

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

7:00 p.m.

Wednesday, December 2, 2015

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

Posted: 11-27-15

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](mailto:mcowall@liaa.org)

## Agenda

### Roll Call.

1. Consideration of approving the minutes of the regular meeting of October 7, 2015. (Matt Cowall)
2. Reports. (Matt Cowall et al)
  - Grand Traverse Conservation District
    - Hickory Meadows Power Line Project
  - Event facility management
  - 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 the First Amendment to the Agreement for Management of Historic Barns Park. (Matt Cowall, MOU Committee, Community Gardens)
4. Discussion/update on shared trail planning at Hickory Hills and Hickory Meadows. (Matt Cowall, HMAC, HHAC)
5. Consideration of issuing a letter in support of reducing the speed limit on Randolph Street adjacent to Hickory Meadows. (Matt Cowall, HMAC)
6. Consideration of insurance renewal for 2016. (Matt Cowall, Paul Olson)
7. Report regarding payment of expenditures. (Matt Cowall)
8. Public Comment.
9. Adjournment.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

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

The following motion would be appropriate to approve the minutes:

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

## **Minutes**

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

**October 7, 2015**

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor County Committee 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; Tim Hughes, Treasurer (arrived 7:05); Molly Agostinelli; Mattias Johnson; and Matt McDonough.

The following Directors were absent (excused): Jeanine Easterday.

Chair Biederman presided at the meeting.

**1.**

The first item being “Consideration of approving the minutes of the regular meeting of August 5, 2015,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by McDonough, seconded by Johnson, that the minutes of the regular meeting of August 5, 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  
Brianna Bidwell, Two B Events

Sarna Salzman, SEEDS  
Juliana Lisuk, SEEDS  
Karen Schmidt, BGHBP  
Michael Haynes, TCCG  
Tom Vitale, GTCD

No action was taken.

**3.**

The next item being “Consideration of revised land allocations at Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Michael Haynes, TCCG

Moved by McDonough, seconded by Agostinelli, that the proposed updated land allocations for Historic Barns Park be approved.

CARRIED.

**4.**

The next item being “Consideration of tree planting request for Historic Barns Park,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Levi Meeuwenberg, SEEDS  
Sarna Salzman, SEEDS  
Brianna Bidwell, Two B Events  
Kurt Schmidt, BGHBP  
Tom Vitale, GTCD

Moved by Agostinelli, seconded by Johnson, that the Board approves the

tree planting plan submitted for the Putting Down Roots Event on October 24, 2015, provided that the viewshed of the historic barns from Silver Lake Road be preserved.

CARRIED.

5.

The next item being “Consideration of an application for a Rotary Charities Planning and Development Grant,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Hughes, that the Board authorizes a Planning and Development grant application to Rotary Charities of Traverse City in an amount not to exceed \$5,000, with a minimum 25% cash match to be provided by the Authority.

CARRIED.

6.

The next item being “Consideration of snowplowing services,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Groleau, that competitive bidding be waived and the Executive Director be authorized to execute a service order with R.W. Popp Excavating, Inc., at the rates indicated in its proposal dated September 3, 2015, for snow removal services in the 2015-2016 season.

CARRIED.

7.

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.

**8.**

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

Karen Schmidt, BGHBP

There being no objection, Chair Biederman declared the meeting adjourned at 8:50 p.m.

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Matt Cowall, Executive Director

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
  - Hickory Meadows Power Line Project
- Event facility management
- Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS)
- Community Gardens
- Any reports from Board members
- Executive Director's report and possible verbal updates

**QUARTERLY REPORT SUMMARY**

July 1- Sept 30, 2015

The Conservation District completed the following activities as part of the Resource Management Services Contract with the Joint Recreational Authority.

**ADMINISTRATION**

- Coordinated monthly meetings with the Hickory Meadows Advisory Committee (HMAC).
- Met with TCL&P contractors daily while utility line work commenced at Hickory Meadows.
- Provided reports of activity and progress along the utility corridor to Matt Cowall and HMAC.

**REGULAR MONITORING AND VOLUNTEERS**

- Visited trailheads weekly to refresh dog waste bags, picked up trash, and checked for maintenance needs.
- Mowed along trails throughout each of the meadows.
- Cleared trails of down trees from August storm.
- Repaired erosion at Randolph St. trailhead due to drainage issues from parking lot.
- Scattered illegal fire pit and picked up litter in tree corridor between meadows.
- Updated TCL&P public notices of the “West Transmission Line Upgrade” at kiosk stations.
- Rotated seasonal displays in the information stations to reflect summer topics at the various trailheads: Colors of Fall (Randolph St), On the Forest Floor (Wayne St.), and Forests are for Everyone (M-72).

**GRANTS**

- Applied for the Traverse City Track Club Grant through the Community Foundation to match funds for extension of a 6’ wide crushed limestone path through East Meadow to Wayne St.

**ANNUAL WORKPLAN PROJECTS****General park maintenance    \$3,200.00**

- Trail maintenance (monthly trimming, mowing, and trail upkeep) - *Ongoing*
- Materials and equipment to repair surface and spread gravel of trail leading into southern meadow- *Ongoing*
- High-weed mower rental to mow along trails within meadows – *June 2016*
- Dog waste bag refills- *Ongoing*
- Snowplowing for M-72 trailhead- *Winter 2015/16*
- Garbage removal for all trailheads- *Ongoing*

**TCL&P utility line upgrade – GTCD Field Inspector    \$2,400**

- Meet with contractors and monitor daily work and activity on TCL&P utility corridor upgrade to ensure compliance of best practices – *Ongoing (As of September 30, 46.5 hours have accrued. Up to 60 hours have been agreed upon.)*

**Habitat improvement/ Invasives prevention    \$2,500**

- Control wild parsnip on ~5 acres – *June 2016*
- Control and monitor leafy spurge along Randolph St. and M-72 – *June 2016*
- Survey, pull, and dispose of garlic mustard throughout natural area – *Spring 2016*
- Follow-up treatment of glossy buckthorn and Japanese barberry from 2012 – *Fall 2015*



## MONTHLY BOARD REPORT

### Wednesday, December 2<sup>nd</sup>, 2015

#### Updates

- Events for 2015 have wrapped up. The next/first event in 2016 will be held on January 2, 2016.
- Commercial grade indoor/outdoor string lights were purchased and installed inside the barn. This décor item will be included as part of the rental rate and doubles to reduce liability issues as it relates to our customers going up and down on extension ladders before and after events.



- Arrow Uniform has been selected as the vendor to provide walk off mats for both entrances. In the process of signing off on paperwork and setting up a monthly service.
- A NEW sales contract, contract addendum, cancellation notice and catering guidelines have been drafted and submitted for consideration and approval (these docs will be available for the board to review in either the December or January board meeting).
- Recently agreed to join the TC Chamber as a network member which includes exposure for the barn and a great marketing opportunity from a venue standpoint.
- Met with Jack Ocobock from D+W regarding a digital thermostat. Installation expected in early December.

#### On-going Items

- Waiting on one last quote from Signplicity. Once received, a list of quotes and my top choice for directional parking signage will be submitted for review and consideration.
- In the process of searching for help in regards to parking staff
- Finalizing the wedding ad for MyNorth (copy to be provided in December or January, depending on completion)
- Website updates to include new pictures and updated content
- Registration of the barn on 'The Knot' – recently received information and pricing to review.
- 2017 rental rates

## **Miscellaneous**

- Requesting permission to be hired as the wedding planner for a friend who will be getting married in August 2016. Her wedding will be held on private property (family's house) and not at a local venue in town.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF THE FIRST AMENDMENT TO THE  
AGREEMENT FOR MANAGEMENT OF HISTORIC BARNS  
PARK

The attached amendment is meant to formalize the addition of TC Community Garden (TCCG) as a full party to the Management Agreement at Historic Barns Park. The redline edits on the attached draft are mine; I will want counsel to weigh in on those suggestions prior to the Board meeting on Wednesday.

I also expect the attached map (“Attachment A” referenced in the amendment) to be modified slightly before Wednesday. The former “collective areas” under Authority control were distinguished for ease of comparison between the original 2009 map and the new land allocations approved by the Board in October. It will clean up the map a little bit to simply blend those former collective areas with the rest of the areas on the site that are under direct Authority management.

Any modifications prior to Wednesday’s meeting will be provided to you electronically, and hard copies will be available at the meeting itself.

I want to say again how very impressed and grateful I am for the efforts of TCCG over the past two seasons. The group has done a tremendous job and has already been an excellent partner in the park. Assuming all the relevant documents are finalized to the Board’s satisfaction, I recommend the following motion for Wednesday:

**That the First Amendment to the Agreement for Management of the Historic Barns Park be approved.**

**FIRST AMENDMENT TO AGREEMENT  
FOR MANAGEMENT OF THE HISTORIC BARNS PARK**

WHEREFORE, on April 7, 2009, the City of Traverse City and Charter Township of Garfield Recreational Authority, Botanical Garden Society of Northwest Michigan, Greater Lansing Art Space, Inc, d/b/a Little Artshram, and SEEDS, entered into the Agreement for Management of the Historic Barns Park (the “Management Agreement”); and

WHEREAS, the Management Agreement has subsequently been terminated as to Greater Lansing Artspace, d/b/a Little Artshram who formerly managed the Community Garden within the Historic Barns Park; and

WHEREFORE, TC Community Garden (“TCCG”) a Michigan non-profit corporation has been managing the Community Garden within the Historic Barn Park under a license agreement with the City of Traverse City and Charter Township of Garfield Recreational Authority (“Recreational Authority”) since ~~2014~~; and

WHEREAS, TCCG desires to become a Management Entity under the terms of the Management Agreement and the Recreational Authority, SEEDS, and the Botanic Garden at Historic Barns Park (formerly Botanical Garden Society of Northwest Michigan] desire that TCCG become a Management Entity; and

WHEREAS, the Recreational Authority, SEEDS, Botanic Garden at Historic Barns Park~~Botanical Garden Society of Northwest Michigan~~, and TCCG also desire that Attachment B of the Management Agreement be amended ~~and replaced~~ to re-designate Individual and Collective Areas under the Management Agreement as indicated in Exhibit A, attached hereto and made a part hereof ;

NOW THEREFORE, the Recreational Authority, SEEDS and Botanic Garden at Historic Barns Park~~Botanical Garden Society of Northwest Michigan~~ hereby agree to amend the Management Agreement as follows:

1. TCCG is added as a Management Entity with all of the rights and responsibilities that a Management Entity possesses under the Agreement.

2. Attachment B is amended to redesignate the Individual and Collective Areas over which the parties under the Management Agreement will have individual and collective responsibility to Exhibit A, attached hereto and made a part hereof, ~~which replaces Attachment B in its entirety.~~

All other terms and conditions of the Management Agreement shall be and remain the same.

This First Amendment to the Agreement for Management of the Historic Barns Park is dated this \_\_\_ day of \_\_\_\_\_, 2015.

Dated: \_\_\_\_\_

\_\_\_\_\_  
City of Traverse City and Charter  
Township of Garfield Recreational Authority  
By: Ross Biederman  
Its: Chairman

Dated: \_\_\_\_\_

~~Botanic Garden at Historic Barns Park Botanical Garden Society of Northwest Michigan~~

\_\_\_\_\_  
By: Karen Schmidt  
Its: Board President

Dated: \_\_\_\_\_

\_\_\_\_\_  
SEEDS  
By: Sarna Salzman  
Its: Executive Director

By signing below, TCCG agrees to become a Management Entity under the Management Agreement, abide by all of the terms and conditions of the Management Agreement, and the Amendment to Attachment B of the Management Agreement as set forth herein.

Dated: \_\_\_\_\_

\_\_\_\_\_  
TCCG  
By: Michael Haynes  
Its: President



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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: DISCUSSION/UPDATE ON SHARED TRAIL PLANNING AT  
HICKORY HILLS AND HICKORY MEADOWS

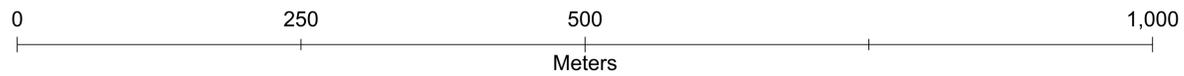
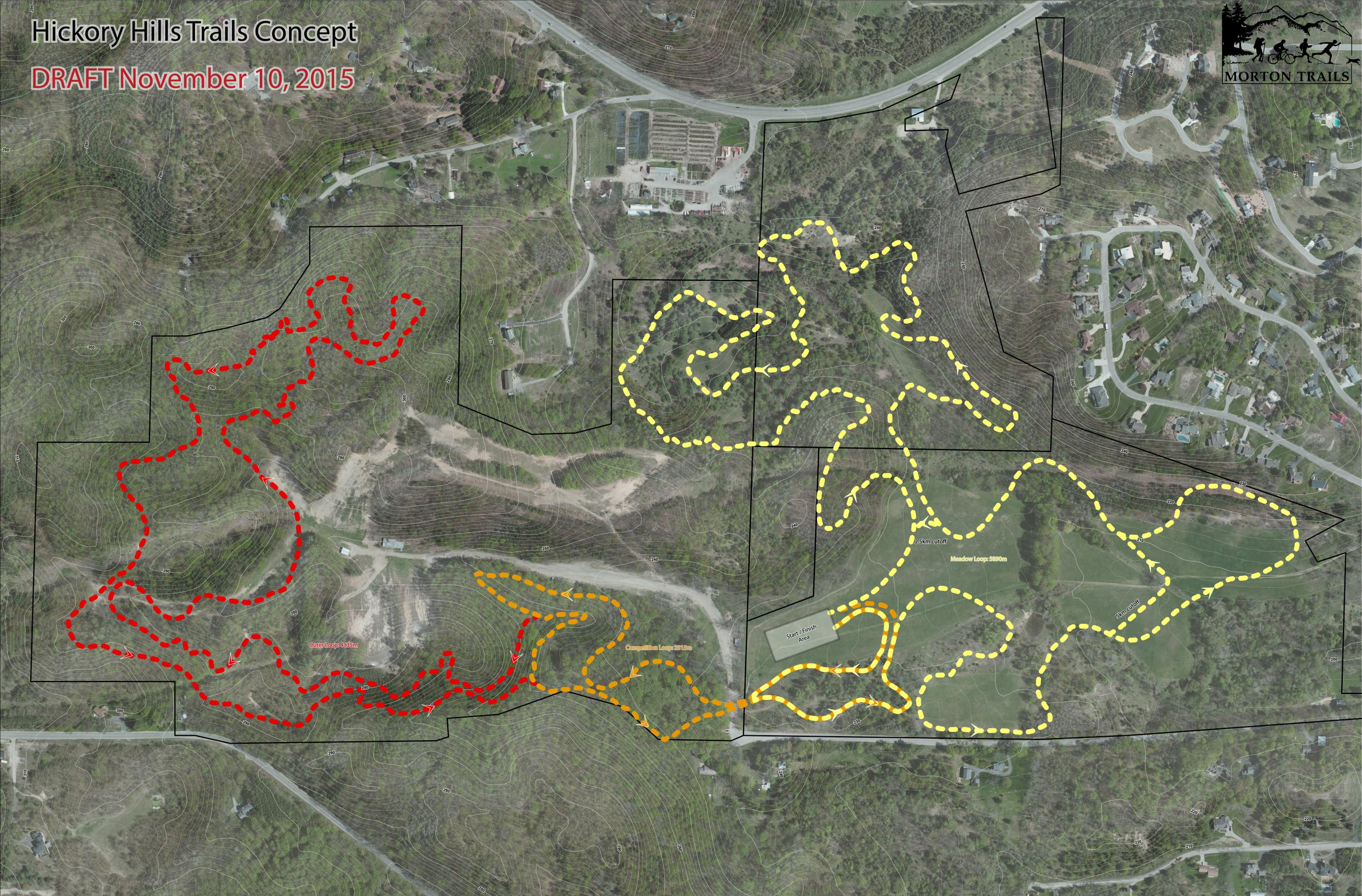
For the past couple of months, the Hickory Meadows Advisory Committee (HMAC) has been in correspondence with the Hickory Hills Advisory Committee regarding shared trail infrastructure between the Hills and Meadows. The Hills is working with John Morton, a noted trail designer, on options for the two properties, ranging from the status quo to more ambitious and concerted efforts that could facilitate competition-grade Nordic skiing and running courses across the two properties. I want to thank everyone involved for the creative and careful thinking that has already been invested in the effort to date.

For Wednesday, I want to facilitate a conversation with HMAC, Hills representatives and the Board to provide updates and suggestions on next steps, and to provide an opportunity for the Board to ask questions and offer input. For reference, a conceptual map and a descriptive proposal from Mr. Morton is attached.

K:\recreationalauthority\packetcommunications\20151202.docx

# Hickory Hills Trails Concept

**DRAFT November 10, 2015**





## Hickory Hills

Traverse City, Michigan

September 29, 2015

### Trail Design Project Scope and Description

The **Hickory Hills Advisory Committee** in collaboration with the **Hickory Meadows Advisory Committee** is seeking to maximize the potential for both recreational and competitive Nordic skiing, as well as competitive and recreational cross country running, in addition to other complementary, trail-based recreational activities such as: snowshoeing, cross country trail running, mountain biking, fat tire biking (in winter) and disc golf – all within the master planning currently underway for the Hickory Hills park. We see this effort divided into five distinct (though overlapping) objectives:

1. **F.I.S. Homologated Nordic Competition Venue** - Create a modern, Nordic competition venue with a trail (or trails) that conforms to FIS standards for international homologation. This competition venue would consist of a 5 km loop (and longer loops if possible) as well as a 1.5 km sprint course. This competition venue should be contained (as much as possible) on existing Hickory Hills property and should be designed with snowmaking and lighting for night skiing in mind. In a best-case scenario, if the terrain and available property allow, the competition venue should not unduly inconvenience or jeopardize the positive experience of Alpine skiers or recreational Nordic skiers, even when competitions are under way.
2. **National Caliber Cross Country Running Venue** – Create a competitive cross country running venue to rival the top courses in the U.S. The course would utilize the best aspects of the Hickory Meadows property to provide competitors a challenging, fun test of their abilities, access to vistas and unique natural features, and give spectators multiple, exciting views of the races. The competition trail would be built in concert with the recreational walking trails to ensure that all trail users well served.
3. **Special Event Trail** – Explore the possibility of the Nordic competition venue to include a “Special Event Trail” available, on a very limited basis, for major competitions. This special trail configuration would make use of the additional elevation, snow making capability and lighting of the Alpine slopes, and might require the closing of parts (or perhaps all) of the Alpine hill to Alpine skiers for the duration of the Special Nordic event. This trail configuration should not only incorporate both physical and technical challenges for the athletes, but should also provide plenty of excitement for spectators.
4. **Recreational Trails** - Incorporate a welcoming and ability-appropriate recreational trail network within the Hickory Hills property for outdoor enthusiasts of all ability levels. During the majority of the time (when competitions are not underway) the recreational trail network can incorporate some, if not most of the competitive course (perhaps with cut-offs to avoid the more challenging sections). Even when the competition venue is in use, access to some recreational trails should be available to those community members not involved in competition.
5. **Linkages with Other Trails** – Since linkage to other facilities is an important goal of the Master Plan, we will explore potential off-road linkages to other trail networks, city parklands, conserved parcels, greenways, etc.

## Current Conditions

### Assets:

- Hickory Hills park has an impressive history and a recognized legacy of providing excellent recreational opportunities to the community.
- Traverse City has a long and rich tradition of Nordic skiing having hosted one of the major marathon ski races in the nation for several decades.
- The prospect of developing a first rate, FIS homologated Nordic competition venue within a county with a population of roughly 87,000 provides a tremendous opportunity to draw new enthusiasts to the sport.
- Similarly, a first rate Nordic venue minutes away from such a population concentration suggests the possibility of drawing significant numbers of spectators to exciting Nordic events such as sprint races.
- It is a tremendous asset to develop a Nordic facility proximate to an established Alpine area, especially one with experience in snowmaking. Much of the expensive infrastructure, parking, warming facilities, grooming equipment and expertise can be shared.
- A facility with multiple recreational opportunities will appeal to a broader segment of the community. For example, a mom may be more likely to drop her teenaged son off to snowboard if she knows she can go cross-country skiing.
- The gently rolling terrain, combined with the mixture of forest and open pasture on the Hickory Meadow property makes it ideal for a first class cross country running venue, both from the perspective of the participant and the spectator.
- Traverse City is the home of a very active and successful running club which could be the source for expertise, experience and volunteers for hosting major running events at the proposed facility at Hickory Meadows.
- The relatively mellow terrain of the proposed Hickory Meadows trails could also serve in winter as Nordic ski trails for novice and beginners, trails that would be difficult to create on the challenging terrain of Hickory Hills.
- The Hickory Meadows terrain would also be suitable for ADA compliant trails.

## Challenges:

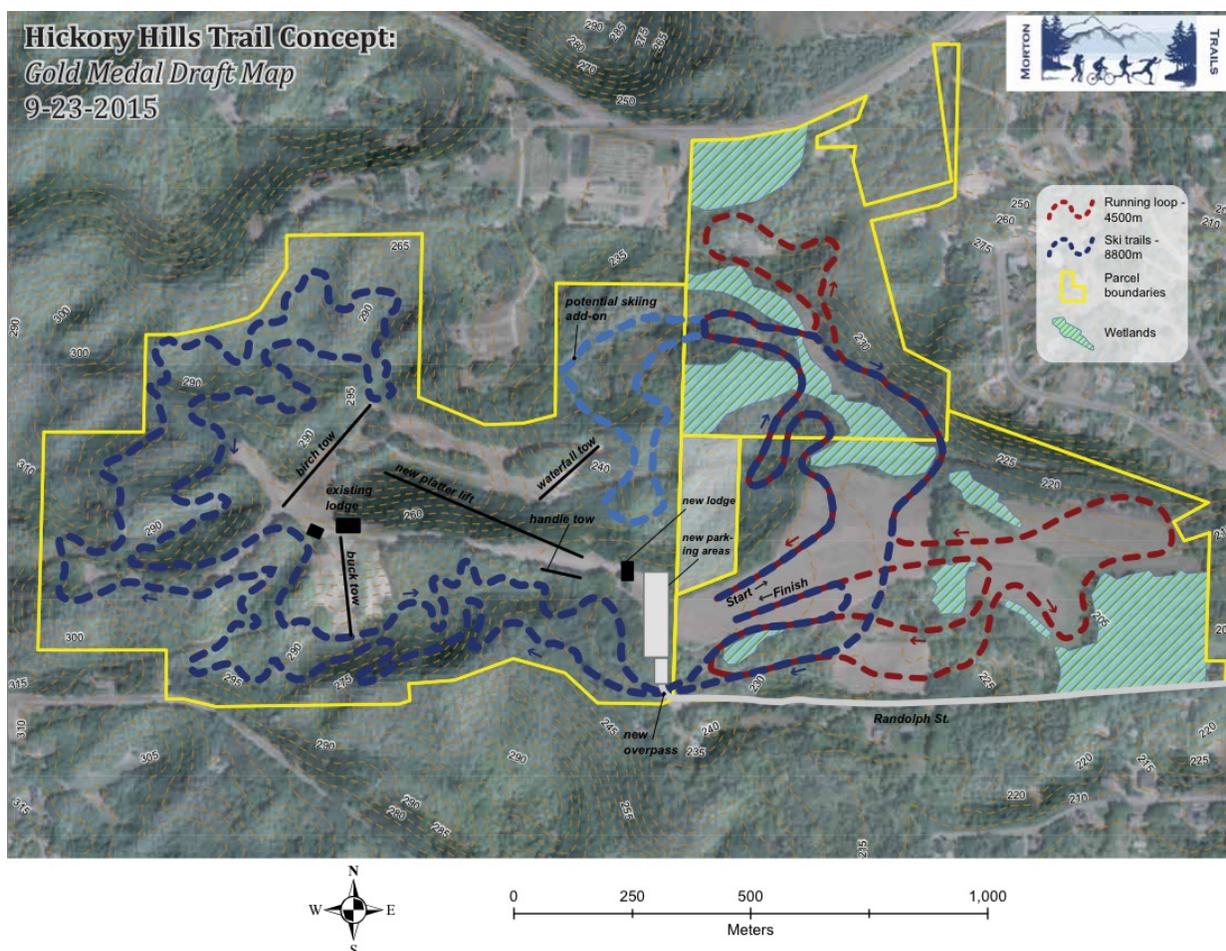
- Given the location of the existing Alpine lifts and ski runs, as well as the proposed access road, parking and warming facilities, access to the probable location of the Nordic trails on the western part of the property may be challenging, especially if an important component of a start/finish area is to provide spectators with multiple opportunities to see the athletes during the competition.
- Although the idea of designing a competition loop, to be used only occasionally for major events, encompassing some of the Alpine skiing terrain has tremendous merit, it will be a challenge to configure such a loop that skis well, gives the spectators plenty of exciting action to watch, yet avoids the lift lines.
- While the prospect of designing Nordic trails on the additional 110 acres of Hickory Meadows is exciting, it appears a bit challenging that Hickory Meadows is on the opposite side of Hickory Hills from the existing Nordic trails and linking the two possible Nordic trail networks may not be easy (parking, base lodges, access road, inholding of private land, etc.).
- Although we are optimistic about the prospects, it is not a certainty at this point that there is sufficient available acreage with the required elevation changes (without encroaching on the existing Alpine hill) to configure an FIS homologated race loop of any meaningful length (at least 5 km) on Hickory Hills property.
- The best possible configuration of Nordic skiing and cross country running trails would make use of both Hickory Hills and Hickory Meadows property. The enhancement of ski trails on Hickory Hills would have an impact on the popular, disc golf course, and the creation of cross country running trails on the Hickory Meadows property could represent a significant increase in activity from the current neighborhood, passive uses.
- While it is a tremendous community asset to have parks, greenways, and recreational facilities spread throughout the urban and suburban neighborhood, it is often quite challenging to link those parks with pedestrian, off-road routes in intensively developed areas.

**In summary, we believe that the assets significantly outweigh the possible challenges and that the vision of establishing a first rate Nordic skiing and cross country running facility at Hickory Hills and Hickory Meadows, in concert with the existing Alpine ski area and other established recreational opportunities, is well worth pursuing.**

## General Concept

Based upon conversations and correspondence with stakeholders, review of maps and GoogleEarth images as well as a site visit in late August, we offer the following general concepts, the first, a best case scenario (or gold medal concept) of what we think is possible at Hickory Hills and Hickory Meadows, the second (the silver medal concept) is a somewhat less ambitious vision, at least in terms of the Hickory Meadows property.

**The Gold Medal Concept** would make the most of the available acreage at Hickory Hills and Hickory Meadows for the creation of a FIS homologated competition venue for Nordic skiing as well as a national caliber venue for cross country running.



Both trails would make use of the large field in the southwestern portion of the Hickory Meadows property for a start/finish area. The cross country running trail, perhaps 5 kilometers in length (with several cut-offs), would be almost entirely on Hickory Meadows property, making use of both the forested and open areas, and (as much as possible) avoiding the wetlands. While the running trail would make use of the natural terrain to add interest and enjoyment, the elevation gains would be very manageable. We believe it would be possible to create a cross country running facility that would rival some of the finest in the nation, both in terms of enjoyment for the athletes and visibility for the spectators. For purposes of comparison, a map of the cross country running venue in Terra Haute, ID, site of several NCAA Championships is included below.



We are confident that the Hickory Meadows property could accommodate a competitive cross country running venue comparable to the best in the country. The preferred running surface for this type of course is mowed grass. The course would be built to be high and dry year-round with a slight crown to the running surface and adequate drainage, accomplished by gentle swales at the edges of the running surface. The course would be configured to:

1. Provide a fun, safe, fair test of cross country runners of all ability levels.
2. Provide spectators multiple, exciting views of the athletes during the competition.
3. Create a venue that minimizes environmental impact and appears as if it has been part of the landscape for generations. While some sections of trail may have to be “hardened” with crushed stone or fine gravel to enhance durability or to comply with ADA guidelines, the gravel can be mixed with loam to grow grass.

If created as we envision it, the proposed Hickory Meadows cross country running venue will access parts of the property not currently proximate to the meadow circumference trail, thereby providing vistas and overlooks not yet enjoyed by outdoor enthusiasts at Hickory Meadows. While the proposed cross country running trail will be somewhat more challenging than the current walking trail, there will be ample cut-offs provided for those seeking an easy, relatively level outing. Part of the vision for the Hickory Meadows parcel would be to design and construct a distinct “pet loop” for those who enjoy walking (or skiing in winter) with their dogs.

The FIS homologated Nordic venue would consist of two loops, the first roughly following the southern, western and a portion of the northern perimeter of the Hickory Hills property, then returning closer to the Alpine ski runs, the second loop generally north and east of the proposed site of the new lodge, crossing the boundary to make use of the terrain in the northern section of Hickory Meadows property. In that area, the proposed ski trail and the proposed running trail could share much of the same alignment.

While this ski trail concept does create excellent opportunities for spectators to see the athletes multiple times during an event (not just at the start and finish) it does pose a significant challenge. The proposed Nordic trail concept means that the Nordic skiers will have to cross at least one of three, potentially high traffic areas: either between the base of the Alpine ski lifts and the lodge,

between the lodge and the parking lot, or across the access road leading to the parking lot. Since the renovations to Hickory Hills are still in the planning phase, it is possible that this challenge can be solved in a creative and exciting way which may, ultimately, become an impressive “signature” of the new facility.

An added bonus of this concept is that the cross country running venue can serve in winter as an enjoyable novice trail, much of it independent from the homologated race course so that recreational skiers are not inconvenienced by competitions.

Although it won't be clear until we spend more time on the ground, our initial estimates are that it is possible to design a homologated ski course of at least 5 kilometers in length (with cut-offs creating shorter loops). This means that it will be possible to create loops of 2.5 km, perhaps 3.3 km, 5 km and, ideally a 1.5 km sprint course, all of which will meet FIS homologation standards. The FIS guidelines generally relate to two characteristics of Nordic ski trails; required climbs and trail width. Trail width for the top category of FIS homologation (accommodating all types of events up to, and including mass start skating races) can seem excessive at 6 meters (almost 20') on the descents and 9 meters (almost 30') on the designated climbs. If terrain, vegetation or other constraints make these trail widths unreasonable, it is possible to seek a lower level of homologation (mass start classic events and interval start skating races, for example, where the maximum trail width required is 6 meters). These loops could be used to host Nordic competitions up to and including World Cup events. Much of the proposed ski trail would be proximate to the existing Alpine ski runs and thus conveniently located in terms of the existing infrastructure for snowmaking and lights.

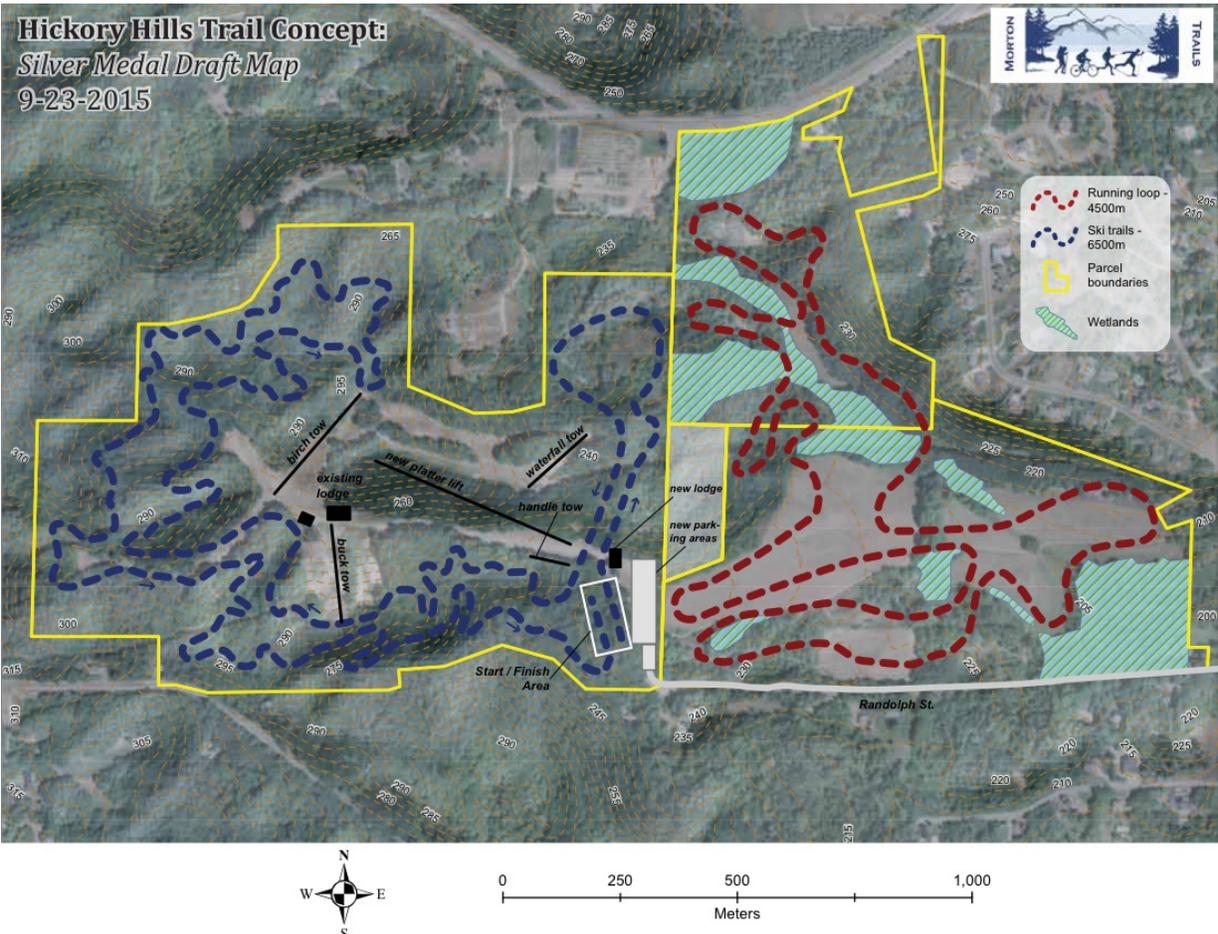
Yet another benefit of the proposed trail network is the possibility of linking the Hickory Hills/Hickory Meadows trails with other popular Traverse City recreational facilities like the TART trails or the trails at the Commons.

**The Silver Medal Concept** is less ambitious than the Gold and would have less of an impact on the Hickory Meadows property.

The significant differences would be:

1. The entire homologated Nordic ski course would be on Hickory Hills property.
2. The proposed cross country running loop on the Hickory Meadows property would be more of a recreational training loop rather than a competitive running venue.
3. The Nordic ski trail would have to pass either between the Alpine lifts and the lodge or the lodge and the parking lot. In all likelihood, the homologated ski trail could still be about 5 km and the totally independent running loop, which would probably be between 3 and 4 km.

If the segments of trail on the Hickory Meadows property were not to be part of the homologated Nordic race course, nor part of a national caliber, cross country running competition venue, there would be no need for the trail to exceed 12'-14' in width.



A few final thoughts regarding the creation of additional trails on the Hickory Meadows property relative to the Hickory Meadows Mission Statement. We see no serious conflict with creation of first rate recreational and competitive trails and mission statements: #2 “to improve and protect natural areas and wildlife habitat” and #3 “to preserve scenic views and open space.” In fact, once well designed, carefully constructed trails are created, outdoor enthusiasts of all varieties will be far more likely to enjoy following the trails and therefore, far less likely to bushwhack off trail, thereby disturbing the wildlife, sensitive plants and wetlands. And while maintaining open areas is not a problem on the Hickory Meadows property, a first rate cross country running trail seeded with Conservation Mix (or something comparable) will in effect, create a long narrow pasture through the forest, considered habitat improvement for deer, wild turkey and many species of songbirds. The trails will also provide additional and perhaps even better access to some scenic viewpoints, interesting natural features and open spaces.

Regarding objective #1, “to improve, expand and develop opportunities for passive recreation,” for the majority of the time, the opportunities for passive recreation and appreciation of nature will be significantly enhanced by the improved trail network. However, it must be acknowledged that on occasion, the proposed trails will host events that will draw together outdoor enthusiasts, perhaps from beyond the region, to participate in organized competitions and group activities (charity walks, for example) that promote health and build community spirit.

# Trail Project Proposal

Note: The time involved, and thus the expense of designing a trail network is dependent upon many factors including topography, vegetation, anticipated use of the trail, etc. However two of the most important factors are:

1. How many kilometers of trail will be designed?
2. Is the trail to be designed to meet FIS homologation standards? Since both the Gold Medal and the Silver Medal concepts involve homologation, the only significant difference would be in the total number of kilometers of trail (both skiing and running) to be designed.

## Trail Concept:

**\$6,000 - \$9,000**

### ◆ Feasibility Analysis

- Communicate with stakeholders to clearly identify project objectives
- Research and study
  - Contour and Aerial Maps
  - Survey data
  - Land use restrictions
  - Master Plan
- Research and assess
  - Terrain dictations
  - FIS and USSA homologation certification compatibility
  - Logging requirements and cost estimates and potential revenue
  - Construction requirements and cost estimates

### ◆ On-site Field Work - Physical Site Assessment

- Determine if the project objectives can be supported by the site
- Assess current conditions
  - Boundaries
  - Terrain and elevation – existing trails, logging roads, etc.
  - Environmental factors – wetlands, streams, wildlife, etc.
  - Neighborhood concerns
  - Potential significant obstacles – road crossings, bridges, major ledge outcroppings, etc.
  - Assets – vistas, streams, noteworthy trees, stone walls, etc.
- Meet with stakeholders
- Meet with consulting forester (if appropriate)
- On-site GPS measurement of elevations, distances etc.

### ◆ Create Trail Design Concept Map

- Determine start/finish area to maximize spectator experience and accessibility
- Configure at least a 5km Nordic trail loop design for optimum competitor experience
- Locate 1.5 km sprint course
- Locate a 3-4 Km running loop on Hickory Meadows property
- Identify alternative options (when feasible)
- Estimate trail construction costs – logging, excavating, grading, trail surfacing, signage
- Familiarize project stakeholders with design concept

**Trail Design: \$7,000 - \$11,000**

- ◆ On-site Field Work
  - Flag general center-line of proposed course route
  - Familiarize project stakeholders with proposed trail route
  - Refine design routes as necessary
    - Adjust for stakeholder input
    - Adjust for terrain difficulties
    - Adjust for intersections with obstacles
    - Adjust for homologation compatibility
  - Create GPS survey of proposed route
  - Verify course length and profile via GPS mapping
  - Mark individual trees for harvesting with forestry paint
    - Make final trail refinements
    - Identify mature, healthy trees for preservation
  - Meet with forester and/or logging company
  - Meet with excavating contractor

**Construction Consulting: \$1,500**

- ◆ Communicate with logging company
  - Explain objectives of the trail corridor cutting and clearing process
  - Ensure that the esthetically pleasing, mature trees are left to border trail
- ◆ Communicate with excavating contractor
  - Explain the specifics of the trail construction
  - Advise on finishing – raking, seeding, tree limbing, etc.
- ◆ Install Morton Trails design certification sign

**Homologation Certification: \$3,000**

- ◆ Submit trail data for homologation
  - Enter GPS trail data into FIS homologation program
  - Meet with FIS inspector on-site (when necessary)
  - Provide FIS inspector with all relevant trail and facility information
  - Follow the homologation process through to the issuance of the FIS certificate

**Total \$17,500 - \$24,500**

Travel expenses will be billed additionally.  
Payment terms 15 days

**To confirm the acceptance of this proposal, please sign below and return a copy to Morton Trails with a \$5,000 deposit (which will be applied to future invoices.)**

Proposal Accepted by:

\_\_\_\_\_  
**Hickory Hills Representative**

Date: \_\_\_\_\_

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF ISSUING A LETTER IN SUPPORT OF  
REDUCING THE SPEED LIMIT ON RANDOLPH STREET  
ADJACENT TO HICKORY MEADOWS

Per the attached documentation, the Grand Traverse County Road Commission will be considering the establishment of a 25 mph speed limit for the stretch of Randolph Street between the city limit and the parking area at Hickory Hills. Neighbors and users of the Hills and Meadows consistently express concern with traffic speeds on Randolph, and a consistent 25 mph speed limit on the street I believe would be a step in the right direction.

If it pleases the Board, I would recommend a letter of support for this request, via the following motion:

**That the Chair be authorized to execute a letter supporting a 25 mile per hour speed limit on Randolph Street adjacent to Hickory Meadows.**

## Matthew Cowall

---

**From:** Eileen Ganter <mishpinkee@gmail.com>  
**Sent:** Thursday, November 19, 2015 11:39 AM  
**To:** Matthew Cowall  
**Cc:** Nicolle Girard; Tom Vitale; Eric Grebe; John Nelson  
**Subject:** Request for 25mph on Randolph Street  
**Attachments:** Randolph Street 25mph letter 11.19.15.pdf; ATT00001.htm

Dear Matt,

At last night's HMAC meeting, I shared with the group a letter requesting that the Grand Traverse County Road Commission Board consider establishing a 25mph speed limit for the section of Randolph Street that is not bound by the limit imposed on the Traverse City sections of the road.

Sheriff Tom Bensley made me aware of a provision in the MI Motor Vehicle Code that permits the establishment of a 25mph limit on roads adjacent to publicly-owned parks. He has reviewed my letter for accuracy, and I'm going to get it signed by fellow residents of this section of the road.

Our group thought it would be helpful to get a letter of support from the Rec Authority Board, and I wonder if that's something that can be requested at their next meeting. That would allow me to present it to the Road Commission Board at their meeting later in December.

I've attached my letter for your reference, and would be happy to answer any questions or concerns you may have. This might be a simple way to resolve the speed limit issue which is an increasing problem.

Many thanks,

Eileen

# Randolph Street Speed Limit Request



c/o Eileen Ganter, 1615 Randolph Street, Traverse City, MI 49684 (231) 947-7134 echobravo@chartermi.net

November 17, 2015

Board of County Road Commissioners of Grand Traverse County  
1881 LaFranier Road  
Traverse City, MI 49696

Dear Members of the Road Commission Board,

For many years we have been concerned about excessive speeds on Randolph Street, which is a residential road that lies partly in the City of Traverse City and partly in Garfield Township. On behalf of the many drivers and pedestrians who use this road, we respectfully request that you consider the establishment of a 25mph speed limit for the portion of Randolph Street running from the city limits to the end of the road.

We have learned that the Michigan Motor Vehicle Code would allow for the application of a 25mph speed limit on Randolph Street because it abuts the Hickory Meadows Natural Area and ends at the Hickory Hills Ski Area.

An official 25mph limit would help to insure the safety of motorized and non-motorized traffic and provide for consistent enforcement of this road, the other parts of which are currently set at 25mph.

## **Description and History**

Randolph Street has two very different speed limits. From Division to the edge of the city limits, Randolph is posted at 25mph. The section of Randolph that is in Garfield Township has no posted speed limit. Technically, it is a county road with a prima facie speed limit, despite the fact that this portion is only 1/4 mile long, coming to a dead end at the parking lot of Traverse City-owned Hickory Hills.

The Garfield Township portion of Randolph was a dirt road until 15 years ago, when the residents agreed to have it paved, provided it remained narrow, to discourage fast traffic. This section remains a narrow paved surface with no shoulders, no striping for lanes and no posted speed limit. Because of the peaceful atmosphere, canopy of trees and proximity to parkland, it is a favorite route for walkers, runners and cyclists of all ages, from high school track teams to mothers with strollers. Because of its hills and its proximity to a disc-golf course, it also tempts more youthful drivers to speed or even race. Thus far, the only victims of hazardous speed have been mailboxes and drainage ditches, but the increasing popularity of the recreational sites have led to higher potential for accidents, especially as people have become accustomed to parking along the side of the road near the dead end.



Law enforcement has been hampered by the lack of consistency in the speed limit on Randolph. Establishing a 25-mph limit on the county road portion of Randolph Street west of the city limits would improve safety and efficiency.

### **Motor Vehicle Code Provision**

Under section MCL 257.629 of the Michigan Motor Vehicle Code, there is a provision for a local authority to change the prima facie speed limits:

*(4) Local authorities are authorized to decrease the prima facie speed limits to not less than 25 miles an hour on each street or highway under their jurisdiction that is adjacent to a publicly owned park or playground. A decrease in the prima facie speed limits is binding when adequate signs are duly posted giving notice of the reduced speeds. As used in this subsection, "local authority" includes the county road commission with the concurrence of the township board of a township for a street or highway within the boundaries of the township.*

Besides leading into Hickory Hills, Randolph Street forms the southern border of the Hickory Meadows Natural Area, which is administered by the Recreational Authority of the City of Traverse City and Garfield Township. Thus, the street is adjacent to two publicly owned parks.

### **Request to establish a comprehensive 25mph speed limit for Randolph Street**

We, the undersigned residents of the section of Randolph Street that is in Garfield Township, respectfully request that the Grand Traverse Road Commission, in association with the Charter Township of Garfield, decrease the prima facie speed limit of the Garfield Township section of the road to 25mph. In this way, the street will have a safer and consistent speed limit for the benefit of the neighborhood and all those who travel the road and enjoy the adjacent parks.

Sincerely,

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF INSURANCE RENEWAL FOR 2016

The Recreational Authority insurance program expires December 15, 2015. The Authority is part of the Michigan Township Participating Plan provided through Municipal Underwriters of Michigan (MUM).

The annual insurance premium for the current policy was \$3,186. The quoted price for 2016 is \$3,286, an increase of \$100. This includes a 5% increase in blanket property values. The amount budgeted for insurance in this fiscal year is sufficient to cover the increase.

MUM representative Paul Olson will be in attendance on Wednesday night to give you an overview of the coverage and answer any questions.

I recommend the following motion:

**That the Recreational Authority's liability and property insurance policy with Municipal Underwriters of Michigan be approved for the period of December 15, 2015, through December 15, 2016; and that payment in the amount of \$3,286 be authorized, with funds available in the Operating Fund, Insurance & Bonds Line Item.**

Municipal Underwriters of Michigan  
4171 Wolverine Drive  
Williamsburg, MI 49690

Toll Free 888-883-6391  
Local 231-421-5008  
Fax 231-421-3509

October 28, 2015

Matt Cowell, Director  
City of Traverse City and Charter Township of Garfield Recreation Authority  
324 Munson Ave.  
Traverse City, MI 49686

Dear Matt:

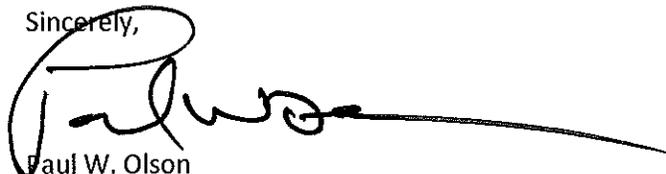
Enclosed you will find Summary of Coverage's and an Invoice for the Recreational Authority 2015-2016 insurance years. The renewal date of your policy is 12/15/2015.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The quoted premium is **\$3,286.00**. This represents an approximate 3% increase from last years quoted premium of **\$3,186.00**. I have increased your blanket property values 5%.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served the Recreational authority's insurance needs for the past 11 years. I will be attending your board meeting on November 4th. Thank you for your business.

Sincerely,



Paul W. Olson  
Regional Risk Manager  
MUM

Municipal Underwriters of Michigan

935 Robin Hood Lane  
Grayling, MI 49738  
888-883-6391  
polson@i2k.com

# Invoice

|            |           |
|------------|-----------|
| Date       | Invoice # |
| 10/28/2015 | 2571      |

|   |
|---|
| Bill To   |
| Traverse City Garfield Recreation Auth.<br>324 Munson Ave.<br>Traverse City, MI 49686 |

|           |               |
|-----------|---------------|
| Account # | Policy Number |
|           | HMTP-122947   |

| Effective Date | Expiration Date | Insurance Company          | Type of Coverage | Charge   |
|----------------|-----------------|----------------------------|------------------|----------|
| 12/15/2015     | 12/15/2016      | Michigan Township Par Plan | Package Plan     | 3,286.00 |

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

|                         |            |
|-------------------------|------------|
| <b>Total</b>            | \$3,286.00 |
| <b>Payments/Credits</b> | \$0.00     |
| <b>Balance Due</b>      | \$3,286.00 |

|              |
|--------------|
| Fax #        |
| 989-348-4546 |

**MICHIGAN  
TOWNSHIP  
PARTICIPATING  
PLAN**

**SUMMARY OF COVERAGES**

**FOR**

**City of Traverse City & Garfield Township Recreation  
Authority 2015-2016**

Presented By:  
PAUL OLSON- RISK MANAGER

Municipal Underwriters of Michigan, Inc.  
Municipal Underwriters of Michigan, Inc.

## **SUPPORT/SERVICE COMPANIES**

### ***MARKETING AND SERVICE:***

Municipal Underwriters of Michigan, Inc.  
4171 Wolverine Drive  
Williamsburg, MI 49690  
(231) 421-5008  
(888) 883-6391 MICHIGAN WATTS  
Fax 231-421-3509

### ***TECHNICAL ADMINISTRATION:***

Michigan Township Participating Plan  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(248) 371-3100 - LOCAL  
(800) 783-1370 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### ***RISK CONTROL ADMINISTRATION***

Midwest Risk Control  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(248) 371-3100 - LOCAL  
(800) 536-7425 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### ***CLAIMS ADMINISTRATION***

Midwest Claims Service  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(800) 225-6561 - MICHIGAN WATTS  
(248) 371-3091 - FAX

**I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:\***

|                                   |                 |
|-----------------------------------|-----------------|
| Limit of Liability Per Occurrence | \$ 2,000,000    |
| Limit of Liability Per Aggregate  | \$ No Aggregate |
| Deductible                        | \$ 0            |

**ADDITIONAL INSURED:**

1. Any member of the governing body of the Named Insured
2. Any member of boards or commissions of the Named Insured
3. Any elected or appointed official of the Named Insured
4. Any employee of the Named Insured – Including **Contracted Assessor**
5. Any volunteer

**ADDITIONAL INCLUDED COVERAGES:**

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit, includes volunteers
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
  - A. FALSE ARREST, DETENTION OR IMPRISONMENT
  - B. MALICIOUS PROSECUTION
  - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
  - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
  - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY  
(Errors & Omissions)**

|                                    |                 |
|------------------------------------|-----------------|
| Limit of Liability Per Occurrence: | \$ 2,000,000    |
| Limit of Liability Aggregate:      | \$ No Aggregate |
| Deductible:                        | \$ 0            |

**The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:**

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

| <b>II. FLEET LIABILITY COVERAGE:</b>     | <b>LIMITS</b> |
|--|---------------|
| A. Bodily Injury & Property Damage [CSL] | \$ 0          |
| B. Personal Injury Protection            | Statutory     |
| C. Personal Property Insurance           | \$ 0          |
| D. Uninsured Motorists                   | \$ 0          |
| E. Non-owned & Hired Auto Liability      | \$ 1,000,000  |
| F. Mini-Tort Liability                   | \$ 0          |
| G. Underinsured Motorists                | \$ 0          |

**III. FLEET PROPERTY COVERAGE:**

Property limit      \$ Coverage does not apply

- A. Comprehensive                      \$ 0 ACV Deductible, Actual Cash Value
- B. Collision                              \$ 0 Deductible, ACV, Broadened

**IV. INLAND MARINE COVERAGE:**

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit      \$ Coverage does not apply  
Deductible            \$ 500

**SEE ATTACHED SCHEDULE**

**V. PROPERTY [FIRE] COVERAGE:**

|   |                 |
|---|-----------------|
| Total Blanket Building and Contents Limit | \$ 3,326,669.00 |
| Deductible                                | \$ 1,000        |
| Per Schedule on File with company         |                 |

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Accounts Receivable- \$250,000
5. Automatic Builders Risk Coverage - \$500,000 for 90 days
6. 1<sup>st</sup> Party Sewer Back up: \$25,000
7. Pollutant Clean-up & Removal: \$10,000
8. Loss of Rents Coverage - \$500,000 Limit - No deductible
9. Extra Expense Coverage - \$500,000 Limit - No deductible
10. Newly Acquired Property - \$1,000,000, 180 Days
11. Flood Coverage- \$100,000, Earthquake Coverage- \$1,000,000
12. Power Surge Coverage - \$10,000 Limit
13. Glass Coverage-\$00 Deductible Glass Breakage
14. Tree Removal - \$500 per tree and \$1200 annual aggregate on covered losses
15. Law and Ordinance Coverage- Actual Sustained Loss
16. Foundations of Machinery- \$250,000

**VI. VALUABLE PAPERS AND RECORDS COVERAGE\*:**

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

**\* NOTE: Higher limits available upon request.**



**Kenrick Application Processing System**

- General
- Liability
- Professional
- Exposure List
- Property
- Auto
- Inland Marine
- E.D.P.

Property Coverage 1    Property Coverage 2    Boiler - Machinery    View List    Change List

**Application:  
T000020025517**

**CITY OF TRAVERSE CITY AND CH  
TWP GARFIELD REC AUTH**

| ▲ Number ▼          | ▲ Loc.# ▼ | ▲ Bldg.# ▼ | ▲ Within 50 ft ▼ | ▲ Fac Loc.# ▼ | ▲ Street Address ▼             | ▲ POK ▼ | ▲ BC ▼ | ▲ Bldg. Lim. ▼ | ▲ Cont. Lim. ▼ | ▲ Mine Sub ▼ | ▲ Yr. Built ▼ | ▲ FAR ▼ | ▲ BF ▼ | ▲ Special Ded ▼ | ▲ Sprinkler ▼ | Sq Foot | BoilerVal |
|---------------------|-----------|------------|------------------|---------------|--------------------------------|---------|--------|----------------|----------------|--------------|---------------|---------|--------|-----------------|---------------|---------|-----------|
| 39570               | 1         | 1          | No               | 0             | 1499 SILVER DRIVE              | 11      | 1      | \$ 1,630,079   | \$ 0           | \$ 0         | 1923          | R       | 600    | 0               | No            | 0       | R         |
| 39572               | 1         | 2          | No               | 0             | 1499 SILVER DRIVE BUILDING 211 | 11      | 1      | \$ 504,177     | \$ 0           | \$ 0         | 1940          | R       | 401    | 0               | No            | 0       | R         |
| 39571               | 1         | 3          | No               | 0             | 1499 SILVER DRIVE              | 11      | 1      | \$ 790,079     | \$ 0           | \$ 0         | 1923          | R       | 600    | 0               | No            | 0       | R         |
| 39573               | 1         | 4          | No               | 0             | 1499 SILVER DRIVE BUILDING 221 | 11      | 2      | \$ 122,767     | \$ 0           | \$ 0         | 1940          | R       | 401    | 0               | No            | 0       | R         |
| 39574               | 1         | 5          | No               | 0             | 1499 SILVER DRIVE BUILDING 223 | 11      | 2      | \$ 279,567     | \$ 0           | \$ 0         | 1940          | R       | 401    | 0               | No            | 0       | R         |
| <b>Totals:</b>      |           |            |                  |               |                                |         |        | \$3,326,669    | \$0            | \$0          |               |         |        |                 |               |         |           |
| <b>Grand Total:</b> |           |            |                  |               |                                |         |        | \$3,326,669    |                |              |               |         |        |                 |               |         |           |

This application is READ ONLY. It has already been submitted.



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**VII. CRIME COVERAGE:**

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
  - 1. All Officials Homes
  - 2. Place of Employment
  - 3. Banking Facility

**VIII: PUBLIC OFFICIAL BONDS\***

BLANKET BOND \$100,000

**NOTE:** THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE  
(Those who collect money or fees should be bonded)

**\* NOTE: Higher limits available upon request.**

**X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:**

Municipal Underwriters of Michigan, Inc.

|                                   |                 |
|-----------------------------------|-----------------|
| Limit of Liability Per Occurrence | \$ 0            |
| Limit of Liability Per Aggregate  | \$ No Aggregate |
| Deductible                        | \$ 0            |

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

**XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:**

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
  - 1. Mechanical Breakdown; Machinery Breakdown
  - 2. Short Circuit; Blow out; other Electrical Disturbance
  - 3. Electrical or Magnetic Injury

**XII. BOILER AND MACHINERY:**

- A. Repair or Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

**Deductible of \$ 1,000 Applies      Limits \$ 3,326,669.00**

**XIII. VOLUNTEER FIREMEN'S ACCIDENT:**

**SEE ATTACHED**

PREMIUM SUMMARY

|                                      |          |
|--------------------------------------|----------|
| I. COMPREHENSIVE MUNICIPAL LIABILITY | INCLUDED |
| II. FLEET LIABILITY                  | INCLUDED |
| III. FLEET (PROPERTY)                | INCLUDED |
| IV. INLAND MARINE                    | INCLUDED |
| V. PROPERTY [FIRE]                   | INCLUDED |
| VI. VALUABLE PAPERS AND RECORDS      | INCLUDED |
| VII. CRIME                           | INCLUDED |
| VIII. BONDS                          | INCLUDED |
| IX. WORKERS COMPENSATION             |          |
| X. POLICE PROFESSIONAL               |          |
| XI. BUSINESS ELECTRONIC EQUIPMENT    | INCLUDED |
| XII. BOILER AND MACHINERY            | INCLUDED |
| XIII. VOLUNTEER FIREMEN'S ACCIDENT   |          |

TOTAL PAR-PLAN ANNUAL PREMIUM: \$3,286.00

**NOTE:** The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

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FOR THE MEETING OF DECEMBER 2, 2015

DATE: FRIDAY, NOVEMBER 27, 2015

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

### **General Operating Fund:**

|                                  |  |             |
|----------------------------------|--|-------------|
| American Waste                   | October service  | \$ 26.00    |
| At Your Service Cleaning         | Barn cleaning for October                              | \$ 800.00   |
| At Your Service Cleaning         | Barn cleaning for September                            | \$ 600.00   |
| TC/Garfield Rec Authority        | Reimbursement for Debt fund deposit put in Operating   | \$ 107.18   |
| Elmer's                          | Road grading/gravel                                    | \$ 900.00   |
| ECT                              | EPA clean up August                                    | \$ 325.00   |
| LIAA                             | Management services - Sept                             | \$ 5,793.75 |
| LIAA                             | Printing, postage, barn supplies                       | \$ 50.19    |
| Two B Events LLC                 | Event Mgmt 10/15 - 11/15                               | \$ 4,166.67 |
| City of Traverse City            | Water/sewer - Sept                                     | \$ 87.00    |
| Georgia Pulcifer                 | Commercial duty indoor/outdoor lights for barn         | \$ 300.00   |
| DTE                              | Gas for September                                      | \$ 42.71    |
| Grand Traverse County Treasurer  | Tax Tribunal   | \$ 1,843.36 |
| Grand Traverse County Treasurer  | Tax Tribunal   | \$ 53.33    |
| Northern Fire & Safety           | Maintenance on fire pump power loss                    | \$ 95.00    |
| American Society of Composers    | ASCAP performance license - Dec 2015 - Nov 2016 (barn) | \$ 335.00   |
| Two B Events LLC                 | Event Mgmt 11/15 - 12/15                               | \$ 4,166.67 |
| Smith Haughey Rice & Roegge      | Legal - October  | \$ 46.00    |
| Advantage Electric               | Nov. 6 electrical outage - barn                        | \$ 510.28   |
| LIAA                             | Postage, printing - October                            | \$ 65.96    |
| LIAA                             | October service  | \$ 3,773.75 |
| City of Traverse City            | Water/sewer for October                                | \$ 87.00    |
| DTE                              | Gas - October  | \$ 47.56    |
| American Waste                   | November trash and recycling                           | \$ 26.00    |
| American Waste                   | December trash and recycling                           | \$ 26.00    |
| Grand Traverse Conservation Dist | Tool, vehicle, trash, stones, inspector - Sept         | \$ 182.39   |
| Consumers Energy                 | October electric service                               | \$ 492.98   |

**(continued)**

**Debt Service Fund:**

|                                 |  |             |
|---------------------------------|--|-------------|
| Rec Authority                   | Reimbursement to Operating Fund<br>for deposit error | \$ 5,410.46 |
| Grand Traverse County Treasurer | Tax Tribunal - Oct 2015 MTT                          | \$ 5,469.48 |
| Grand Traverse County Treasurer | Tax Tribunal - July, Aug, Sept<br>2015 MTT           | \$ 158.71   |

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**City of Traverse City and Charter Twp of Garfield Recreational Authority**  
**Operating Fund**  
**Statement of Activities**  
**July 2015 through November 2015**

|                                   | <u>Jul 15 - Nov 15</u> | <u>Annual Budget</u> | <u>Budget Variance</u> |
|-----------------------------------|------------------------|----------------------|------------------------|
| <b>Revenues</b>                   |                        |                      |                        |
| 500 · Tax Revenue - Operating     | \$ (1,692.21)          | \$ 170,000.00        | \$ (171,692.21)        |
| 615.1 · EPA Cleanup Grant         | -                      | 51,000.00            | (51,000.00)            |
| 615.8 · Barns Park Rentals        | 35,250.00              | 70,000.00            | (34,750.00)            |
| · Rotary                          | -                      | 5,000.00             | (5,000.00)             |
| 664 · Interest Income             | 185.72                 | 350.00               | (164.28)               |
| <b>Total Revenues</b>             | <u>33,743.51</u>       | <u>296,350.00</u>    | <u>(262,606.49)</u>    |
| <b>Expenditures</b>               |                        |                      |                        |
| 700 · Office Expense              | 258.13                 | 2,500.00             | (2,241.87)             |
| 805 · Professional Services       |                        |                      |                        |
| Accounting                        | -                      | 5,933.00             | (5,933.00)             |
| GTCD                              | 9,500.00               | 19,000.00            | (9,500.00)             |
| Legal                             | 1,522.50               | 5,000.00             | (3,477.50)             |
| Management                        | 20,537.50              | 60,000.00            | (39,462.50)            |
| Other                             | 7,650.00               | 30,067.00            | (22,417.00)            |
| Audit                             | -                      | 5,000.00             | (5,000.00)             |
| EPA Clean Up                      | 7,833.75               | 51,000.00            | (43,166.25)            |
| Events Manager                    | 20,833.35              | 50,000.00            | (29,166.65)            |
| <b>Total</b>                      | <u>67,877.10</u>       | <u>226,000.00</u>    | <u>(158,122.90)</u>    |
| 806 · Event Marketing & Supplies  | 4,163.50               | 10,000.00            | (5,836.50)             |
| 862 · Transportation              | 11.50                  | 1,000.00             | (988.50)               |
| 912 · Insurance & Bonds           | -                      | 4,000.00             | (4,000.00)             |
| 920 · Utilities & Maintenance     | 7,027.42               | 30,500.00            | (23,472.58)            |
| 920.3 - Hickory Meadows Work Plan | 2,685.89               | 14,100.00            | (11,414.11)            |
| 970 · Capital Projects            | (5,047.70)             | 10,000.00            | (15,047.70)            |
| <b>Total Expenditures</b>         | <u>76,975.84</u>       | <u>298,100.00</u>    | <u>(221,124.16)</u>    |
| <b>Net Change in Fund Balance</b> | <u>\$ (43,232.33)</u>  | <u>\$ (1,750.00)</u> | <u>\$ (41,482.33)</u>  |

Unaudited statement

**City of Traverse City and Charter Twp of Garfield Recreational Authority  
Debt Fund**

**Statement of Activities  
July 2015 through November 2015**

|                                   | <u>Jul 15 - Nov 15</u> | <u>Budget</u>       | <u>Budget Variance</u> |
|-----------------------------------|------------------------|---------------------|------------------------|
| <b>Revenues</b>                   |                        |                     |                        |
| Current Property Taxes            | \$ 624.78              | \$ 530,000.00       | \$ (529,375.22)        |
| Interest Income                   | -                      | -                   | -                      |
| Tax Tribunal Refund               | (5,628.19)             | -                   | (5,628.19)             |
| <b>Total Revenues</b>             | <u>(5,003.41)</u>      | <u>530,000.00</u>   | <u>(535,003.41)</u>    |
| <b>Expenditures</b>               |                        |                     |                        |
| Debt Service - Fees               | 62.78                  | 300.00              | (237.22)               |
| Debt Service - Interest           | 59,720.50              | 115,375.00          | (55,654.50)            |
| Debt Service - Principal          | 360,000.00             | 360,000.00          | -                      |
| <b>Total Expenditures</b>         | <u>419,783.28</u>      | <u>475,675.00</u>   | <u>(55,891.72)</u>     |
| <b>Net Change in Fund Balance</b> | <u>\$ (424,786.69)</u> | <u>\$ 54,325.00</u> | <u>\$ (479,111.69)</u> |