

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

7:00 p.m.

Wednesday, December 14, 2016

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

Posted: 12-9-16

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 a special event request. (Matt Cowall, Stephanie Wiitala, Parallel 45)
2. Payment of expenditures. (Matt Cowall)
3. Public comment.
4. Adjournment.

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The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 14, 2016

DATE: FRIDAY, DECEMBER 9, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF A SPECIAL EVENT REQUEST

Local theater troupe Parallel 45 lost one of its main performance venues with the recent closing of Inside Out Gallery in Traverse City, threatening a planned winter production of Alice in Wonderland. In an attempt to relocate the production on short notice, they have determined that the Cathedral Barn is the only local venue with the size and availability to potentially host the production (late February/early March), and they reached out to venue manager Stephanie Wiitala to investigate its use.

Last week, Stephanie and Parallel 45 finalized that the space is indeed technically capable of hosting the production, but the available rental budget is not commensurate with the published rates for use of the Barn. The Board would therefore need to consider a special arrangement to allow this proposed use, and in so doing weigh any positives and negatives of granting such a special arrangement. A decision is needed before the end of December to allow enough time for the relocated show to be produced and marketed.

The timing of this request is at once fortuitous and difficult. With nearly two full years of operations under its belt, we have a better feel for the expenses associated with the Barn and the seasonal fluctuations of the rental enterprise, but we have only just begun to investigate ways to boost usage in the naturally slower winter months. Over recent meetings, the Board has agreed that it wants to find ways to increase use in the non-peak season and consider ways to encourage a diversity of uses, but not in a manner that undercuts revenues the Barn sorely needs for its long-term upkeep and sustainability. Also, as we are in the early stages of that research, we currently have not finalized policies and procedures that can be applied consistently and fairly to all users when requests such as this are made, which will be a crucial component in the long term.

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So, this request presents more opportunities to experiment with and learn from Barn operations, and at a time in which that learning can help to inform policies and strategies going forward. However, I also appreciate the potential concerns of an ad-hoc approach to event use at the Barn, as described above. Those are the two poles that will frame the conversation on Wednesday night.

For its part, Parallel 45 has exhibited solid understanding and appreciation for the factors that have to be weighed regarding its request. The attached proposal presents more detail on the planned production, and representatives will be on hand Wednesday to present this proposal and answer any questions you may have.

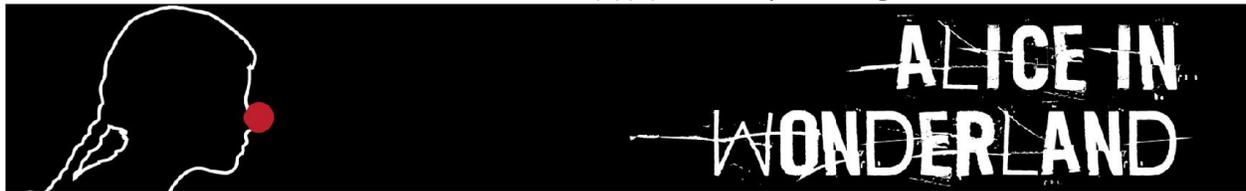


familiar stories for the adventurous mind

www.parallel45.org

Who We Are

Parallel 45 Theatre is dedicated to telling the very best stories on stage. We take familiar stories and turn them on their heads, we re-design classics for contemporary audiences and we give expression to new voices. We strive to make theatre exciting and dynamic, allowing connection with the largest possible audience. We tell stories that speak to situations today, as much as they help us imagine them tomorrow. By **employing local, national and international theatre artists**, Parallel 45 performs a balance of innovative new works, reinvented classics and imaginative adaptations. We want to share the transformative power of the theatre with our incredibly special community, offering **the kind of theatre you might see in New York, Detroit or Chicago — right here at home**. Founded in 2010, we are a 501(c)(3) not-for-profit organization.



March 1—5, 2017 (possible extension March 8—12) - created by the Manhattan Project under the original direction of Andre Gregory. Follow Alice down the rabbit hole! Featuring Parallel 45's resident acting company, imagination abounds as the ensemble creates Lewis Carroll's playful, fantastic Wonderland using movement, music, and mischievous shenanigans. Presented in the unique and delightful French clowning style, this exhilarating, absurd and downright hilarious show will entertain children of all ages. Directed by Noah Durham, featuring Shelby Lewis and Ben Whiting.

Proposed Use Schedule

February 13 - 19: pre-production week (Sunday, Feb. 19 - DAY OFF)

9am - 10pm (approximate)

Production: set-build, hang lights, designer work, stage management prep (9am-5pm)

Rehearsal: 5:30-10pm

February 20 - 26: rehearsal + begin tech (Sunday, Feb. 26 - DAY OFF)

Monday, February 20: 9am - 5pm tech time + 5:30-10pm - rehearsal

Tuesday, February 21: 9am - 5pm tech time + 5:30-10pm - rehearsal

Wednesday, February 22: 9am - 5pm tech time + 5:30-10pm rehearsal/designer run

Thursday, February 23, 9am - 5pm tech time + 5:30-10pm - rehearsal

Friday, February 24, 9am - 5pm tech time + 5:30-10pm - Tech

Saturday, February 25, 10am-10pm - Tech

Sunday, February 26, 10am-10pm- Tech

February 27 - March 5: tech + performance

Monday, February 27, 5:30-10pm - Tech

Tuesday, February 28, 5:30-10pm - Tech/Invited Dress rehearsal (7:30pm)

Wednesday, March 1, 3pm (crew call) - 10pm (7:30pm Opening Night Performance)

Thursday, March 2, 3pm (crew call) - 10pm (7:30pm Performance)

Friday, March 3, 3pm (crew call) - 10pm (7:30pm Performance)

Saturday, March 4, 10am (crew call) - 10pm (2pm & 7:30pm performances)

Sunday, March 5, 10am (crew call) - 5pm (2pm Performance (followed by strike (until 10pm), if no extension))

March 6 - March 12: EXTENSION performances

Monday, March 6: DAY OFF

Tuesday, March 7: DAY OFF

Wednesday, March 8, 3pm (crew call) - 10pm (7:30pm Performance)

Thursday, March 9, 3pm (crew call) - 10pm (7:30pm Performance)

Friday, March 10, 3pm (crew call) - 10pm (7:30pm Performance)

Saturday, March 11, 10am (crew call) - 10pm (2pm & 7:30pm performances)

Sunday, March 12, 10am (crew call) - 10pm (2pm Performance, followed by Strike)

Parallel 45 Theatre leadership on "Alice in Wonderland"

Erin Anderson Whiting (*Executive Director*) holds a Bachelor of Arts degree from Sarah Lawrence College and a diploma from the Interlochen Arts Academy, where she majored in Creative Writing and was named a Presidential Scholar in the Arts. Co-founder of Parallel 45 Theatre, Erin has enjoyed a 14-year career in nonprofit development, spending 6 years as Charitable Giving Specialist at the Grand Traverse Regional Land Conservancy and 5 years as Charitable Gift Officer at Interlochen Center for the Arts before assuming her current role: directing philanthropy to Parallel 45 and managing its general operations. The author of *Look About You: A Magical Childhood in Michigan's Wild Places*, Erin is also the co-owner of Mr. Music DJ & Event Services and a proud board member of Crosshatch Center for Art & Ecology.

Kit McKay (*Artistic Director*) is proud to have spent the last six years bringing professional artists from across the country and around the world to northern Michigan as the co-founder of Parallel 45 Theatre, creating immersive, cutting-edge theatrical experiences. At Parallel 45, she directed *Our Town*, *Metamorphoses*, *A Christmas Carol in Prose*, *Shakespeare's R&J*, *30 Neo-futurist Plays from "Too Much Light Makes the Baby Go Blind"* (*30 Plays in 60 Minutes*), *Hedwig and the Angry Inch*, *A Streetcar Named Desire* and, currently, *A Christmas Carol in Prose*. Kit attended Interlochen Arts Academy, Sarah Lawrence College, and Northwestern University's Master of Fine Arts directing program, where she had the good fortune to work closely with such artists as Anna D. Shapiro, Mary Zimmerman and Jessica Thebus at Steppenwolf Theatre, Lookingglass Theatre and Chicago Shakespeare Theatre. Upon her master's graduation, she studied at the Yale School of Drama masters program in theatre management and worked as a Yale Fellow at Seattle Repertory Theatre. She is now a curator and producer for the American Dance Institute, a New York City dance producing organization, where she helped herald the Incubator program, a late-stage technical residency for choreographers and performance artists. Her recent two stage productions at the Rose Theatre of Omaha have been nominated for 10 OEO awards, including Best Direction for *Tarzan*. She directed the Intermediate Repertory and/or Musical Productions at Interlochen Arts Camp for 10 summers. Last fall, she enjoyed the rewarding experience of being a reader and evaluator for MAPFund.

Noah Durham (*Director*) has been seen at Parallel 45 as Petruchio in *The Shrew*, Hook in *The Terrible Tragedy of Peter Pan*, and in *Our Town*, *The Complete Works of WLLM SHKSPR (Abridged)*, *Metamorphoses* and, currently, *A Christmas Carol in Prose*. He has been a part of the Interlochen Shakespeare Festival since its founding, playing such roles as Puck in *A Midsummer Night's Dream*, Horatio in *Hamlet*, and Mercutio in *Romeo and Juliet*. Noah has graced stages around the world including Russia's Moscow Art Theatre, The New American Theatre, Romania's Underground Theatre Festival, Omaha's Rose Theatre, and as a company member with Chicago's Trap Door Theatre. Noah is a graduate of the Interlochen Arts Academy and Northern Illinois University's School of Theatre and Dance. He has taught acting at Interlochen Arts Academy, as well as at Interlochen Arts Camp for 9 years.

Daniel Hayes (*Co-Production Manager*) has recently become a Michigan resident, taking the position of Production & Program Manager for Opera Grand Rapids. Native to Norfolk, Virginia, he started his career in the arts with productions at Virginia Opera (age 5), where he recently worked as Master Carpenter for Virginia Stage Company. Hayes is also a founding member of Theatre Exceptional, a 501(c)(3) nonprofit organization providing creative and theatrical outlets for disabled populations in the Tampa Bay area. In the earlier stages of his career, Hayes worked with Project Common Bond, an organization bringing together young adults directly impacted by global conflict for a peace-building symposium using the arts as a tool. Hayes has performed throughout the UK and US, and served as the Production Coordinator for Interlochen Center for the Arts and the Interlochen Shakespeare Festival. Most recently, Hayes joined the staff of Oberlin Conservatory for the Oberlin-in Italy Program, serving as the Assistant Technical Director for their summer opera-training program in Arezzo, Italy.

Linda Osborn (*Co-Production Manager*) is a Michigan native and a founding member of Parallel 45. In addition to her duties as Production Manager for Parallel 45, Osborn recently accepted the position of General Manager with the Traverse Symphony Orchestra. She just completed her 14th summer at Interlochen Center for the Arts, where she was the Production Stage Manager for the Interlochen Shakespeare Festival and the Associate Director of the High School Repertory theatre program. She developed an elementary after-school drama program at Leland Public School and, before returning permanently to northern Michigan, worked as a stage manager and production assistant at The Juilliard School and as a studio/props coordinator for the Emmy Award-winning Production Design Group. Linda earned her Bachelor of Science degree in Communications and Theatre Arts from Eastern Michigan University.

Proposed Rental Rate

Parallel 45 Theatre proposes a \$2,000 rental fee for the above use of the Cathedral Barn, February 13 - March 12, 2017. Additionally, Parallel 45 Theatre will cover the cost of plowing and sanding the required area surrounding the Cathedral Barn that exceeds the \$2,000 rental fee, up to an additional \$1,000.

Parallel 45 Theatre is very happy to accommodate informational displays about Historic Barns Park at a mutually convenient location within the Cathedral Barn during performances so audience can view. We would consider the reduced rental fee of \$2,000 a donation and would name the Recreational Authority (or preferred/appropriate entity) a show sponsor, which would include program recognition (logo etc.) Language regarding the Cathedral Barn and the surrounding property would happily be incorporated into the post-show/curtain speech.

Parallel 45 Theatre will name the appropriate entity as an additional insured on its Tailored Protection/General Liability policy (\$1 million).



Event Space

1500 Red Drive
Traverse City, MI 49684

Mailing Address

City of TC/Charter Township of
Garfield Recreational Authority
PO Box 4441
Traverse City MI 49685

Venue Manager

Brianna Bidwell
brianna@historicbarnspark.com
Ph. 231-342-1526

historicbarnspark.com

2017 Rental Pricing

Peak Rates:

May 1st – November 15th

Monday – Wednesday

Day rental 8am – 4pm | \$750

Night rental 5pm – 11pm | \$1000

Thursday and Sunday

Daily | \$2,250

Friday, Saturday, Holidays*

*Rate applies to the Sundays of holiday weekends

Daily | \$4,250

Non-Peak Rates:

November 16th – April 30th

Monday – Wednesday

Day rental 8am – 4pm | \$500

Night rental 5pm – 11pm | \$750

Thursday and Sunday

Daily | \$1,750

Friday and Saturday

Daily | \$2,250

Holidays*

*Rate applies to the Sundays of holiday weekends

Daily | \$4,250

Rental Rates for Non-Profit Events

A 20% discount will be offered for weekday rentals. No discount will be offered for weekend events. Proof of determination will be required. 100% of the proceeds must benefit the non-profit renting the space.

To rent the Botanic Garden's event space in combination with the Cathedral Barn, please contact the Visitor's Center at 231-935-4077 for additional rates and details.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 14, 2016

DATE: FRIDAY, DECEMBER 9, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

Along with the summary of expenditures listed on the next page, there are two new expenditures I would like to request on Wednesday, one for contaminated soil removal at Historic Barns Park under the EPA Cleanup Grant (the extension of the work by Northern A-1, which will result in the new rain garden at Historic Barns Park), and the other for the annual renewal of the Authority's insurance policy (Municipal Underwriters of Michigan). Sample motions follow:

That payment in the amount of \$18,607.50 be authorized to Northern A-1 for ongoing environmental remediation work at Historic Barns Park, with funds available under the EPA Brownfield Cleanup Grant.

That the Recreational Authority's liability and property insurance policy with Municipal Underwriters of Michigan be approved for the period of December 15, 2016, through December 15, 2017; and that payment in the amount of \$3,347 be authorized, with funds available in the Operating Fund, Insurance & Bonds Line Item.

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General Operating Fund:

Elmer's	Grading 10/31 and addition of gravel	\$ 1,496.00
Environmental Pest Control	Pest control, barn	\$ 350.00
Smith Haughey Rice & Roegge	October legal service	\$ 138.00
Consumers Energy	October electric service	\$ 279.49
LIAA	Copy costs, mailing, marketing	\$ 66.22
LIAA	Management services - Oct	\$ 5,235.00
Sunrise to Sunset Events	November venue management service	\$ 4,166.67
American Waste	December trash/recycling service	\$ 26.00
EPS	Quarterly monitoring service Jan – Mar	\$ 225.00
DGN	Audit progress billing	\$ 2,575.00
ASCAP	Music license fee	\$ 336.92
Claire Schoolmaster	Security deposit refund	\$ 500.00
DTE	November gas service	\$ 54.71
City of Traverse City	November water service	\$ 90.00
Grand Traverse County	Oct/Nov Tax Adjustments	\$ 0.97
Grand Traverse County	July - Sept Tax Adjustments	\$ 10.13
GT Conservation District	Oct & November maintenance, Hickory	\$ 466.61
Smith Haughey Rice & Roegge	November legal service	\$ 57.50

Debt Service Fund:

Grand Traverse County	Oct/Nov Tax Adjustments	\$ 133.90
Grand Traverse County	July - Sept Tax Adjustments	\$ 31.20