

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

7:00 p.m.

Wednesday, October 5, 2016

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

Posted: 9-30-16

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

Agenda

Roll Call.

1. Consideration of approving the minutes of the regular meeting of September 7, 2016. (Matt Cowall)
2. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Event Facility Management
 - EPA Cleanup Grant
 - Capital Campaign
 - Updates from Management Entities at Historic Barns Park (Botanic Garden, SEEDS, TC Community Garden)
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
3. Strategic planning update. (Matt Cowall, Teresa Scollon)
4. Consideration of snowplowing services. (Matt Cowall)
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 OCTOBER 5, 2016

DATE: FRIDAY, SEPTEMBER 30, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of September 7, 2016.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of September 7, 2016, be approved.

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Minutes

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

September 7, 2016

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor County Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:02 p.m.

The following Directors were present, constituting a quorum: Michael Groleau, Secretary; Molly Agostinelli; Mattias Johnson; Richard Lewis; and Jesse Wolff.

The following Directors were absent (excused): Ross Biederman, Chair; and Tim Hughes, Treasurer.

Secretary Groleau presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the regular meeting of July 6, 2016,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Agostinelli, seconded by Johnson, that the minutes of the regular meeting of July 6, 2016, be approved.

CARRIED.

2.

The next item being “Reports,” Secretary Groleau introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Tom Vitale, GTCD
Stephanie Wiitala, Sunrise to Sunset Events
Tonya Lewandowski, ECT
Kimberly Conaghan, TCCG
Karen Schmidt, BGHBP
Jenee Rowe, SEEDS
Kevin Summers, SEEDS

No action was taken.

3.

The next item being “Consideration of the First Amendment to the Articles of Incorporation for the Recreational Authority,” Secretary Groleau introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Karrie Zeits, SHRR

Moved by Lewis, seconded by Johnson, that the First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority be approved.

Roll Call.

Yes – Agostinelli, Johnson, Lewis, Wolff
No – Groleau

CARRIED.

4.

The next item being “Consideration of wetland conservation easement (part of the Silver Drive construction project),” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director
Karrie Zeits, SHRR

Moved by Lewis, seconded by Agostinelli, that the wetland conservation easement related to the construction of Silver Drive be granted, subject to approval as to form by General Counsel and to substance by the Executive Director.

CARRIED.

5.

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

Matt Cowall, Executive Director

Moved by Wolff, seconded by Johnson, that Bill Brundage be appointed to an unexpired two-year term expiring July 1, 2017, on the Hickory Meadows Advisory Committee.

CARRIED.

6.

The next item being “Report regarding payment of expenditures,” Secretary Groleau introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

7.

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

Karen Schmidt, BGHBP

There being no objection, Secretary Groleau declared the meeting adjourned at 9:17 p.m.

Matt Cowall, Executive Director

DRAFT

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 5, 2016

DATE: FRIDAY, SEPTEMBER 30, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

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

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QUARTERLY REPORT SUMMARY

July 1 – September 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).
- Contacted CC Power to assist with purchase of native seed for access to TCL&P utility corridor.
- Planned native seeding restoration of TCL&P utility corridor and access through East Meadow.
- Contracted Wetland and Wildlife Solutions to survey and control invasive species.
- Contracted snow plowing service for M-72 Trailhead for the 2016/17 winter season.
- Sought bids to conduct a wildlife survey on Hickory Meadows property.

REGULAR MONITORING AND VOLUNTEERS

- Visited trailheads weekly to refresh dog bags, pick up trash, and check for maintenance needs.
- Met with contractors during construction of trail improvement project through East Meadow to Wayne St. trailhead.
- Mowed and pruned along all trails and trailheads throughout growing season.
- Cut and cleared trees growing up in trail leading to M-72 trailhead.
- Removed old stump in trail adjacent to utility corridor near Wayne St. trailhead.
- Cut Hidden Meadow with brush hog loaned out by GTRLC.
- Monitored for erosion, invasive species, and success of native seeding along TCL&P utility easement.
- Added crush gravel at Randolph St. Trailhead to maintain universal accessibility.
- Posted signs at info stations notifying public of volunteer events and trail construction projects.
- Rotated seasonal displays in information stations to reflect fall topics at various trailheads.

GRANTS

- Researching potential grants for wildlife survey on property
- Requested funds to assist with native seeding of utility corridor and access from CC Power due to lack of success from initial seeding effort

ANNUAL WORKPLAN PROJECTS**General park maintenance**

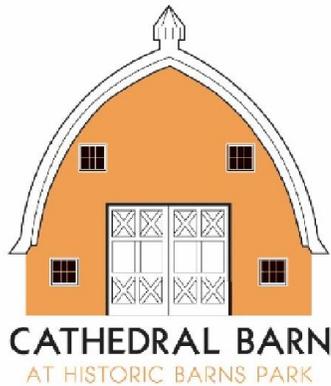
- Trail maintenance (monthly trimming, mowing, and trail upkeep) - *Ongoing*
- Repair surface and spread gravel along trails - *Ongoing*
- Dog waste bag refills- *Ongoing*
- Snowplowing for M-72 trailhead- *Winter 2016/17*
- Garbage removal for all trailheads- *Ongoing*

Habitat Restoration of TCL&P Utility Corridor

- Invasive species survey and control for the first year of five years – *Spring/Summer 2017*
- Material and labor for native planting of bare root seedlings in disturbed areas – *Spring 2017*
- Material and labor for native seeding of utility corridor and access – *Fall 2016*

Habitat improvement/ Invasives prevention

- Control of herbaceous species (Garlic mustard, wild-parsnip, and leafy spurge) *Spring 2017*
- Control of woody species in priority areas (glossy buckthorn, Japanese barberry, autumn olive, and black locust saplings) *Fall 2016*



Recreational Authority Board Report Wednesday, October 5th, 2016

I have kept very busy with continued event/wedding tours and sales mostly geared towards 2017- booking quite a few weddings at this time- I had 10 tours last week from new inquiries. We are beginning to explore special events programming for the upcoming Autumn and Winter seasons to see how we can keep the venue busy with the community engaging on a regular basis with events of all genres. Some of the ideas we are exploring are these:

- NEW- Commercial Kitchen options at the barn and potential opportunities to get the ball rolling on converting the current kitchen space or lower levels into a kitchen that catered events could be coordinated from. I would like to present this idea to the board and discuss thoughts and interest to help move forward with proposals and a road map to accomplish this potential opportunity at the Cathedral Barn.
- NEW- Workshop series for Families with children to come and learn how to be a "Flower Fairy"
- Weekly or monthly "Mom's Morning Out" – a weekday morning event for moms and kids to attend- we will have a vendors come in to set up an activity for the kids while mom's socialize and enjoy goodies set up by local bakery/coffee vendor
- NEW- Community Movie nights- checking out regulations on public viewings of family friendly shows or movies.
- NEW - Yoga or group exercise events with health vendor components
- NEW - Community Dancing events- like a hoedown this fall possibly early November
- Concert events- Meet recently with Sam Porter and Troy Daily with Daily Media to talk about options to start a monthly concert series this winter- more details to come
- Looking into a Vendor showcase event- an opportunity for vendors to come together and show what they have to offer- caterers/photographers/florists/etc... Vendor Fees to have a booth to cover costs to host the event at the barn.
- Collaboration event ideas with other partners on the property- thinking about dinner events, fundraising events, and more

Tentative Event Schedule for the rest of 2017 is as follows:

- Lularoe Clothing event in early November- we did one of these in August that was super successful on a weekday afternoon- looking into how to host another one. In August they gave \$1200.00 of clothing to a charity from the event.

- Small Concert Series with Porterhouse Productions- we are working out the final plans for a series of concerts starting: (the artists are still pending)
 - 11/25/16 Concert Event- Mae Earlewine
 - 12/3/16 Billie Strings
 - 12/9/16 Joshua Davis

- 12/18/16 Sunday afternoon Christmas Sampler Event with musical entertainment, food and beverage vendors, and arts and crafts (TBD)

Other items I am currently working on:

- Social Media Marketing schedule for weekly posts and a more organized approach to posting
- Free Marketing opportunities with event and wedding hosting sites like: Wedding Wire, the Knot, and others- take advantage of the free listings they offer
- Clean up around the barn – weeding areas on the South side, weekly clean-up effort for trash that blows onto the property, planning for Fall flowers and a way to brighten up the entrance to the barn with potted flowers
- De-bugging of the lower level to the barn - clean up lots of spiders who have made a home there recently 😊
- Setting up Wi-Fi for the barn- My company will handle the monthly cost for this
- Updating the CB website with more photos, an event inquiry form, more information about the barn, upcoming events page
- Working with transportation companies on parking support and shuttling packages



Marketing Sign that is set up to greet tour guests at the barn and visitors with business cards available for them to take.

Donor Recognition Sign - 36x90" sign face:



P: 231.933.7446 1702 Barlow St.
F: 231.933.3299 Traverse City, MI
info@image360tc.com 49686

Project:
60741

Client:
Historic Barns Park

Sales Person:
Jennifer

Designer:
Jodi

Date:
8/16/16

Revision # and Revision Date (if needed):
0

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1702 Barlow St.
Traverse City, MI 49686

ESTIMATE

Est-TC-60741

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

Created Date: 8/10/2016

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

Bill To: Historic Barns Park
1500 Red Drive
TRaverse City, MI 49684
US

Salesperson: Jennifer Phelan

Payment Terms: 50% down, balance on comp.

Order Description: Donor Recognition Sign

*unit price rounded to 4 decimal places

#	Product Description	Quantity	Unit Price*	Amount
1	Donor Recognition Sign	1	\$4,416.19	\$4,416.19
1.1	<u>Aluminum .25" - Backer Panel - graphics on front, back painted black</u> Part Qty: 1 Width: 36.00" Height: 90.00" Sides: 1			
1.2	<u>Aluminum Composite - Solid Core - 3mm Color - Brushed ACS donor panel</u> Part Qty: 1 Width: 29.75" Height: 49.67" Sides: 1 - SUBSTRATE COLOR: Brushed Text: list of donors			
1.3	<u>Miscellaneous - wood structure</u> Part Qty: 1 Width: 43.75" Height: 103.00"			
1.4	<u>Aluminum .25" - Bottom brace</u> Part Qty: 2 Width: 36.00" Height: 42.00" Sides: 1			
1.5	<u>Aluminum .25" - aluminum panels for wood post base</u> Part Qty: 2 Width: 4.00" Height: 22.00" Sides: 1			
1.6	<u>Installation - installation - ESTIMATED</u> - Total Hours Including Drive Time: 8 Text: estimated 2 men, 4 hours to install. Will update to actual time once complete			
1.7	<u>Concrete - concrete</u> Part Qty: 1 Width: 1.00" Height: 1.00"			
1.8	<u>Hardware - hardware</u>			

Part Qty: 1
Width: 1.00"
Height: 1.00"

1.9 Design Time (IN MINUTES) - Design time - ESTIMATED

Part Qty: 120

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

Sub Total:	\$4,416.19
Sales Tax:	\$223.69
Total:	\$4,639.88
Amount Paid:	\$0.00
Amount Due:	\$4,639.88

Signature: _____ **Date:** _____

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 5, 2016

DATE: FRIDAY, SEPTEMBER 30, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: STRATEGIC PLANNING UPDATE

Consultant Teresa Scollon will be in attendance on Wednesday night to discuss her findings from the interviews she conducted this summer as part of the Board's strategic planning process, and to discuss next steps. A summary report of findings prepared by Ms. Scollon is attached for reference.

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Planning Project:

Traverse City and Garfield Township Recreational Authority

Report of Findings

Introduction

This report summarizes interviews with members of the Traverse City and Charter Township of Garfield Recreation Authority (RA) and partner organizations. (See Appendix A) Individual interviews were conducted in June and July 2016, using an Appreciative Inquiry approach, to determine areas of agreement and areas of needed work; data collected will be used to inform and design a strategic planning process for the organization. Interview questions focused on the strengths of the organization, current and future work, and goals. Statements below represent a distillation of the interviews.

Summary of Interview Findings

Key Ideas in Planning:

- The end goal is to make each property self-sustainable, in case the millage is not renewed
- The task is to determine optimum use of each property while adhering to core principles

Accomplishments:

- The West Bay beach property is essentially finished and sustainable; it is managed as part of West Bay beach
- Hickory Meadows is managed as a passive recreation area. When Hickory Hills completes its master plan, there will be work to collaborate with Hickory Hills to align management of the two properties
- The progress on the Historic Barns Park is exciting to see. The RA raised \$1.5 million for work on the barn. The first barn is now available to rent out as a source of earned income
- It's taken 25 years to get this far; it will take at least another ten years to get the barns done
- The RA is generally pleased with the work the partner organizations have done at the Historic Barns Park

Historic Barns Park – Current Issues

- The three partners are working out well. The RA wants to continue to foster collaboration between them
- Gaining some exposure and earned income through weddings and other uses of the cathedral barn. Want to expand rental use

- Big issue: roads. Need to pay for permanent roads, which includes addressing water management on the property. Partners are holding off on some decisions until they know where the roads will go
- RA pays for Red Drive maintenance, which is also used by Greenspire and TBAISD. No one wants to tick off the neighbors, but it takes funds from the park
- Parking limits what can be done there during the workweek. For now, people parking at Meijer and TBAISD and taking shuttle. This seems to work during weekend events
- Continuing execution of the Botanical Gardens master plan. Working on lease
- The Community Garden has a long waiting list; are there other properties which could be used for community gardens?
- The Energy Action Plan needs to be implemented
- There is no clear process for determining use of second barn
- Have new proposals for orchards and amphitheater. Two partners would like to see animal husbandry on the site

Hickory Meadows – Current Issues

- Now managed for passive recreation. Don't want to use it for ballfields, etc.
- Having a forested area in a developing urban area is a huge asset. Allows an opportunity for residents to feel they are out in nature
- Share maintenance costs with Hickory Hills. There is potential to align with Hickory Hills plans; this collaboration can continue as long as it stays within the principles laid out by the management plan.
- Currently, there is no data on visitors, frequency, or activities. The Conservation District does have thoughts on who the primary visitors are. Data would help with grant-writing
- This parcel has a multi-layered history. It was used for agriculture as an orchard and a hayfield. It is not high quality habitat. Its value is as an urban greenspace. A floristic study has been done
- Challenge is to determine what should be managed for recreational use and what for habitat use
- Managed by Conservation District, which keeps an eye on trails, provides doggie bags, and so on. Mixed reviews on its work.
- There are five acres in private ownership. Would like to add these acres to the parkland via purchase or condemnation.

Finding: The RA's structure and mandate has been a strength.

- Model of bundling properties together has successfully won millage support and united different interest groups for the purposes of passing the millage
- The RA structure has successfully engaged two municipalities, made decision-making more efficient and assisted collaboration
- Mandate removes the decision-making process from politics. Gives some flexibility to make decisions
- The Traverse City public is supportive of recreation. Quality-of-life issues are important to people in this area, and access to public spaces enhances quality of life.
- The board's projects enjoy broad public support. The millage passed by a wide margin, and the projects on the three properties are positive ones.
- The RA has continued the work begun with Rolling Century Farm
- The RA has improved the working relationship between GT and TC

Finding: The RA needs some attention to board development.

- Board members generally have a positive opinion about the board, describing good working relationships and an absence of complaints and dissension
- Most RA members represent the baby boomer generation; few represent younger demographics or future parks users
- Few RA members are active participants in fundraising. Ross Biederman's contacts and efforts have been essential to raising funds; more participation from other board members is needed.
- The board needs professional fundraiser expertise; consider hiring one as contractor
- One idea: establish a board development committee which looks at the health of the RA and seeks to recruit new members and volunteers
- The millage language defines the RA's authority. That language should be provided to new RA members and should be readily available during discussion
- The board is happy with the work Matt Cowall has done. Need a succession plan for him
- Active participation of board members is needed for next phase of work

Finding: The RA needs additional data and focus on who it serves.

- There is little to no information on park users
- "We're so focused on getting the fiscal and physical plant up and running, we don't talk about who we serve."
- There is a need to think about how pressure on and desired use of the properties will increase and change as the area grows in population. What will we look back on in twenty years and wish we had accomplished?
- Need a stakeholder and a community engagement plan
- Important to get community engagement that makes concerted effort to include people who are not part of the usual circles or vocal minority. This means public education is also needed, as many people don't know what decisions are being made or who is making them.

Finding: The public is not generally aware of the RA.

- Park users are generally unaware of municipal boundaries
- To some extent, it may not matter if users know about the RA
- It is important to tell the RA story to build support for future funds requests
- The yearly updates to GT and TC could be more detailed, more of a yearly ritual, to develop better recognition of the RA, and perhaps increase press coverage

Finding: There is significant work remaining on the Historic Barns Park that requires additional fundraising and decision-making.

- An additional \$1 million is necessary to complete work on the connecting structure between the two barns, handicapped accessibility, signage, amphitheater
- An additional sum is needed to design and construct roads, parking, and water management. This work must be funded by a millage rather than fundraising
- The use of the second barn is yet to be decided and there is no process in place to make that decision
- There are several large capital projects in this area: Munson, St. Francis Elementary School, NMC. On the other hand, the economy has recovered, TART and the Conservancy are very strong; this is good timing for a capital campaign

Finding: There are additional possible projects for collaboration

- There are more opportunities ahead for collaboration, such as shared trails.
- Currently the trail system is a patchwork that crosses municipal boundaries. Is there a possibility of a region-wide entity to manage the trails?
 - The TART trail system involves additional municipalities
 - Maintaining trail systems is a very different management task than building public facilities.
 - Could the RA manage GT and TC segments if GT and TC provide funds
- Building new trail segments is another possibility:
 - Finishing the trail loop around Boardman Lake
 - Connecting parks with trails, such as connecting Hickory Meadows with the Commons via the TART trail.
- There are opportunities to think strategically about funding packages. Remove the Headlee amendment. Get a capacity building grant. The 2018 election year would be a good year to launch a campaign, away from the presidential campaign noise.

Finding: Some pending issues need to be completed.

- Codify succession of the properties in the event of the Recreational Authority's sunset in 2023-2024
- The partners at the park represent different perspectives and cultures. When the RA establishes processes it can assist the partners in building productive working relationships with each other
- Need agreement and action re: implementation of energy action plan

Finding: The RA needs to define its role.

- Should the RA
 - Continue to finish its existing projects
 - Expand its work within GT and TC
 - Expand its work beyond GT and TC
 - Act as a guide to spread the RA model elsewhere
- Key question: Does the RA want to focus on completing its projects? Or does the RA want to continue to be future-oriented in identifying new projects? Is the RA's role to manage projects or to create change?
- What are the community's recreational needs in the next twenty years? Do any of those needs fall under the RA's charge?
- Pending the possible future development of a county-wide recreational authority, how should this RA define its limits?
- Key idea: The purpose of the strategic visioning process is to see what makes sense, not so much to the 7 people on the board, but to the community.
- Key idea: as a public body, it's important for the RA to check back in with the public periodically

Strategic Planning Considerations and Desired Outcomes:

- Key idea: Community engagement process is a logical key step:
 - The need to complete the roads indicates the need for another millage.
 - The prospect of another millage leads to the need to package an attractive bundle for voters.
 - In order to package an attractive bundle, the RA needs more community engagement
- Key idea: bundling an attractive millage package may expand the RA's work. How much is too much?
- Both the board and the public need an infusion of energy in order to complete the barns project. Adding an attractive new project may be a source of energy
- Beyond the need to finish the barns project, what other needs are out there that the RA model could meet?

Recommended Next Steps:

1. Develop a plan for gathering data on current park users
 2. Meet with GT and TC to see what ideas/wishes/projects are on their minds
 3. Proceed with strategic planning
 4. Using the above information, develop some likely project ideas or bundles
 5. Develop a community engagement plan to seek public input. Plan should include seeking out members of the public who are not typically represented in discussions.
 6. Consider hiring fundraising assistance
- Note: The Trust for Public Lands can be a resource for organizing help

Appendix A

Interviewees: Recreational Authority Board

1. Agostinelli, Molly
2. Biederman, Ross
3. Groleau, Michael
4. Howe, Gary
5. Hughes, Tim
6. Johnson, Mattias
7. Lewis, Richard
8. McDonough, Matt

Interviewees: Organizational Partners

1. Salzman, Sarna. SEEDS
2. Schmidt, Karen. Botanical Gardens
3. Conaghan, Kimberly. Community Garden
4. Vitale, Tom. Conservation District

Interviewer:

Scollon, Teresa

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 5, 2016

DATE: FRIDAY, SEPTEMBER 30, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF SNOWPLOWING SERVICES

Popp Excavating was selected from four total bids to provide snowplowing services at Historic Barns Park beginning in the 2014-2015 season. Popp has done a good job for the past two seasons and has offered to provide those services again this winter at the same rate of \$134 per visit. Given that, I recommend the following motion:

That competitive bidding be waived and the Executive Director be authorized to execute a service order with R.W. Popp Excavating, Inc., at the rates indicated in its proposal dated September 19, 2016, for snow removal services.

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R.W. POPP EXCAVATING, INC.

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

**231.929.9259 Phone 231.929.1988 Fax
Office@poppexcavating.com**

PROPOSAL

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

September 19, 2016

**Historic Barns Park
324 Munson Avenue
Traverse City, MI 49686
mcowall@liaa.org**

**2016 - 2017 Snow Plow Season
Historic Barns Park
Phone: 231 929-3696
Fax: 231 929-3771**

Snow plowing proposal for the 2016 - 2017 winter season including the following detail:

- Lots to be plowed with a minimum of 4 inches of snow.
- Popp Excavating will stake the lots.

- Salt and sanding services are available at the discretion of the client. Please call for unit prices.
- Front end loader and dump trucks available for complete snow removal needs. Please call for unit prices.

- Sidewalks are not included.

- Certificate of insurance available upon request.

PLEASE SIGN AND RETURN ONE COPY AND KEEP ONE COPY FOR YOUR FILES.

WE HEREBY PROPOSE to furnish labor and material, complete, in accordance with the above-outlined specifications for the sum of:

Snow Plowing	One Hundred Thirty Four and No/100 Dollars	\$134.00	Per Time
---------------------	---	-----------------	-----------------

PAYABLE AS FOLLOWS: Billed Monthly

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

Authorized Signature _____

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

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

Signature: _____

Date: _____

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF OCTOBER 5, 2016

DATE: FRIDAY, SEPTEMBER 30, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

DTE	August gas service (autopay)	\$ 47.30
City of Traverse City	August water/sewer service (autopay)	\$ 90.00
Consumers Energy	August electric service (autopay)	\$ 942.32
EPS	Quarterly safety monitoring, Oct - Dec	\$ 225.00
Elmer's	Road grading, 8/19 & 8/26	\$ 1,000.00
TCAPS	Nameplate - Wolff	\$ 3.40
TCAPS	Nameplate - Lewis	\$ 3.40
LIAA	Management services, August	\$ 4,481.25
Sunrise to Sunset Events	Event facility management, Sept.	\$ 4,166.67
AYS Cleaning	Cleaning after 9/3 event	\$ 200.00
AYS Cleaning	Cleaning after 9/10 event	\$ 200.00
AYS Cleaning	Cleaning after 9/17 event	\$ 200.00
AYS Cleaning	Cleaning after 9/18 event	\$ 200.00
AYS Cleaning	Cleaning after 9/24 event	\$ 200.00
Smith Haughey Rice & Roegge	Legal services, August	\$ 678.50
Arrow Uniform	September rug service	\$ 25.00
American Waste	October trash/recycling service	\$ 26.00

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 2016 through September 2016

	<u>Jul 16 - Sept 16</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 236.65	\$ 160,000.00	\$ (159,763.35)
615.1 · EPA Cleanup Grant	-	34,500.00	(34,500.00)
615.8 · Barns Park Rentals	28,625.00	70,000.00	(41,375.00)
664 · Interest Income	96.47	500.00	(403.53)
Total Revenues	<u>28,958.12</u>	<u>265,000.00</u>	<u>(236,041.88)</u>
Expenditures			
700 · Office Expense	44.00	2,000.00	(1,956.00)
805 · Professional Services			
Accounting	-	5,933.00	(5,933.00)
GTCD	4,750.00	19,000.00	(14,250.00)
Legal	678.50	5,000.00	(4,321.50)
Management	8,517.50	60,000.00	(51,482.50)
Other	1,302.00	25,192.00	(23,890.00)
Audit	-	5,875.00	(5,875.00)
EPA Clean Up	-	34,500.00	(34,500.00)
Events Manager	12,500.01	52,000.00	(39,499.99)
Total	<u>27,748.01</u>	<u>207,500.00</u>	<u>(179,751.99)</u>
806 · Event Marketing & Supplies	2,739.00	10,000.00	(7,261.00)
862 · Transportation	-	1,000.00	(1,000.00)
912 · Insurance & Bonds	-	4,000.00	(4,000.00)
920 · Utilities & Maintenance	4,179.08	30,000.00	(25,820.92)
920.3 - Hickory Meadows Work Plan	-	15,000.00	(15,000.00)
970 · Capital Projects	-	10,000.00	(10,000.00)
Total Expenditures	<u>34,710.09</u>	<u>279,500.00</u>	<u>(244,789.91)</u>
Net Change in Fund Balance	<u>\$ (5,751.97)</u>	<u>\$ (14,500.00)</u>	<u>\$ 8,748.03</u>

Unaudited statement

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

	<u>Jul 16 - Sept 16</u>	<u>Budget</u>	<u>Budget Variance</u>
Revenues			
Current Property Taxes	\$ 726.93	\$ 530,000.00	\$ (529,273.07)
Interest Income	89.73	-	89.73
Total Revenues	<u>816.66</u>	<u>530,000.00</u>	<u>(529,183.34)</u>
Expenditures			
Debt Service - Fees	31.88	250.00	(218.12)
Debt Service - Interest	55,652.50	106,898.00	(51,245.50)
Debt Service - Principal	390,000.00	390,000.00	-
Total Expenditures	<u>445,684.38</u>	<u>497,148.00</u>	<u>(51,463.62)</u>
Net Change in Fund Balance	<u>\$ (444,867.72)</u>	<u>\$ 32,852.00</u>	<u>\$ (477,719.72)</u>