

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

7:00 p.m.

Wednesday, May 4, 2016

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

Posted: 4-29-16

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.traverscitymi.gov/recauthority.asp>  
[mcowall@liaa.org](mailto:mcowall@liaa.org)

## Agenda

### Roll Call.

1. Consideration of approving the minutes of the special meeting of April 13, 2016. (Matt Cowall)
2. Reports. (Matt Cowall et al)
  - Grand Traverse Conservation District
  - Event Facility Management
  - Capital Campaign
  - Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS, TC Community Garden)
  - Any reports from Board members
  - Executive Director's report and possible verbal updates
3. Presentation of Hickory Meadows easement request. (Matt Cowall, Roger Send)
4. Consideration of trail improvement work at Hickory Meadows. (Matt Cowall, Tom Vitale)
5. Consideration of strategic planning engagement. (Matt Cowall)
6. Consideration of scheduling a public hearing for Fiscal Year 2015-2016 budget amendments. (Matt Cowall)
7. Consideration of scheduling a public hearing for the Fiscal Year 2016-2017 budgets for the Operating Fund and Debt Retirement Fund. (Matt Cowall)
8. Report regarding payment of expenditures. (Matt Cowall)
9. Public comment.
10. Adjournment.

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the special meeting of April 13, 2016.

The following motion would be appropriate to approve the minutes:

**That the minutes of the special meeting of April 13, 2016, be approved.**

K:\recreationalauthority\packetcommunications\20160504.docx

## **Minutes**

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

**April 13, 2016**

A special 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; Molly Agostinelli; and Mattias Johnson (arrived 7:06 p.m.).

The following Directors were absent (excused): Gary Howe and Matt McDonough.

Chair Biederman presided at the meeting.

**1.**

The first item being “Consideration of approving the minutes of the regular meeting of March 2, 2016,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Groleau, that the minutes of the regular meeting of March 2, 2016, 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  
Tom Vitale, GTCD  
Tonya Lewandowski, ECT  
Tracy Raz, BGHBP  
Jim Cooper, BGHBP  
Jenee Rowe, SEEDS  
Kimberly Conaghan, TCCG

No action was taken.

**3.**

The next item being “Consideration of Event Facility Management services,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Johnson, seconded by Agostinelli, that the contract for Event Facility Management Services with Two B Events, LLC, be extended through July 15, 2016; and that the executive director be authorized to issue a request for proposals for event facility management services.

CARRIED.

**4.**

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

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Hughes, that Jim Zeratsky be appointed to an unexpired two-year term expiring July 1, 2017, on the Hickory Meadows Advisory Committee.

CARRIED.

**5.**

The next item being “Consideration of a restoration plan for the TCLP utility corridor through Hickory Meadows,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Johnson, that the Restoration Plan for the Traverse City Light and Power utility corridor through Hickory Meadows be accepted and submitted to Traverse City Light and Power.

CARRIED.

**6.**

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.

**7.**

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

None.

There being no objection, Chair Biederman declared the meeting adjourned at 8:26 p.m.

---

Matt Cowall, Executive Director

DRAFT

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

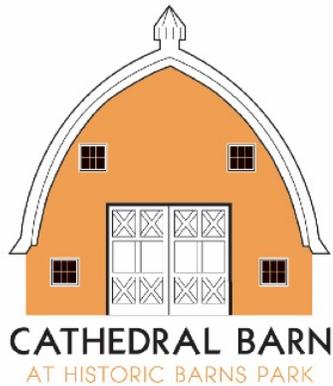
FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
- Event Facility Management
- Capital Campaign
- Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS, TC Community Garden)
- Any reports from Board members
- Executive Director's report and possible verbal updates

K:\recreationalauthority\packetcommunications\20160504.docx



Recreational Authority Board Report  
Wednesday, May 4<sup>th</sup>, 2016

Overall, no new items and/or any major updates to provide at this time. Business is running per usual.

On an individual basis, I am organizing information and files pertinent to the operation in effort to prepare for the transition/future on-boarding process.

Celtic and Blue Lakes By The Bay have submitted bids for transportation services at HBP. Bids are under review.

Old Mission Collective has put out their first release from the music video that was recorded in the barn back in March (future releases expected on a monthly basis) – <https://youtu.be/IG9U4sYM2xY>.

The Event Schedule for May is as follows:

Monday, May 16<sup>th</sup>: TCW Jazz Festival (6:30pm start with music beginning at 7pm)

Saturday, May 21<sup>st</sup>: Murad Celic Wedding

Sunday, May 29<sup>th</sup>: Grubaugh Sullivan Wedding

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PRESENTATION OF HICKORY MEADOWS EASEMENT  
REQUEST

The property currently known as 1440 Randolph Street is a 5-acre residential parcel that shares a border with Hickory Meadows at the far eastern (Traverse City) portion of the park. The property sold in April, and the new owner plans to develop four building lots on the site. To provide water service to the new lots, officials at the City recommended that the developer look into bringing water from Wayne Hill instead of an existing water main on Randolph, with the idea that the Wayne Hill main will provide better water pressure and volume to the new lots and to other properties in the City.

Running water from Wayne Hill would require passage across park property and the granting of a new, 20-foot wide utility easement through the park to install, operate and maintain the water line. Developer Roger Send requested this agenda item to present that idea to the Board, answer questions and receive feedback. Maps and correspondence are attached for your reference on Wednesday night.

---

The City of Traverse City  
Engineering Department

Governmental Center  
400 Boardman Ave  
Traverse City MI 49684  
(231) 922-4778  
[www.traverscitymi.gov](http://www.traverscitymi.gov)



April 5, 2016

Mr. Roger Send  
300 Birchwood Avenue  
Traverse City, MI 49684

RE: Water System Letter for 1440 Randolph Street Development

Dear Mr. Send,

We have discussed your development of four building sites on the property known as 1440 Randolph Street. Upon review of our current infrastructure there is a City water main approximately 140 feet to the east. However, with the current water main pressure and volume we recommend that a water main loop from Wayne Hill be brought to the site to loop the water main and increase the system pressure and flow. This loop will also benefit several other properties situated in the City. Therefore, we support your request to the Recreational Authority for permission to install a new water main loop across their property to service this area of the City. Ultimately, the City would require a 20 foot wide utility easement for this installation to install, operate and maintain the water main.

Furthermore we have discussed financial support for the water main installation. In the past we have participated up to one half of the cost with property owners paying the remainder. As we discussed, other arrangements may be possible as mutually agreed with the final decisions needing approval from the City Manager and City Commission. It depends on the extent of benefit to properties other than your proposed development.

If you have any further questions, please do not hesitate to contact me at 231-922-4455.

Sincerely,

A handwritten signature in blue ink that reads "Timothy J. Lodge".

Timothy J. Lodge, P.E.  
City Engineer

---

**From the Office of the Fire Marshal**

**The City of Traverse City  
Fire Department**



**Station 01, 500 West Front Street, Traverse City MI 49684  
(231) 922-4930 Ext. 3**

---

April 07, 2016

City of Traverse City/Garfield Township Joint Recreational Authority  
400 Boardman Ave.  
Traverse City, MI 49684

RE: Randolph Street Water Main Improvement

Dear Sirs:

I have been informed that Mr. Roger Send is requesting of the City of Traverse City, a water main extension easement through the City of Traverse City/Garfield Township Joint Recreational Area that borders both Wayne and Randolph Streets in both jurisdictions. The request is being made to allow Mr. Send to provide the required amounts of water for firefighting operations within his proposed residential development at 1440 Randolph Street. The extension of the water main from Wayne Street to Randolph Street would greatly improve both the water quantities and pressure, and would aid immensely in firefighting operations for both jurisdictions. This improvement would benefit both current residents, future occupants of this area. It would additionally provide much improved water service for the Hickory hills Recreational area.

I highly recommend that the Authority improve the request being made by both The City of Traverse City and Mr. Send. If you have any additional questions, or need further assistance on this issue, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Sheets".

Captain Mike Sheets  
Fire Marshal  
City of Traverse City Fire Department  
msheets@tcfire.org

# CERTIFICATE OF SURVEY

BEARING BASIS: RECORDED PLAT OF INCOCHEE HILL

GRAPHIC SCALE: 1 inch = 600 feet

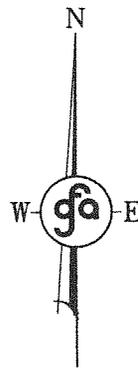


THIS SPACE RESERVED FOR REGISTER OF DEEDS

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE HEREON DESCRIBED PARCEL(S) OF LAND; THAT THE RATIO OF CLOSURE OF THE UNADJUSTED FIELD OBSERVATIONS IS 1 IN 5000+ AND WITHIN THE ACCEPTED LIMITS AND THAT I HAVE FULLY COMPLIED WITH THE REGULATIONS OF ACT 132, P.A. 1970, AS AMENDED.

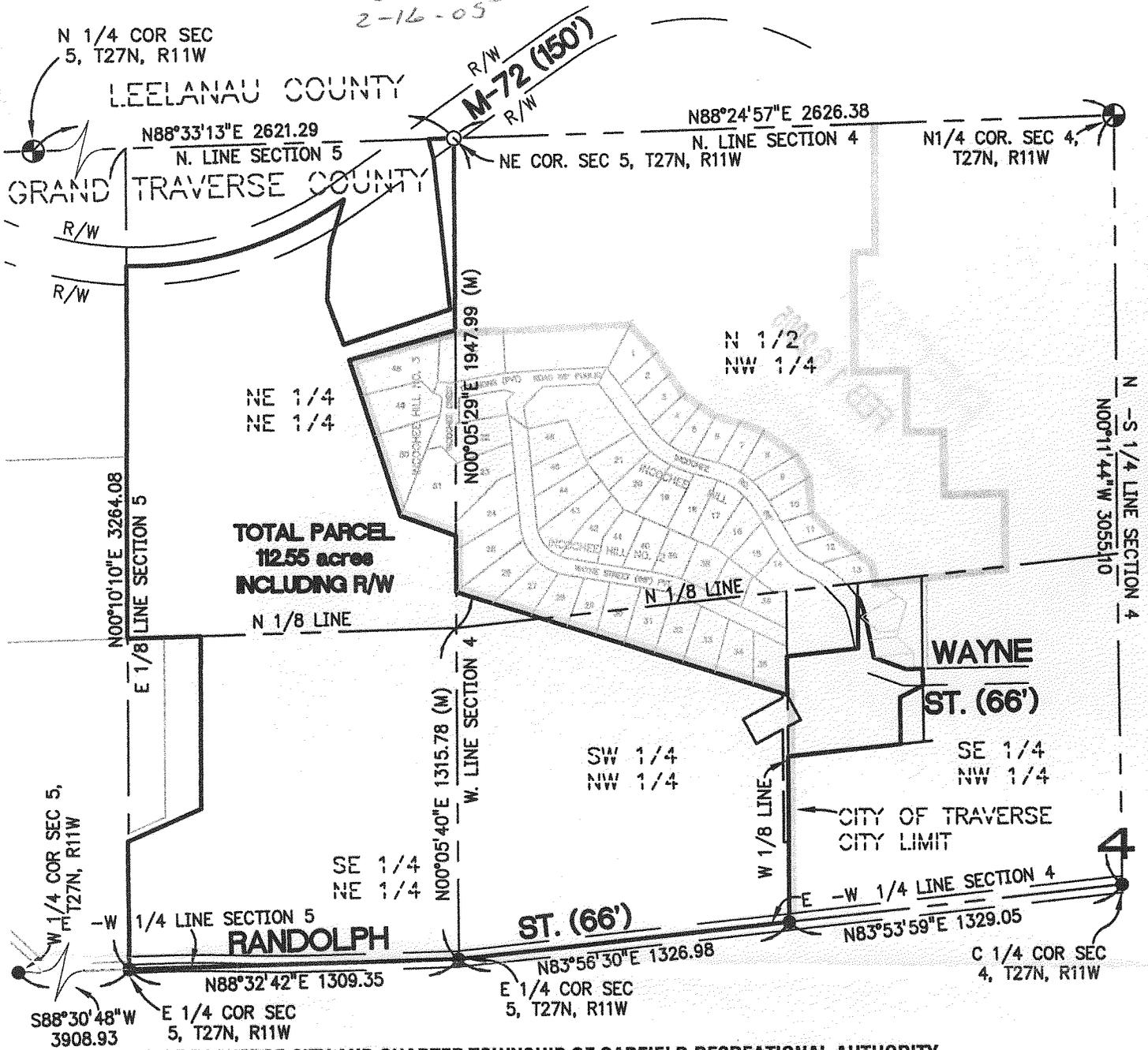


*Garth D. Stowe*  
2-16-05



### Legend

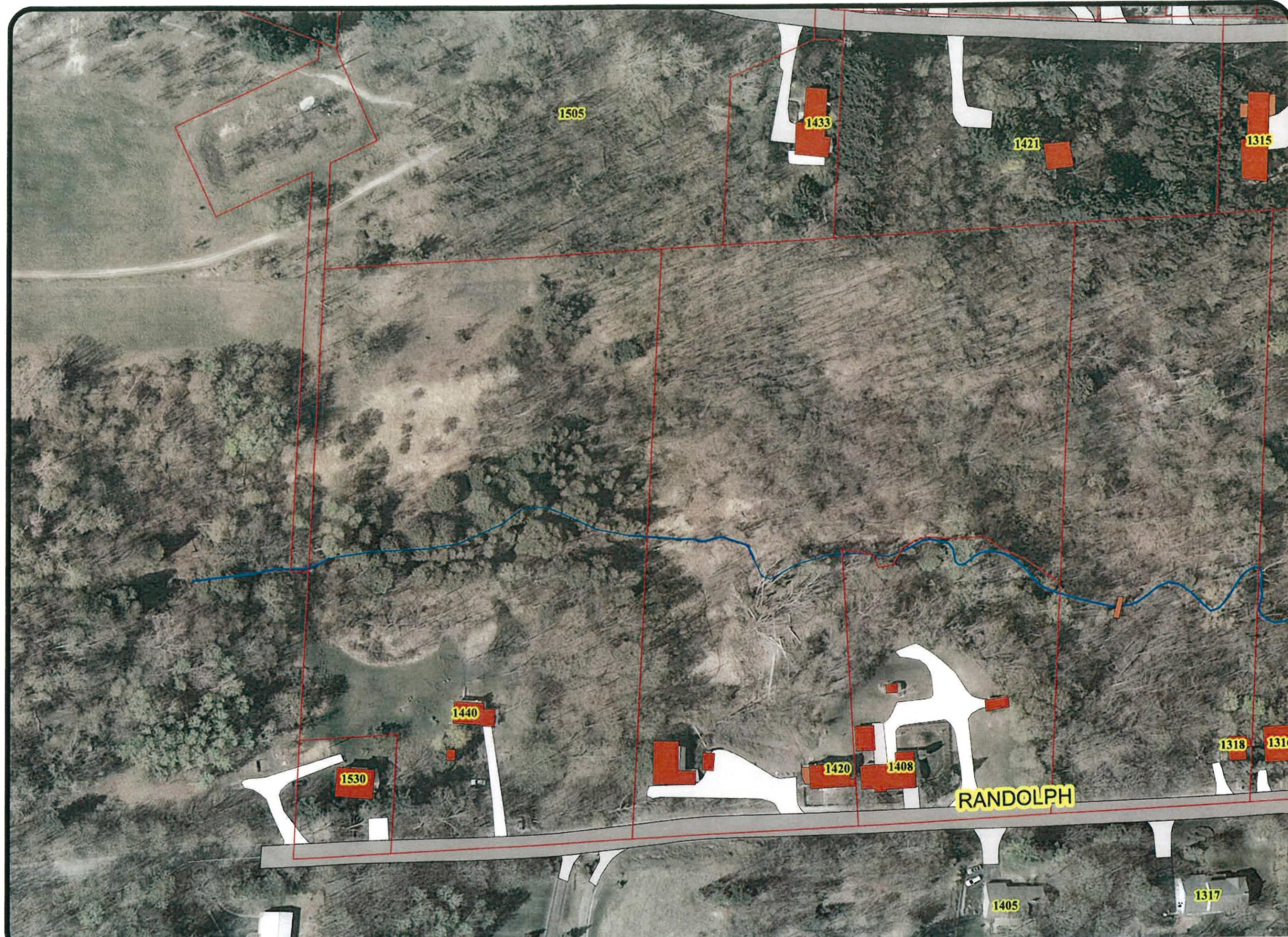
- Iron Found
- Iron Set
- ⊙ Monument Found
- ⊕ Monument Set
- ⦿ Nail Found
- ⊗ Nail Set
- Stake Found
- Stake Set
- ⊠ BM Benchmark
- (R) Record
- (M) Measured
- ⊙ Section Corner



PREPARED FOR: **CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY**

PH 231.946.5874 FAX 231.946.3703 WWW.gourdiefraser.com  123 W. Front Street Traverse City, MI 49684	<b>gfa Gourdie-Fraser</b> Municipal   Development   Transportation	Location: <b>PART OF THE NW 1/4 SEC 4, AND PART OF THE E 1/2 OF THE NE 1/4 SEC 5, T27N, R11W GARFIELD TOWNSHIP, AND THE CITY OF TRAVERSE CITY, GRAND TRAVERSE CO, MI</b>	DATE: 02-08-05 P.M.: GS DR: MJF CKD: GS <b>05034</b> SHT 1 OF 9
--	---	--	---

THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.



Legend

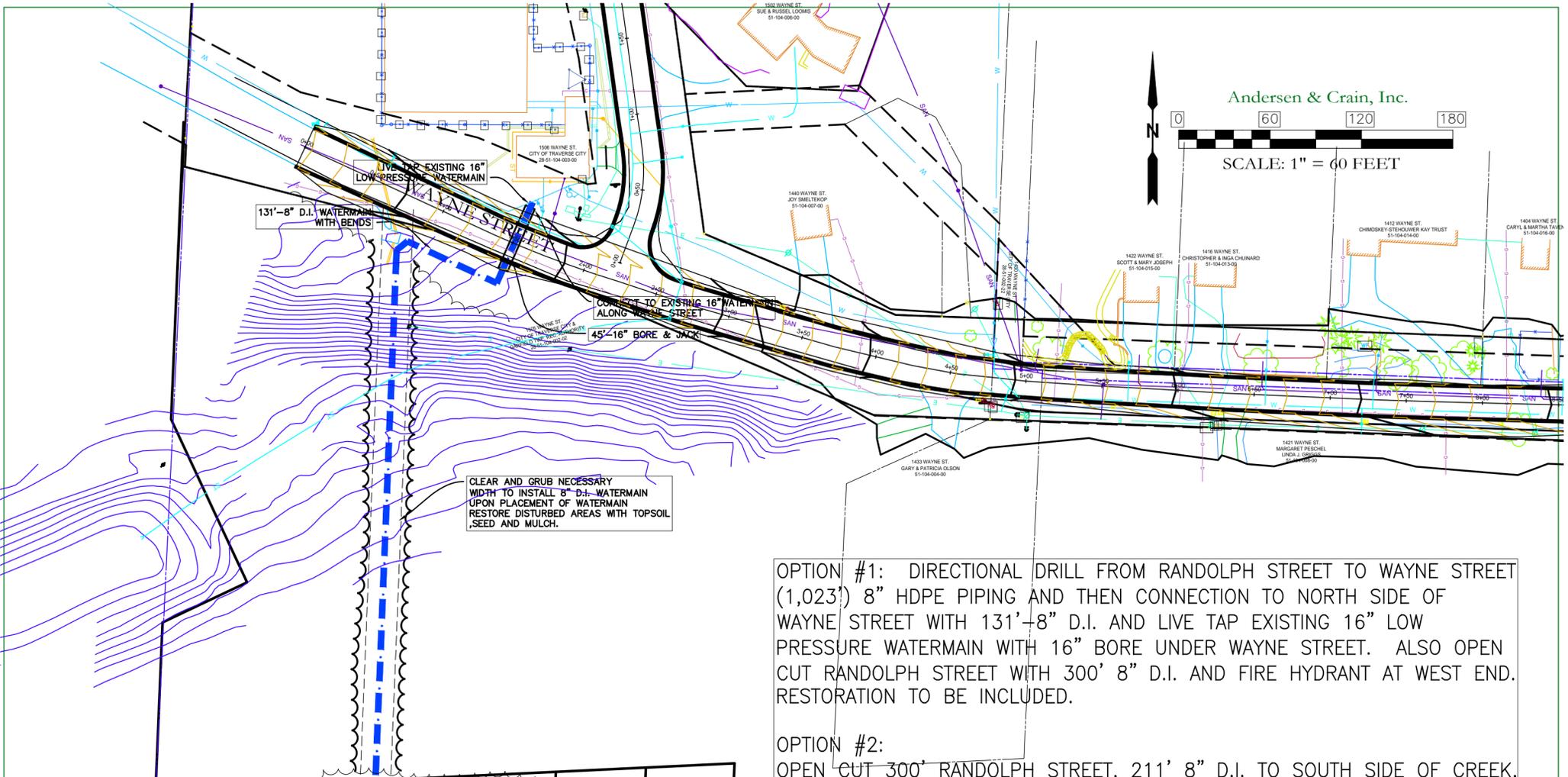


1 inch = 100 feet  
This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy.

# Option 2



Clear on site -  
T  
Hanna H&H



**OPTION #1:** DIRECTIONAL DRILL FROM RANDOLPH STREET TO WAYNE STREET (1,023') 8" HDPE PIPING AND THEN CONNECTION TO NORTH SIDE OF WAYNE STREET WITH 131'-8" D.I. AND LIVE TAP EXISTING 16" LOW PRESSURE WATERMAIN WITH 16" BORE UNDER WAYNE STREET. ALSO OPEN CUT RANDOLPH STREET WITH 300' 8" D.I. AND FIRE HYDRANT AT WEST END. RESTORATION TO BE INCLUDED.

**OPTION #2:** OPEN CUT 300' RANDOLPH STREET, 211' 8" D.I. TO SOUTH SIDE OF CREEK, DIRECTION DRILL UNDER CREEK FOR 172'-8" HDPE, OPEN CUT 771' 8" D.I. WITH BORE UNDER WAYNE STREET AND CONNECT TO EXISTING 16" LOW PRESSURE WATERMAIN. INCLUDING CLEARING GRUBBING, RESTORATION.

**SITE DATA**

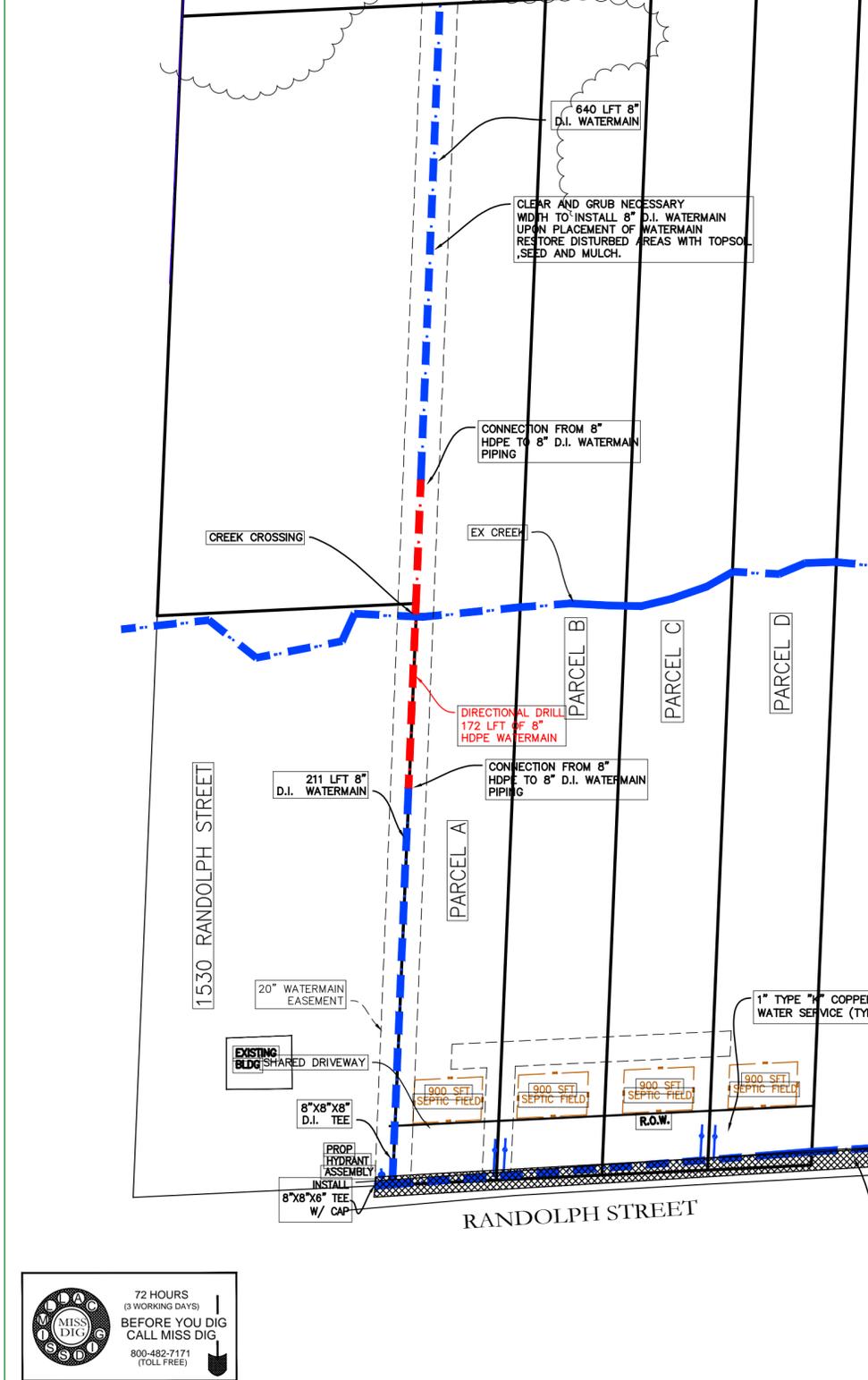
**PROPERTY OWNER & APPLICANT:**

ROGER SEND  
300 BIRCHWOOD AVENUE  
TRAVERSE CITY, MI 49684  
PH: 231-357-1382

PARCEL ADDRESS - 1440 RANDOLPH STREET  
PARCEL ZONING - RC  
PARCEL NUMBER - 28-51-104-023-00

**UTILITY NOTES**

1. CONTRACTOR TO CONTACT COUNTY D.P.W. FOR LOCATION AND APPROVAL PUBLIC SEWER AND WATER CONNECTIONS PRIOR TO CONSTRUCTION.
2. ALL UTILITIES SHALL BE COMPLETELY TESTED AND APPROVED PRIOR TO CONNECTION TO EXISTING MAINS.
3. ALL WATERMAIN SHALL HAVE A MINIMUM OF SIX FEET OF COVER BELOW FINISHED GRADE.
4. WATERMAIN SHALL BE FLUSHED PER CITY OF TRAVERSE CITY D.P.W. REQUIREMENTS.
5. CONTRACTOR SHALL SUBMIT CERTIFICATION OF ALL CONSTRUCTION MATERIALS TO THE TOWNSHIP ENGINEER PRIOR TO ACCEPTANCE BY THE TOWNSHIP.
6. A CONSTRUCTION SCHEDULE INCLUDING THE ESTIMATED SANITARY SEWER AND WATERMAIN INSTALLATION AND TESTING SHOULD BE SUBMITTED TO THE TOWNSHIP PRIOR TO CONSTRUCTION.
7. THE CITY AND CITY ENGINEER SHOULD BE NOTIFIED A MINIMUM OF 48 HOURS PRIOR TO THE CONSTRUCTION STARTING DATE.
8. THE CONTRACTOR SHALL SUBMIT NAMES AND PHONE NUMBERS OF THEIR 24 HOUR EMERGENCY PERSONNEL PRIOR TO CONSTRUCTION.
9. A PRE-CONSTRUCTION MEETING SHALL BE HELD WITH ATTENDANCE BY THE DEVELOPER (OR THEIR REPRESENTATIVE), CONTRACTOR, CITY, CITY ENGINEER, CITY OF TRAVERSE CITY DPW, AND LOCAL UTILITY COMPANIES WHICH MAY BE AFFECTED BY THE PROJECT.
10. NO CONNECTION RECEIVING STORM WATER OR GROUNDWATER SHALL BE MADE TO SANITARY SEWERS.



**RANDOLPH STREET**  
**ROGER SEND**  
SECTION-TOWN-RANGE  
CITY OF TC, GRAND TRAVERSE COUNTY, MICHIGAN

DRWN BY: WLC  
DSGN BY: WLC  
DATE: 04-04-2016  
REV DATE:

**Andersen & Crain, Inc**  
Surveying, Engineering, Consulting, & Design  
2636 Garfield Road N. - Suite 30  
Traverse City, MI 49686  
Phone: (231) 947-7255 Fax: (231) 947-7275

SHEET 1 OF 1  
JOB NUMBER: 388816

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF TRAIL IMPROVEMENT WORK AT  
HICKORY MEADOWS

The Grand Traverse Conservation District solicited bids for extending the improved trail surface at Hickory Meadows, a project made possible by a \$6,000 grant from the Traverse City Track Club Endowment and matching dollars provided by the Authority in the current budget. RW Popp constructed the first length of trail and is again the lowest bidder of the three received. The bid from Popp also fits into the project budget of \$12,000. GTCD plans to accept the Popp bid, and Tom Vitale will be in attendance to discuss. The following motion would be appropriate:

**That the Authority's competitive bidding requirement be waived, and that the Board authorize payment of up to \$6,000 toward the extension of the improved trail at Hickory Meadows, with funds available in the Operating Fund, Utilities and Property Maintenance line item.**

**R.W. POPP EXCAVATING, INC.**

10635 Center Highway  
Traverse City, MI 49684

231.929.9259 Phone 231.929.1988 Fax

**PROPOSAL**

Ronald W. Popp - License No. 2101186939  
R.W. Popp Excavating, Inc. - License No. 2102090369

**Grand Traverse Conservation District**  
**Attention: Tom Vitale**  
**1450 Cass Road**  
**Traverse City, MI 49685**

**Hickory Hills Pathway Extension**  
**2000 Randolph Street**  
[tvitale@gtcd.org](mailto:tvitale@gtcd.org)  
**Cell: 313.258.7535**

**May 28, 2014**

Excavation proposal including the following detail:  
-No permits are included in this proposal.  
-Rotovate 11,400 square feet of area.  
-Level and grade for 11,400 square feet of new pathway.  
-Furnish, deliver and level 182 yards of 25-A special dust.

**\*\*\*Work Not Included In This Proposal\*\*\***

- Removing existing topsoil.
- Seeding disturbed areas.

**WE HEREBY PROPOSE** to furnish material and labor – complete in accordance with these specifications for the sum of:

**Eleven Thousand Eight Hundred Fifty-Six and 00/100 Dollars\*\*\***

**BASE BID \$11,856.00**

**PAYABLE AS FOLLOWS:**

**At Completion**

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner in accordance with standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed upon receipt of written change orders and will become an additional charge over the estimate. All agreements contingent upon strikes, accidents, or delays are beyond our control. Owner shall carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature \_\_\_\_\_  
withdrawn by us

Note: This proposal may be  
if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL** – The prices, specifications, and conditions are satisfactory and are hereby accepted. Popp Excavating is authorized to perform the work as specified. Payment will be made as outlined above.

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

**R.W. POPP EXCAVATING, INC.**

**10635 Center Highway  
Traverse City, MI 49684**

# **PROPOSAL**

Ronald W. Popp - License No. 2101186939

R.W. Popp Excavating, Inc. - License No. 2102090369

**231.929.9259 Phone 231.929.1988 Fax**

X:\PROPOSALS\Commercial\G Commercial\2014 G\GTCD - Hickory Hills Pathway, 5-28-14.doc

**ALPERS EXCAVATING INC.**

16 S WEST SILVER LAKE ROAD  
TRAVERSE CITY, MICHIGAN 49685  
231-943-4710

March 30, 2016

Tom Vitale  
Parkland Steward  
Grand Traverse Conservation District  
1450 Cass Road  
Traverse City, Mi. 49685

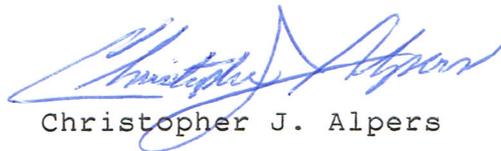
Re: Hickory Meadows Trail Improvement Project

We will do the following:

Supply and spread 300 yards of 25-A special dust  
on 1900' long by 6' wide existing two-track trail  
through East Meadow from the pond up to Wayne  
Street

Cost.....\$21,675.00

Thank you for allowing us to bid on this project.

  
Christopher J. Alpers

CJA/pja

# PROPOSAL



P.O. Box 6150 Traverse City, MI 49696-6150  
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax  
www.TeamElmers.com

Proposal submitted to: **GRAND TRAVERSE CONSERVATION DISTRICT**  
**ATTN: TOM VITALE**  
**1450 CASS RD**  
**TRAVERSE CITY, MI 49685**

**March 23, 2016**  
**941-0960 ext 19 / tvitale@gtcd.org**

**PROPOSAL # 2016-5202**

We hereby submit specifications and estimates for:

### HICKORY MEADOWS

Provide labor, equipment and materials to perform the following work:

1. Mobilize equipment.
2. Import 31A crushed material with fines.
3. Construct a 6' wide trail, approximately 1600-linear feet, at a 5" depth.
4. Seed and mulch disturbed areas.

**Total: \$ 19,200.00**

**Note:**

- Price does not include permits
- Topsoil to remain on site

*I can be reached directly at 231 218-6018 or sfolkersma@teamelmers.com  
Thank you for the opportunity to bid this project.*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

  
Authorized Signature  
Name: **Steve Folkersma**

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

### Method of Payment

- Check/cash upon invoicing  
 Charge by VISA/MC upon completion of work

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_

Tax ID # \_\_\_\_\_

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature \_\_\_\_\_

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ (Sign and return copy upon acceptance)

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

### When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF STRATEGIC PLANNING ENGAGEMENT

I am pleased to report the successful receipt of the \$3,600 planning grant from Rotary Charities of Traverse City in support of the Authority's strategic planning effort. On Wednesday night I will seek board permission to execute the attached statement of work for consulting services through NorthSky Nonprofit Network; the following motion would be appropriate:

**That the competitive bidding requirement be waived and the Executive Director be authorized to execute a statement of work with NorthSky Nonprofit Network for completion of a strategic planning process.**

K:\recreationalauthority\packetcommunications\20160504.docx



## Statement of Work

City of Traverse City & Charter Township of Garfield Recreational Authority  
324 Munson Ave  
Traverse City, MI 49686  
Matt Cowall  
231-929-3696  
[mcowall@liaa.org](mailto:mcowall@liaa.org)

**Engagement Title:** City of Traverse City & Charter Township of Garfield Recreational Authority – Strategic Planning

**Engagement Type:** Strategic Planning

This statement of work, dated April 5, 2016, is by and between the City of Traverse City & Charter Township of Garfield Recreational Authority (RA) and NorthSky Nonprofit Network (NorthSky.) *See appendix 1 for description of NorthSky.* The RA has requested assistance with organizational capacity building through the completion of a strategic planning process. The terms of the agreement are outlined below.

### GUIDING OUTCOMES

The project will complete the key activities outlined in the next section to bring the RA closer to reaching the following capacity building guiding outcomes. Not all of these outcomes will be achieved by the close of this engagement, but are meant to ground the engagement in the longer-term capacity building best practices that relate to this work.

- 1) Organization has a clear mission that reflects its values and purpose
- 2) Organization has a clear, specific, and compelling vision
- 3) Vision is translated into clear, bold goals
- 4) Goals are used to direct actions and set priorities
- 5) Information is systematically collected and used to support and improve planning efforts
- 6) Planning is an ongoing activity to allow for innovation and adaptation as needed to meet new challenges or needs

### INPUTS

NorthSky will provide Teresa Scollon as lead consultant for this project. The project is anticipated to take not more than 50 hours.

The RA agrees to provide the following leadership and support to the project:

- Identify a project leader that will work directly with the NorthSky consultant on project activities.
- Access to data and materials as pertinent to the project.
- Coordinate scheduling of all participants in meetings.

- Active participation in all meetings and additional activities scheduled.
- Provision of all refreshments, meeting location and meeting supplies.
- Complete NorthSky evaluations of the engagement.

## **ACTIVITIES & OUTPUTS**

NorthSky will provide the following services to the RA to be completed by September 30, 2016. Parties agree that the outcome of meeting 1 may change the subsequent design.

### **May/June 2016                      Individual Interviews**

The NorthSky consultant will conduct one-on-one interviews with the RA board and Executive Director (8 individuals), using the Appreciative Inquiry approach, to gather data on the strengths and opportunities of the organization.

### **June/July 2016                      Meeting 1: Project Launch**

The NorthSky consultant will plan for and meet with the board to discuss the common themes from the interviews, history, accomplishments, current work, current timeframe, and known future goals and needs of the RA. Additional items to be covered in meeting 1 will include: priorities of board members, and a discussion of potential new projects/direction/partners (what other parties could or should be involved, what research, outreach, collaboration, funding would be needed, and the timeline).

The NorthSky consultant will produce a work plan, timeline and deliverables for the project based on the discussions during this session. Consultant and Executive Director will plan for Meeting 2 and meet with partners as needed.

### **July/August 2016                      Meeting 2: Leadership Summit**

The NorthSky consultant will plan for and lead a session with the board and other stakeholders identified in Meeting 1, beginning with an overview of the RA, its current mandate and its relationship to those gathered. The group will explore points of overlap, potential efficiencies and/or potential collaboration. The group will discuss priorities identified by the RA in meeting 1, how those relate to the other parties, and invite additional ideas generated by the stakeholders.

### **August/September 2016                      Meeting 3: Distillation and Planning**

The NorthSky consultant will plan for and meet with the board and Executive Director to discuss the input and results of meetings 1 and 2. The group will revisit the priorities identified in meeting 1 and discuss any changes or modifications based on the information gathered from meeting 2. The group will finalize the goals and priorities of the RA and the NorthSky consultant will prepare a final report based on this information.

### **Deliverables\***

The following deliverables will be provided to the RA by the close of this engagement.

- 1) Clarity on the RA strategic vision based on board, staff and stakeholder input.
- 2) A strategic plan that sets goals and priorities aligned with the vision.

\*Parties agree that the outcome of meeting 1 may change the project design and deliverables.

### **Timeline**

The project will be initiated after May 15, 2016 and on a mutually agreed upon timeline.

**FEES AND TERMS**

The project is anticipated to take not more than 50 hours of time. The NorthSky hourly rate is \$90/hour. The total project cost will not be greater than \$4,500 without the written approval of the RA.

<b>Activity</b>	<b>Estimated Hours</b>	<b>Rate</b>	<b>Fee</b>
Prep and Interviews, analyze data	18	\$90	\$1,620
Plan, conduct and follow up for meeting 1	12	\$90	\$1,080
Plan, conduct and follow up for meeting 2	8	\$90	\$720
Plan, conduct and follow up for meeting 3	8	\$90	\$720
Final report and follow up	4	\$90	\$360
<b>TOTAL</b>	<b>50 hrs</b>		<b>\$4,500</b>

NorthSky will invoice the RA for 50% of the estimated hours (\$2,250) to initiate the project. Thereafter, the RA will be invoiced on a monthly basis for actual hours worked, less the initial deposit.

The RA and NorthSky retain the right to terminate the project at any time with written notice. A dispute resolution process that is mutually acceptable to both organizations will be used in the event of a potential contract termination.

All RA data and information will be held in the strictest confidence and will remain its exclusive property. The RA will retain ownership of all documents, reports and project data supplied as part of this project. The RA will have permission to use tools and templates provided by NorthSky for future work with proper credits.

---

**Matt Cowall**                      **Date**  
**Executive Director**  
**Traverse City & Charter Township**  
**of Garfield Recreational Authority**

---

**Joe Liszewski**                      **Date**  
**Program Director**  
**NorthSky Nonprofit Network**

## APPENDIX 1: BACKGROUND INFORMATION ABOUT NORTHSKY



### **NorthSky’s mission is to build strong communities by helping nonprofit organizations achieve and sustain excellence.**

NorthSky is a nonprofit program of Rotary Charities of Traverse City, a public foundation, that assists nonprofit organizations strengthen their capabilities through capacity building and sustainability support. It provides a wide range of services and resources to help nonprofit organizations deliver programs effectively and efficiently. It also serves as an advocate—securing state and national political support and technical and financial resources, bringing them home to the nonprofits in its region.

NorthSky’s primary service area includes the counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford. Within this predominantly rural area, more than 2000 nonprofit organizations serve sectors that include arts and culture, education, environment, faith-based, health care, and social services.

### **NorthSky’s Primary Service Lines Include:**

#### **Organizational Counseling**

The NorthSky team is available to meet with your organization for limited, free counseling sessions. The sessions can cover a spectrum of topics for organizations in all stages of development including administration, management, finances, fundraising, and governance. These sessions should not be confused as free consulting or legal services. They are discussion and advice sessions to prepare your team to do additional work.

#### **Professional Development Series**

In an increasingly fast-paced changing environment, it is essential that nonprofit staffs and volunteers continue to grow and hone their skills and knowledge. The NorthSky series provides a variety of learning vehicles including workshops and webinars on a wide range of topics to help meet this need.

#### **Online Resource Center: Providing Examples of Best Practice Tools and Templates**

One of the most effective and efficient means to manage is to start with tools, templates and systems that represent acknowledged best practices in the field. All materials in the NorthSky Resource Center are available free-of-charge.

#### **Consulting**

NorthSky provides a network of consultants with vast expertise and experience in the nonprofit sector. Consultants in the network are vetted, including reference checks, and agree to meet annually for professional development and to utilize the NorthSky customer satisfaction evaluation process.

**Contact Joe Liszewski, NorthSky Program Director at:  
231.929.3934 or [jliszewski@rotarycharities.org](mailto:jliszewski@rotarycharities.org)**

## **APPENDIX 2: INFORMATION REQUEST**

Electronic version of logo

Mission statement

Copy of bylaws

List of board members/ affiliations

Board role description, if one exists

Board policies, if any exist

Board committees, if any exist

Strategic planning documents, if any exist

Income statements for past three years

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: FISCAL YEAR 2015-2016 BUDGET AMENDMENTS

The Authority's financial administrators at Garfield Township are in the process of determining whether they need to prepare budget amendments for the current fiscal year. If necessary, these amendments will need to be approved by the Board at the June 1, 2016, meeting. A public hearing will also need to be scheduled and advertised for the June 1 meeting regarding the budget amendments, so I recommend the following motion:

**That a public hearing regarding budget amendments for Fiscal Year 2015-2016 be scheduled for June 1, 2016.**

K:\recreationalauthority\packetcommunications\20160504.docx

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF RECOMMENDED FISCAL YEAR 2016-2017 BUDGET AND PUBLIC HEARING

Attached is the proposed Budget for Fiscal Year 2016-2017 for review, discussion and input on Wednesday night. The proposed budget needs to be approved by the Garfield Township Board and the City Commission. It then returns to you for a public hearing prior to final budget approval.

I recommend the following motion:

**That the proposed 2016-2017 Budget for the City of Traverse City and Charter Township of Garfield Recreational Authority be submitted to the Traverse City City Commission and Garfield Township Board for their approval; and that a public hearing on the budget be scheduled for June 1, 2016.**

K:\recreationalauthority\packetcommunications\20160504.docx

City of Traverse City and Charter Township of Garfield  
Recreational Authority

Proposed Comprehensive Annual Budget  
Fiscal Year July 1, 2016 to June 30, 2017

**Board of Directors:**

Ross Biederman, Chair

Michael Groleau, Secretary

Tim Hughes, Treasurer

Molly Agostinelli, Director and Garfield Township Trustee

Gary Howe, Director and Traverse City City Commissioner

Mattias Johnson, Director

Matt McDonough, Director

**Executive Director:**

Matt Cowall

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**OPERATING FUND**  
For the Fiscal Year End June 30, 2017

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 149,569	\$ 152,140	\$ 154,885	\$ 170,000	\$ 155,870	\$ 160,000
Interest Income	163	293	375	350	540	500
Grants and Contributions	115,308	48,670	61,382	56,000	130,218	34,500
Barns Park Rental Revenues	-	-	47,750	70,000	60,640	70,000
<b>TOTAL REVENUES</b>	<b>265,040</b>	<b>201,103</b>	<b>264,392</b>	<b>296,350</b>	<b>347,268</b>	<b>265,000</b>
<b>EXPENDITURES</b>						
Office Expenses	1,903	1,082	2,304	2,500	1,100	2,000
Professional Services	78,210	80,296	203,861	236,000	299,130	217,500
Printing	403	908	-	-	-	-
Insurance & Bonds	2,835	3,120	3,186	4,000	3,286	4,000
Utilities/Property Maintenance	14,708	9,175	19,948	44,600	36,054	45,000
Transportation	439	2,084	51	1,000	112	1,000
Capital Outlay	168,973	4,242	10,000	10,000	(2,048)	10,000
<b>TOTAL EXPENDITURES</b>	<b>267,471</b>	<b>100,907</b>	<b>239,350</b>	<b>298,100</b>	<b>337,634</b>	<b>279,500</b>
Transfer (to) from Capital Projects Fund	-	-	(45,000)	-	28,153	-
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(2,431)</b>	<b>100,196</b>	<b>(19,958)</b>	<b>(1,750)</b>	<b>9,634</b>	<b>(14,500)</b>
<hr/>						
<b>Beginning Fund Balance</b>	<b>205,149</b>	<b>202,718</b>	<b>302,914</b>	<b>282,956</b>	<b>282,956</b>	<b>292,590</b>
<b>Ending Fund Balance</b>	<b>\$ 202,718</b>	<b>\$ 302,914</b>	<b>\$ 282,956</b>	<b>\$ 281,206</b>	<b>\$ 292,590</b>	<b>\$ 278,090</b>
<hr/>						
Millage Rate	0.0994					

## Narratives to Budget Sheets

### Operating Fund:

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

The primary goals of the Recreational Authority, supported by funding in the proposed budget for the coming fiscal year are: (1) ongoing implementation of the Historic Barns Park Business Plan, focused on the facilities rental enterprise; (2) completion of the U.S. EPA Brownfields Cleanup Grant for environmental cleanup work at Historic Barns Park, and (3) completion of a strategic planning process with the Board of Directors. Deficit spending in the Operating Fund is anticipated for the next year until revenues from the facilities rental enterprise are sufficient to cover those expenses.

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

#### **Professional Services**

Executive Management Services (Land Information Access Association)	\$ 60,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management Services (Grand Traverse Conservation District)	\$ 19,000.00
Event Facility Management Services	\$ 52,000.00
Event Marketing and Supplies	\$ 10,000.00
EPA Cleanup (Grant funded)	\$ 34,500.00
Legal	\$ 5,000.00
Audit	\$ 5,875.00
Miscellaneous/Contingency (10% of overall budget)	\$ 25,000.00

<b>Total</b>	<b>\$ 217,308.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 217,500.00</u></b>

<b>Office Expenses Total</b>	<b>\$ 2,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 2,000.00</u></b>

(Operating Fund – Continued)

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

<b>Facility/Property Maintenance</b>	
Historic Barns Park Miscellaneous Maintenance,	\$ 15,000.00
Road Grading & Snowplowing	
Facility Expenses (gas, water, electric and security)	\$ 15,000.00
Hickory Meadows Work Plan	\$ 15,000.00

<b>Total</b>	<b>\$ 45,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 45,000.00</u></b>

<b>Capital Projects</b>	
Receipts from GT Band Grant	\$ 10,000.00

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

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

---

---

<b>Operating Fund Total</b>	<b><u>\$279,500.00</u></b>
-----------------------------	----------------------------



## Long-Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds for acquisition of the Authority's three properties. This millage rate can fluctuate depending on the amount of debt service that has to be paid in the current fiscal year, and that debt service will escalate each year through retirement of the debt. Based on last year's receipts and a debt service this fiscal year of \$496,898, the millage rate to be levied on the winter and summer tax bills for this fiscal year will be **.3300**, up slightly from last year's millage rate of .3100.

---

The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

---

FOR THE MEETING OF MAY 4, 2016

DATE: FRIDAY, APRIL 29, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

### **General Operating Fund:**

RW Popp Excavating	March snow plowing	\$ 268.00
DTE	March gas service	\$ 46.43
Consumers Energy	February and March electric service	\$ 1,419.58
Arrow Uniforms	Rug rental and cleaning	\$ 25.00
American Waste	May trash/recycling service	\$ 26.00
GT Conservation District	Management Services, April-June 2016	\$ 4,750.00
Smith Haughey Rice & Roegge	March legal services	\$ 46.00
ECT	March EPA grant services	\$ 85.00
Charter Twp of Garfield	Tax refund	\$ 0.46
Two B Events LLC	April 15 - May 15 event mgmt services	\$ 4,166.67

### **Debt Service Fund:**

Charter Twp of Garfield	Tax refund	\$ 1.38
-------------------------	------------	---------

**City of Traverse City and Charter Twp of Garfield Recreational Authority**  
**Operating Fund**  
**Statement of Activities**  
**July 2015 through April 2016**

	<u>Jul 15 - Apr 16</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
<b>Revenues</b>			
500 · Tax Revenue - Operating	\$ 155,699.73	\$ 170,000.00	\$ (14,300.27)
615.1 · EPA Cleanup Grant	114,117.79	51,000.00	63,117.79
615.8 · Barns Park Rentals	55,140.00	70,000.00	(14,860.00)
· Rotary	-	5,000.00	(5,000.00)
664 · Interest Income	402.20	350.00	52.20
<b>Total Revenues</b>	<u>325,359.72</u>	<u>296,350.00</u>	<u>29,009.72</u>
<b>Expenditures</b>			
700 · Office Expense	616.68	2,500.00	(1,883.32)
<b>805 · Professional Services</b>			
Accounting	-	5,933.00	(5,933.00)
GTCD	19,000.00	19,000.00	-
Legal	2,851.90	5,000.00	(2,148.10)
Management	41,011.25	60,000.00	(18,988.75)
Other	12,400.00	30,067.00	(17,667.00)
Audit	5,700.00	5,000.00	700.00
EPA Clean Up	131,698.20	51,000.00	80,698.20
Events Manager	41,666.70	50,000.00	(8,333.30)
<b>Total</b>	<u>254,328.05</u>	<u>226,000.00</u>	<u>28,328.05</u>
806 · Event Marketing & Supplies	9,660.62	10,000.00	(339.38)
862 · Transportation	11.50	1,000.00	(988.50)
912 · Insurance & Bonds	3,286.00	4,000.00	(714.00)
920 · Utilities & Maintenance	17,041.59	30,500.00	(13,458.41)
920.3 - Hickory Meadows Work Plan	4,172.72	14,100.00	(9,927.28)
970 · Capital Projects	(2,047.70)	10,000.00	(12,047.70)
<b>Total Expenditures</b>	<u>287,069.46</u>	<u>298,100.00</u>	<u>(11,030.54)</u>
<b>Net Change in Fund Balance</b>	<u><u>\$ 38,290.26</u></u>	<u><u>\$ (1,750.00)</u></u>	<u><u>\$ 40,040.26</u></u>

Unaudited statement

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

**Debt Fund**

**Statement of Activities**

July 2015 through April 2016

	<u>Jul 15 - Apr 16</u>	<u>Budget</u>	<u>Budget Variance</u>
<b>Revenues</b>			
Current Property Taxes	\$ 502,987.12	\$ 530,000.00	\$ (27,012.88)
Interest Income	7.32	-	7.32
Tax Tribunal Refund	(5,948.33)	-	(5,948.33)
<b>Total Revenues</b>	<u>497,046.11</u>	<u>530,000.00</u>	<u>(32,953.89)</u>
<b>Expenditures</b>			
Debt Service - Fees	204.71	300.00	(95.29)
Debt Service - Interest	115,373.00	115,375.00	(2.00)
Debt Service - Principal	360,000.00	360,000.00	-
<b>Total Expenditures</b>	<u>475,577.71</u>	<u>475,675.00</u>	<u>(97.29)</u>
<b>Net Change in Fund Balance</b>	<u><u>\$ 21,468.40</u></u>	<u><u>\$ 54,325.00</u></u>	<u><u>\$ (32,856.60)</u></u>