipated for the next quarter, the Garden already has over a dozen rentals booked for corporation meetings, parties, garden clubs and weddings. Six Garden/Barn combined weddings have already been booked for 2016.

GOAL #7 – WALLED GARDEN – Because the Walled Garden will bring a whole new level of beauty and function to the Botanic Garden and the park, to be enjoyed by thousands, its completion is an important goal: By December of 2015, the design and construction of the Walled Garden will be completed, including walkways, plantings, fences and screens. Additional

features (fountain, main gate, etc.), including the adjoining Secret Garden, are scheduled for completion in 2016.

- a. During the second quarter, the Garden completed the installation of the tack room's green roof with Nate Griswold of Inhabitect, through a hands-on workshop in 'Green Roof Construction' with 13 participants. One of the Garden's donors was so delighted with the results she has offered to fund a second green roof on the small stairway enclosure on the Pavilion.
- b. During the second quarter, Nelson Byrd Woltz designers visited the site and reviewed their landscape plan for the Walled Garden, exploring unique plant selections that would do especially well in the warmer environment of the enclosed garden. The design team will return to Traverse City in July to expand their work on the Walled Garden, as well as the Sugar Maple Allee and Hillside Garden north of the Visitor Center.
- c. TrueNorth Landscape has offered to donate their services to remove the sand from the floor of the Walled Garden this quarter and bring in and spread top-soil (which we will purchase).
- d. Volunteers have removed the brush and scrub bushes around the outer perimeter of the Walled Garden, in preparation for landscaping this fall and next year, when a good number of trees and shrubs will be installed around the east and north-east outer border of the walls.
- e. Nelson Byrd Woltz designers are presently exploring a variety of firm but permeable paver options for the Walled Garden walkways.

GOAL #8 – SILO POOL AND FOUNTAIN – Because a water feature in the footprint of the historic silo will be a stunning addition to the Visitor Center courtyard and will add to the experience of visitors: By December of 2015, the silo pool will be completed and landscaped, including the mechanics of the pump and waterfalls, and the planting of the model 'constructed wetland' in the upper tier.

- a. During this quarter, skilled workers from Hallmark Construction and Lightening Turtle Landscape, in collaboration with Nelson Byrd Woltz Associates, completed the concrete 3-tier silo pool and fountain, using the original silo foundation as the upper tier's wall. The fountain was dedicated at the May 31st Open House and was a great hit with all the attendees. The fountain's lighting has been especially enjoyed during evening events at the Garden and Barn.
- b. Disturbed soil, lawns and paths are being repaired around the fountain, and the 'constructed wetland' in the fountain's upper tier has been planted. Additional landscaping around the pool was done during the second quarter, with over 250 pots of native Michigan plants installed, and another 250 scheduled for planting this quarter. This native wildflower garden between the Historic Barn and the Visitor Center will not only provide a wonderful palette of color to that Garden, but an outstanding source of habitat for native pollinators and insects that are food sources for native Michigan birds.

GOAL #9 – WAGON HOUSE ROOF – Because the old roof of the Wagon House contains asbestos and will be removed in the spring, and because the Garden’s goal is to restore that structure as a classroom and venue space: By December of 2015, the Wagon House roof will be replaced and the exterior walls painted.

- a. During last quarter, the Garden hired the Trison Engineering Group, Inc. to determine if the Wagon House roof will need additional reinforcement before a new roof can be installed. The engineers’ recommendation: in order to bear the load of a new roof, a new beam and column line, running down the center of the length of the building, will have to be installed prior to the new roof’s construction. Estimates for this work from two different contractors were both in the \$11,000 range. Architect Ray Kendra has suggested that several inexpensive braces can be temporarily installed prior to the new roof membrane, as a temporary solution until further funds are raised. Since the building will only be used for storage until that time, bracing would be an acceptable option.
- b. During this quarter the Garden finalized an agreement with Home Depot for donated paint and labor. ‘Team Depot’ will paint the Wagon House in July of this quarter.
- c. During this quarter the Garden will get several estimates for replacement of the Wagon House membrane. Added thickness of the membrane, more extensive insulation, and roof edge blocks will be factored into the bid request so that the new roof will be appropriate for the future addition of a green roof and solar panels. Each of these factors will increase the need for future additional reinforcement of the roof as well.

GOAL # 10 – BUILDING 223 – Because the exterior of Building 223 (the 95-year-old Blacksmith Shop) is in extremely poor condition, with peeling lead-based paint, rotting eaves and soffits, and badly deteriorated garage doors, and because this building’s appearance has a negative impact on the park and Garden itself, the goal is to collaborate with SEEDS to repair and repaint the building and replace the garage doors.

- a. During the second quarter, Northern A-1 will remove the lead paint from the exterior of Building 223, with a projected completion date of late June.
- b. During the second quarter, the Botanic Garden continued plans with Home Depot ‘s ‘Team Depot’ to provide the paint and labor for painting Building 223. Home Depot is considering the donation of lumber and gutters as well (we’ll get the final status on this later this quarter), and Behr paint has agreed to donate all of the paint. The Botanic Garden and SEEDS are to provide food and beverages for the workers on the July work-bee day.
- c. During the second quarter, the Garden’s MOU team worked with Bill Watson of SEEDS to order replacement garage doors for Building 223. We are waiting to hear from Rotary Good Works and the Oleson Foundation as to whether the Botanic Garden’s grant request for new garage doors for the whole building is funded. If not, both SEEDS and the Garden will have to fund their own individual doors.

GOAL #11 – BOARD CAPACITY – Because a diverse and robust board, with clear guidelines and policies, bring strength to an organization: By December of 2015, the capacity of the Botanic Garden board will be increased through the addition of at least four new board members, and the review and revision of present by-laws and board policies.

- a. During the second quarter, the board successfully recruited two more new board members – Emily Petrovich and Brett Nichols. Emily has an extensive background in social media, and she and her husband own and operate the firm NewEra Social Marketing. Brett is a realtor with ReMax, a retired Michigan State Police officer, and serves on the board of the Old Town Playhouse. These two new board directors bring a wealth of experience and knowledge in the fields of marketing, security and event planning.
- b. Work on the updates to the Garden’s by-laws and policies has been rescheduled for the fourth quarter, when the board is not as heavily scheduled with summer and fall events and projects.

GOAL #12 – EXPANSION OF PRESENT GARDEN PLANTINGS - Because the heart of a botanic garden lies in the plants themselves: By December of 2015 the Botanic Garden will expand the number of both container plants and in-ground plantings.

- a. During this quarter, the Garden replaced the stunning display of spring bulbs with a wide variety of summer annuals in the Visitor Center’s White Garden and the 18 containers surrounding the Visitor Center. In addition, hundreds of native perennials were planted in the Visitor Center South Garden. Botanic Garden volunteers and volunteers from the Ma-me-ne-sewong Garden Club donated almost 150 hours of time planting these gardens.
- b. During this coming quarter, designers from Nelson Byrd Woltz Associates and our horticulturist, Laurel Voran, will expand and delineate planting plans for the Walled Garden and the North Wildflower Garden, as well as the Sugar Maple Allee.

ADDITIONAL ACHIEVEMENTS FOR THE SECOND QUARTER OF 2015:

1. During this quarter, the Botanic Garden hired National Coatings to paint the exposed areas of the Pavilion and stain the cedar trim and railings on the Pavilion
2. During this quarter, the Garden hired Wilhelm Landscape to install a 15’ wide bluestone rose mosaic on the floor of the Conversation Circle and a bluestone walkway above it, as well as installing 3 Rosetta Stone stairs up to the Pavilion, increasing access to the Pavilion from the outdoor stairs. The Garden also hired a firm to build and install railings on the new Pavilion stairs. All of these projects, except for the cedar staining, were completed in time for the Park-wide May 31 Open House.
3. During this quarter the Garden purchased a dozen folding picnic tables for use on the Pavilion.
4. The Botanic Garden made presentations about the Garden, both on-site and off-site for a wide variety of groups this quarter:
 - Master Gardener Association – March 3

- Traverse City Professionals – March 10
- Friendly Garden Club – March 24
- Traverse Area Audubon Club – April 16
- Old Mission PEO Club – April 21 (a.m.)
- Delta Kappa Gamma – April 21 (p.m.)
- Little Garden Club of Leland – April 22
- NMC Campus Day – May 15
- Sweetwater Garden Club – May 19

5. During this quarter a series of workshops and classes were held at the Garden, including:

- ‘Butterflies and Gardening’ with Dr. Duke Elsner, MSU Extension
- ‘Shade Gardening’ with Dr. Robert Schutzki of MSU
- ‘Tree and Shrub Pruning Workshop’ with Laurel Voran
- ‘Training for Docents’ – 2 training session for volunteer Garden guides
- ‘Photography in the Garden’ – a collaborative workshop with middle school students and the Traverse Area Camera Club, matching students with skilled adult photographers at the Garden
- ‘Green Roof Workshop’ – students worked with Nate Griswold building a green roof at the Walled Garden
- ‘Plein Air’ Paint Out – a collaboration between the Garden and the Crooked Tree Arts Council
- In addition, a variety of activities were held with local schools, involving over 250 students at the site this quarter.

The Fountain at Night during a May 16 wedding at the Garden:



The new rose mosaic in the Conversation



Students at the Labyrinth



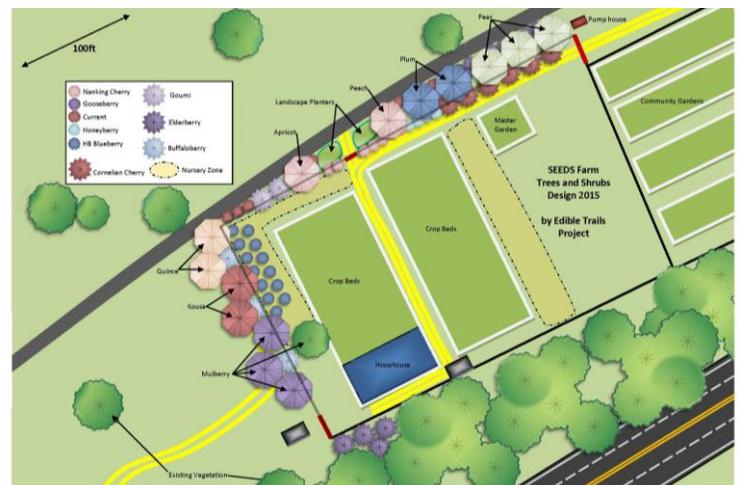


SEEDS at the Historic Barns Park: Second Quarter 2015

1. *Work proactively and cooperatively.*
 - a. A partner MOU meeting was held on May 21 to discuss summer plans and codifying borders.
 - b. Partners also had a meeting on 5/26 along with ECT and Northern A1 to coordinate the schedule of abatement activities onsite.
 - i. SEEDS initiated the testing of the well pump house for lead and informed Matt, ECT and A1 that it tested 'hot'. It is now included in the abatement plans.
 - c. Partner and RA input has been a critical component of the Energy Demonstration Park planning process, thank you for your cooperation!
 - d. SEEDS VISTA member, Shelby Christensen, has been working with BGS to re-point their stone masonry walls. Shelby gained her experience in pointing by working on the historic Goffar Barn in the Sleeping Bear Dunes Lakeshore!
 - e. Thank you to the members of the TCCG who volunteered to help dig the trench that brought grid electricity to the wellhead!
 - f. Flooding in 223 was evaluated by a plumber who confirmed that the drain pipe now terminates just before the trail (and also surmised that it collapsed from road then trail construction).

2. *Create and maintain beautiful borders in order to add to the visual interest and ecological diversity on the property.*

- a. Trees and shrubs will be staged for 1-5 seasons along the SEEDS Farm serving as a nursery for the Edible Trails Project along with sunflowers to create immediate color this season. This is the draft layout:
- b. We will continue to expand pollinator beds. We plan to keep a special eye out for where milkweed is naturally occurring onsite so as to preserve it for the dwindling monarch butterfly population. More Milkweed for the Monarchs!
- c. Soon the fenced in area of the Farm will be extended further west in the same design manner as that which recently went up for the TCCG.



3. *Support the development of a comprehensive energy plan.*
 - a. SEEDS has logged the energy consumption patterns of Building 223 and the Botanic Garden's Visitor Center and will continue to monitor energy consumption at both locations for the time being.
 - b. We are also in the process of benchmarking the Cathedral Barn so that all properties on the site will be benchmarked and compared with other similar properties in Energy Star Portfolio Manager.
 - c. A draft of the Energy Plan Strategies will be presented at the RA's June 10 meeting for partner input and questions with the final product to be completed in July. We are getting great feedback from the project advisors, from leadership at all four utility companies as well as other stakeholders.

4. *Continue to develop the quality of the educationally focused farm operation.*
 - a. We were able to have the well pump tied to the Consumers electricity grid providing more reliability and flexibility for SEEDS and the TCCG.
 - b. With recent approval from Consumers Energy to tie the solar panels into their grid, the solar paneled shade structure for the well will be completed soon.
 - c. Ag Science students at the TBA-ISD's Career Tech Center (CTC) are using their greenhouse to start hundreds of native and perennial plants that will be transplanted into outdoor nursery beds along the borders of SEEDS Farm.
 - d. Ag Science CTC students are also planting vegetable starts this spring.
 - e. This summer we will have a crew of 3-5 Youth Corps members working with Julianna Lisuk on the SEEDS Farm. They will engage in all aspects of the process of growing food and taking it to market, including management of the downtown Sarah Hardy Farmers Market.



5. *Continue building educational programming in relation to the site by prioritizing the development of **high quality, long term program relationships with select students.***
 - a. The Quest: a youth-driven creative expression of their exploration of healthy eating and local food systems will culminate in a week-long regional camp hosted at Greenspire School that will integrate with SEEDS Farm. The SEEDS Farm will also provide much of the ingredients for their lunches. Quest youth will get educational tours of HBP, help with the harvesting and will decorate the hoophouse. The final performance on July 2 will be at Milliken Auditorium on the campus of NMC another great SEEDS partner – though our second choice venue to the Cathedral Barn due to size constraints.

- b. Seventh graders at TC West Middle School were given a tour of HBP and were introduced the Barns Energy Park concept. They were then given a lesson on solar and geothermal energy by SEEDS educators.
- c. The Grand Traverse Academy ECO CLUB students, whom we've been working with all year, have been invited to participate in the solar install and other summer opportunities at the Park.
- d. Members of the student named S.O.L.A.R. Club in Kalkaska were so inspired by the Park and its energy demonstration opportunities that they designed and are prototyping temporary energy installations they call "Sustainability Scarecrows" that use solar power and the wind to put fear into fowl. The conceptual drawings are amazing and fantastical!

6. *Dedicate fundraising and friend-raising capacity specifically toward investment in Historic Barns Park.*

- a. The Youth Corps crew set to work at the SEEDS Farm is fully funded for the season!
- b. NMC donated \$2230 worth of solar panels to support the solar irrigation project and opportunities for extended learning and student recruitment!



Ten solar panels from NMC getting picked up by Kyle Huggett, Americorps VISTA

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF REVISED REQUEST FOR ACCESS TO
HICKORY MEADOWS FOR TRAVERSE CITY LIGHT & POWER
TRANSMISSION LINE PROJECT

CC Power is the contractor that has been selected by Traverse City Light & Power (TCLP) to rebuild the transmission line running through Hickory Meadows. In preparation for the work through the Meadows, Tom Vitale of the Conservation District and I attended a walkthrough of the power line easement with representatives from CC Power, TCLP and TCLP's contracted engineering firm, GRP Engineering.

The prescribed plan for accessing the Hickory Meadows easement has been to enter and exit from Hickory Hills on the west end, thereby keeping all power-line work and equipment in the Meadows confined to the easement. Following the latest walkthrough and as described in/on the attached narrative and map, CC Power/GRP/TCLP are requesting consideration of an alternative access route across the Meadows property to work on four poles at the eastern end of the easement.

In summary, accessing these four poles across the Meadows would reduce the amount of earthwork inside the easement, reduce impacts on a wetland area inside the easement, and allow access for chipping equipment to reduce the woody debris left in the easement after trees and shrubs are cleared. However, if those physical access modifications are not made elsewhere in the easement, presumably the only access for maintaining these four poles in the future would be across the same route through the Meadows. Since confining work and investment to the easement has been a stated preference to this point for all involved, this merits the careful consideration we will give it on Wednesday night.

**Traverse City Light & Power
Transmission Line ROW Access Revision
Hickory Meadows Crossing**

During project design phase for the TCL&P West Side Transmission Rebuild project, the Joint Recreational Authority requested vehicle access across Hickory Meadows be restricted. Construction documents included this restriction and required contractors access the transmission corridor from the Hickory Hills Ski area and remain in the 100' wide transmission line easement. Following a field walk though of the transmission corridor through Hickory Meadows by TCL&P staff, GRP Engineering, CC Power, and representatives of the Recreation Authority and Conservation District, a revised access into the ROW is being proposed. This revision is being requested to minimize soil disturbance in a very steep slope area and to preserve native vegetation which will maintain a visual block within the corridor.

The revised access would be from Randolph Street across the Meadows into the northeast corner of the corridor. This revised access point would be utilized for clearing and construction purposes in the ROW section from the wetland area/trail crossing to the easterly extents of the easement on Joint Recreation Authority property. Access would be through the existing gate on Randolph Street and would follow the established two-track into the Meadows. Matting will be installed parallel to the existing footbridge to keep all vehicles on high ground and off the pedestrian bridge. Finally access from the open meadows into the transmission corridor would be through an existing opening in the northeast corner of the site. No mature trees need to be removed and only a few small limbs would be trimmed for vehicle access.

Limiting access to the corridor from the east eliminates the need for any matting or clearing in the wetland area and removes the need for 250' of earth work in the steep slope area west of the wetlands. Preservation of native vegetation in the wetland area will maintain a visual block of the transmission corridor west of the trail crossing. Additionally, removing the need for grading in the steep slope section eliminates concerns with soil erosion and site restoration.

The contractors would be taking the following vehicles across the Meadows for the necessary transmission line and underground distribution circuit construction. Equipment access would be minimized and planned for one-trip into the corridor and one-trip out with the exception of rolling the wheeled pole dolly across with each pole, and daily access with a Ranger side-by-side utility vehicle or pickup as preferred by the Joint Recreation Authority.

Vehicles

- Track Chipper & Fecon Mower (9.0' wide)
- Flex-trak bucket (10.0' wide)
- Flex-trak digger (10.0' wide)
- Dozer (John Deere 650)
- Cable Plow (Case 960)
- Wheeled dolly for poles pulled by pickup
- Directional boring unit
- Backhoe
- Cable Reel Trailer
- Daily access (Ranger side-by-side or pickup truck)

Access for construction staking by survey crews and inspection work will be limited to side-by-side utility vehicle or more likely walking in from Hickory Hills parking area or Wayne Street.

Restoration will be completed to return the Meadows are disturbed to original conditions or better. Raking, seeding and mulch with seed mix as previously specified by the GT Rec Authority will be utilized.

TRANSMISSION ROW ACCESS REVISION



NOTES:

1. NO MATURE TREES TO BE REMOVED FOR ACCESS THROUGH THE MEADOWS.
2. SMALL LIMBS TO BE REMOVED IN EXISTING OPENING FOR EQUIPMENT ACCESS.
3. MATTING TO BE INSTALLED ADJACENT TO EXISTING FOOT BRIDGE FOR VEHICLE USE.
4. ACCESS ALONG EXISTING TWO-TRACK AND ACROSS THE MEADOWS REDUCES DISTURBANCE OF 550' OF EXISTING ROW INCLUDING NO VEHICLE TRAVERSING OF THE WETLAND AREAS OR UP THE STEEP SLOPE.
5. MAINTAINS VISUAL BARRIER FROM WALKING TRAIL LOOKING WEST IN THE ROW BY MAINTAINING VEGETATION.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PRESENTATION OF PROGRESS ON THE MASTER PLAN FOR
THE ENERGY FARM AT HISTORIC BARNS PARK

SEEDS has been working on the Energy Farm Master Plan and requested this agenda item to present preliminary findings and progress to the Board.

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PUBLIC HEARING REGARDING BUDGET AMENDMENTS FOR
FISCAL YEAR 2014-2015

After review by the Authority's financial administrators at Garfield Township, it is necessary to amend the Fiscal Year 2014-2015 budget for the Property Acquisition and Construction Bond Fund. The amendment will increase both budgeted revenue and budgeted expenses in the Construction Bond Fund by \$67,000.00 to reflect monies received for and expended on Phase I renovations of the Cathedral Barn at Historic Barns Park. The amendment will also allow the Authority to zero the balance on this fund for the purposes of closing it, as all of the original millage receipts it was created to hold will be expended.

A public hearing is required and has been scheduled for Wednesday night regarding the budget amendment. The following is the procedure for public hearings:

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

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

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

Following the public hearing, I recommend the following motion:

That the budget amendment for Fiscal Year 2014-2015 as outlined in the Executive Director's communication of June 5, 2015, be approved.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PUBLIC HEARING REGARDING THE FISCAL YEAR 2015-2016
BUDGET

As required by the Authority's articles of incorporation, the City Commission and Garfield Township Board have approved the Authority's proposed budget for Fiscal Year 2015-2016. A public hearing on the budget has been scheduled for Wednesday night.

Procedure for the public hearing:

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

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

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

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

1. **That the Resolution Approving Millage Rates for the Bond Issue Debt Millage and Operating Millage and Certifying Tax Levy Operational Millage for Fiscal Year July 1, 2015, to June 30, 2016, be adopted.**
2. **That the Resolution Adopting the City of Traverse City and Charter Township of Garfield Recreational Authority Comprehensive Annual Budget for Fiscal Year July 1, 2015, to June 30, 2016, be adopted.**

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.

Resolution
Approving the Millage Rates
for the Bond Issue Debt Millage and Operating Millage
and
Certifying Tax Levy for Operational Millage
Fiscal Year July 1, 2015, to June 30, 2016

- Resolved, that to defray the costs of the Recreational Authority operations, the estimated sum of \$170,000 based on the rate of .0994 mills shall be raised in the City of Traverse City and Charter Township of Garfield Recreational Authority, by taxation for the Recreational Authority operations for the fiscal period of July 1, 2015, through June 30, 2016, inclusive, in accordance with the laws of the State of Michigan relative to the taxation of real and personal property; further be it
- Resolved, that to defray the cost of the Recreational Authority bond issue of \$6,650,000, the estimated sum of \$530,000 based on the rate of .31 mills shall be raised in the City of Traverse City and Charter Township of Garfield Recreational Authority, by taxation for the Recreational Authority Bond for the fiscal period of July 1, 2015, through June 30, 2016, inclusive, in accordance with the laws of the State of Michigan relative to the taxation of real and personal property; and further be it
- Resolved, by the City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors, Michigan, that the Assessors of the City of Traverse City and the Charter Township of Garfield shall, as soon as the Secretary of the Authority shall certify to them the amount of the tax levy fixed by the Authority fiscal period of July 1, 2015, to June 30, 2016, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly and in proportion to the valuation entered thereon the amount of tax as recorded by the Authority Treasurer and on file with the Office of the Authority Treasurer, such record to be a permanent record of the Authority.

I hereby certify that the above Resolution was adopted by the Board of Directors on June 10, 2015, at a special meeting of the Board of Directors held in the County Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684.

Michael Groleau, Secretary

**Resolution Adopting the City of Traverse City and
Charter Township of Garfield Recreational Authority
Proposed Comprehensive Annual Budget
Fiscal Year July 1, 2015 to June 30, 2016**

Whereas, the Board of Directors of the City of Traverse City and Charter Township of Garfield Recreational Authority (the Board) has caused a budget document to be prepared and presented to it covering the fiscal year commencing July 1, 2015, and ending June 30, 2016; and

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

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

Resolved, that the budget document as reviewed and approved by the City of Traverse City and Charter Township of Garfield entitled "City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors Proposed Comprehensive Annual Budget Fiscal Year July 1, 2015, to June 30, 2016" be adopted in its entirety, and that the Chairperson and Treasurer be, and are hereby authorized to make expenditures provided for in said budget, provided said expenditures be made according to the law; further be it

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

Resolved, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2015:

- | | | |
|----|---|---------------|
| 1. | Operating Fund | \$ 298,100.00 |
| 2. | Property Acquisition and Construction Bond Fund | \$ 0.00 |
| 3. | Long Term General Obligation Debt Retirement Fund | \$ 475,675.00 |

I hereby certify that the above Resolution was adopted by the Board of Directors on June 10, 2015, at a special meeting of the Board of Directors held in the County Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684.

Michael Groleau, Secretary

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JUNE 10, 2015

DATE: FRIDAY, JUNE 5, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

Lautner Irrigation, Inc	Directional drill	\$ 500.00
Panoramic Electrical	Electrification of the pump house	\$ 3,000.00
ECT	April Service (EPA Grant)	\$ 5,185.45
ECT	Wetland Delineation	\$ 1,500.00
Universal Cleaners, LLC	Cathedral Barn cleaning, wedding	\$ 200.00
LIAA	April Service	\$ 7,877.50
LIAA	Printing, postage, keys	\$ 130.03
GT Conservation District	April Hickory Meadows services	\$ 297.99
Evola Music	Piano for Open House	\$ 250.00
Charter Twp of Garfield	Treasury & financial management for 2014-15	\$ 5,933.00
Smith Haughey Rice & Roegge	Legal services, April	\$ 138.00
Consumers Energy	May electric service	\$ 993.30
TRM Custom Painting	Paint touchup, Cathedral Barn	\$ 60.00
Traverse Reproduction & Supply	Mounting and laminating displays for Open House	\$ 232.40
Charter Twp of Garfield	Tax Tribunal	\$ 6.21
Two B Events, LLC	Event management services (5/15 - 6/15)	\$ 4,166.67
Universal Cleaners, LLC	Cathedral Barn cleaning, Open House	\$ 189.00
EPS	Quarterly service - July - Sept	\$ 225.00
Brant Leonard	Piano tuning, Open House	\$ 100.00
Blue Lakes Charters & Tours	Mini bus, June 20	\$ 585.00
American Waste	June trash/recycling service	\$ 26.00
Roto-Rooter	Maintenance – 223 flooding	\$ 235.00

Debt Service Fund:

Charter Twp of Garfield	Tax Tribunal	\$ 16.75
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Construction Bond Fund:

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

	<u>Jul 14 - May 15</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 154,115.17	\$ 152,000.00	\$ 2,115.17
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	38,500.00	20,000.00	18,500.00
664 · Interest Income	304.70	200.00	104.70
Total Revenues	<u>230,419.87</u>	<u>372,200.00</u>	<u>(141,780.13)</u>
Expenditures			
700 · Office Expense	1,905.79	2,500.00	(594.21)
805 · Professional Services			
Accounting	5,933.00	5,933.00	-
GTCD	19,000.00	19,000.00	-
Legal	4,389.25	5,000.00	(610.75)
Management	63,597.50	60,000.00	3,597.50
Other	24,400.90	55,067.00	(30,666.10)
Audit	2,300.00	2,500.00	(200.00)
EPA Clean Up	27,044.51	200,000.00	(172,955.49)
Events Manager	41,340.97	45,000.00	(3,659.03)
Total	<u>188,006.13</u>	<u>392,500.00</u>	<u>(204,493.87)</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	13,213.06	15,000.00	(1,786.94)
920.3 - Hickory Meadows Work Plan	3,323.25	5,000.00	(1,676.75)
970 · Capital Projects	40,000.00	40,000.00	-
Total Expenditures	<u>249,681.00</u>	<u>461,000.00</u>	<u>(211,319.00)</u>
Net Change in Fund Balance	<u>\$ (19,261.13)</u>	<u>\$ (88,800.00)</u>	<u>\$ 69,538.87</u>

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

	<u>Jul 14 - May 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	67.63	100.00	(32.37)
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>854,691.71</u>	<u>816,100.00</u>	<u>38,591.71</u>
Net Change in Fund Balance	<u><u>\$ (88,877.50)</u></u>	<u><u>\$ (116,080.00)</u></u>	<u><u>\$ 27,202.50</u></u>

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

	<u>Jul 14 - May 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	(680.64)	-	(680.64)
Total Revenues	<u>473,560.64</u>	<u>460,000.00</u>	<u>13,560.64</u>
Expenditures			
Debt Service - Fees	214.48	500.00	(285.52)
Debt Service - Interest	125,065.50	125,069.00	(3.50)
Debt Service - Principal	320,000.00	320,000.00	-
Total Expenditures	<u>445,279.98</u>	<u>445,569.00</u>	<u>(289.02)</u>
Net Change in Fund Balance	<u>\$ 28,280.66</u>	<u>\$ 14,431.00</u>	<u>\$ 13,849.66</u>