

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

7:00 p.m.

Wednesday, August 5, 2015

Upper Level Meeting Room, Visitor Center, Historic Barns Park
1500 Red Drive
Traverse City, MI 49684

Posted: 7-31-15

The Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

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

Recreational Authority Board of Directors
Matthew Cowall, Executive Director
324 Munson Avenue
Traverse City, MI 49686
(231) 929-3696 TDD: (231) 922-4412
<http://www.traversacitymi.gov/recauthority.asp>
mcowall@liaa.org

Agenda

Roll Call.

1. Consideration of approving the minutes of the regular meeting of July 1, 2015. (Matt Cowall)
2. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Hickory Meadows Power Line Project
 - Event facility management
 - EPA Cleanup Grant activities
 - 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. Review of preliminary future road scheme for Historic Barns Park. (Matt Cowall)
4. Consideration of wayfinding signage for Historic Barns Park. (Matt Cowall)
5. Consideration of proposals for auditing services. (Matt Cowall)
6. Consideration of fund agreement with Grand Traverse Regional Community Foundation. (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 AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of July 1, 2015.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of July 1, 2015, be approved.

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Minutes

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

July 1, 2015

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor County Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:00 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary (arrived 7:05 p.m.); Molly Agostinelli; Jeanine Easterday; Mattias Johnson; and Matt McDonough.

The following Directors were absent (excused): Tim Hughes, Treasurer.

Chair Biederman presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the special meeting of June 10, 2015,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Easterday, that the minutes of the special meeting of June 10, 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
Jim Cooper, BGHBP
Juliana Lisuk, SEEDS
Michael Haynes, TCCG

No action was taken.

3.

The next item being “Consideration of adopting procedures and guidelines for Freedom of Information Act (FOIA) requests,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Karrie Zeits, SHRR

Moved by Groleau, seconded by McDonough, that the Resolution establishing the Freedom of Information Act Policy be adopted.

CARRIED.

Moved by Groleau, seconded by Agostinelli, that the Freedom of Information Act Public Summary and Detailed Cost Itemization be approved.

CARRIED.

4.

The next item being “Updates on Hickory Meadows easement access for Traverse City Light & Power transmission line project,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Karrie Zeits, SHRR
Nicolle Girard, HMAc

No action was taken.

5.

The next item being “Review of future road scheme for Historic Barns Park,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

6.

The next item being “Consideration of Hickory Meadows Advisory Committee appointment,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Easterday, that Eric Grebe be appointed to one two-year term expiring July 1, 2017, on the Hickory Meadows Advisory Committee, effective July 1, 2015.

CARRIED.

7.

The next item being “Consideration of issuing a request for proposals for auditing services,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by McDonough, seconded by Easterday, that the Executive Director be authorized to issue a request for proposals for financial auditing services.

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 individuals addressed the Board:

Nicolle Girard, HMAAC
Karrie Zeits, SHRR

There being no objection, Chair Biederman declared the meeting adjourned at 8:10 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 AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
 - Hickory Meadows Power Line Project
- Event facility management
- EPA Cleanup Grant activities
- 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



Monthly Board Report **Wednesday August 5th, 2015 at 7:00pm**

Period of Coverage: July 1st – August 5th, 2015

Events to date: 11

- Weddings (7)
- Corporate/Other (4)
 - o Book Launch
 - o Open House
 - o Old Town Playhouse Black and White Gala
 - o Rotary Club of Traverse City

Inquiries to date: 69

2015 – Events Booked: 4

- 7/21/15 Rotary Club of Traverse City
- 8/19/15 Hard Cider Festival
- 10/9/15 Umulis – Swan Wedding
- 10/20/15 Young Life Event

2016 – Events Booked: 6

- 5/21/16 Murad – Celic Wedding
- 5/29/16 Grubaugh – Sullivan Wedding
- 8/13/16 Grand Traverse Land Conservancy 25th Anniversary Party
- 9/3/16 Wedding
- 10/1/16 Stegmeyer – Wittbrodt Wedding
- 10/10/16 Fleming – Pemberton Wedding

Facility Needs:

- Cleaning Service – quote provided, request pending. For review and consideration at 8/5/15 board meeting
- Shade (over main entrance doors/windows) – quote provided, request approved. Trend Window and Design to install mid-August

- Key Waiver and Release Form – no quote needed, request approved. Waiting for final edits to be returned. This will provide our vendors (GJs, American Rentals, Monstrey McDonald, and Sweet Seats) with a key to access the barn (equipment drop off and pick ONLY) during season.
- Floor mats/rugs – quote provided (Cintas), request pending. Suggested monthly service.
- Window maintenance – quote provided (Shuman Property Services), request pending. Two part service – Part 1: “Construction Clean Up” which is a thorough cleaning of all barn windows, inside and out. Part 2: on an ‘as needed’ basis (prior to events) to include cleaning of just the front and back doors/windows for finger prints, dust, smudges.
- Customer feedback survey – sample provided, request pending.

Damages/Repairs:

- AC unit stopped working on 7/18 due to mishap with Trane’s control box (located in the Mechanical Room below). Service provided, unit currently cooling properly.
- Very low water pressure levels coming from the large kitchen sink (closest to the window/wall). Service provided, pressure levels returned back to normal.

Feedback:

- Parking and signage
 - o Contacts established at TBA, Copper Ridge, and WMS – all three parties willing to partner with us on parking, as needed.
 - o I suggest permanent event signage for directional purposes (park to manage versus users) and parking staff (park to manage) during events. I am looking into this and will provide further detail next month.
- Temperature control and barn thermostats
 - o I suggest digital thermostats in the upper level of the barn in effort to be able to read and know the temperature inside of the space at all times. Without knowing, it’s difficult to determine if the unit is working properly or not.

July 23, 2015

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

Re: Historic Barns Project

Dear Mr. Cowall:

Environmental Consulting and Technology, Inc. (ECT) is getting close to completing the original phase of the Historic Barns Cleanup Project. Northern A-1 has wrapped up the current scope of work and ECT is conversing with stakeholders regarding possible alternatives for utilizing the remaining EPA Brownfield Cleanup Grant funds. Upon re-bidding the project, the Historic Barns Park project was able to recognize a cost savings of approximately \$85,000. Now that the original contract work is nearly complete by Northern A1, the partners on-site are assessing the best use of remaining funds within the EPA Clean Up Grant, approximately \$35,000-\$40,000. As part of this process, ECT has engaged in several additional services outside of the original contract scope of work. This letter will detail those services for consideration by the Board.

As stated in ECT's original contract, the targeted consulting budget of \$33,885 included scope of work for known site conditions at the time of bidding, and falls well within the EPA Work Plan budget of \$44,000. ECT's original consulting contract amount did not include additional activities on-site such as soil sampling and analysis. Over the past few months, ECT has completed an expanded scope of services in working with the project partners and performing additional services to continue cleanup efforts at the Park as we collaborate on the best use for the remaining funds available for eligible cleanup activities. The goal has always been to complete as much work as possible within our initial budgeted amount. However, as the project has morphed and grown, additional budget is necessary to bring the project to completion.

Additional Service items include:

- Task 1: Additional Building Sampling and Analysis: ECT performed additional inspection on the affected buildings and collected samples for contamination verification. Once these samples were collected they were processed and analyzed for use in the re-bidding process to help the Rec Authority realize a cost savings. \$975
- Task 2: Re-bidding Clean Up Project. This task included time for additional sampling and analysis at the Park, coordination with potential contractors, revising the project specifications, issuing project addendum, coordination with EPA, re-

bidding the project and providing award recommendation. By re-bidding the project, the Recreational Authority was able to recognize a substantial cost savings on the project, thus allowing them to continue with additional cleanup efforts on site. \$1,850

- Task 3: Future Cleanup Work Coordination. As construction continued and we felt comfortable that the cleanup project would have budget remaining, this task included on-site meetings, phone calls, and email coordination with partners on-site to begin discussing where additional cleanup activities may take place. Once we decided upon the soil removal in the trailhead area and wood surface removals, additional services such as: survey coordination, roadway design team coordination, partner engagement, cost sharing, and task allocation, and permitting agency discussions all took place to ensure the removal plans are approved by all. This task is still on-going as we continue on-site. \$1,110
- Task 4: Additional Soil Sampling and Analysis. ECT performed additional soil sampling and analysis in the Walled Garden area as well as the trailhead area. These activities were done in partnership as we look to the future use of the Park and how to best utilize remaining funding, and also to ensure that these areas will be safe for intended future use and exposure. \$1,240
- Task 5: Future Cleanup Work Design. Now that all necessary information has been gathered, and partners engaged, the design work for associated activities is in-progress. These tasks include: topo analysis, sample result analysis, quantity take offs, volume calculations, cost estimating, plans, and specification for contractor. \$1,325

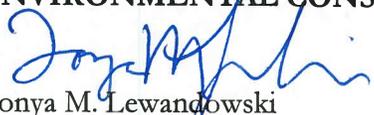
ECT's costs and time associated with the additional services to date total \$6,500. Again, the time included falls well within the allowable total budget as approved by the EPA Cleanup Work Plan.

In summary, ECT is requesting the additional budget necessary to complete the above detailed services to support re-bidding the project and additional on-site cleanup activities. Once the final course of action for completing additional work on site is complete, we will be prepared to submit a detailed budget for Northern A1 and ECT to complete all work on-site within the Grant funds.

Please note that laboratory analytical costs covered by the grant are not included as part of ECT's revised budget.

Sincerely,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.


Tonya M. Lewandowski
Senior Associate Engineer

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

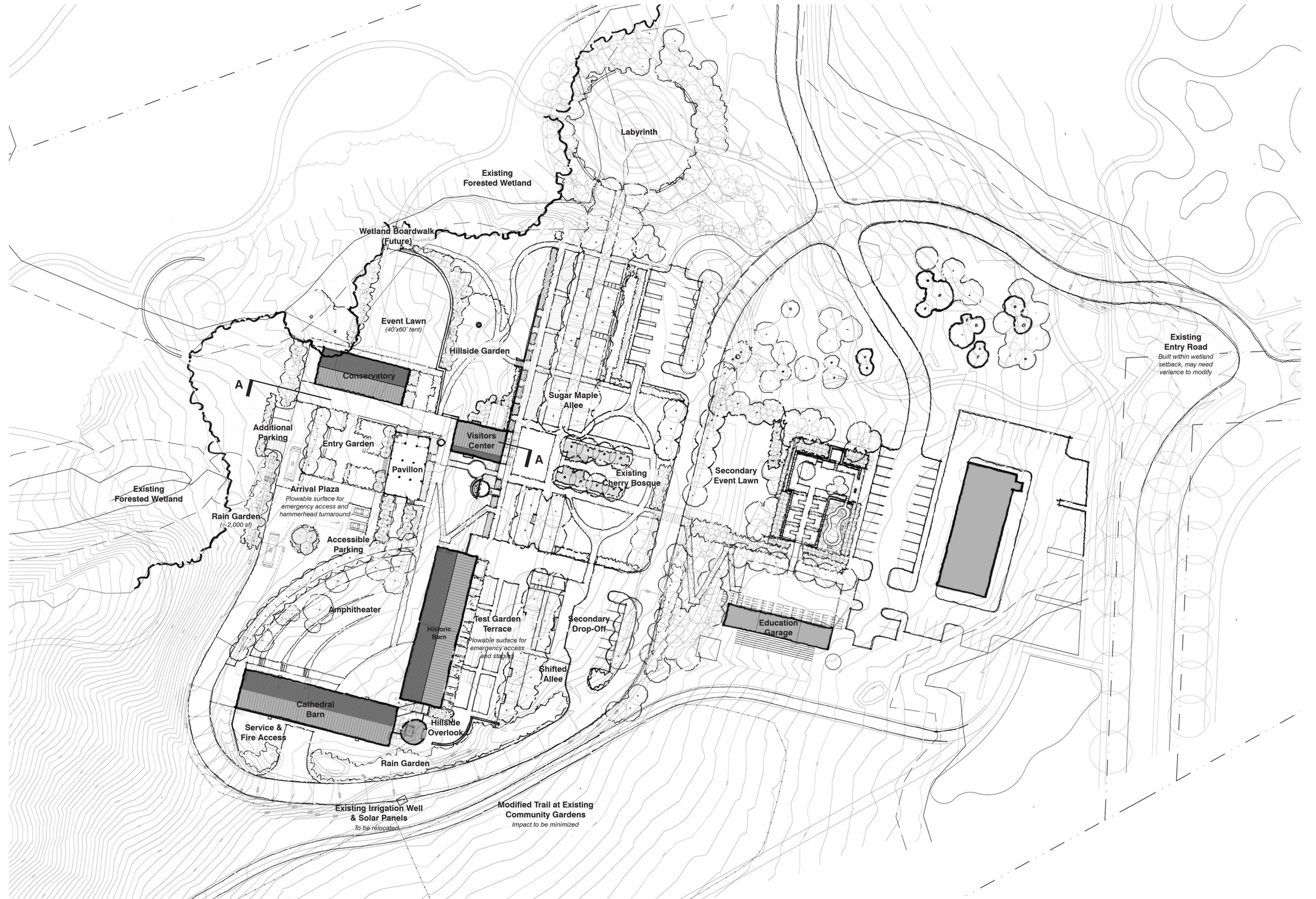
SUBJECT: REVIEW OF PRELIMINARY FUTURE ROAD SCHEME FOR
HISTORIC BARNS PARK

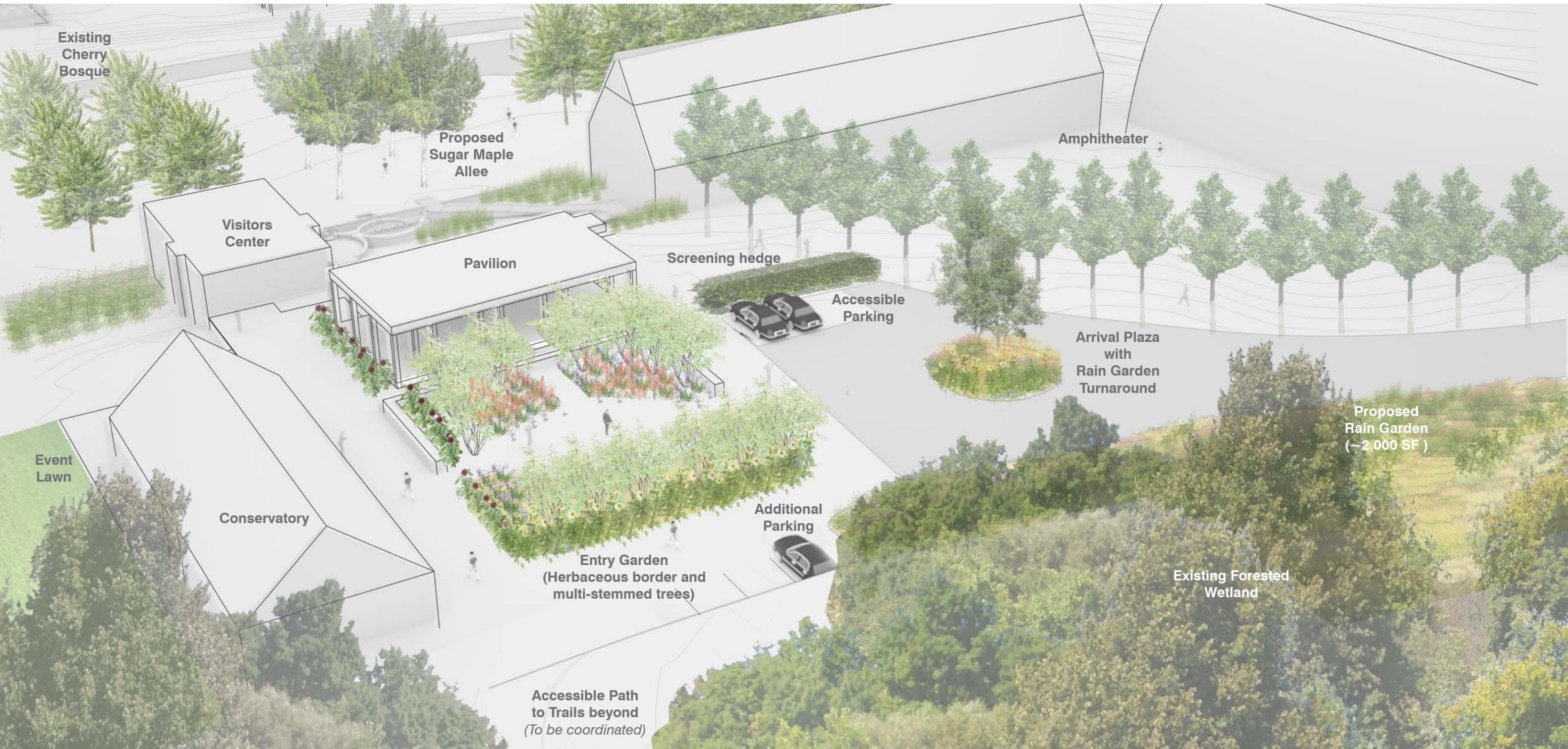
The current road infrastructure at Historic Barns Park is inadequate on a number of levels. These roads were essentially tractor trails for the State Hospital farm and were never engineered for the kind of modern vehicular traffic they now endure. The conceptual master site plan for Historic Barns Park adopted in 2009 presumed that the roads would have to be modified and properly reconstructed as part of the park's overall redevelopment.

As the Board is aware, we have been working with various stakeholders for the past several months on long-term road plans for Historic Barns Park. The finalized placement of circulation routes in the park will help to guide design plans for the Botanic Garden, give the Commons Joint Planning Commission a more robust and specific site plan for the park, and give us the ability to develop cost estimates for road work and pursue funds for installation.

The attached schematics represent progress to date on a modern road configuration for the park, prepared by Nelson Byrd Woltz, the landscape architecture team that is designing the Botanic Garden and also prepared the 2009 master site plan. NBW has been working in conjunction locally with representatives of the Botanic Garden, Jozwiak Consulting, ECT, Garfield Township, Grand Traverse Metro Fire Department, Environment Architects, the Authority and others; I want to acknowledge and thank everyone for their efforts on this.

In terms of process, the design team is seeking general approval of the road scheme from both the Authority and the Joint Planning Commission prior to more specific design development, with the Authority as the starting point. If the Board likes what it sees on Wednesday, a motion could be made to send the schematic design on to the Joint Planning Commission for its September meeting. However, if the Board has any questions or concerns that cannot be answered on Wednesday night, we will bring it back in September.





Existing
Cherry
Bosque

Proposed
Sugar Maple
Allee

Visitors
Center

Pavilion

Screening hedge

Accessible
Parking

Amphitheater

Arrival Plaza
with
Rain Garden
Turnaround

Proposed
Rain Garden
(~2,000 SF)

Event
Lawn

Conservatory

Entry Garden
(Herbaceous border and
multi-stemmed trees)

Additional
Parking

Existing Forested
Wetland

Accessible Path
to Trails beyond
(To be coordinated)



1" = 16'

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF WAYFINDING SIGNAGE FOR HISTORIC
BARNES PARK

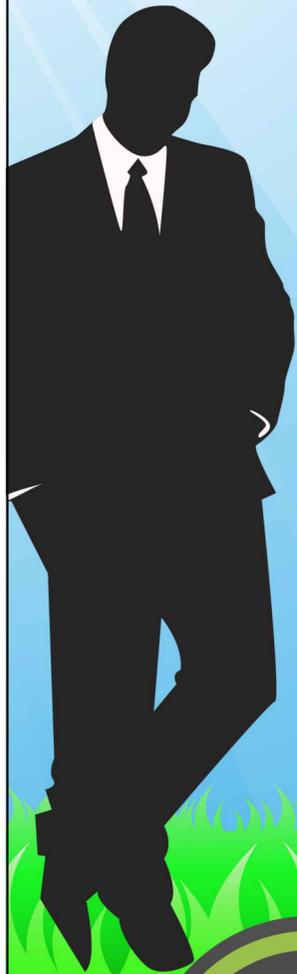
Signage design for Historic Barnes Park was built in to the earlier event management consulting contract with Events North. Attached please find the finalized signage recommendations prepared under that contract by Image 360, including an entryway sign for Silver Drive and an internal wayfinding sign to direct visiting traffic. Sizes are based on the draft zoning ordinance for the Commons and are in compliance with that ordinance. The letters work out to be about 2.25 inches tall, which the designer says is adequate based on the speed limit and road layout.

The signs have been specified as aluminum over wood, and the lowest quote we received for fabrication and installation is \$1,788.57, which is within the Executive Director's spending authority and wouldn't need to be approved by the Board. However, I wanted all of you to see the design again with the correct logo color and make sure it pleases the Board. If it does, I would recommend the following motion:

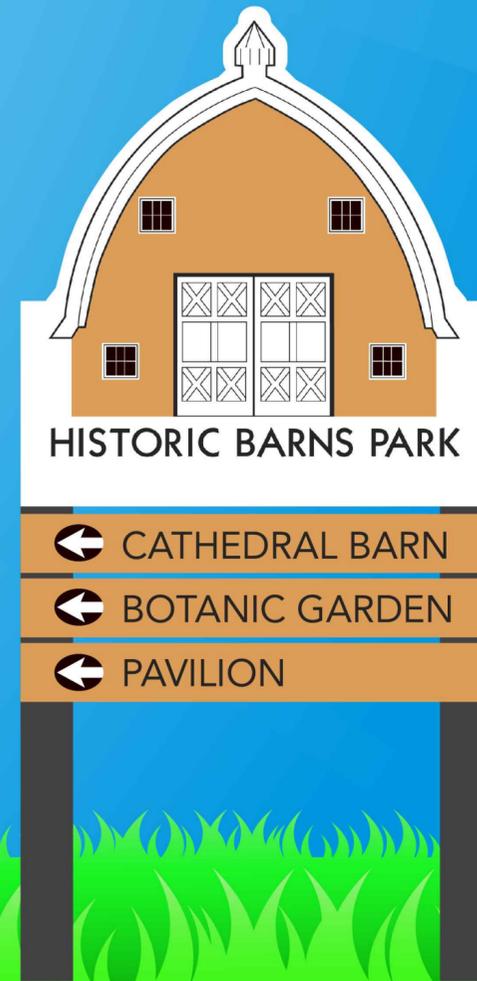
That the Board approves the wayfinding signage design for Historic Barnes Park.

CONCEPT

This design is property of Image360 Traverse City and may not be reproduced without prior written permission.



Freestanding sign #1:
sign at corner of Silver Dr.
and Red Dr.
10 sq. ft., 6' tall



Freestanding sign #2:
at entry to Red Dr. one way.
12 sq. ft., 6' tall



Graphics > Signage > Displays
1702 Barlow St. • Traverse City, MI 49686
(231) 933-7446 • (231) 933-3299 (fax)
image360tc.com • info@image360tc.com

Client: Historic Barns Park
Project: Wayfinding Signage Concepts

Details: Build, materials and specs TBD.



1702 Barlow St.
Traverse City, MI 49686

ESTIMATE

Est-TC-55663

Phone: (231) 933-7446
Fax: (231) 933-3299
Toll Free: (800) 965-7446

Created Date: 7/2/2015 2:53 PM

Ordered By: Matt Cowall | mcowall@liaa.org (231) 929-3696

Bill To: City of TC
625 Woodmere Ave
Traverse City, MI 49686

Payment Terms: Net 30
Salesperson: Andrew Kohlmann

Order Description: Historic Barns Park signage

*unit price rounded to 4 decimal places

#	Product Description	Quantity	Unit Price*	Amount
1	New exterior wayfinding signs - installed	1	\$1,788.57	\$1,788.57
1.1	<u>Luster board 1/2" Aluminum Faced Plywood - main panels</u> Part Qty: 3 Width: 36.00"Height: 38.30"Sides: 1 Text: (2) for entryway sign (1) for directional sign			
1.2	<u>Luster board 1/2" Aluminum Faced Plywood - oval arrows</u> Part Qty: 2 Width: 8.19"Height: 6.22"Sides: 1 Text: (2) for entryway sign			
1.3	<u>Luster board 1/2" Aluminum Faced Plywood - directional "rider" panels</u> Part Qty: 3 Width: 36.00"Height: 4.50"Sides: 1 Text: three different			
1.4	<u>PVC Post Cover (White) 4"x4"x120" -</u> Part Qty: 2 Text: cut in half to have enough for both signs (4 covers total)			
1.5	<u>Wolmanized Post - 4"x4"x8' -</u> Part Qty: 4			
1.6	<u>Installation - ESTIMATED - 2 installers, 2.5 hours to assemble and install</u> - # of Total Man Hours (PER PRODUCT): 5			
1.7	<u>Hardware - for attachment -- as few visible fasteners as possible</u> Part Qty: 1 Width: 1.00"Height: 1.00"			
1.8	<u>Miss Dig -</u> Part Qty: 1 Width: 1.00"Height: 1.00"			
1.9	<u>Permitting Service - ESTIMATED</u> - # of Hours: 0.5 - COST of ALL permitting fees from municipality: 50			
1.10	<u>Layout / Setup Time (IN MINUTES) -</u> Part Qty: 60			

Our team truly appreciates the opportunity to provide you with an estimate. This estimate covers the services specified above. If the scope of the work changes from the original estimate, approved revisions and additions will be charged accordingly. If you have any questions, please do not hesitate to contact us. We look forward to hearing from you.

Sub Total:	\$1,788.57
Sales Tax:	\$75.75
Total:	\$1,864.32
Amount Paid:	\$0.00
Amount Due:	\$1,864.32

Signature: _____ **Date:** _____

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF PROPOSALS FOR AUDITING SERVICES

As discussed at the July 1, 2015 meeting of the Board, bids are being sought to perform auditing services for the Authority. Proposals are due on Monday at 2 p.m. I will be prepared to summarize bids received at the meeting on Wednesday night, at which time the Board has the discretion to select a provider or seek additional information.

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF FUND AGREEMENT WITH GRAND
TRAVERSE REGIONAL COMMUNITY FOUNDATION

The Grand Traverse Community Foundation serves as the fiduciary for the recent Phase I capital Campaign for Historic Barns Park and Botanic Garden. As that fund winds down, the Foundation wants to create a separate fund to facilitate grants the Authority is currently receiving for Phase II, focused on the Connector and the accessibility it will provide to both barns. The Foundation has been an invaluable partner in the fundraising efforts for Historic Barns Park and I can't be more pleased that they are willing to help us bridge into Phase II.

The Foundation's standard agreement for fund creation is attached. I heartily recommend the following motion:

That the Chair be authorized to execute the Historic Barns Park Connector Phase Fund Agreement with the Grand Traverse Regional Community Foundation.

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Where a donor's wish lives... Forever

HISTORIC BARNS PARK CONNECTOR PHASE FUND FUND AGREEMENT

1. This Agreement dated July 6, 2015 establishes a Grand Traverse Regional Community Foundation (*Community Foundation*) temporary fund.
2. **Title.** The Fund shall be known as the Historic Barns Park Connector Phase Fund, referred to as the “Fund.”
3. **How Invested.** Investments are in accordance with the approved policy of the Community Foundation Board of Directors.
4. **Purpose of Fund:** The purpose of the Fund shall be to support the Historic Barns Park Connector Phase, a project of the City of Traverse City and Charter Township of Garfield Recreational Authority (“Recreational Authority”). This Fund will support the Connector Phase, including construction of a silo structure and increased accessibility and use of the Cathedral Barn.
5. **Foundation Mission.** The Community Foundation was established to receive and administer funds for various charitable, scientific, literary, or education purposes in the Grand Traverse Region, including Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau Counties, and the purposes of the Fund fall within its mission.
6. **Component Fund.** The Fund will be established as a component fund of the Community Foundation. The assets of the Fund are not segregated, but are part of one or more Investment Pools, as described in section seven below.
7. **Investments.** Assets held in Temporary Funds are invested in the Foundation Temporary Investment Pool. The Temporary Investment Pool is invested by the Foundation in short term, interest bearing securities or certificates of deposit, designed for maximum liquidity and safety. The investments are not intended for capital appreciation. The Temporary Investment Pool consists of all Temporary Fund balances and is not segregated into separate accounts.
8. **Fund Advisors.** A committee of individuals to act as Fund Advisors will be established and approved by the Foundation Board of Directors. Fund Advisors may, within Foundation policies, recommend grant disbursements from the Fund, may help to build the Fund with new contributions, and serve as advocates for the Fund and the Community Foundation.

9. **Property of the Fund.** The Community Foundation shall accept property, given by the Donor or other person or entity, for inclusion in the Fund. Such property may be transferred from any source permitted by law, subject to acceptance by the Community Foundation. In the event the Community Foundation refuses to accept any gift, the Community Foundation shall inform the donor of the reason for such refusal.

10. **Status of the Fund.** The Fund (1) shall be the property of the Foundation; (2) shall be held in its corporate capacity; and (3) shall not be deemed a trust fund held by it in a trustee capacity.

It is understood and agreed that all assets held in the Fund shall be subject to the policies, Articles of Incorporation and the Bylaws of the Foundation, including the power of the Board of Directors of the Foundation, to modify, through exercising its variance powers, any restrictions or conditions for the distribution of grant funds for any specified charitable purposes, if in its sole judgment, such restrictions become, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable need of the area served by the Foundation.

Certain terms and conditions including, but not limited to, administrative fees, grant disbursement rate and schedule, investment policy, and fund reporting may be modified or withdrawn at any time. The Board of Directors of the Community Foundation has full authority and responsibility over the control of all assets. Component funds are not trust, depository, custodial, or split-interest accounts or investment vehicles. The Community Foundation does not guarantee asset values, earnings, or disbursement regularity beyond the legal and regulatory requirements. Gifts are not considered investments per State and Federal Securities laws.

11. **Notification and Acknowledgment of Gifts.** Using its discretion, the Foundation shall acknowledge and publicize gifts to the Fund and distributions from the Fund in accordance with Foundation policies. Foundation shall notify the Fund Advisor(s) at least annually of all gifts to the Fund and distribution made from the Fund to 501(c)3 charitable or governmental organizations.

12. **Disbursements from the Fund.** The Community Foundation Board of Directors will oversee grant disbursements from the Fund, in accordance with the stated purpose of the Fund and in consideration of recommendations from the Fund Advisors. All grant disbursements will be made in accordance with the approved Spending Policy of the Community Foundation Board of Directors and are planned to be made to the Recreational Authority.

13. **Publicity.** The Foundation may use materials submitted by the Fund Advisors and/or the initial donor(s), and may use the name of the Fund in the Foundation's promotional efforts and printed materials.

14. **Fees.** The Foundation will charge an annual administrative fee for the Fund in accordance with the Foundation's Administrative Fee Policy. The fee will be assessed at the end of each quarter. In addition, the Fund will pay a pro-rata share of the investment fees incurred by the Foundation.

15. **Termination of Temporary Fund.** A Temporary Fund shall terminate at the end of three years, unless expressly renewed in writing.

16. **Representation of the Foundation.** The Foundation represents that it is a non-profit organization described in Section 170 (b) (1) (A) (vi) and Section 509 (a) (1) of the IRC as amended, and further will use its best efforts to continue to qualify as a tax exempt organization under Section 501 (c) (3) of the IRC.

Phil Ellis, Executive Director
Grand Traverse Regional Community Foundation

Date: _____

Ross Biederman, Chair
Recreational Authority Board of Directors

Date: _____

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF AUGUST 5, 2015

DATE: FRIDAY, JULY 31, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

Consumers Energy	June service (auto deduct)	\$ 938.04
LIAA	Management services June	\$ 7,373.75
LIAA	Printing, postage, supplies, mileage for June	\$ 110.39
GT Conservation District	Tools, trash removal, stone, weed control, labor	\$ 1,452.29
Elmer's	Grade Barns Park roads	\$ 500.00
ECT	EPA services - June	\$ 2,783.75
ECT	EPA services -May	\$ 4,053.95
Grand Traverse County Treasurer	MTT BOR adjustments - April, May, June	\$ 44.77
City of Traverse City	Water Service – June (auto deduct)	\$ 87.00
Smith Haughey Rice & Roegge	Legal services - June	\$ 847.07
Two B Events LLC	Event Mgmt 7/15 - 8/15	\$ 4,166.67
GT Conservation District	Hickory Meadow services - July to Sept	\$ 4,750.00
American Waste	July service	\$ 26.00

Debt Service Fund:

Grand Traverse County Treasurer	MTT BOR adjustments - April, May, June	\$ 119.25
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GT Rec Authority Operating Fund
Statement of Activities
July 2014 through June 2015

	<u>Jul 14 - June 15</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 154,885.08	\$ 152,000.00	\$ 2,885.08
615.1 · EPA Cleanup Grant	148,000.00	200,000.00	(52,000.00)
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	47,750.00	20,000.00	27,750.00
664 · Interest Income	375.21	200.00	175.21
Total Revenues	<u>378,510.29</u>	<u>372,200.00</u>	<u>6,310.29</u>
Expenditures			
700 · Office Expense	2,304.19	2,500.00	(195.81)
805 · Professional Services			
Accounting	5,933.00	5,933.00	-
GTCD	19,000.00	19,000.00	-
Legal	5,674.12	5,000.00	674.12
Management	78,632.50	60,000.00	18,632.50
Other	27,625.90	55,067.00	(27,441.10)
Audit	2,300.00	2,500.00	(200.00)
EPA Clean Up	33,882.21	200,000.00	(166,117.79)
Events Manager	45,813.64	45,000.00	813.64
Total	<u>218,861.37</u>	<u>392,500.00</u>	<u>(173,638.63)</u>
862 · Transportation	51.37	2,000.00	(1,948.63)
912 · Insurance & Bonds	3,186.00	4,000.00	(814.00)
920 · Utilities & Maintenance	15,086.10	15,000.00	86.10
920.3 - Hickory Meadows Work Plan	4,861.58	5,000.00	(138.42)
970 · Capital Projects	40,000.00	40,000.00	-
Total Expenditures	<u>284,350.61</u>	<u>461,000.00</u>	<u>(176,649.39)</u>
Net Change in Fund Balance	<u>\$ 94,159.68</u>	<u>\$ (88,800.00)</u>	<u>\$ 182,959.68</u>

GT Rec Authority Operating Fund
Statement of Activities
July 2015 through June 2016

	<u>Jul 15 - June 16</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 171.45	\$ 170,000.00	\$ (169,828.55)
615.1 · EPA Cleanup Grant	-	51,000.00	(51,000.00)
615.8 · Barns Park Rentals	13,875.00	70,000.00	(56,125.00)
· Rotary	-	5,000.00	(5,000.00)
664 · Interest Income	-	350.00	(350.00)
Total Revenues	<u>14,046.45</u>	<u>296,350.00</u>	<u>(282,303.55)</u>
Expenditures			
700 · Office Expense	-	2,500.00	(2,500.00)
805 · Professional Services			
Accounting	-	5,933.00	(5,933.00)
GTCD	4,750.00	19,000.00	(14,250.00)
Legal	-	5,000.00	(5,000.00)
Management	-	60,000.00	(60,000.00)
Other	-	30,067.00	(30,067.00)
Audit	-	5,000.00	(5,000.00)
EPA Clean Up	-	51,000.00	(51,000.00)
Events Manager	4,166.67	60,000.00	(55,833.33)
Total	<u>8,916.67</u>	<u>236,000.00</u>	<u>(227,083.33)</u>
862 · Transportation	-	1,000.00	(1,000.00)
912 · Insurance & Bonds	-	4,000.00	(4,000.00)
920 · Utilities & Maintenance	26.00	30,500.00	(30,474.00)
920.3 - Hickory Meadows Work Plan	-	14,100.00	(14,100.00)
970 · Capital Projects	(28,153.08)	10,000.00	(38,153.08)
Total Expenditures	<u>(19,210.41)</u>	<u>298,100.00</u>	<u>(317,310.41)</u>
Net Change in Fund Balance	<u><u>\$ 33,256.86</u></u>	<u><u>\$ (1,750.00)</u></u>	<u><u>\$ 35,006.86</u></u>

Unaudited Statement

Unaudited statement