

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

7:00 p.m.

Wednesday, July 6, 2016

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

Posted: 7-1-16

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

Agenda

Roll Call.

1. Consideration of approving the minutes of the regular meeting of June 1, 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)
 - Garden Shed Request (TCCG)
 - Bike Parking/Pollinator Garden Request (SEEDS)
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
3. Consideration of Hickory Meadows Advisory Committee appointments. (Matt Cowall, HMAC)
4. Consideration of Hickory Meadows easement request. (Matt Cowall, Roger Send)
5. Report regarding payment of expenditures. (Matt Cowall)
6. Public comment.
7. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 6, 2016

DATE: FRIDAY, JULY 1, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of June 1, 2016.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of June 1, 2016, be approved.

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Minutes

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

June 1, 2016

A regular 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 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.

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 May 4, 2016, and the special meeting of May 25, 2016,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Agostinelli, that the minutes of the regular meeting of May 4, 2016, and the special meeting of May 25, 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

Tom Vitale, GTCD
Brianna Bidwell, Two B Events
Karen Schmidt, BGHBP
Jenee Rowe, SEEDS
Kimberly Conaghan, TCCG
Nate Griswold, Inhabitect

No action was taken.

3.

The next item being “Consideration of annual work plan for 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 Hughes, that the 2016-17 work plan for Hickory Meadows be approved.

CARRIED.

4.

The next item being “Consideration of event facility management contract,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Johnson, seconded by Groleau, 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.

CARRIED.

5.

The next item being “Public hearing regarding Fiscal Year 2015-2016 budget amendments,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Chair Biederman opened the public hearing.

There being no one present desiring to speak, Chair Biederman closed the public hearing.

Moved by Agostinelli, seconded by Hughes, that the budget amendment for Fiscal Year 2015-2016 as outlined in the Executive Director’s communication of May 27, 2016, be approved.

CARRIED.

6.

The next item being “Public hearing regarding the Fiscal Year 2016-2017 budget,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Chair Biederman opened the public hearing.

There being no one present desiring to speak, Chair Biederman closed the public hearing.

Moved by Groleau, seconded by Agostinelli, 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.

CARRIED.

Moved by Groleau, seconded by Johnson, 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.

CARRIED.

7.

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

Matt Cowall, Executive Director

No action was taken.

8.

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

None.

There being no objection, Chair Biederman declared the meeting adjourned at 8:25 p.m.

Matt Cowall, Executive Director

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 6, 2016

DATE: FRIDAY, JULY 1, 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)
 - Garden Shed Request (TCCG)
 - Bike Parking/Pollinator Garden Request (SEEDS)
- Any reports from Board members
- Executive Director's report and possible verbal updates

QUARTERLY REPORT SUMMARY

April 1 – June 30, 2016

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

ADMINISTRATION

- Scheduled and attended monthly meetings with the Hickory Meadows Advisory Committee (HMAC).
- Coordinated with CC Power the remediation of mid-Randolph gate access to TCL&P utility corridor.
- Arranged implementation of trail improvement project through East Meadow with Popp Excavating.
- Contracted Wetland and Wildlife Solutions to survey and control invasive species.
- Coordinated a spring bird survey on the property with the Audubon Club.
- Sought bids to conduct a wildlife survey on Hickory Meadows property.
- Assessed eastern boundary of property for potential recreational opportunities in consideration of water utility easement discussions.

REGULAR MONITORING AND VOLUNTEERS

- Held a volunteer work bee event with 20+ students from the Children's House Montessori School.
- Led 30+ volunteers at a work bee event with the local community and 4-H Youth Program providing park-wide habitat and recreational improvements.
- Visited trailheads weekly to refresh dog bags, pick up trash, and check for maintenance needs.
- Mowed and pruned along all trails amid peak growing season.
- Surveyed and controlled garlic mustard and leafy spurge on the property.
- Monitored for erosion, invasive species, and success of native seeding along TCL&P utility easement.
- Added crushed gravel at Randolph St. Trailhead to maintain universal accessibility.
- Posted signs at info stations notifying public of volunteer events and trail construction projects.
- Posted results of Audubon bird survey with colored pictures of several species at Randolph kiosk station.
- Rotated seasonal displays in information stations to reflect summer topics at various trailheads.

GRANTS

- Awarded \$6,000 last fall from the TC Track Club Endowment through the Community Foundation for match funds to extend a 6' wide crushed limestone path through East Meadow to Wayne St.
- Received \$12,500 from TCL&P for restoration of the utility corridor easement.

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

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

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

- Met with contractors and monitored daily work and activity on TCL&P utility corridor upgrade to ensure compliance of best practices – *Completed (70.5 hrs accrued during construction and remediation - 2015)*

Habitat improvement/ Invasives prevention \$2,500

- Treated wild parsnip on ~5 acres – *Completed - June 2016*
- Controlled and monitored leafy spurge along Randolph St. and M-72 – *Completed - June 2016*
- Surveyed and pulled garlic mustard throughout natural area – *Completed - Spring 2016*
- Treated glossy buckthorn and Japanese barberry – *Completed – 2015*



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

June 30, 2016

Dear Mr. Cowall:

Enclosed please find additional information from the TC Community Garden concerning the Green Roof Project to supplement the presentation from last month's meeting from Nate Griswold of Inhabitect, LLC. The TCCG would like the Recreational Authority to please consider the project for approval at the July 6, 2016 meeting.

I will be available at the meeting to field any additional questions, if needed.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly Conaghan". The signature is fluid and cursive.

Kimberly Conaghan
President and Treasurer
TC Community Garden
Board of Directors



To: City of Traverse City and Charter Township of Garfield Recreational Authority
From: Kimberly Conaghan, President/Treasurer, TC Community Garden Board of Directors
RE: Green Roof Project

Objective:

To build a new shed at the TC Community Garden site to beautify the space, to provide critical, secure storage space for equipment, tools, and other assets, and to provide a permanent educational exhibit to inform the public of the working components of multiple green technologies within a compact space.

Background:

The TCCG was chosen in late January to be the beneficiary of a joint-initiative project between the Northwestern Michigan College Construction Technology Program and Inhabitect, LLC to build a Green Roof Shed at the TCCG site. This program is in its second year, with the inaugural recipient being the Boardman River Nature Center.

Plan:

The project will provide approximately 20 NMC students with a hands-on, real world experience in building a structure that they will be able to revisit for years to come. In the past, projects were built and then torn down at the conclusion of the class. NMC is donating nearly all the materials for the framing, siding, electrical, roof base, and door, in addition to most of the labor for the structure. The first phase of the project will start in mid-September and will conclude by end of October, weather permitting.

After the structure is complete, Nate Griswold will install the Green Roof onto the shed and will plant the rain garden with volunteer members of the TCCG. The public is also welcome to participate in the project and attend the seminars that come in conjunction with volunteering for these aspects of the project. The date of this portion of the project will be dependent on the first phase completion, and weather.

Benefit:

The 150 plus members of the TCCG will have a focal point on the property at the conclusion of the project. The proposed location is adjacent to two entrances and the donation garden. This place-making effort is to beautify the space and will aid in coordination of future projects and objectives of the TCCG. It will additionally provide critical, secure storage so the TCCG may obtain assets that will allow it to continue to work, maintain, and beautify the space, and potentially undertake considerable expansion to match current public demand for membership.

After conclusion, working within the agreed upon frameworks concerning signage with our MOU partners and the RA, educational signage will sit in proximity to the project to educate Historic Barns Park visitors about the components project. Brochures will also be created and available for the public to take. Information will also be available on the TCCG website.

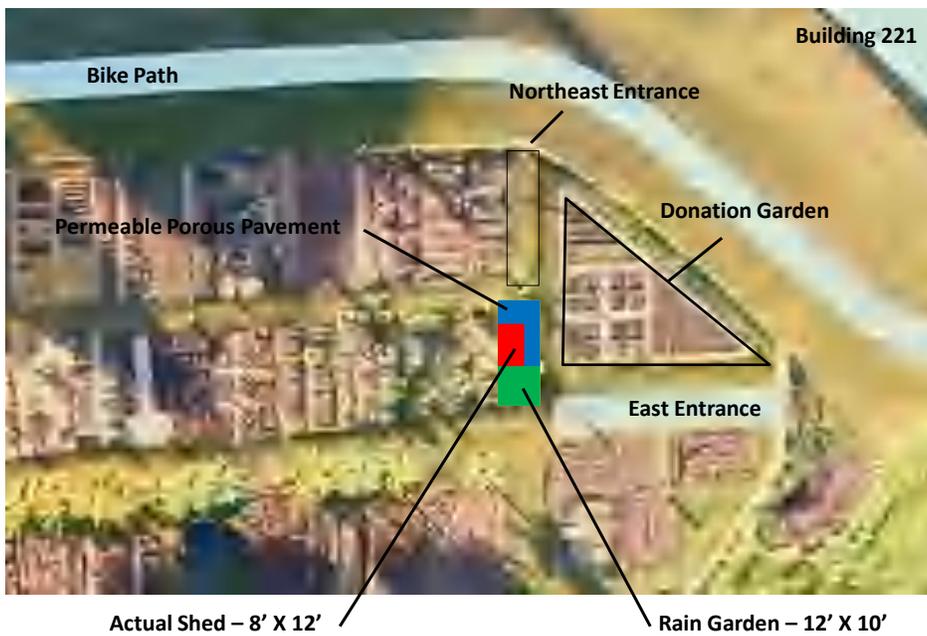
Site:

Below, please see photos of the proposed site, and a photo of the current 12 X 12 shed located at the Boardman Nature Rive Center. (The TCCG shed's proposed footprint is smaller at 8 X 12.)

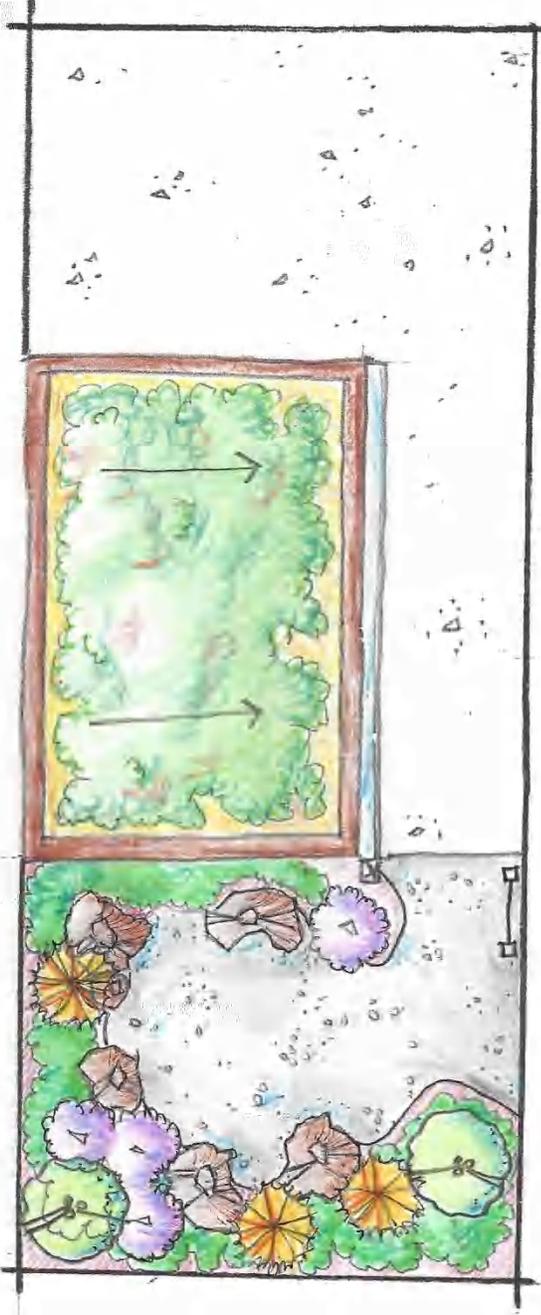
Ariel Photo of TC Community Garden with Proposed Site Plan



Ariel Photo of Proposed Green Roof Project Site Plan



Drawing of Proposed Site Plan



Similar 12 X 12 Shed at Boardman River Nature Center
The door will be on this side of the shed.



Request:

The TCCG is seeking the approval from the Recreational Authority to move forward with the project.

Thank you kindly for your time and consideration of the proposed project.

Sincerely,

Kimberly Conaghan
President and Treasurer
TC Community Garden
Board of Directors



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

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,

A handwritten signature in cursive script that reads "Jenee Rowe".

Jenee Rowe
SEEDS

Proposal to create a Bike Island Pollinator Garden at HBP

SEEDS

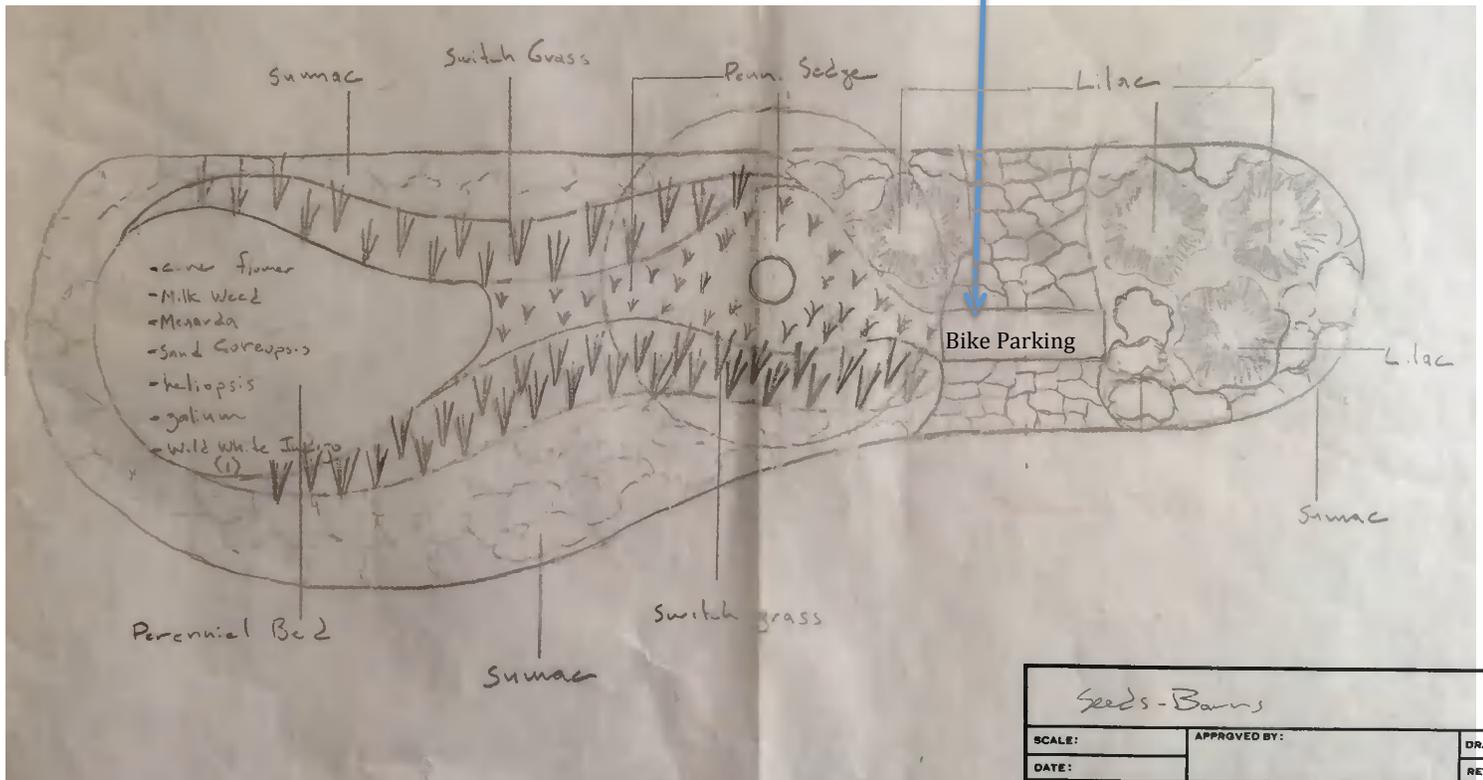
June 29,2016

SEEDS has worked with MOU partners to gain concensus on the Bike Island Pollinator Garden design. The location is at the entrance road near the Blacksmith Shop/Blg 223. A portion of the design would be on Rec Authority Area.



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.

As part of the project, SEEDS proposes to paint and repair the existing structure to be used as covered bike parking and a covered waiting area for bus riders, see photos. BGS members suggested we paint it the same color as the Blacksmith Shop to blend in with the overall colors of the site and we agree. The structure is currently being used to park bikes in the bike racks and Bata Bus route 4 stops by the structure regularly.



Seeds - Banns		
SCALE:	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
		DRAWING

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 6, 2016

DATE: FRIDAY, JULY 1, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF HICKORY MEADOWS ADVISORY
COMMITTEE APPOINTMENTS

The Hickory Meadows Advisory Committee (HMAC) is a citizen volunteer committee that was formed to guide the development of a management plan for the Hickory Meadows property. That management plan was developed in 2006 and updated in 2011. The HMAC also makes recommendations to the Rec Authority regarding the stewardship of Hickory Meadows.

The HMAC consists of up to seven members. Appointments are for two years and are made by the Recreational Authority Board. All members must be a resident of either Garfield Township or the City of Traverse City. Per its contract with the Authority, the Grand Traverse Conservation District helps to facilitate meetings and communications with the HMAC.

The HMAC currently includes five members: Nicolle Girard, Eileen Ganter, John Nelson, Eric Grebe and Jim Zeratsky. Two new volunteers have shown interest; one of them, Ms. Annelle Kaspor, has applied to serve (letter of interest and CV attached).

I recommend the appointment of Ms. Kaspor to the HMAC effective to July 1, 2017, essentially filling an empty seat of the maximum seven available and aligning it with the other appointments for consideration at that time. A sample motion follows:

That Annelle Kaspor be appointed to an unexpired two-year term expiring July 1, 2017, on the Hickory Meadows Advisory Committee.

Nov 31.2016

To the members of the Hickory Meadows Advisory Committee:

My name is Annelle Kaspor, and I live at 434 N.Madison where I've owned my home since 1986.

I am a "regular" hiker at the meadows and know the trails like the back of my hand. I am interested in joining the committee and becoming involved in decisions regarding the meadow and the most recent issues that the meadow is facing.

I have been a health professional (nurse practitioner) for over 30 years, "semi-retiring" from family practice/primary care in 2014. I am currently working part time for Hospice of Michigan where I recertify hospice patients for Medicare, and soon to start providing Palliative Care. I also work as needed at the Grand Traverse Health Department Youth Health Clinic.

My interest in the Meadows is longstanding. I was actively involved in "saving it" years ago when it was threatened by developers to create a housing project. I and others in the Slabtown neighborhood went door to door throughout Garfield township getting petitions signed to save the meadows through a proposed millage that went on the ballot that fall. Needless to say, we won the fight. And since then I've also helped with "clean up" days when I've known about them. I am in the meadow at least 2 -3 times a week or more, and am constantly checking things out.

Other than that, I have NO experience in conservation, except to support conservation and wildlife organizations monetarily. Being in health care for my entire career has kept me from becoming involved in other issues, such as your committee. I am also a current board member of the Children's Advocacy Center; an active member of the Suicide Prevention Coalition; and an active member of Munson's Ethics Mentors committee. I also maintain active participation in my professional organizations.

If there is additional information you require to consider me as a member of your committee, please let me know.

Sincerely,



Annelle Kaspor

(231)6330435

ANNELLE M. KASPOR, RN, FNP – BC, MPH
434 N. Madison St.
Traverse City, MI 49684
231-947-5614

CURRICULUM VITAE

EDUCATION

Tulane University, School of Public Health and Tropical Medicine,
Master's Degree in Public Health – Family Nurse Practitioner Degree

Wayne State University, School of Nursing, Bachelor of Science in Nursing

PROFESSIONAL EXPERIENCE

- 11/12/15-Present Grand Traverse County Health Dept – Youth Health/Wellness Clinic –
Providing primary care to students in TCAPS ages 10-21 yrs.
- 1/19/15-Present Hospice of Michigan – Face-to-face recertification visits in the NW
Michigan region.
- 12/1/14-7/15/15 Grand Traverse Allergy – Providing patient follow up, new patient H &
Ps, and prior authorizations for specialty drugs.
- 1994-2014 West Front Primary Care, Traverse City, MI – Family Nurse Practitioner
in large physician-owned primary care office; delivery of primary care to
individuals throughout the lifespan; work collaboratively with 10
physicians; manage personal caseload of 1100 pts.
- 1995-2000 Neuromuscular Rehabilitation Associates of Northern Michigan, Traverse
City, MI – Family Nurse Practitioner in collaborative practice with 4
physiatrists, Responsible for daily rounds, office follow-up,
multidisciplinary team meetings, family conferences, on-call duties,
education and counseling, medical management of multiple co-morbidities
of Rehab Patients, in-patient and out-patient.
- 1994-1995 Surgical Associates, Traverse City, MI – Family Nurse Practitioner in
Collaborative practice with four general surgeons. Responsible for office
follow-up, daily hospital rounds, patient education, counseling, first assist
in surgery; in-depth coordination of care and education/support for breast
cancer patients.
- 1994-1995 Michigan State University, College of Nursing Adjunct Clinical Faculty –
MSN program.

- 1988-1993 J Eric Zimmerman, MD, PC – Neurosurgery – Family Nurse Practitioner in solo practice with neurosurgeon; responsible for patient education, hospital rounds, post-op care, office follow-up; implemented brain injury and spinal cord injury programs in region.
- 1985-1988 Munson Medical Center, Patient Education Department, Traverse City, MI – Manager of patient education department; responsible for program development and day-to-day management of staff, programs for in-patient and community. Developed intensive diabetes education, childbirth, COPD, Women’s health, breastfeeding, sibling education, cancer support groups and education.
- 1984-1985 Marquette County Health Department, Marquette, MI – Clinical supervisor and Nurse Practitioner for all county health services, including Family Planning, STD’s, Well Child, EPSDT, Immunizations, Adult Health Screening; staff development, hiring, firing, evaluations.
- 1981-1984 Northern Michigan University, Marquette, MI – Assist. Professor of Nursing – BSN program. Responsibilities included lecture and clinical instruction in Maternal-Child health, Women’s health, and Community Health. Chairperson for student recruitment program.
- 1981-1985 Planned Parenthood, Marquette, MI – Nurse Practitioner, provided contraceptive and STD services.
- 1/81-6/81 Interlochen Center for the Arts, Interlochen, MI – Student Health Service Coordinator. Directed primary health care services for over 400 boarding students and faculty.
- 1978-1979 Interlochen Center for the Arts, Interlochen, MI – Staff nurse for Arts Academy and Summer Music Camp.
- 1977-1978 Macomb County Health Department, Mt. Clemens, MI – Staff nurse – public health and home care.
- 1975-1977 Harper-Grace Hospital, Detroit, MI – Staff Nurse – Oncology.

CERTIFICATIONS

ANCC – Family Nurse Practitioner since 1980

PROFESSIONAL MEMBERSHIPS

Michigan Council of Nurse Practitioners
 American Nurses Association – Michigan Chapter

PROFESSIONAL OFFICES

1992-1996	President of Northwest Michigan District Nurses Association
2009-2013	Executive Board Member for Michigan Council of Nurse Practitioners
2014-Present	Member and Co-Chair of the Ethics Mentors Committee at MMC
2015-Present	Member of the Traverse City Children's Advocacy Board
2013-Present	Member of the Traverse City Suicide Prevention Coalition

AWARDS

2016	Nurse Practitioner of the Year Award – Michigan Council of Nurse Practitioners
1996	Nurse of the Year – Northwest Michigan District Nurses Association
1996	Outstanding Nurse in Advanced Practice – Michigan Nurses Association
1986	Silver Medal Award from the John Muir Film Festival, Health and Science Division for my video production of “A Women's Guide to Breast Self Examination”

REFERENCES

Available upon request

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF JULY 6, 2016

DATE: FRIDAY, JULY 1, 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. As discussed at the May 4, 2016, meeting of the Board, the new owner plans to develop four building lots on the site. To provide water service to the new lots, officials at the City have 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 city water line. As of the May 4 meeting, developer Roger Send hadn't yet officially closed on the property; that is now complete, and Mr. Send has requested this agenda item to bring the request back to the Board.

For Wednesday night, the Board will first need to confirm whether or not it is interested in considering an easement for another utility across the park. If the Board is at least interested in considering the easement, we will discuss and define the due diligence that should be conducted to inform a final decision (e.g., short- and long-term impacts on the park, compensation, etc.).

The City of Traverse City
Engineering Department

Governmental Center
400 Boardman Ave
Traverse City MI 49684
(231) 922-4778
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". The signature is written in a cursive, flowing style.

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

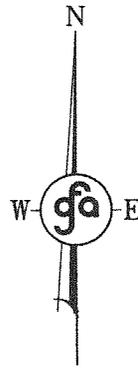
BEARING BASIS: RECORDED PLAT OF INCOCHEE HILL

GRAPHIC SCALE: 1 inch = 600 feet



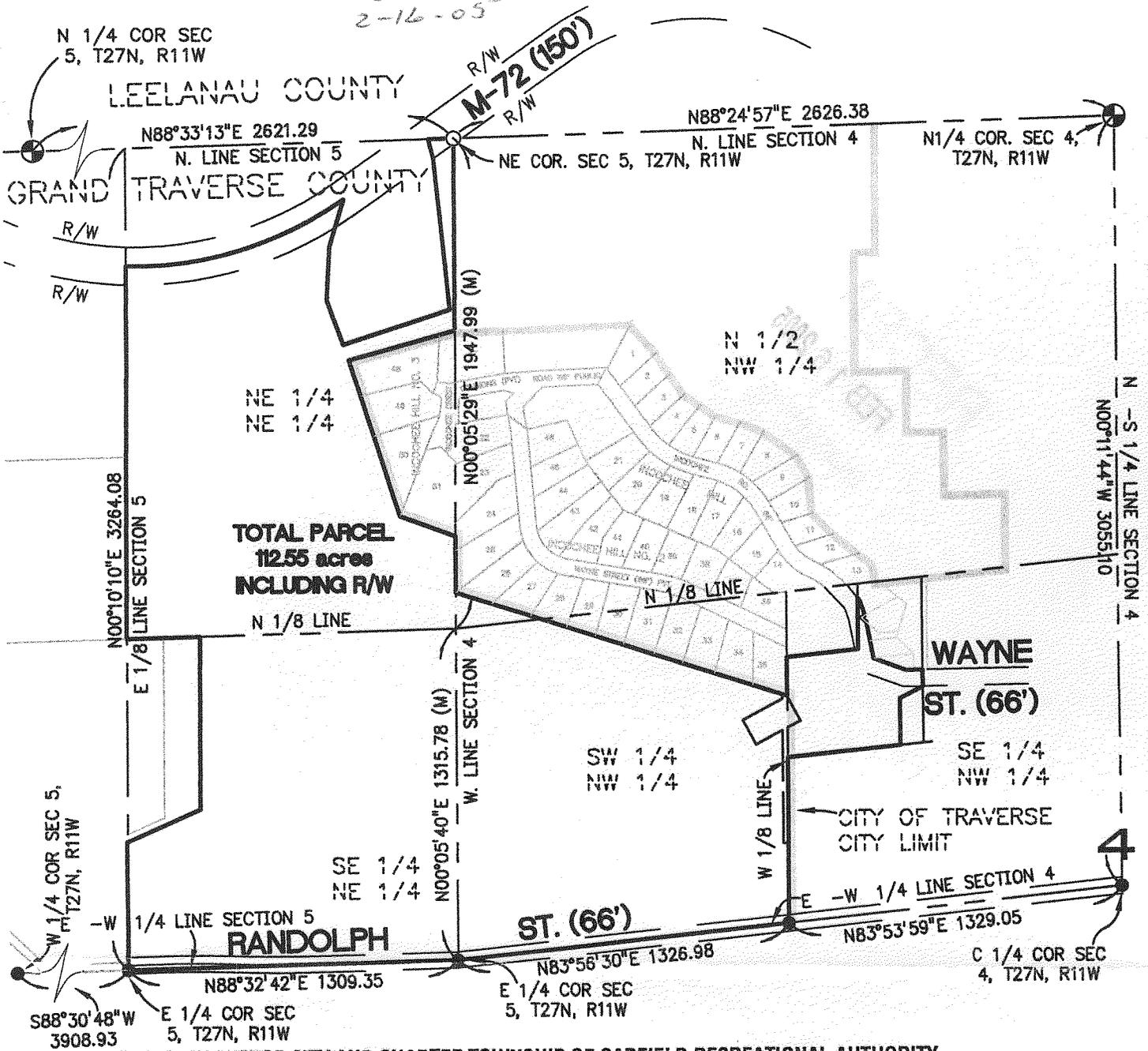
THIS SPACE RESERVED FOR REGISTER OF DEEDS

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.



Legend

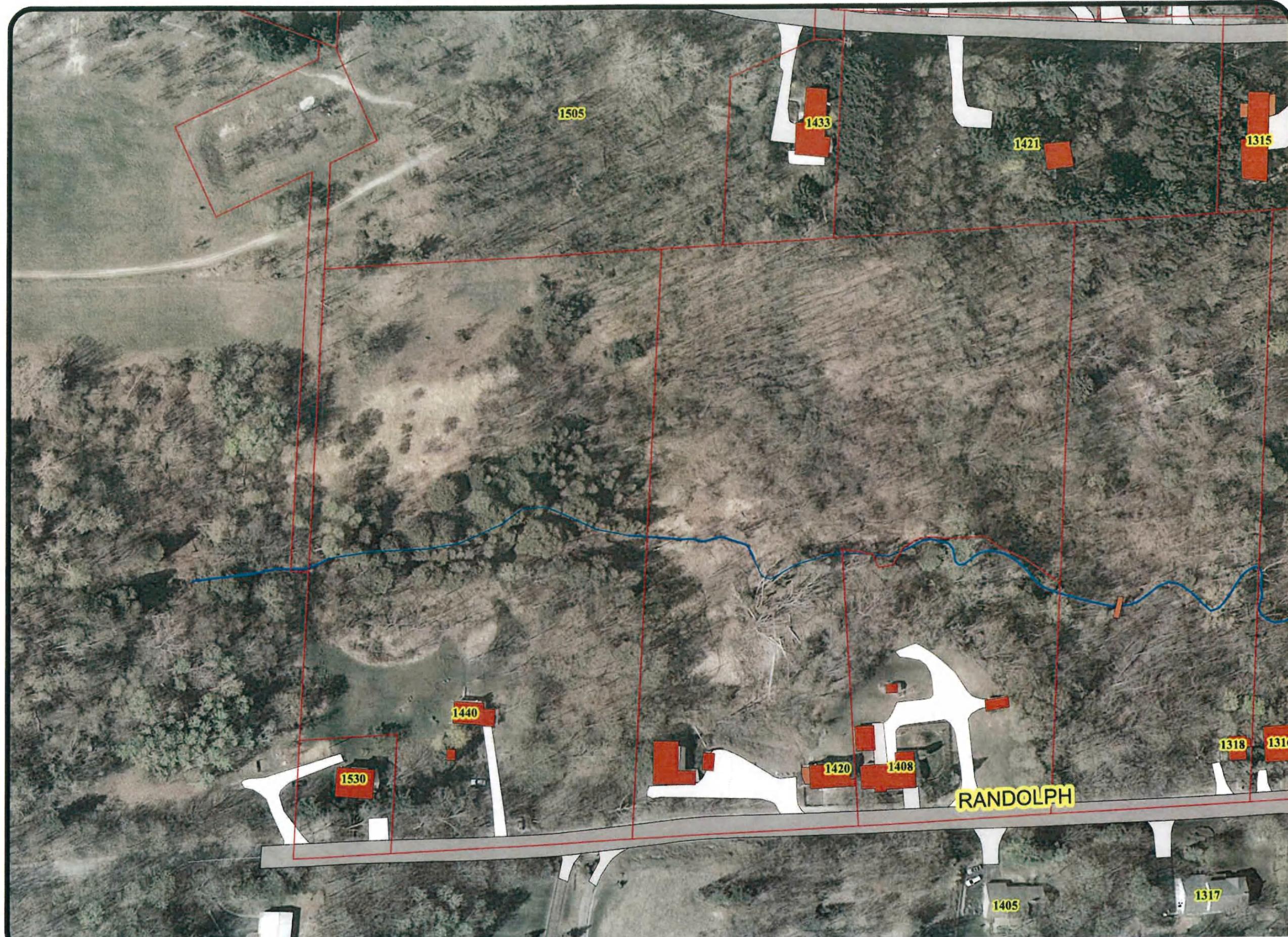
- Iron Found
- Iron Set
- ⊙ Monument Found
- ⊕ Monument Set
- ⦿ Nail Found
- ⊗ Nail Set
- Stake Found
- Stake Set
- ⊠ Benchmark
- (R) Record
- (M) Measured
- ⊙ Section Corner



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	<p style="font-size: 12px;">Municipal Development Transportation</p>	Location: 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	DATE: 02-08-05 P.M.: GS DR: MJF CKD: GS 05034 SHT 1 OF 9
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.



Legend



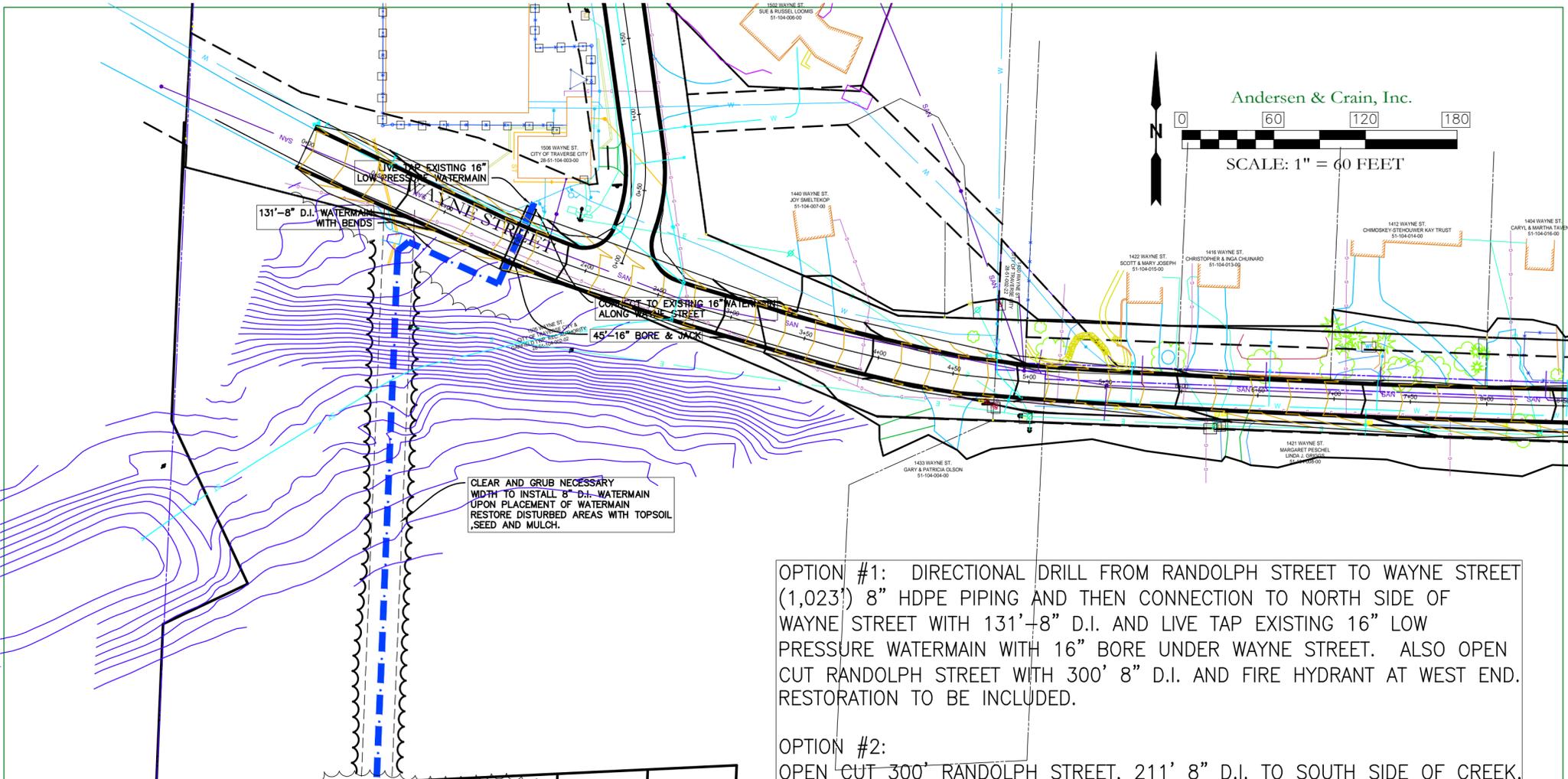
1 inch = 100 feet

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 -
+
Hanna Hill



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

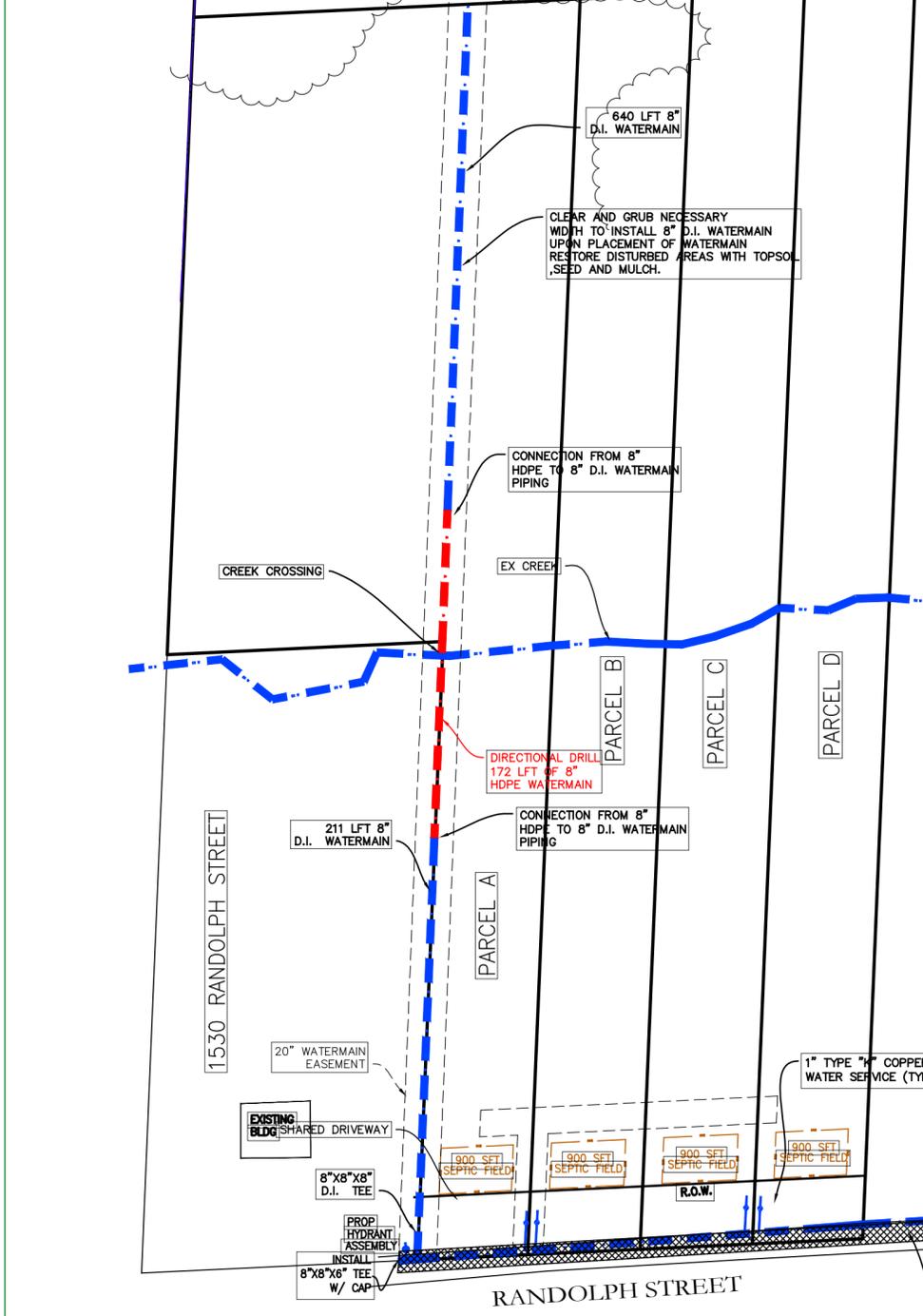
PROPERTY OWNER & APPLICANT:

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 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 JULY 6, 2016

DATE: FRIDAY, JULY 1, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

At Your Service Cleaning	Cleaning after 5/29 event	\$ 200.00
EPS	July 1 - Sept 30, 2016	\$ 225.00
City of Traverse City	Water for May	\$ 87.00
DTE	Gas service for May	\$ 46.52
Elmer's	Road grading	\$ 500.00
Smith Haughey Rice & Roegge	May legal services	\$ 115.00
LIAA	May management services	\$ 6,863.75
LIAA	Printing, postage, classifieds, lunch	\$ 476.98
DK Security	Background check	\$ 43.50
GT Conservation District	Tools, trash, dog litter bags, trail work, Jan - May	\$ 1,646.21
Two B Events LLC	Parking lot fee (event expense)	\$ 40.00
Two B Events LLC	Parking lot fee (event expense)	\$ 40.00
At Your Service Cleaning	Cleaning after 6/11/15 event	\$ 200.00
At Your Service Cleaning	Cleaning after 6/18/15 event	\$ 200.00
At Your Service Cleaning	Cleaning after 6/25/15 event	\$ 200.00
American Waste	July trash/recycling service	\$ 26.00
Arrow Uniforms	May rug service	\$ 25.00
Arrow Uniforms	June run service	\$ 25.00
Consumers Energy	May electrical service	\$ 262.81
LIAA	Mileage reimbursement - July '14 - June '16	\$ 654.48

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 June 2016

	<u>Jul 15 - June 16</u>	<u>As Ammended Annual Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 156,490.48	\$ 170,000.00	\$ (13,509.52)
615.1 · EPA Cleanup Grant	131,117.79	51,000.00	80,117.79
615.8 · Barns Park Rentals	65,640.00	70,000.00	(4,360.00)
· Rotary	3,600.00	5,000.00	(1,400.00)
· Insurance dividend	236.07	-	236.07
664 · Interest Income	473.45	350.00	123.45
Total Revenues	<u>357,557.79</u>	<u>296,350.00</u>	<u>61,207.79</u>
Expenditures			
700 · Office Expense	1,537.33	2,500.00	(962.67)
805 · Professional Services			
Accounting	5,933.00	5,933.00	-
GTCD	19,000.00	19,000.00	-
Legal	3,081.90	5,000.00	(1,918.10)
Management	54,245.00	60,000.00	(5,755.00)
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	131,000.00	698.20
Events Manager	47,916.71	50,000.00	(2,083.29)
Total	<u>282,224.81</u>	<u>306,000.00</u>	<u>(23,775.19)</u>
806 · Event Marketing & Supplies	11,393.92	10,000.00	1,393.92
862 · Transportation	665.98	1,000.00	(334.02)
912 · Insurance & Bonds	3,286.00	4,000.00	(714.00)
920 · Utilities & Maintenance	20,887.15	30,500.00	(9,612.85)
920.3 - Hickory Meadows Work Plan	5,818.93	14,100.00	(8,281.07)
970 · Capital Projects	(2,047.70)	10,000.00	(12,047.70)
Total Expenditures	<u>323,766.42</u>	<u>378,100.00</u>	<u>(54,338.58)</u>
Net Change in Fund Balance	<u>\$ 33,791.37</u>	<u>\$ (81,750.00)</u>	<u>\$ 115,541.37</u>

Unaudited statement

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

	<u>Jul 15 - June 16</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
Current Property Taxes	\$ 505,454.69	\$ 530,000.00	\$ (24,545.31)
Interest Income	7.32	-	7.32
Tax Tribunal Refund	(5,948.33)	-	(5,948.33)
Total Revenues	<u>499,513.68</u>	<u>530,000.00</u>	<u>(30,486.32)</u>
Expenditures			
Debt Service - Fees	236.85	300.00	(63.15)
Debt Service - Interest	115,373.00	115,375.00	(2.00)
Debt Service - Principal	<u>360,000.00</u>	<u>360,000.00</u>	<u>-</u>
Total Expenditures	<u>475,609.85</u>	<u>475,675.00</u>	<u>(65.15)</u>
Net Change in Fund Balance	<u>\$ 23,903.83</u>	<u>\$ 54,325.00</u>	<u>\$ (30,421.17)</u>