

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

7:00 p.m.

Wednesday, June 1, 2016

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

Posted: 5-27-16

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.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 May 4, 2016, and the special meeting of May 25, 2016. (Matt Cowall)
2. Reports. (Matt Cowall et al)
  - Grand Traverse Conservation District
  - Event Facility Management
  - Capital Campaign
  - June 1 Quarterly Reports and other 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. Consideration of annual workplan for Hickory Meadows. (Matt Cowall, Tom Vitale, HMAC)
4. Consideration of event facility management contract. (Matt Cowall)
5. Public hearing regarding Fiscal Year 2015-2016 budget amendments. (Matt Cowall)
6. Public hearing regarding the Fiscal Year 2016-2017 budget. (Matt Cowall)
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

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FOR THE MEETING OF JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of May 4, 2016, and the special meeting of May 25, 2016.

The following motion would be appropriate to approve the minutes:

**That the minutes of the regular meeting of May 4, 2016, and the special meeting of May 25, 2016, be approved.**

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## **Minutes**

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

**May 4, 2016**

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

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary; Molly Agostinelli; Gary Howe, Mattias Johnson; and Matt McDonough (arrived 7:08 p.m.).

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

Chair Biederman presided at the meeting.

**1.**

The first item being “Consideration of approving the minutes of the special meeting of April 13, 2016,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Howe, that the minutes of the special meeting of April 13, 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  
Karen Schmidt, BGHBP  
Kimberly Conaghan, TCCG  
Jenee Rowe, SEEDS

No action was taken.

**3.**

The next item being “Presentation of Hickory Meadows easement request,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Bill Crain  
Roger Send  
Nicolle Girard, HMAc

No action was taken.

**4.**

The next item being “Consideration of trail improvement work at Hickory Meadows,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Tom Vitale, GTCD

Moved by Groleau, seconded by Johnson, 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.

CARRIED.

5.

The next item being “Consideration of strategic planning engagement,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by McDonough, seconded by Groleau, 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.

CARRIED.

6.

The next item being “Consideration of scheduling a public hearing for Fiscal Year 2015-2016 budget amendments,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Howe, seconded by Agostinelli, that a public hearing regarding budget amendments for Fiscal Year 2015-2016 be scheduled for June 1, 2016.

CARRIED.

7.

The next item being “Consideration of scheduling a public hearing for the Fiscal Year 2016-2017 budgets for the Operating Fund and Debt Retirement Fund,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Johnson, seconded by Howe, 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.

CARRIED.

8.

The next item being "Report regarding payment of expenditures," Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

9.

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

Dan Tholen  
Eileen Ganter  
Karen Schmidt

There being no objection, Chair Biederman declared the meeting adjourned at 8:10 p.m.

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Matt Cowall, Executive Director

## **Minutes**

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

**May 25, 2016**

A special meeting of the Recreational Authority Board of Directors was called to order in the Second Floor Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, at 11:35 a.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Tim Hughes, Treasurer; Molly Agostinelli; Mattias Johnson; and Matt McDonough.

The following Directors were absent (excused): Michael Groleau, Secretary; and Gary Howe.

Chair Biederman presided at the meeting.

**1.**

The first item being “Event Facility Management interviews,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director  
Tom Mair, unCommon Management  
Susan Odgers, unCommon Management  
Stephanie Wiitala, Sunrise to Sunset Events

Moved by Hughes, seconded by Agostinelli, that the Board identifies Stephanie Wiitala/Sunrise to Sunset Events as its preferred choice for event facility management services, subject to a review of references and criminal background check information.

**CARRIED.**

**2.**

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

Matt Cowall, Executive Director

No action was taken.

**3.**

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

None.

There being no objection, Chair Biederman declared the meeting adjourned at 1:05 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 JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District
- Event Facility Management
- Capital Campaign
- June 1 Quarterly Reports and other 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

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Recreational Authority Board Report  
Wednesday, June 1<sup>st</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.

Transportation bids have been turned over to Matt Cowall and are under review.

Reservations for 2017 have begun booking and will begin to pick up over the next couple of months. Currently, there are 2 events reserved for next year at this time. I fully anticipate a push now that Memorial Weekend has passed and summer is starting to ramp up.

The Event Schedule for June is as follows:

Saturday, June 11<sup>th</sup>: Kanter Winters Wedding  
Saturday, June 18<sup>th</sup>: Currie Wedding  
Saturday, June 25<sup>th</sup>: Ott Wedding

"Thank you" comments for the board



May 24, 2016

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

Dear Matt,

I am delighted to submit the Quarterly Report from The Botanic Garden at Historic Barns Park, for the period of March 1, 2016 through May 31, 2016 and to share our progress with you and the Recreational Authority. As you know, the BGHBP board utilizes a Strategic Planning Process to determine its annual and 3-year goals. Each Quarterly Report presents the progress we have made in the current year's goals over that three-month period. The nine goal areas for 2016 are: to establish a long-term lease; to explore Executive Director options; to implement and expand finance strategies; to assist and support efforts for future road construction, signage and lighting; to continue work on a comprehensive marketing plan; to implement the 2016 fund development plan; to provide exciting and enjoyable experiences to visitors of the Garden through the completion the Walled Garden, and Sugar Maple Allee gardens, expansion and maintenance of the present garden plantings, and development and offering of a wide range of educational classes, workshops and events; to work towards the acquisition and implementation of new technology that supports the garden's mission; and to build the board through the recruitment and training of new board members.

Sincerely,

Karen Schmidt,  
Botanic Garden Board Chair



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

## Quarterly Report

June 1, 2016

Spring is a busy period at the Botanic Garden

**GOAL #1 – LONG TERM LEASE** – Because donors, members and board directors need an assurance that their investment in the Garden will be protected across time: By December 2016 a long-term agreement will be in place with the Recreational Authority and a Reversion Agreement will be finalized with the Recreational Authority, Traverse City and Garfield Township.

During this quarter we were in a holding mode for this goal. The Recreational Authority will be conducting a strategic planning process, which will involve the governmental entities of Traverse City and Garfield Township. It is suggested that the long-term agreement be finalized as a part of that process since all of the necessary entities will be participating. We are extremely anxious to finalize a long-term agreement, as we continue to make a significant financial and personal investment in the park.

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

The board has determined that grants are not an ideal source for primary funding for this position, since they are temporary in nature and partial in funding. The board is focusing, instead, on building a stronger financial base to fund this future position, with an emphasis on expanded revenue generation in the areas of memberships, venue rentals, donor development and events.

**GOAL #3 – FINANCIAL PROCESSES** – Because the Botanic Garden’s assets and liabilities are expanding as the garden grows, the BGHBP board is implementing a series of strategies to refine and expand specific financial processes to meet the needs of a growing garden.

- a. During this quarter, the Board purchased and installed a new credit card machine with a chip reader, and new point of sale software, which is used for gift shop purchases, venue rental fees and on-site donations.
- b. During this quarter, VDL certified public accountants began work on this year’s financial review.
- c. During this quarter the Botanic Garden implemented the EventBrite program to process on-line registration and payments for classes, workshops and events. This program is not only making it much easier for attendees to register and pay, but provides the garden with critical data for tracking and administering these events.
- d. During this quarter, the Finance Committee, which includes the treasurer, administrator, and bookkeeper, recommended a redistribution of financial responsibilities to increase the efficiency of the finance process. The recommendation that the board member who is a certified public account be elected as treasurer, the past treasurer handle bookkeeping and check writing, and the administrative assistant focus on membership and donor communication, was approved by the board. This change in roles and duties allows the organization to make the best use of each individual’s strengths and experience.

**GOAL #4 – ROADS, LIGHTING AND SIGNAGE** – Because the Botanic Garden and the Historic Barns Park are both negatively impacted by the poor condition and placement of the present roads, limited parking, and the lack of lighting and signage, BGHBP will work closely with the Recreational Authority and other entities at the park to focus on the issue of roads, parking, signage and lighting.

- a. The Botanic Garden continues to discuss the next step in road construction at the park with the R.A.. BGHBP covered the cost of a great deal of the road engineering and design work by Nelson Byrd Woltz and Jozwiak Consulting. We support the next step of sharing those findings and designs with one or more road construction companies to obtain a ballpark estimate of the cost of constructing the new road. Once an estimate is procured, BGHBP would be glad to assist the Recreational Authority in their search for funding for road

construction, as the present road is blocking the construction of some of our future gardens. Road dust continues to be a significant problem during park events, and the new road would eliminate that problem as well.

- b. The Botanic Garden's Landscape Committee reviewed a variety of Donor Recognition and Garden Identification sign styles and finalized recommendations. Design and construction of the following signs will be completed: The Robert and Anne Tucker Allee, Lucille's Garden, The Native Plant Garden, and The Ruth and Scott Koeze Walled Garden. Additional signs for 2016 will be The Ross and Brenda Biederman Visitor Center, The Rhea and Michael Dow Hall, and a naming-rights sign for the Pavilion.
- c. Lack of outdoor lighting continues to be a serious issue at the park and garden. Thanks to a generous donation from a very special individual, work on electrifying the Pavilion neared completion this quarter, including several different lighting options (night lights, festival lights and pillar lights) as well as electric outlets. The lighting of the Pavilion is a significant improvement in night visibility for safety and event purposes. The Botanic Garden will continue to explore pathway lighting options, with an emphasis on solar lights.

**GOAL #5 – MARKETING** – Because the Garden needs to increase public awareness, support and participation: During 2016 the BGHBP board will continue developing a variety of components within their marketing plan, including the use of social media, rack cards, posters, brochures, media ads and public presentations.

- a. During this quarter, the Marketing Committee worked closely with the Program Committee to design beautiful e-posters that advertise each class, workshop and event held at the Garden. These e-posters were featured on Facebook and the website, run off as hard-copy posters, and incorporated into the Event-Brite advertising as well.
- b. During this quarter, the Botanic Garden was featured in a 5-page article in Traverse the Magazine. The Record Eagle, Northern Express and the Families First magazine also featured articles on the garden, and Families First has asked the garden to submit a regular column for each issue. These articles, with their wide circulation, help increase awareness of the garden and the park.
- c. This quarter the Botanic Garden at Historic Barns Park was asked to have a display at the National Federated Garden Club Conference. Over 600 attendees from all over the United States learned more about the garden through our slide show, handouts and display. A special open house – 'Celebrating Garden Clubs' – will be held on Sunday, July 31, with a series of special events for garden club members all over the state.

**GOAL #6 – FUND DEVELOPMENT** - Because a diverse and strong revenue source is critical to the operation and growth of the Garden: By December of 2016, The Botanic Garden will implement the fund development plan for this year. The development plan will address each of the elements (membership, annual giving, planned giving, grants, endowments, donations, events, newsletters, marketing) using the timelines defined in the development calendar. Donor Perfect On-line software is now operational to support a number of these elements.

- a. During this quarter, through the website, Facebook and personal contacts, the Garden continued to focus heavily on new memberships and membership renewals. New membership brochures were designed and printed, and members are personally contacted when it is time for them to renew.
- b. During this quarter, a great deal of grant application work continues, with a focus on funding for handicap accessibility, new garden development, and garden signage.
- c. Venue rental continues to be an important source of revenue for the Garden. This quarter we booked a number of weddings, graduation parties, baby and wedding showers, birthday parties, wedding rehearsal dinners, business meetings (Munson and Oryana) and club meetings. These rentals are important sources of operational revenues for the garden.
- d. During this quarter, Left Food Charley Winery sponsored a fundraising activity for the garden, including live music and a plant sale, with profits that day of their new white wine "Garden" dedicated to the Botanic Garden. Left Food Charley wants to make this an annual event for the garden.
- e. During this quarter a series of classes, workshops and events not only supported our mission of education but generated important revenues for operation.

**GOAL #7 – FEATURES AND PROGRAMS** –In order for the Garden to achieve its mission to provide botanical and environmental preservation, education and research, and the enjoyment and renewal of citizens and visitors, the Garden recognizes the need to establish beautiful spaces, trial and ornamental gardens, and attractive buildings and hardscapes, as well as educational opportunities for both adults and children. For that reason, the 2016 Goals focus on features and programs that include completion of the Silo Pool landscape, the Sugar Maple Allee and Allee Garden, the Walled Garden, as well as an expanded Visitor Center Gift Shop and a significant increase in programming for children and adults: During the first quarter:

- a. SILO POOL LANDSCAPE – Because the Silo Pool and Fountain and surrounding gardens and hardscape are popular spots for visitors to the garden, and because the Silo Pool Garden features a wide range of native plants, we continued to focus on this area during the first quarter, planning for additional plant selections and maintenance strategies. A number of spring bulbs planted in December are now in full bloom in this area. The MaMeNeSewong Garden Club, which helps maintain that garden, held a work-bee this quarter, cutting back the perennials and weeding the garden.
- b. SUGAR MAPLE ALLEE – Because the Sugar Maple Allee is an important architectural and horticultural component of the garden, providing structure and beauty as well as access to future gardens for thousands of visitors, a great deal of work was dedicated this quarter to the Allee. The Allee area was graded and the soil was amended in preparation for spring planting. Sixteen large sugar maple trees (each over 20' high) were planted, mulched and irrigated. TruNorth was selected as the low bidder to install the 10' wide, 280' long walkway between the double row of maples (donating all of their labor for this project!). They are presently scheduling an installation date now that the trees are in place. As a part of that effort, the Landscape Committee developed a perennial planting plan for the two 10'

wide, 280' long garden beds in which the trees will be located. Thousands of Chionodoxa ('Glory of the Snow') bulbs will provide a blue carpet of early spring bloom, followed by early, mid and late blooming daffodils for a spring into early summer bloom, and hundreds of 'Rozanne' perennial geraniums for summer and fall bloom. We are working on grants and other fundraising effort to help with the cost of the bulbs and perennials for this garden.

- c. WALLED GARDEN: Because the Walled Garden will bring a whole new level of beauty and function to the Botanic Garden and the park, to be enjoyed by thousands, it's completion is an important goal: This year, the design and construction of the Walled Garden will be completed, including walkways, plantings, fences and screens. Additional features (fountain, exterior planting, and completion of the adjoining Secret Garden) are scheduled for 2017.
  1. Last quarter, work on the Walled Garden walkways and patio area was completed by TruNorth Landscaping, who donated all of their labor costs. Those surfaces will be topped with a 2" stabilized stone finish when the temperatures stay at or above 50 degrees over a 48 hour period and should be completed over the next few weeks. This will support easy wheel chair access and make walking easier for those in dress shoes.
  2. During this quarter design work and sample construction continued on the entrance gate to the Walled Garden. Because of the intricacy of this gate's design, it is not yet completed, so we are using a temporary gate to keep deer out.
  3. During this quarter, horticulturist Laurel Voran ordered a wide variety of perennials and shrubs for the Walled Garden. She has installed the Hornbeam hedges and is presently working with us to schedule planting work-bees, as we will be adding around \$25,000 in plants this spring and summer.
  4. This quarter Westlake Construction enclosed the two openings facing Building 223 with cedar walls and is completing the cedar safety fencing around the north and west walls. The exterior safety fencing is done and they will be completing the interior facing of the walls over the next two weeks.
  5. This spring the Walled Garden had a stunning show of 2,000 tulips and daffodils, delighting visitors to the park and garden. The first Walled Garden wedding was held May 21<sup>st</sup> and this spot will be extremely popular for future weddings as well. The Walled Garden holds 150 folding chairs, which makes it an excellent space for this type of event.
- d. VISITOR CENTER GIFT SHOP – Because the Visitor Center gift shop is popular with visitors and provides important revenue for the Garden, the final phase of Gift Shop display shelving was completed this quarter and will be installed by month's end. Master Craft Cabinets designed a set of shelving for the north entrance wall of the gift shop as well as a series of shelves that will be mounted on two of the central pillars of the gift shop, providing additional display space. Board members donated \$4,500 of the \$7,590 cost, with garden

revenues covering the rest. (Note: a great number of items sold in the gift shop are by local artists and craftsmen, supporting the local economy in one more way).

- e. FIREWISE GARDEN – Because Northern Michigan (especially in the areas of Kalkaska, Grayling and Gaylord) is susceptible to spring grass and forest fires, the Botanic Garden would like to develop a demonstration garden to teach visitors how they can landscape their homes in a way that actually protects them from wildfires. A \$50,000 grant request was submitted to the Department of Natural Resources for the development of a demonstration FireWise Garden. Because of a DNR error in the data entry, the grant did not go through. However, it has been resubmitted and we hope for future success. If the grant is successful, the garden will be established on the ridge above and overlooking the Amphitheater and Cathedral Barn on an area managed by the Botanic Garden. The Garden will consist of a winding permeable paved trail that follows the ridge, beginning at the trailhead and exiting towards (but not connecting to) the Trust Fund Trail. There will be three landscaped circular overlooks that will encourage visitors to stop and enjoy the view. Although the garden, on first appearance, will seem like just a lovely landscaped trail, it will actually feature a variety of materials and strategies designed to stop the spread of a wildfire. Signage will show visitors how they can protect their own homes with similar FireWise gardens. It's position up on the ridge will not conflict with activities at the Cathedral Barn, but the finished garden will be a popular 'photo opportunity site' for bridal parties, graduating seniors, etc.
- f. ACCESSIBILITY AT THE GARDEN – BGSNM continues to work towards our goal of making the Garden accessible to everyone. We have submitted a series of grant requests last quarter and again this quarter for that purpose, with a goal of installing an ADA ramp that would allow people with wheelchairs and walkers to move from the lower level by the Silo Pool up to the Pavilion and upper level of the Visitor Center, an automatic door at the upper level of the Visitor Center, and a ramp up to the pavilion. Any paths and walkways we install will all be ADA accessible, meeting the requirements of width and surface stability.
- g. IRRIGATION OF THE GARDEN – Last year we were able to raise enough funds to install the first phase of irrigation – the Walled Garden and the Sugar Maple Allee. This quarter we reached our goal of funding the next phase of irrigation (tent lawn, Lucille's Garden, Hillside Garden) which will be installed over the next 30 days. This will not only eliminate the need to hand water these areas, but will improve the health and beauty of the plants and lawns as well.
- h. PROGRAMS AND EVENTS – This quarter the garden offered two 6-week courses in botanical illustration, a program on the gardens of England, two garden-related craft courses, a seminar in vegetable garden design by nationally acclaimed author Ellen Eker Ogden, Arbor Day Tree Tours, a preschool program Peepers in the Park, Yoga for Gardeners, and Advanced Flower Arranging. These educational offerings support our garden's mission while the tuition and donations bring in operational revenues

**GOAL #8 – BOARD CAPACITY** – Because a diverse and knowledgeable board, with clear guidelines and policies, bring strength to an organization: During the 2015 year, the capacity of the Botanic Garden board was greatly expanded through the acquisition of nine new board members, whose experience, skills and knowledge have been a huge asset to the board. During 2016, BTHBP will provide new board members with any necessary orientation and training, supporting them in their work on our standing committees. Board capacity will also be enhanced through the review and revision of present by-laws and board policies.

- a. During the past two quarters the new board members not only became familiar with the roles and responsibilities of the BGHBP board but took strong leadership positions in some of the board’s committee work, including finance, marketing, and programs and events. They have proven to be a huge asset to the board, and thus the Garden.
- b. During this quarter, an ad-hoc committee completed work on updating the organization’s by-laws, policies and procedures, aligning them with the ever-expanding role of the board in this evolving garden. The By-Laws Committee took their recommendations to the board for discussion at the May meeting, and all of their recommendations were approved.

**GOAL #9 - TECHNOLOGY** - Because an evolving public garden has responsibilities in marketing, finance, membership, donor and plant data bases, education, and commerce (i.e. gift shop), the importance of staying current in the technology that supports these needs is critical. During 2016, the Botanic Garden will expand its use of Donor Perfect software, purchase new point-of-sale software and card reader, and write grant applications to help fund an electronic guest book and a BG-BASE plant accession software program and training.

- a. During this quarter, the board purchased and installed new point-of-sale software and a new card reader that will support the new chip-based credit cards.
- b. During this quarter, the Development Committee continued work on grants and donations for funding the electronic guest book and BG-Base Plant Accession software and training.

**Final Note:** The Botanic Garden could not accomplish what it does without volunteers. With a volunteer corps of close to 275 individuals, we are able to provide visitor center assistants and tour guides (docents) daily through October. Additional volunteers serve as gardeners, assisting and maintaining the gardens and the park as well. This year some of our volunteers will assist the Community Garden with the maintenance of the new donor garden in the north end of the Community Garden – a partnership that we truly enjoy.

New cedar enclosures, with chairs set up for a Walled Garden Wedding & new safety fence





## SEEDS at the Historic Barns Park: Second Quarter Report 2016

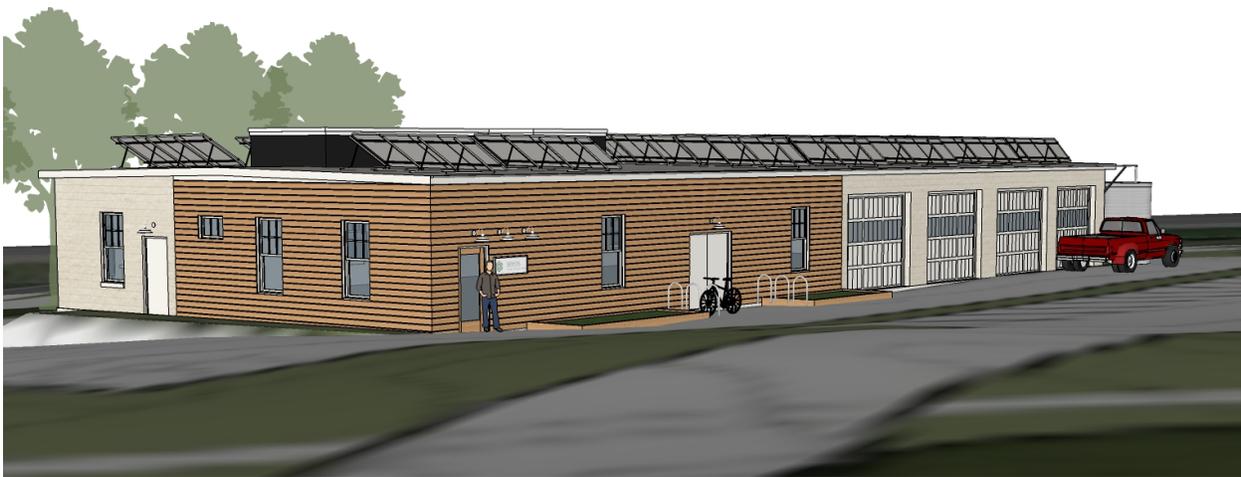
### Current Activities on the Property: A Big-Picture Summary

SEEDS committed to the Rec Authority the following for 2016:

- Board establish strategic direction for SEEDS at HBP- on track
- Run the teaching farm with youth- on track – funded –on track
- Complete the Energy Plan and convene MOU partners- complete
- Prioritize Energy Strategies to implement- worth another discussion soon
- Install new external windows and doors in 223 -funded- on track
- Create seasonal work stations in 223 -funded- on track
- Conduct YCC workforce training out of Building 223- season has begun
- Install a geothermal energy exhibit - funded - on track
- Install solar exhibit -unfunded - seeking funding
- Design perennial garden beds around Building 223 –design completed
- Assess Building 223 and conduct a preliminary design of remodel - funded - on track
- Solve flooded basement - unfunded, engineers have done site visit

### Progress on Goals

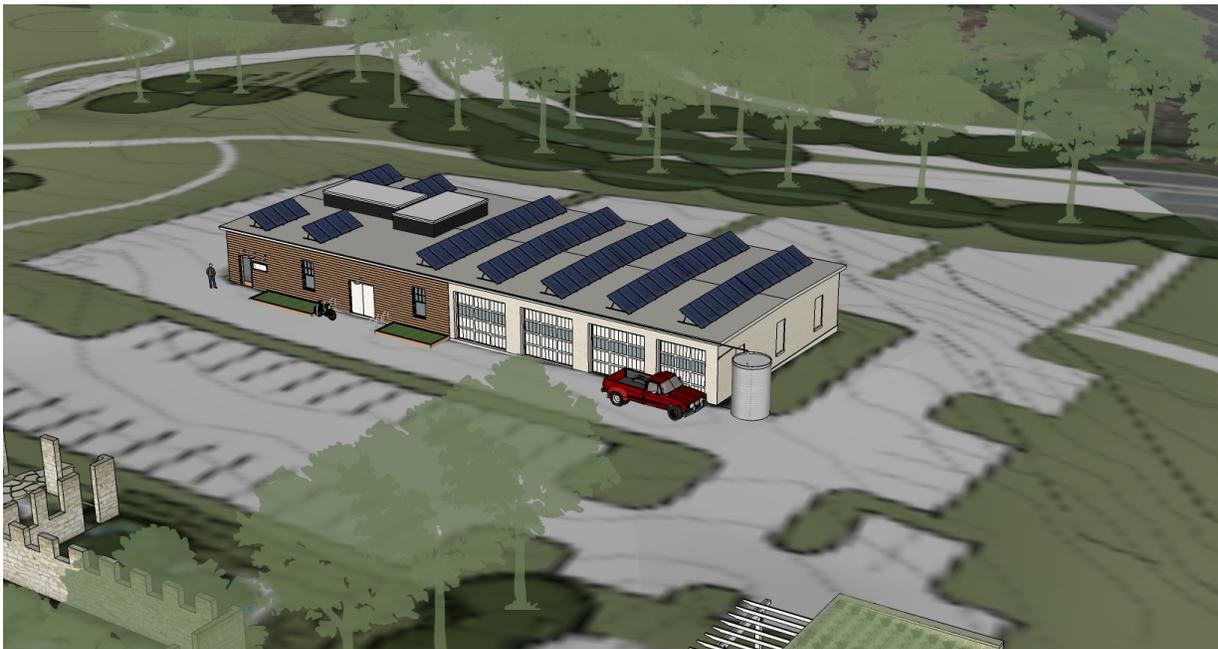
1. Develop the strategic direction for SEEDS management areas and building 223:
  - a. Our Board has meet several times and is highly engaged. The attached 3D renderings show the draft approach for the Blg 223/Blacksmith Shop remodel. Further work is underway and will be shared with the Rec Authority and MOU Partners this year.



Proposed Blacksmith Shop/Blg 223 Remodel – view from the north.



Proposed Blacksmith Shop/Blg 223 Remodel – view from the south.



A view showing the building in proximity to the walled garden. Edits still need to be made to provide more green space along the edge of the building to protect the old birch tree. Also, the area shown in grey around the building is based on an old drawing and will be updated as the designs progresses. Much of this area would be best served as permeable surface or maybe remain as green space.

## 2. Revitalize Building 223:

- a. Ray Kendra of Environment Architects worked with structural, mechanical and electrical engineers to evaluate the building. Ray has completed drawings and a 3D rendering of the proposed remodel. The flooding basement remains a key issue and concern. The site engineer has found that a significant amount of stormwater

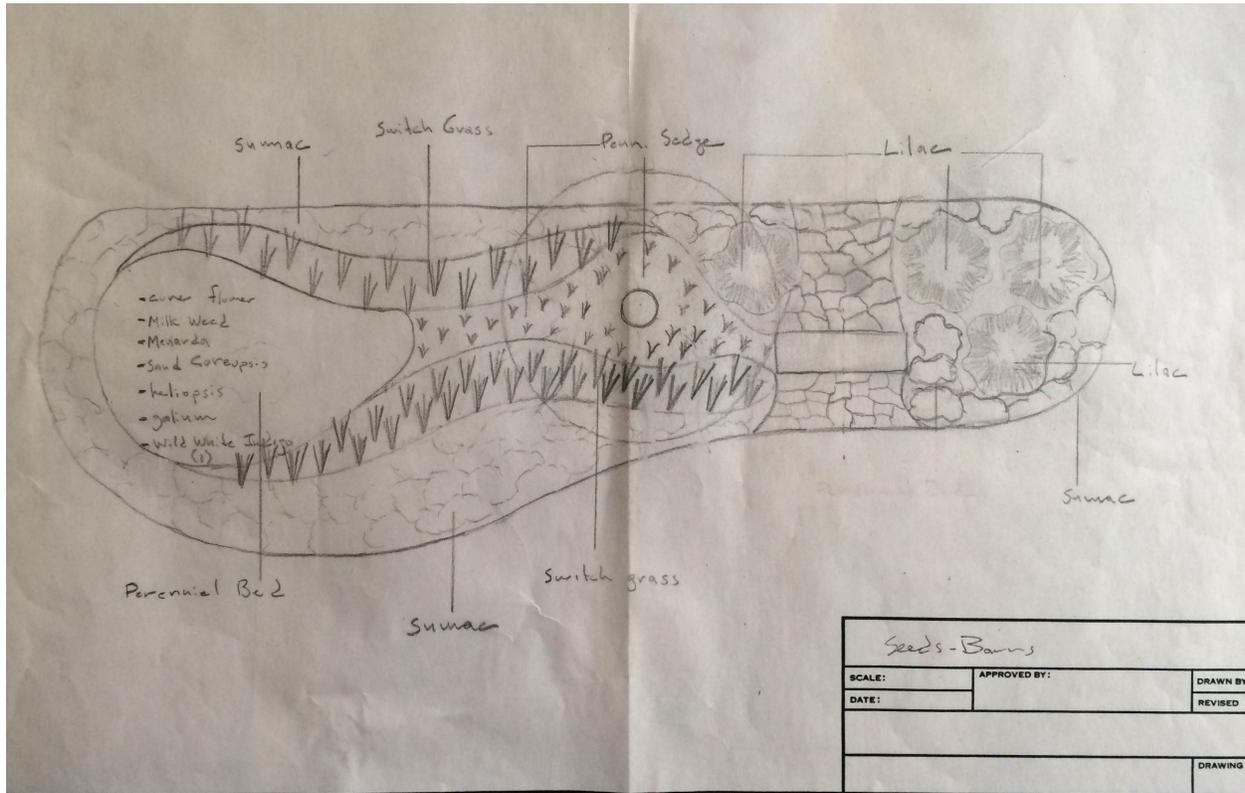
runs off the roads and into the basement window well. No outflow for the water exists, so the water level is knee high. He suggested a sump pump, but the building is not connected to the sewer line. He also suggested we evaluate how to reinstate the outflow pipe that was broken during the sidewalk construction.

3. Work proactively and cooperatively with BGS, TCCG and the RA:
  - a. We enjoyed the work session with partners to share the first draft of the proposed Blg 223/Blacksmith Shop remodel. Sarna presented to the Rec Authority Board but would appreciate a chance to discuss priority next steps.
  - b. Partners quickly gathered to consider the MDEQ Wetland Conservation Easement and attend a site visit regarding the proposed boundary.
  - c. All the partners have joined together to submit our grant request to fund site-wide Habitat, Garden, Energy and Farming Interpretation and Energy Exhibits to the Grand Traverse Band 2% Grant.
  - d. Recent conversations about reframing our “Parking Problem” into a “Transportation Challenge” have helped partners look into BATA bus route and supporting bike access. Suttons Bay Bike Shop has agreed to donate two bike rack for use in the proposed covered bike parking area. BATA Route 4 comes right by HBP and SEEDS youth have been using this service.



4. Create and maintain beautiful borders in order to add to the visual interest and ecological diversity:
  - a. A volunteer landscaper/Master Gardener, Max Dickerson designed a native plant pollinator garden for the island near the entrance

road. The plants he chose are drought tolerance and great for pollinators. See the design attached.



- b. As part of the design process around 223/Blacksmith Shop, staff has been looking at how to nurture the large birch tree at the corner of the building, closest to the entrance road. We are proposing a Rescued Fern Garden, which will be a simple 30 ft. circle of ferns beneath the birch tree. Donations of plants have been secured from the Leelanau Conservancy's Wildflower Rescue Program. This group is interested in signature to educate part visitors to make an effort to save native shade loving ferns and wildflowers before the bulldozers come into the woods.
5. Develop the Energy Park:
    - a. The Geothermal System Exhibit is funded and is in the design phase. We are aiming for a fall installation and ribbon-cutting.
    - b. We are seeking funding for a Solar Energy Exhibit and a Carbon Sequestration Exhibit.
  6. Educationally focused farm operation:
    - a. Our teaching farm crew is hired and already at work. Many youth are returning from last year and are interested in working with our partners to learn. Crews have installed a Farm News Kiosk.
    - b. Our hoop house was damaged in the heavy wet snow and is currently being repaired. Our Youth Conservation Corps Spring

crew are building new support trusses. We will be back up and running shortly.

7. Continue building educational programming in relation to the site by prioritizing the development of **high quality, long term program relationships with select students** over simple quantity of youth on-site:
  - a. We have an active group of youth from TBA's Ag Science program working on starts for the farm and learning about the solar powered irrigation system.
  - b. We have had 80 students every Tues. from Greenspire School working in the garden and tree nursery. We have a group of 50 students coming this week.





TC Community Garden  
1500 Red Dr – PO Box 875  
Traverse City, MI, 49685

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

May 25, 2016

Dear Mr. Cowall:

Enclosed please find the Quarterly Report from the TC Community Garden for the period of March 1, 2016 thru May 25, 2016. The Board is pleased to share with you and the Recreational Authority our progress on the 25 goals for the 2016 growing season, as well as touch on our four long-term goals.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly Conaghan".

Kimberly Conaghan  
President and Treasurer  
TC Community Garden  
Board of Directors



*The mission of the TC Community Garden is to provide a place for members of the community to gather and share a common interest in organic gardening in an urban setting, to provide educational opportunities to the community that foster an appreciation for sustainable growing practices, and to grow fresh produce for distribution to local food banks.*

## QUARTERLY REPORT

June 1, 2016

### MEMBERSHIP

**From our bylaws – “...a place for members of the community to gather and share a common interest in organic gardening...”**

GOAL 1: *Full occupancy of all available plots.*

The garden reached 100% occupancy of its current available plots April 8, 2016. The garden now has 59 half plots, and 13 full plots with 115 individual member gardeners. It has one half plot occupied by the group TC Retreat, one full plot occupied by Grand Traverse Industries, and two full plots occupied by employees of Hagerty. It is estimated these groups bring another 30-35 persons to the TCCG for the purpose of gardening, bringing our total membership to approximately 150 member gardeners.

GOAL 2: *Limit new membership to 12X30 (half) plots as needed to include as many new members as possible from the waiting list.*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

GOAL 3: *Discuss the possibility of 12X15 (quarter) sized plots.*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

GOAL 4: *Photographs and videos in various garden seasons.*

The TCCG is utilizing Facebook more often to promote its activities. The TCCG Facebook page ‘likes’ increased from 314 to 342 this quarter.

Photographs were taken at the Spring Kick-off Meeting, the two Spring Gardening Workshops, and the first Work Bee Day. Also featured on Facebook are before, during, and after phases of our improvement projects.

The TCCG was also featured in an article about regional community gardens in the Spring 2016 issue of *Grand Traverse Scene*, the seasonal features magazine of the Record Eagle.

**GOAL 5:** *Partner with a community organization to provide access for differently-abled community members to garden, such as raised beds.*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

**GOAL 6:** *Create brochure for placement at the Botanic Garden at the Historic Barns Park visitor center.*

Drafts have been created and this goal should be met in by the end of June.

**GOAL 7:** *Improve walkways between plot rows.*

After the infrastructure team installed the underground piping for the on-demand watering system, the TCCG quickly realized the hoses lying on the grass were unsightly, and damaged the grass underneath. In April, hose-hangers were installed at all 13 watering stations. Included were suggested compliance signs denoting the water on site is not for drinking. Some also received upgraded hose valves. Photos of the completed project are below.



Hose hanger station



Upgraded hose valves



OSHA water sign

**GOAL 8:** *Ongoing maintenance of the two garden paths at both entrances.*

The east entrance was freshened with pine mulch and doubled in length. Its end now matches the west edge of the donation garden, creating a more polished look.



East entrance extension



End of path toward exit



East entrance and donation garden ends

The north entrance also received a fresh layer of pine mulch and was planted with annuals to give it some color, and attract pollinators.



Landscaping volunteers on planting day



Ageratum and petunias lining walkway



North entrance gate

**GOAL 9:** *Better communication between volunteer groups - Establish a coordinator who will communicate with all leads ensuring that people have been contacted.*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

**GOAL 10:** *Better communication between volunteer workgroups - Establish a well-defined task list for members to sign up at the Spring Kick-off Meeting.*

Break-out sessions occurred during the Spring Kick-off Meeting April 10, 2016 to familiarize group members with one another. Volunteer Workgroup Leads are emailing

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updates at least bi-monthly to members. Phone calls will be placed to non-engaged members in late June. In addition, a Calendar of Events was created for the Spring/Summer with a clear list of Work Bee Days. Other projects added on an as-needed basis will be communicated in the monthly e-newsletter, and on Facebook and the website.

GOAL 11: *Investigate the potential for NMC to build a green roof shed for the Fall 2016 semester.*

The final proposal for the Green Roof Shed project is planned to be presented June 1, 2016.

GOAL 12: *Establish a membership of national designation for our garden exposure*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

GOAL 13: *Fence Project - Enhance west end fence by adding a high-wire on top of black locust posts, and add stronger wires.*

The first phase of this project is scheduled for the June 11, 2016 TCCG Work Bee. Progress will be ongoing. Updates will be included in the next quarterly report.

GOAL 14: *Plant more annuals.*

Annuals were plated May 22, 2016, flanking the north entrance. Some annuals were also planted in the donation garden.

GOAL 15: *T-shirts*

A sample shirt was created. After investigating time and monetary commitment, this project was transitioned to a goal for the 2017 gardening season by the Board.

## **EDUCATION**

**From our bylaws – “...to provide educational opportunities to the community that foster an appreciation for sustainable growing practices...”**

GOAL 16: *Hold two classes at the beginning of the season for soil preparation and planting.*

The Spring Gardening Workshops were Saturdays, April 23 and 30, 2016, and focused on ensuring the first-year members had a welcoming, warm start to the growing season at the TCCG. Approximately 20 members came between the two classes. See photos next page.





Planter box gardening



Permaculture gardening



Outdoor learning

**GOAL 17:** *Hold one class in the fall for winter preparation of the soil.*

The Fall Gardening Workshop is scheduled for Saturday August 20, 2016 with a rain-out date of Saturday August 27, 2016. This is the first year for this workshop, which will focus on soil amending, cover crops, and pest-mitigation. It is open to all members.

**GOAL 18:** *Arrange tours and bring school field trips into the garden.*

In May, the Board appointed an official garden ambassador. This individual is available for inquiries and tours during park-wide events, and events held by our MOU partners. At this time, the TCCG plans to have representation at the following events:

- June 12 – Colantha’s 100th Birthday Bash
- July 12 – Juniper Garden Club Tour
- July 13 – Meijer Garden Group Tour
- July 31 – Celebrating Garden Club Day/Blue Star Dedication
- August 13 – G.T. Land Conservancy Event
- August 15 – Kirkland Garden Club Tour

If there are any other events the RA or the MOU partners would like the TCCG to participate in, the Board will make all efforts to accommodate by having an ambassador available.

**GOAL 19:** *Utilize Bulletin Board for increased communication.*

A calendar of events and the list of the volunteer workgroups have been added to the Bulletin Board off of the east entrance. It was also used to promote the Panera Bread Fundraiser held on April 28, 2016.

The Bulletin Board will need to be relocated to make space for the Green Roof Shed project. It will likely be moved to an area adjacent to the donation garden.



## DONATION

From our bylaws – “...to grow fresh produce for distribution to local food banks...”

GOAL 20: *Possible modification of the donation garden plot.*

The Botanic Garden at the Historic Barns Park was gracious in offering to have acclaimed gardener and author Ellen Ecker Odgen give pointers to design the 2016 donation garden. Eight TCCG members attended the workshop and are excited to implement some of Ms. Odgen’s suggestions into the space to make it both productive and beautiful.

To accommodate some of the elements, the donation garden footprint was increased by 33%. Its shape was also modified to give it a more streamlined, clean look. The new triangular footprint is outlined with paving stones donated to the TCCG from the BGHBP. Dirt raised beds were constructed on the interior of the footprint, which are outlined with pine woodchip paths.

Tasteful, ornamental elements will be added to the donation garden as time progresses. As the space develops, it becomes more cohesive with the other elements nearby, including the east entrance and the secondary north-east gate. The Green Roof Shed and its elements will really tie-off this extensive place-making project.



Before



After

GOAL 21: *Maintain 1,200 pound donation for Food Rescue.*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

GOAL 22: *Involve more member gardeners in the donation program.*

There was an increase from 18 to 22 members that selected to be a part of the Donation Garden Volunteer Workgroup for this season. The BGHBP also offered to have some of its volunteers available to aid in the upkeep tasks of the area, a much-welcomed partnership.



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GOAL 23: *Begin clearing the area west of our fence line to prepare soil for 2017 additional plots*

Since membership was full well before the weather broke and people actually start to think about gardening, the need for expansion is great. The infrastructure team has a preliminary plan in place to develop the west end. Our composting area will also undergo a redesign this season that will further development in this area.

Per Director Howe's recommendation at the April RA meeting, the TCCG will give the information on [http://www.traversecitymi.gov/downloads/communitygardenc\\_2015.pdf](http://www.traversecitymi.gov/downloads/communitygardenc_2015.pdf) to persons we are unable to accommodate this season.

## FINANCIAL

GOAL 24: *Conduct an analysis of anticipated costs and revenues to determine if a plot fee increase is warranted.*

Goal was addressed in March 1, 2016 Quarterly Report to the Recreational Authority. No further action is necessary at this time.

GOAL 25: *The Fundraising Volunteer Workgroup will use the 2016 goals to establish fundraising priorities to present to the Board for approval.*

Fundraising priorities and strategies are being developed monthly at Board meetings. The current focus is on the Green Roof Shed project. New this year is the collaborative grant effort with our MOU partners, "Interpreting the Park". The Board is thankful for the synergy created by this cooperative effort.

## LONG-TERM GOALS THROUGH 2018

GOAL 1: *Increase plots to the west at SEEDS and Master Gardner Site*

This has been transitioned to a short-term goal – Goal 23.

GOAL 2: *Construct a raised bed 4X8 in the Master Gardener 'A' Site*

This location of raised bed placement will be re-examined by the Board at the November 2016 Board Retreat. Moving raised beds closer to anticipated access points may be necessary.



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GOAL 3: *Develop outdoor classroom. This is a partnership opportunity with Seeds and the Botanic Garden.*

As a long-term goal, this will not likely transpire this year. Short-term goals are taking precedence at this time.

GOAL 4: *Increase collaboration with outside organizations such as Northwest Community Action Agency, Groundwork, etc.*

The Green Roof Shed project is an example of a current plan focused on this long-term goal by partnering with Northwest Michigan College Construction Technology Program and Inhabitect, LLC.

The TCCG continues to maintain its relationship with Food Rescue of Northwest Michigan, a division of Goodwill Industries, by donating its produce from the donation garden to the program.

The TCCG also hopes to be good ambassadors to outside organizations when the MOU partners have visitors as well.



# seeds

Ecology+Education+Design



May 25, 2016

To the Recreational Authority Board:

It is with great pleasure than I am writing to show my support for the Green Roof Shed project proposed by the TC Community Garden.

Rather than building a conventional shed on the property, the Green Roof Shed project the TCCG wishes to construct will serve as a permanent, educational installation showcasing the benefits of surface water management, using living roofs, and rain gardens – elements SEEDS promotes through its Ecological Design. This will complement the educational exhibits of SEEDS on the property. Additionally, this project aligns with SEEDS vision to turn the park into an “Energy Farm.”

I was equally delighted to hear the garden is partnering with NMC’s Construction Technology Program and Nate Griswold of Inhabitect, LLC. Both entities have excellent reputations in the community, and again, have visions that align with those of SEEDS.

Over the past three years, the TCCG has made a tremendous effort in both beautifying and functionalizing our collaborative space. This project reinforces our overlapping ideas and goals, and will be a great educational and visual benefit to the park. They have our full support in building the Green Roof Shed project.

Sincerely,

Jenee Rowe  
SEEDS



May 25, 2016

To the Recreational Authority Board,

This is a letter of support for the Traverse City Community Garden's green roof garden shed project. The plans for the shed are attractive and model the same standards of environmental sustainability that we strongly value at the botanic garden. By involving NMC students, the Community Garden will extend the educational components of this project as well.

We are pleased to see that Inhabitect, Inc. has been selected for the design and installation of the green roof of the garden shed, as they have already demonstrated their knowledge and skills through their work on the Walled Garden's tack room roof. Nate Griswold of Inhabitect makes the construction process a learning activity for participating volunteers with a hands-on experience.

As with so much of the work TCCG has already done at the Historic Barns Park, the community garden's plans for the garden shed reinforce our own goals of making the park a more beautiful setting. The permeable paving around the shed, the rain garden, and the seating area will make this a pleasant place to work and rest, while preventing storm water runoff.

It is a pleasure to partner with TCCG and we look forward to working with them in the future. They have our support in their efforts to further improve their site with this new garden shed project.

Sincerely,

Karen Schmidt  
BGHBP Board Chair

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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 JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF ANNUAL WORKPLAN FOR HICKORY MEADOWS

Attached please find a proposed work plan and budget for Hickory Meadows projects in the fiscal year beginning July 1. This workplan is prepared annually by the Hickory Meadows Advisory Committee and the Grand Traverse Conservation District for your approval. An approved work plan will be part of the overall operating budget for the Authority in 2016-2017. The workplan as constituted fits within the amount allocated in the Authority's Proposed Budget for 2016-2017.

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

**That the 2016-17 work plan for Hickory Meadows be approved.**

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TO: Matt Cowall, Executive Director, Joint Recreational Authority  
FROM: Tom Vitale, Parkland Steward, GTCD  
SUBJECT: **Hickory Meadows 2016-2017 Improvement Budget**  
DATE: May 26, 2016

Below is a cost estimate for recommended improvements proposed for fiscal year 2016-2017 at Hickory Meadows. Items in the work plan are based on the Hickory Meadows Management Plan and recommendations from the Hickory Meadows Advisory Committee (HMAC). Cost estimates listed in this document include materials, rental equipment, and contracted services needed to complete projects. Conservation District staff time is included in the 3-year Resource Management Services contract between the Grand Traverse Conservation District (GTCD) and the Joint Recreational Authority.

General improvements according to the attached 2016-2017 work plan budget include general park maintenance, invasive species prevention, and TC Light and Power (TCL&P) utility corridor restoration. In the event that the full amount of \$14,420 cannot be approved, HMAC places the highest priority on general park maintenance followed by habitat improvements projects.

Park-wide invasive species management will include continued control of non-native invasive species. Herbaceous species of concern include highly invasive garlic mustard as well as wild parsnip and leafy spurge, two invasive plants that can cause severe skin rashes/burns. Woody invasive control efforts will focus on glossy buckthorn, Japanese barberry, autumn olive, and newly sprouting black locust suckers. Due to autumn olive and black locust being fairly widespread throughout the park, priority areas of focus will be in the vicinity of the pond and around open meadows to deter further encroachment. The estimated cost for the necessary prevention of these highly invasive species is \$2,200.

Since the 2015 TCL&P utility upgrade, restoration efforts within the corridor and along access routes are necessary to enhance and protect the quality of recently degraded habitat. A restoration plan has been approved and funded by TCL&P that will entail native plantings no greater than twenty feet in maximum height, further seeding of native forbs and grasses, and invasive species survey and control within the corridor. Total cost of these efforts is not to exceed \$8,500 of the allotted \$12,500 granted by TCL&P, thereby leaving \$4,000 for continued invasive species survey and control over the next four years.

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

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

Cc: Steve Largent, Conservation Team Coordinator, GTCD



## MEMO

TO: Matt Cowall, Executive Director, Joint Recreational Authority  
FROM: Tom Vitale, Parkland Steward, GTCD  
SUBJECT: **Hickory Meadows 2016-2017 Improvement Budget**  
DATE: May 26, 2016

Priority	Project	Activity	Cost
<b>1</b>	<b>General park maintenance</b>		<b>\$3,720</b>
		Trail maintenance (monthly trimming, mowing, and trail upkeep). Included in 3-yr contract.	\$0
		Materials and equipment to repair surface and spread gravel of trail leading into southern meadow.	\$500
		Tool and vehicle fee	\$420
		High-weed mower rental to mow along trails within meadows and portable restroom rental for work events	\$200
		Dog waste bag refills	\$500
		Snowplowing for M-72 trailhead	\$1,500
		Garbage removal for all trailheads	\$600
<b>2</b>	<b>Park-wide invasive species management</b>		<b>\$2,200</b>
		Control of herbaceous species (Garlic mustard, wild-parsnip, and leafy spurge)	\$1,000
		Control of woody species in priority areas (glossy buckthorn, Japanese barberry, autumn olive, and black locust saplings)	\$1,200
<b>3</b>	<b>Habitat Restoration of TCL&amp;P Utility Corridor*</b>		<b>\$8,500</b>
		Invasive species survey and control for the first year of five years funded by TCL&P	\$1,000
		Material and labor for native planting of bare root seedlings to promote quality of habitat in disturbed areas	\$6,000
		Material and labor for native seeding of utility corridor and access	\$1,500
		<b>TOTAL 2016/17 PROPOSED "Not-to-Exceed" BUDGET</b>	<b>\$14,420</b>

\*In accordance with the restoration plan for the TCL&P utility corridor approved and funded by TCL&P.

Cc: Steve Largent, Conservation Team Coordinator, GTCD

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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 JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF EVENT FACILITY MANAGEMENT  
CONTRACT

I want to again thank the applicants that showed interest in providing event facility management services at Historic Barns Park. At the special meeting of May 25, 2016, the Board conducted two interviews and selected Sunrise to Sunset Events/Stephanie Wiitala as its preferred provider, pending background and reference checks. Those checks are proceeding and will be fully complete prior to Wednesday. Assuming satisfactory results, the following motion would be appropriate:

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

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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 JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: FISCAL YEAR 2015-2016 BUDGET AMENDMENTS

After review by the Authority's financial administrators, it is necessary to amend the Fiscal Year 2015-2016 budget for the Operating Fund, Professional Services Line Item. The amendment will increase budgeted expenses by \$80,000.00 to reflect payments for brownfield cleanup work at Historic Barns Park. These expenses were projected to be invoiced and paid in the prior fiscal year (2014-2015), but were not actually invoiced and paid until the current fiscal year (2015-2016). These expenses were covered with funds provided by the EPA Brownfield Cleanup Grant.

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

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

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

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

Following the public hearing, I recommend the following motion:

**That the budget amendment for Fiscal Year 2015-2016 as outlined in the Executive Director's communication of May 27, 2016, be approved.**

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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 JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PUBLIC HEARING REGARDING THE FISCAL YEAR 2016-2017  
BUDGET

As required by the Authority's articles of incorporation, the City Commission and Garfield Township Board have approved the Authority's proposed budget for Fiscal Year 2016-2017. A public hearing on the budget has been scheduled for Wednesday night.

Procedure for the public hearing:

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

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

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

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

1. **That the Resolution Approving Millage Rates for the Bond Issue Debt Millage and Operating Millage and Certifying Tax Levy Operational Millage for Fiscal Year July 1, 2016, to June 30, 2017, be adopted.**
2. **That the Resolution Adopting the City of Traverse City and Charter Township of Garfield Recreational Authority Comprehensive Annual Budget for Fiscal Year July 1, 2016, to June 30, 2017, be adopted.**

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>
<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>
<b>Millage Rate</b>	<b>0.0994</b>					

## 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>

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<b>Operating Fund Total</b>	<b><u>\$279,500.00</u></b>
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## Long-Term General Obligation Debt Retirement Fund:

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

**Resolution**  
**Approving the Millage Rates**  
**for the Bond Issue Debt Millage and Operating Millage**  
**and**  
**Certifying Tax Levy for Operational Millage**  
**Fiscal Year July 1, 2016, to June 30, 2017**

- Resolved, that to defray the costs of the Recreational Authority operations, the estimated sum of \$160,000 based on the rate of .0994 mills shall be raised in the City of Traverse City and Charter Township of Garfield Recreational Authority, by taxation for the Recreational Authority operations for the fiscal period of July 1, 2016, through June 30, 2017, inclusive, in accordance with the laws of the State of Michigan relative to the taxation of real and personal property; further be it
- Resolved, that to defray the cost of the Recreational Authority bond issue of \$6,650,000, the estimated sum of \$530,000 based on the rate of .33 mills shall be raised in the City of Traverse City and Charter Township of Garfield Recreational Authority, by taxation for the Recreational Authority Bond for the fiscal period of July 1, 2016, through June 30, 2017, inclusive, in accordance with the laws of the State of Michigan relative to the taxation of real and personal property; and further be it
- Resolved, by the City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors, Michigan, that the Assessors of the City of Traverse City and the Charter Township of Garfield shall, as soon as the Secretary of the Authority shall certify to them the amount of the tax levy fixed by the Authority fiscal period of July 1, 2016, to June 30, 2017, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly and in proportion to the valuation entered thereon the amount of tax as recorded by the Authority Treasurer and on file with the Office of the Authority Treasurer, such record to be a permanent record of the Authority.

I hereby certify that the above Resolution was adopted by the Board of Directors on June 1, 2016, at a regular meeting of the Board of Directors held in the Second Floor Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, 49684.

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Michael Groleau, Secretary

**Resolution Adopting the City of Traverse City and  
Charter Township of Garfield Recreational Authority  
Proposed Comprehensive Annual Budget  
Fiscal Year July 1, 2016 to June 30, 2017**

**Whereas,** the Board of Directors of the City of Traverse City and Charter Township of Garfield Recreational Authority (the Board) has caused a budget document to be prepared and presented to it covering the fiscal year commencing July 1, 2016, and ending June 30, 2017; and

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

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

**Resolved,** that the budget document as reviewed and approved by the City of Traverse City and Charter Township of Garfield entitled "City of Traverse City and Charter Township of Garfield Recreational Authority Board of Directors Proposed Comprehensive Annual Budget Fiscal Year July 1, 2016, to June 30, 2017" be adopted in its entirety, and that the Chairperson and Treasurer be, and are hereby authorized to make expenditures provided for in said budget, provided said expenditures be made according to the law; further be it

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

**Resolved,** that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2016:

- |    |   |               |
|----|---|---------------|
| 1. | Operating Fund                                    | \$ 279,500.00 |
| 2. | Long Term General Obligation Debt Retirement Fund | \$ 497,148.00 |

I hereby certify that the above Resolution was adopted by the Board of Directors on June 1, 2016, at a regular meeting of the Board of Directors held in the Second Floor Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, 49684.

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Michael Groleau, Secretary

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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 JUNE 1, 2016

DATE: FRIDAY, MAY 27, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

### **General Operating Fund:**

Arrow Uniforms	April rug service	\$ 25.00
City of Traverse City	Water/sewer for April	\$ 87.00
American Waste	June trash/recycling service	\$ 26.00
BRD Construction	Roof repair - wind damaged	\$ 1,530.00
Maxwell Medals & Awards	Plaques for donor benches	\$ 539.00
Traverse City West Band Parent Organization	Security deposit refund, 5/16 event	\$ 250.00
Elmer's	Grade Barns Park roads	\$ 500.00
Consumers Energy	Estimate of April usage	\$ 474.48
Smith Haughey Rice & Roegge	April legal services	\$ 115.00
DTE	April gas services	\$ 44.51
LIAA	April management services	\$ 6,370.00
LIAA	Printing, postage	\$ 135.92
NorthSky	Strategic Planning (grant funded)	\$ 2,250.00
Two B Events LLC	May 15 - June15 service	\$ 4,166.67
Two B Events LLC	Toilet paper, hand soap, floor cleaner	\$ 29.79
Two B Events LLC	Parking lot fee (event expense)	\$ 40.00
At Your Service Cleaning	Cleaning after 5/16 event	\$ 200.00
US Postal Service	PO Box annual rental	\$ 70.00
At Your Service Cleaning	Cleaning after 5/21 event	\$ 200.00
Garfield Charter Township	Annual bill, accounting services	\$ 5,933.00

### **Debt Service Fund:**

None		
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**City of Traverse City and Charter Twp of Garfield Recreational Authority**  
**Operating Fund**  
**Statement of Activities**  
**July 2015 through May 2016**

	<u>Jul 15 - May 16</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
<b>Revenues</b>			
500 · Tax Revenue - Operating	\$ 156,025.97	\$ 170,000.00	\$ (13,974.03)
615.1 · EPA Cleanup Grant	114,117.79	51,000.00	63,117.79
615.8 · Barns Park Rentals	60,640.00	70,000.00	(9,360.00)
· Rotary	3,600.00	5,000.00	(1,400.00)
664 · Interest Income	439.53	350.00	89.53
<b>Total Revenues</b>	<u>334,823.29</u>	<u>296,350.00</u>	<u>38,473.29</u>
<b>Expenditures</b>			
700 · Office Expense	1,291.60	2,500.00	(1,208.40)
805 · Professional Services			
Accounting	5,933.00	5,933.00	-
GTCD	19,000.00	19,000.00	-
Legal	2,966.90	5,000.00	(2,033.10)
Management	47,381.25	60,000.00	(12,618.75)
Other	14,650.00	30,067.00	(15,417.00)
Audit	5,700.00	5,000.00	700.00
EPA Clean Up	131,698.20	51,000.00	80,698.20
Events Manager	45,833.37	50,000.00	(4,166.63)
<b>Total</b>	<u>273,162.72</u>	<u>226,000.00</u>	<u>47,162.72</u>
806 · Event Marketing & Supplies	10,225.41	10,000.00	225.41
862 · Transportation	11.50	1,000.00	(988.50)
912 · Insurance & Bonds	3,286.00	4,000.00	(714.00)
920 · Utilities & Maintenance	19,703.58	30,500.00	(10,796.42)
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>309,805.83</u>	<u>298,100.00</u>	<u>11,705.83</u>
<b>Net Change in Fund Balance</b>	<u>\$ 25,017.46</u>	<u>\$ (1,750.00)</u>	<u>\$ 26,767.46</u>

Unaudited statement

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

	<u>Jul 15 - May 16</u>	<u>Budget</u>	<u>Budget Variance</u>
<b>Revenues</b>			
Current Property Taxes	\$ 504,006.01	\$ 530,000.00	\$ (25,993.99)
Interest Income	7.32	-	7.32
Tax Tribunal Refund	(5,948.33)	-	(5,948.33)
<b>Total Revenues</b>	<u>498,065.00</u>	<u>530,000.00</u>	<u>(31,935.00)</u>
<b>Expenditures</b>			
Debt Service - Fees	220.95	300.00	(79.05)
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>475,593.95</u>	<u>475,675.00</u>	<u>(81.05)</u>
<b>Net Change in Fund Balance</b>	<u><u>\$ 22,471.05</u></u>	<u><u>\$ 54,325.00</u></u>	<u><u>\$ (31,853.95)</u></u>