

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

7:00 p.m.

Wednesday, November 2, 2016

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

Posted: 10-28-16

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 October 5, 2016. (Matt Cowall)
2. Hickory Hills infrastructure request. (Matt Cowall)
3. 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
4. Report regarding payment of expenditures. (Matt Cowall)
5. Public comment.
6. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF NOVEMBER 2, 2016

DATE: FRIDAY, OCTOBER 28, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of October 5, 2016.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of October 5, 2016, be approved.

Minutes

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

October 5, 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 7:02 p.m.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Michael Groleau, Secretary; Tim Hughes, Treasurer; Molly Agostinelli; and Richard Lewis.

The following Directors were absent (excused): Mattias Johnson and Jesse Wolff.

Chair Biederman presided at the meeting.

1.

The first item being “Consideration of approving the minutes of the regular meeting of September 7, 2016,” Chair Biederman introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Hughes, that the minutes of the regular meeting of September 7, 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
Stephanie Wiitala, Sunrise to Sunset Events
Tonya Lewandowski, ECT
Karen Schmidt, BGHBP
Jenee Rowe, SEEDS
Kelsey Henderson, TCCG

No action was taken.

3.

The next item being “Strategic planning update,” Chair Biederman introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Teresa Scollon
Karen Schmidt
Stephanie Wiitala
Jenee Rowe

No action was taken.

4.

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

Matt Cowall, Executive Director

Moved by Groleau, seconded by Lewis, 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.

CARRIED.

5.

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.

6.

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

Fern Spence

There being no objection, Chair Biederman declared the meeting adjourned at 9:07 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 NOVEMBER 2, 2016

DATE: FRIDAY, OCTOBER 28, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: HICKORY HILLS INFRASTRUCTURE REQUEST

The city-owned Hickory Hills Ski Area is directly adjacent to the Authority-owned Hickory Meadows. Fundraising for major renovations at Hickory Hills is progressing, as is the engineering and site planning that will be necessary to execute those renovations.

As site plans have developed, the city has encountered spatial and topographical challenges in the siting of some of the planned infrastructure components at Hickory Hills. As detailed in the attached information, the city's contractor has developed a conceptual site plan that would place two of these components — a septic drainfield and a stormwater catchment basin — on Hickory Meadows property. Siting this infrastructure in Hickory Meadows would require approval of the Authority Board and likely the granting of some permanent easements.

City staff met with the Hickory Meadows Advisory Committee earlier in the month to discuss the conceptual plan and receive feedback. The Committee drafted a memo with its recommendations to the Board, which is also attached for your reference.

City staff will be in attendance on Wednesday night to further explain the conceptual plans, answer questions, and discuss any next steps.

Memorandum

The City of Traverse City
Department of Public Services



TO: Matt Cowall, Executive Director

FROM: Dave Green, DPS Director 

DATE: October 26, 2016

SUBJECT: Hickory Hills Site Plan- Cooperative Infrastructure Request

Members of the City of Traverse City DPS staff and a representative from the Hickory Hills Advisory Committee met with the Hickory Meadows Advisory Committee at their October meeting to discuss the Hickory Hills improvement plan and to request their consideration of a cooperative infrastructure agreement. The current Hickory Hills conceptual site plan calls for collaboration that would involve the wastewater drain field and storm water infiltration basin to be placed on the western portion of the Hickory Meadows property.

The Hickory Meadows advisory committee indicated they were open to further discussions of using Hickory Meadows property for Hickory Hills site development and are interested in being partners going forward with regard to future Hickory Hills development plans. They asked that the final site plan for the current project show no harm to the Hickory Meadows area and that Hickory Meadows Advisory Committee concerns are addressed prior to site plans being finalized. The Hickory Meadows Advisory Committee agreed to develop a list of questions they want answered prior to offering a final decision. Once complete, the list of questions from the Hickory Meadows Advisory Committee will be given to Traverse City staff.

At this time the Hickory Hills Advisory Committee is requesting to be added to the November Joint Recreation Authority meeting agenda so we can share our project status with the Board and request your support of our current site development plan.

REQUEST FOR COOPERATIVE INFRASTRUCTURE

CITY OF TRAVERSE CITY

CITY OF TRAVERSE CITY – CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY

OCTOBER 2016

Hickory Hills Master Plan: The Hickory Hills Master Plan was completed in Spring 2014 and supported by resolutions approved by the Traverse City Commission and the Garfield Township Board in July and August 2014 respectively.

The Master Plan proposed significant improvements to the property to expand four season recreation. A key element of the Master Plan consolidates park infrastructure, including a new lodge, parking, and maintenance facilities in the eastern portion of Hickory Hills. This consolidation opens up significant additional property for recreation purposes and provides facilities that can be shared between Hickory Hills, owned by the City of Traverse City, and Hickory Meadows, owned by the City of Traverse City – Charter Township of Garfield Recreational Authority.

Project Funding: In November 2014, City voters approved the allocation of funds over a \$12 million base in the Brown Bridge Trust Fund. In June 2015, the City Commission pledged \$1.5 million from the Brown Bridge Parks Trust Fund, to be matched by an equal amount from outside sources, for the improvements to Hickory Hills. Preserve Hickory, a non-profit group leading the effort to raise the match, has already secured \$1.3 million and anticipates meeting the match before the June 2017 timeframe.

Site Plan: While fundraising has been underway, the first step in the process to implement the Hickory Hills Master Plan is to prepare a site plan, based on topography, soil conditions, building layout, site flow, and other requirements that provide more accurate detail for the location, size, and configuration of the improvements. Through a competitive procurement process, Beckett Raeder was selected to prepare the site plan and design a maintenance building. Beckett Raeder has prepared a preliminary site plan, which includes the necessary elements of the Master Plan. The more detailed, on the ground analysis necessary to prepare the preliminary site plan identified a key issue that limits the development of Hickory Hills.

Key Issue: The development of the preliminary site plan identified significant limitations for the layout of the improvements because of significant space needs for wastewater disposal and stormwater management.

Wastewater Disposal: Municipal sewer services do not extend to Hickory Hills or Hickory Meadows and the distance from the nearest available connection and low density makes extension of sewer cost prohibitive. As a result, an on-site septic system with a drain field is necessary. With the expansion of kitchen facilities and seating in the proposed lodge, the drain field capacity required to meet Health Department standards requires an estimated 16,000 square feet (0.37 acres). The design includes double the space to ensure wastewater can be disposed in case of failure of the original drain field in accordance with health code requirements.

The preliminary site plan included an area for the drain field in the southeastern portion of the Hickory Hill property. The drain field in this area necessitates the maintenance building to be located in a less desirable area close to the new lodge, which would require additional design features and extensive

retaining walls at significant expense, as well as loss of parking capacity and more difficult maintenance equipment flow.

Stormwater Infiltration: The redesign of the parking area and the proposal for hard surface parking will require systems that manage stormwater. Because of site limitation and topography, stormwater can only be managed through pervious paving in the main parking lot. While technically possible, the cost of pervious paving is three times the cost of traditional parking.

REQUEST

The City of Traverse City would like to request consideration by the City – Garfield Recreational Authority to approve the use of the western portion of the Hickory Meadows for the wastewater drain field and stormwater infiltration basin, as part of the Hickory Hills Recreation Area improvements. All costs for development will be incurred under the Hickory Hills Development Budget.

The improved infrastructure at Hickory Hills will directly benefit Hickory Meadows by an improved entrance, additional and more effectively managed parking, increased handicap accessible parking, access to restroom, controlled erosion, and improved access to Hickory Meadows by the citizens of the City and Garfield Township. This cooperative arrangement for the low impact portion of the infrastructure will yield substantial benefits for both Hickory Hills and Hickory Meadows.

The attached site plan identifies the general area requirements for both the drain field and infiltration basin. The following are consideration for each component.

Wastewater Drain Field: The wastewater drain field size requirement is estimated at 16,000 square feet (0.37 acres) and is typically has a rectangular configuration. The drain field would be constructed over approximately a 30-day period between four to six feet underground. The site would be restored and planted and recreational use can continue in this area. No permanent buildings or other infrastructure can be built over the drain field. The active management components of the wastewater system, including the septic tank and grease trap, which require occasional disposal, will be located on the Hickory Hills property, relatively close to the new lodge. The actual location can be determined based on specific site features. The Health Department will likely require a permanent easement for the drain field to ensure available use into the future.

Stormwater Infiltration Basin: The stormwater infiltration basin is estimated at 13,000 square feet (0.29 acres) and can be developed in a variety of configurations to meet the available space and topography. Unlike the drain field, there will be a need to allocate space for the stormwater infiltration basin that will not allow for other above ground uses. The City is proposing to work with the Watershed Center to design the basin to provide maximum treatment effectiveness, including swirl systems to remove grit and other material prior to entering the basin, and optimize flora and fauna habitat.

RECOMMENDATION

Approve the concept of providing for wastewater drain field and stormwater infiltration basin on Hickory Meadows as part of the Hickory Hills Development Plan to allow for continued site design, with site plans submitted to the Recreational Authority for approval, as well as all necessary subsequent documents necessary to effectuate the arrangement.



City of Traverse City
Hickory Hills Schematic Plan
Traverse City,

Potential Septic Field Area, approx. 16,000 sft.

Potential Stormwater Pond, approx. 13,000 sft.

Legend

- HH_Rec_Trails_09112016
- HH_5k_09112016
- HH_2_5kB_09112016
- HH_2_5k_addon_09112016
- HH_2_5k_09112016
- HH_7_5k_09112016
- Polygon_Edits
- Parcel Line



1 inch = 40 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. There are no warranties expressed or implied.

Matthew Cowall

From: Eileen Ganter <mishpinkee@gmail.com>
Sent: Thursday, October 27, 2016 10:21 PM
To: Matthew Cowall
Cc: Eric Grebe; Nicolle Girard; Tom Vitale; Bill Brundage; ANNELLE KASPOR; Matthew Cowall; Jim Zeratsky; John Nelson; E Ganter
Subject: HMAC STATEMENT RE: CITY PROPOSAL TO LOCATE DEVELOPMENT INFRASTRUCTURE IN HICKORY MEADOWS

Dear Matt,

At our meeting last week, HMAC members discussed the City's proposal to locate Hickory Hills' wastewater drain field and stormwater basin in the western portion of Hickory Meadows. We decided to draft a written response in hopes that you will present our statement to the Recreational Authority Board at its meeting on November 2.

All the members except John Nelson have weighed in on this (John must be out of town as he isn't answering his phone), but when we spoke at the meeting, John was very supportive of the principles mentioned. Given the time constraints, I am taking the liberty of trusting that he will be comfortable with the spirit of this document.

Thanks for your help in getting these thoughts out for consideration. I'm sure everyone at HMAC would appreciate knowing how the RAB responds.

With all best wishes,

Eileen

STATEMENT FROM THE HICKORY MEADOWS ADVISORY COMMITTEE

IN RESPONSE THE CITY PROPOSAL TO LOCATE DEVELOPMENT INFRASTRUCTURE IN HICKORY MEADOWS

The Hickory Meadows Advisory Committee recognizes that the stewards of Hickory Meadows and Hickory Hills share the priority of protecting the natural character of these treasured community areas. We would like to be a partner in exploring ways that Hickory Hills' development needs might be accommodated by Hickory Meadows within the mission, management and vision of Hickory Meadows as a property purchased through a public millage to "preserve open space" and "protect wildlife habitat and natural areas."

Based on our discussion at our last meeting, we submit that **the following principles are essential components of any infrastructure proposal for Hickory Meadows:**

1. *Do No Harm:* Any changes to Hickory Meadows, above or below ground, must be demonstrated in advance to have no negative affects to the ecology, availability, uses or aesthetics of the natural area. This includes issues such as trail access, wildlife habitat, snow melt, soil disturbance, watershed quality, etc.

2. *Pursue Environmental Leadership*: The design, materials and construction of wastewater treatment structures should be an investment in the best practices for water processing and management, in consultation with environmental experts. For example, revisiting the initial concept for the Hickory Hills parking area which specified a permeable surface, as well as other practices which could diminish the need for (or impact of) old-style containment ponds and septic fields.

3. *Include an Educational Component*: Progressive land management techniques are something we should be modeling for our children, and we propose working with a group such as the Watershed Center to create a curriculum on how this project demonstrates sensible development. We believe it is not only vital to invest in the finest methods for protecting the landscape, watershed and wildlife, it is critical to help our children make the connection between caring for our homelands and sustaining ourselves.

We believe that these three principles offer a framework for further discussion and planning of any proposed changes to Hickory Meadows. There are, of course, many questions to be answered, and we would need to be in the loop as particulars of the proposed designs evolve so that they can be evaluated in light of the guiding principles.

We are grateful for the thoughtfulness of everyone involved, and look forward to the adventure of turning a wastewater challenge into a stewardship achievement.

The Hickory Meadows Advisory Committee

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF NOVEMBER 2, 2016

DATE: FRIDAY, OCTOBER 28, 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



Recreational Authority Board Report
Wednesday, November 2nd, 2016
Stephanie Lee Wiitala

This has been a very busy month continued with Weddings inquires and tours- we have added 5 more weddings to the upcoming 2017 schedule and even our first 2018 wedding on the books. Current goal is to have all peak season Saturdays sold by January 2017. 60% of this goal is completed.

Meeting with SEEDS in mid-October was wonderful and we are excited for our follow up in early November with a focus on building program for "Zero Waste" events for the Barn starting in 2017 and how to implement this program. Will update our progress after the November meeting but I am very excited about this.

I have attached a proposal for the Purchase of Tables, chairs and supportive items at the barn. Now is the time to determine if we should make this investment so that I can add it to the sales pitch when touring groups for 2017 and start to get the equipment working to pay for itself as soon as possible. **See section below.**

Starting Wednesday October 26th we will have daily social media Posts on Facebook and Instagram. In the past two months we have seen a significant rise in followers and 100% rise in page views in the past month. We will continue to work on this exposure so that the Historic Barns Park Cathedral Barn story can be shared and build top of mind awareness of our brand in the community as an events venue. – **See section below** for the weekly post schedule highlights.

I have information on an event Request from 45th Parallel for us to discuss- **See section below.**

Free Marketing opportunities have been reviewed with event and wedding hosting sites like: Wedding Wire, the Knot, MyWedding.com- we are now on all these sites and updated for their free listing, including a new site called "Married in the Mitten" who will be launching in November. Continued research for free listings is in process and TC Chamber listing was recently updated also.

Big Huge thank you to the Botanic Gardens for organizing help with their student volunteers in October on the weeding of the spaces on the South side of the Cathedral Barn. The weeding is now complete and a soil test is being sent in to determine what is the best planting to consider for 2017.

Current project in the works to offer supportive planning materials to event and wedding groups that book the barn- this includes planning checklist, timeline template, vendor contact spreadsheet, and room schematic builder account in Allseated. When groups book the barns this is an added value feature they can access and use that helps communication before and during the event too. Hopefully alleviates any stress in the planning process too if they do not have a budget for an event coordinator.

Updates on projects in the works:

- Now "scheduled" for early December 3rd and 9th Two Concert events- May Erlewine/Joshua Davis. Sam Porter is preparing all the logistics after several meetings- smaller impact concert event with a pre-show food component that we can determine if the space is a good fit for a future concert series and partnership.

- Now "In the works" for January/February 2017 -Workshop series for Families with children to come and learn how to be a "Flower Fairy." Reaching out to local florists and vendors who would want to sponsor this event to offset facility rental costs.
- Now "In the works" -Mom's Morning Out – a weekday morning event for moms and kids to attend- we will have vendors come in to set up an activity for the kids while moms socialize and enjoy goodies set up by local bakery/coffee vendor. Reaching out to a few local Mom groups to see if they want to partner up for an event like this and who they would recommend for sponsors or vendors to cover facility rental costs.
- Now "doing research" for Winter/Spring 2017- Community Movie nights- checking out regulations on public viewings of family friendly shows or movies.
- Now "in the works" - Yoga or group exercise events with health vendor components- reaching out to a few businesses to see if we can coordinate this idea into a use on a less-popular weekday rental- keeping the attendance size down so that we could do the event without having to provide costly shuttle service. –See my question about low impact parking
- Now "In the works" Community Dancing events- per a lead with Mike Groleau I have contacted the Bayside Travelers group to see what options we have for future dance events with their group. Meeting with their coordinator in early November.
- Now "in the works" Vendor showcase event in January/February- 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. Working with a local photographer vendor to do this is as a styled-shoot format that could then be used in periodicals, blogs and publications with lots of vendors coming in to set up and then open to a ticketed event for public viewing and opportunities to meet with the featured showcase vendors.

Event Schedule for the rest of 2017 is as follows:

Scheduled:

- December 16th/17th Wedding Rehearsal Dinner rental/Wedding reception, Seekamp Wedding

Tentative:

- 12/3/16 Mae Erlewine Concert
- 12/9/16 Joshua Davis Concert

Other items I am currently working on to present for review on or before December 2016 Board Meeting:

- De-bugging of the lower level to the barn - clean up lots of spiders who have made a home there recently. ☺ Still a work in progress.
- Setting up Wi-Fi for the barn- My company will handle the monthly cost for this.
- Setting up credit card payment system.
- Updating the CB website with more photos, an event inquiry form, more information about the barn, upcoming events page- November project.
- Working with transportation companies on parking support and shuttling packages

Furniture

Recommendation to purchase furniture for the Cathedral Barn. Tables and chairs to be available for rent by event and wedding facility rental groups will be an added value to our clients and a great addition to the services the barn can provide and to produce our own in-house events without expensive rental costs taking up the budget.

- On site furniture inventory is another revenue center for the barn with opportunities to offer to our clients for their event set ups a tables and chairs set that is already available and easy to access.
- Offering Furniture rental helps the planning process of our clients who often express it is stressful and confusing trying to determine their furniture needs. Our program would offer a way for the Cathedral barn to alleviate this stress and help and support our clients. By working consistently with our own furniture inventory that we can have established set up plans for, and easy confirmation process for needs and final cost and set up.

- Helps barn management avoid timeline issues and delivery schedules with furniture from outside vendors. We have many times dealt with inefficiency with delivery and pick up of furniture items- especially with cleaning schedules, or back to back events groups. Groups may still need to rent furniture from outside furniture vendor companies if our supply does not cover their needs, but this will drastically help their planning process.
- Providing furniture rental for our groups helps the Cathedral Barn have a larger amount of control for the use and set up of the space to the best configuration for comfortable use. Many groups who rent furniture try to set it up themselves and run into issues with the space not looking as they envisioned and in turn makes the experience more difficult to host their event. Assisting in the set process will help the overall experience of their rental be managed for a positive outcome and great word of mouth potential comes from great experiences.
- Our own furniture inventory could potentially pay for itself within the first 10 events based on the analysis below and after that it will provide an additional revenue center to help promote the further growth and management of the Cathedral Barns.

Example Costs to buy tables and chairs for wholesale company and rental average cost:

Item	Amount needed	ctceventfurniture.com	Average rental cost based on a 175 Guest wedding group
60 inch round tables	25	\$69.95 each Total: \$1748.75	\$10.00 each Total: \$200.00
Natural Wood Folding chairs	250	\$19.75 each Total: \$4937.50	\$2.50 each- \$450 average rental
8 ft tables	20	\$65.95 each Total: \$1319.00	\$10.00 each- \$100.00
6 ft tables	4	\$39.95 each Total: \$159.80	\$8.00 each- \$32.00
30 inch Cocktail Rounds	6	\$67.99 each Total: \$407.94	\$5.00 each \$30.00
Chair dolly	1	\$89.95	No charge
Table Dollies for round and long tables	2	\$129.95 and \$139.95 Total: \$269.90	No charge
36 inch round	2	\$29.95 each Total: \$59.90	\$5.00 rental \$10.00

Totals cost to purchase/average rental cost: \$8992.74 \$822.00 + \$50.00 setup/tear down

Moving forward on a purchase of Furniture for the Cathedral Barn:

My recommendation is that the sooner we can implement this program the more opportunities we will have to sell this equipment to the 2017 groups who are booking right now or already have a reservation. Would love to be able to establish the order by December if we determine this is a positive next step so that we can start selling the packages right away.

Social Media Schedule for Facebook/Instagram

Weekly Posting Schedule to drive more awareness and social media traffic to the Historic Barns Park Cathedral Barn and its Partners. This will be along with showcasing our park partners by sharing their posts, local community events and posts that align with the park and the community, weddings and events industry too. Consistent messages through social media will help build Top of Mind awareness and give followers a clear understanding of what they will find at the park and experience as a visitor or client with venue rentals. It adds value past, current and future clients who can use these sites as a resource to look through to see past events, special features, history and photos to develop a love and understand better all their opportunities to experience and enjoy while they are at the park.

Sunday	DIY Ideas for your next event or upcoming wedding- links to pinterest or photos of different groups set ups and how they created it. Or All call for " Picture of the Week " contest
Monday	MMM- Monday Morning Mantra - Favorite quotes, positive encouragement post, sayings - attached to photos of the park that match the saying
Tuesday	Traverse City Tuesday - Fun happenings, information, upcoming events in our city and things to do- with a community focus or to advertise upcoming programs at the park Or Picture of the Week - Weekly photo contest winner revealed and featured
Wednesday	"Today at the Park" - a photo of what's up on the park that day or week- special interest in what the different partners are up to with a a photo to tell the story
Thursday	Throw Back Thursday – Historic Memories – Special History stories about the park, photos, special events, a special look back in history
Friday	Vendor feature - feature a photo and little write up about the vendors we work with and what we love about them Or Get to know the Historic Barns Park which will have photos and features on all the volunteers, groups, park partners, and sponsors that come to the park to make it great.
Saturday	The Coordinators View - photos and stories about weddings and events at the park from the Coordinators POV

Parallel 45 Event Proposal to be reviewed

The Cathedral Barn has been approached as a potential site option for rental and use for a production of *Alice in Wonderland* by the Parallel 45 Theatre. The group had secured rental with Inside Out Gallery initially but have lost that venue due to the business closing unexpectedly recently. They are requesting a month rental and see a partnership opportunity for this wonderfully arts driven program that could give the Cathedral Barn a place on the map for performance arts. There would be some logistic items to discuss which would be the time of year (winter) and snow removal costs, additional heating for daily use, maintenance and cleaning costs, and overall long term use impact and if this would increase the overall cost for the facility over our regular monthly operating costs. In November I would like to determine if this will be a fit for the barn and if it makes sense for the barn both logistically and financially with help from Board Feedback and review. At this time the dates they are requesting are available (February 13-March 12). I will recommend if we move forward that we establish specific criteria for why this program would receive a special rate since our current rate sheet does not have long term rental rates established. This would also be considered a trial as it is the first of its kind in the facility and would need to have a full review follow the rental to determine if it something we would offer again or to other requests.

Matt Cowall suggested that this could be a good reason to review offseason operations and opportunities for event diversification in the Barn facility, perhaps including some volunteers from the Board to discuss prior to the next regular meeting in December.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF NOVEMBER 2, 2016

DATE: FRIDAY, OCTOBER 28, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

Chad Gapinski	Security deposit refund (paid twice)	\$ 1,000.00
AYS Cleaning	Cleaning after 10/3 event	\$ 200.00
ECT	July-Sept Services, EPA Cleanup	\$ 3,355.25
DGN	Financial Audit progress billing	\$ 3,200.00
GT Conservation District	Oct-Dec Hickory Meadows Management	\$ 4,750.00
GT Conservation District	Hickory Meadows July-Sept expenses	\$ 418.28
Smith Haughey Rice & Roegge	September legal services	\$ 1,220.75
LIAA	Management services, Sept	\$ 4,612.50
LIAA	Postage, printing, envelopes	\$ 123.93
Sunrise to Sunset Events	October event management services	\$ 4,166.67
Arrow Uniform	October rug invoice	\$ 25.00
American Waste	November trash/recycling service	\$ 26.00
Consumers Energy	September electrical service (autodraft)	\$ 602.47
DTE	September gas service (autodraft)	\$ 49.41
City of Traverse City	September water service (autodraft)	\$ 90.00

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 October 2016

	<u>Jul 16 - Oct 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	35,125.00	70,000.00	(34,875.00)
664 · Interest Income	133.10	500.00	(366.90)
Total Revenues	<u>35,494.75</u>	<u>265,000.00</u>	<u>(229,505.25)</u>
Expenditures			
700 · Office Expense	167.93	2,000.00	(1,832.07)
805 · Professional Services			
Accounting	-	5,933.00	(5,933.00)
GTCD	9,500.00	19,000.00	(9,500.00)
Legal	1,899.25	5,000.00	(3,100.75)
Management	13,130.00	60,000.00	(46,870.00)
Other	1,302.00	25,192.00	(23,890.00)
Audit	3,200.00	5,875.00	(2,675.00)
EPA Clean Up	3,355.25	34,500.00	(31,144.75)
Events Manager	16,666.68	52,000.00	(35,333.32)
Total	<u>49,053.18</u>	<u>207,500.00</u>	<u>(158,446.82)</u>
806 · Event Marketing & Supplies	2,964.00	10,000.00	(7,036.00)
862 · Transportation	-	1,000.00	(1,000.00)
912 · Insurance & Bonds	-	4,000.00	(4,000.00)
920 · Utilities & Maintenance	4,946.96	30,000.00	(25,053.04)
920.3 - Hickory Meadows Work Plan	418.28	15,000.00	(14,581.72)
970 · Capital Projects	-	10,000.00	(10,000.00)
Total Expenditures	<u>57,550.35</u>	<u>279,500.00</u>	<u>(221,949.65)</u>
Net Change in Fund Balance	<u>\$ (22,055.60)</u>	<u>\$ (14,500.00)</u>	<u>\$ (7,555.60)</u>

Unaudited statement

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

	<u>Jul 16 - Oct 16</u>	<u>Annual 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	47.95	250.00	(202.05)
Debt Service - Interest	55,652.50	106,898.00	(51,245.50)
Debt Service - Principal	390,000.00	390,000.00	-
Total Expenditures	<u>445,700.45</u>	<u>497,148.00</u>	<u>(51,447.55)</u>
Net Change in Fund Balance	<u>\$ (444,883.79)</u>	<u>\$ 32,852.00</u>	<u>\$ (477,735.79)</u>