



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Notice
Recreational Authority Board of Directors
Regular Meeting

7:00 p.m.

Wednesday, March 2, 2022

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

Posted: 2-25-22

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.recauthority.org>
mcowall@liaa.org



Agenda

Roll Call.

1. Public comment.
2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

- a) Consideration of approving the minutes of the regular meeting of February 2, 2022. (Approval recommended) (Matt Cowall)
 - b) Report regarding payment of expenditures. (Receive and file) (Matt Cowall)
3. Any items removed from the Consent Calendar.
 4. Consideration of updates to parking and shuttling procedures at Historic Barns Park. (Matt Cowall, Stephanie Wiitala)
 5. Consideration of updates to the rental rates for the Cathedral Barn at Historic Barns Park. (Matt Cowall, Stephanie Wiitala)
 6. Planning for the new Hickory Forest property. (Matt Cowall)
 7. Discussion of a collaborative wayfinding signage plan with the City of Traverse City for the Hickory parklands. (Matt Cowall)
 8. Review of goals in the 5-Year Recreation Plan. (Matt Cowall)
 9. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Event Facility Management
 - Quarterly Report from the Botanic Garden and other updates from the Management Entities at Historic Barns Park (TC Community Garden, SEEDS)



- Any reports from Board members
- Executive Director's report and possible verbal updates
- Approved minutes from the meeting of the Hickory Meadows Advisory Committee, October 19, 2021

10. Public comment.

11. Adjournment.

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Communication to the Recreational Authority

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PROCESS STEPS FOR THE CONSENT CALENDAR

The following steps can be followed by the Chair to process the Consent Calendar agenda item at meetings of the Board of Directors.

1. Chair introduces the Consent Calendar agenda item and asks the Executive Director to read the calendar.
2. Chair asks if any member of the Board wants any items removed from the Consent Calendar.
3. Chair asks if staff (the Executive Director) wants any items removed from the Consent Calendar.
4. Chair asks if any member of the public wants any items removed from the Consent Calendar.
5. Executive Director records any removed items and places them in the next agenda item for discussion.
6. Items that remain on the Consent Calendar can be approved with the following motions:

If no items are removed from the Consent Calendar:

That the Consent Calendar be approved.

If any items are removed from the Consent Calendar:

That the Consent Calendar be approved as amended.

7. Any items that are removed from the Consent Calendar are then discussed and processed individually as part of the next agenda item.



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: MINUTES

Attached are the minutes of the regular meeting of February 2, 2022.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of February 2, 2022, be approved.

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RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Minutes

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

February 2, 2022

A regular meeting of the Recreational Authority Board of Directors was called to order in the Second Floor Main Meeting Hall, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, at 7:00 p.m.

The following Directors were present, constituting a quorum: Laura Ness, Chair; Michael Groleau, Secretary; Tim Hughes, Treasurer; Steve Duell; Lindsay Erreca; and Chris Sullivan.

The following Directors were absent (excused): Ashlea Walter.

Chair Ness presided at the meeting.

1.

The first item being “Public Comment,” Chair Ness introduced this matter. The following individuals addressed the Board:

None.

2.

The next item being the “Consent Calendar,” Chair Ness introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Duell, that the Consent Calendar be



approved as presented:

- a) That the minutes of the regular meeting of January 5, 2022, be approved.
- b) That the report regarding payment of expenditures be received and filed.

CARRIED.

3.

The next item being “Items removed from the Consent Calendar,” Chair Ness introduced this matter.

None.

4.

The next item being “Consideration of updates to the rental procedures at Historic Barns Park,” Chair Ness introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Stephanie Wiitala, S2S Events
Sarna Salzman, SEEDS
Karen Schmidt, BGHBP

No action was taken.

5.

The next item being “Consideration of outdoor lighting at Historic Barns Park,” Chair Ness introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director

Moved by Hughes, seconded by Sullivan, that competitive bidding be



waived and the Board authorize the expenditure of \$5,000, more or less, for the purchase of solar lighting for Historic Barns Park.

CARRIED.

6.

The next item being “Review of goals in the 5-Year Recreation Plan,” Chair Ness introduced this matter. The following individuals addressed the Board:

Matt Cowall, Executive Director
Karen Schmidt, BGHBP

No action was taken.

7.

The next item being “Consideration of 2020-21 Audited Financial Statements,” Chair Ness introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Groleau, seconded by Hughes, that the Audited Financial Statements for the fiscal year end June 30, 2021, be accepted.

CARRIED.

8.

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

Matt Cowall, Executive Director
Tom Vitale, GTCD
Stephanie Wiitala, S2S Events
Sarna Salzman, SEEDS



No action was taken.

9.

The next item being “Public comment,” Chair Ness introduced this matter. The following individuals addressed the Board:

Karen Schmidt, BGHBP

There being no objection, Chair Ness declared the meeting adjourned at 8:57 p.m.

Matt Cowall, Executive Director



Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

City of Traverse City	January water/sewer (auto pay)	\$ 112.00
Consumers Energy	January electric (auto pay)	\$ 1,659.44
DTE	January gas service (auto pay)	\$ 57.79
Meghan Acre	Security deposit refund net of furniture rental \$205	\$ 295.00
GFL	Trashing and recycling for February	\$ 31.35
LIAA	January management services	\$ 6,715.00
Northshore Exteriors, LLC	Roof repairs, Cathedral Barn	\$ 2,640.00
Northwoods Printers, LLC	500 laser checks	\$ 120.70
Popp Excavating, Inc	Snow plowing for January net of reimbursement for fence damage \$89.96	\$ 2,042.04
First Light Technologies Ltd	Solar lighting fixture, pole, base	\$ 4,267.00
Security Sanitation, Inc	Portajohn rental 1/4/22 - 2/4/22	\$ 175.00
Sondee, Racine & Doren, PLC	Legal services January	\$ 396.00
S2S Events	Event management February	\$ 4,791.67
S2S Events	Cleaning for February	\$ 250.00
UniFirst	Rug cleaning	\$ 32.22

Debt Service Fund:

TMI Trust Company	April 1st bond interest payment	\$ 22,939.00
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Requested motion:

That the report regarding payment of expenditures be received and filed.

**City of Traverse City and Charter Twp of Garfield Recreational Authority
Operating Fund
Statement of Activities**

	<u>July 2021 - Feb 2022</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues			
500 · Tax Revenue - Operating	\$ 285,858.21	\$ 305,000.00	\$ (19,141.79)
441 · PPT Reimbursement MCL 123.135	-	-	-
615.0 · Trust Fund Grant	-	467,600.00	
615.2 · GT Band Grant	14,482.56	35,040.00	(20,557.44)
615.10 · TCLP Hickory Meadows Grant	-	1,000.00	(1,000.00)
615.7 · Donations	-	9,060.00	(9,060.00)
615.8 · Barns Park Rentals	97,853.75	60,000.00	37,853.75
615.81 · Furniture Rentals	9,454.00	-	9,454.00
615.9 · Misc Income	-	-	-
664 · Interest Income	113.22	200.00	(86.78)
Total Revenues	<u>407,761.74</u>	<u>877,900.00</u>	<u>(470,138.26)</u>
Expenditures			
700 · Office Expense	894.16	2,000.00	(1,105.84)
805 · Professional Services			
Accounting	-	6,000.00	(6,000.00)
GTCD	18,412.50	24,550.00	(6,137.50)
Legal	1,205.50	5,000.00	(3,794.50)
Management	46,757.50	80,000.00	(33,242.50)
Other - Contingency	4,343.71	32,045.00	(27,701.29)
SEEDS - Action Plan	14,482.56	35,040.00	(20,557.44)
Audit	6,150.00	6,150.00	-
Roads project	9,100.00	28,615.00	(19,515.00)
Events Manager	33,541.69	57,500.00	(23,958.31)
Total	<u>133,993.46</u>	<u>274,900.00</u>	<u>(140,906.54)</u>
806 · Event Marketing & Supplies	9,935.75	10,000.00	(64.25)
862 · Transportation	123.05	500.00	(376.95)
912 · Insurance & Bonds	3,487.00	4,000.00	(513.00)
920 · Utilities & Maintenance	21,777.74	35,060.00	(13,282.26)
920.3 - Hickory Meadows Work Plan	2,417.38	25,340.00	(22,922.62)
970 · Capital Projects (Land Purchase)	-	668,200.00	(668,200.00)
Total Expenditures	<u>172,628.54</u>	<u>1,020,000.00</u>	<u>(847,371.46)</u>
Net Change in Fund Balance	<u><u>\$ 235,133.20</u></u>	<u><u>\$ (142,100.00)</u></u>	<u><u>\$ 377,233.20</u></u>

Unaudited statement

City of Traverse City and Charter Twp of Garfield Recreational Authority
Debt Fund
Statement of Activities

	<u>July 21 - Feb 22</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues			
Current Property Taxes	\$ 651,189.56	\$ 700,000.00	\$ (48,810.44)
Interest Income	207.88	650.00	(442.12)
Total Revenues	<u>651,397.44</u>	<u>700,650.00</u>	<u>(49,252.56)</u>
Expenditures			
Debt Service - Fees	141.48	300.00	(158.52)
Debt Service - Interest	52,488.50	52,489.00	(0.50)
Debt Service - Principal	585,000.00	585,000.00	-
Total Expenditures	<u>637,629.98</u>	<u>637,789.00</u>	<u>(159.02)</u>
Net Change in Fund Balance	<u>\$ 13,767.46</u>	<u>\$ 62,861.00</u>	<u>\$ (49,093.54)</u>



RECAAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF UPDATES TO PARKING AND
SHUTTLING PROCEDURES AT HISTORIC BARNS PARK

Attached please find a summary narrative from the focus group on parking and shuttling at Historic Barns Park. I've also attached the Guiding Principles that we looked at on February 2 to include additions that were suggested at that meeting of the Board.

This agenda item is reserved to discuss the findings from the focus group and seek input and consensus on next steps from the Board.

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Parking and Shuttling Focus Group - Main Takeaways from February 17, 2022

Our focus group agreed that the park should take over scheduling and management of shuttle transportation instead of leaving it up to renters. The group also agreed that shuttling should be managed by a single contact for the entire park, so that all of the partners can coordinate around busy days and times at the park and communicate that to their constituents and attendees.

For large events, the need for shuttling is obvious, and shuttling costs can be included up front in the rental. These renters are already paying for shuttling services, they just manage the transaction themselves, so the financial impact to renters is essentially the same. Shuttling charges should be set to include the cost of the vehicle rental bundled with an administrative fee to account for the staff time to deal with the logistics of the rental, as these operations are a new task and cost for the park.

There are about 80 designated parking spots in the park total, including 6 designated accessible spots. Not every event requires shuttling on its own; it depends on a combination of factors, including the size of the event, the day of the week, the time of day, and the time of year, so the park needs to have some flexibility and discretion. Requiring or charging for shuttle transportation for smaller events may dissuade smaller, lower-impact rental uses that currently make the facilities more available and affordable for a wider variety of uses and users.

However, several small events on the same day — none of which may necessitate shuttle transportation on their own — could collectively still have the same impact on parking at the site as one or two larger events. The group could not think of a fair way to retroactively charge smaller clients for transportation if the need arose (and through no fault of their own), and taking in deposits for possible transportation needs could affect affordability and fairness (i.e., the renter would have to put up more money up front, and then may be required to chip in on transportation because the day subsequently became busier with other users after their own event was booked).

Therefore, the park needs ways to both manage shuttling from a parkwide perspective (the single contact noted above) and to pay for shuttling costs when a parkwide need arises that is not feasibly billable to a client or event. Near term, we have some room to raise current rental rates at the Cathedral Barn based on current market comparisons, and the Botanic Garden has already raised its main rental rate. The focus group thought that some of those new revenues could help to support internal costs for shuttling services. Those costs can be tracked over time and inform future rental rates.

When shuttles are in use, parking enforcement personnel need to be in place to help guide event guests away from day-use parking and preserve park spaces for other park visitors.

Management of parking is an increasing effort and will continue to increase as the park continues to increase in use. As more of these “parkwide” operational necessities continue to increase, the group talked about where best these responsibilities lie and how best to coordinate them among the Rec Authority and the management entities.

Designating a formal start time for event arrivals may help to better define when parking attendants need to be in place. The group agreed that all visitors to the park (for an event, a class, or even just for routine public use) should be taught that parking on the site is never a guarantee; we have seen days where the parking pretty much fills up on just curious visitors alone, or with groups suddenly descending on the site for things like prom pictures. Carpooling should always be recommended whenever advance communication is possible, and a universal information sheet for parking should be developed and used by all of the park partners in their communications with constituent users, so that the management entities can speak as one in terms of setting expectations and instructions for the site.

Mid- to long term, the focus group wants the park to explore a transportation service managed and operated by the park (or perhaps as part of a transportation service for the entire GT Commons, as challenges related to parking and transportation persist across the campus). The potential for electric vehicle transportation generated a lot of excitement and would be a natural extension of the Energy Farm efforts at the park. The group also discussed whether additional parking areas could be constructed to help serve the park, perhaps in conjunction with township-owned land and trailheads north of the park on Red Drive.

Resulting Considerations for the RA Board Meeting on March 2, 2022

- Seek board approval of new rental rates for the Cathedral Barn.
 - S2S Events to provide recommendations in line with local market rates.
 - New revenues can help support a “transportation fund” for when the park needs to deploy shuttling that is not covered by user groups.
- Require the submission of an event info sheet in the shared online events calendar for the park (this is something that the management entities can fill out and upload to the calendar to provide more specific details on events/programming).
- Establish a parking information sheet to be used by all park partners for their guests, and make sure that the park partners speak in “one voice” about parking expectations and instructions (e.g., parking on the site can’t always be guaranteed, etc.).
- In the meantime, reach out to existing renters to either receive confirmation on their shuttle or offer to handle it for them and invoice them (again, cost to clients should be similar, but this will help prevent problems with renters failing to adequately supply shuttling services).

Guiding Principles for Parking and Shuttling at Historic Barns Park (updated Feb. 2, 2022)

- Ensure public access to park at all times.
- Efficiently, conveniently and safely transport guests to and from event parking off site.
- Maintain good reputation and positive impression of park and facilities.
- Make it a good and seamless experience for event guests.
- Apply requirements fairly and equally.

Challenges

- Limited parking on site.
- Increasing usage of site (both renters and public users, all four seasons).
- Growth of site/additional entities and buildings in use.
- Renters who fail to book or adequately manage shuttle.
- Parking enforcement.
- One size doesn't fit all.
- Need for coordination across the entire park.
- Lack of understanding of capacity maximums.

Desired Outcomes

- Shuttle transportation is always booked when needed.
- Park staff have a direct line of communication with shuttle company.
- Costs for transportation services are covered by the event client.
- Management entities are always coordinated around transportation.

Considerations

- Who manages booking shuttle transportation – each guest, each venue, or single park contact?
 - Should be the same approach by all management entities.
 - If venue manages or a single contact manages the site, how are additional operating costs covered (e.g., the time to book, coordinating with transportation providers, etc.)?
- How is payment handled – separate payment, or built into rental fee?
 - Should be the same approach by all management entities.
 - If build into rental fee, how do we handle low-impact uses that don't need shuttle transport?



Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF UPDATES TO THE RENTAL RATES FOR
THE CATHEDRAL BARN AT HISTORIC BARNS PARK

As a follow-on to the parking and shuttling conversation, we're asking the Board to revisit the current rental rates for the Cathedral Barn at Historic Barns Park. Current rental rates have been in place since 2019. Updates are based on market comparisons in our region as well as the costs of running events on the site and what is included in those costs. As parking and shuttling are likely to incur increased costs for the park under any scenario, the focus group thought that the rental rate structure should be included in that conversation.

In continued work on this with Stephanie, the vast majority of events that require shuttling are daily rentals, and these are already required to secure their own shuttling at their own expense (separate from and in addition to the current rental rates). The attached rate changes, focused primarily on the daily rentals, would allow us to manage and pay for the shuttling ourselves, taking that administrative burden off the renter, ensuring that shuttling will be sufficient for each event, and doing so at pretty much the same cost that renters already have to expend to secure their own shuttling. This approach also helps to control costs for the low-impact hourly rentals that make the facility accessible for a wide variety of activities. Rate changes will predominantly apply to events after 2022, as this year is already pretty booked up.

Recommended rate updates are attached for your review and discussion on Wednesday night. If any changes are decided, a suggested motion to approve the rental rates follows:

That the revised rental pricing for the Cathedral Barn at Historic Barns Park be approved, effective immediately.

2022/2023 Rental Pricing

Peak Rates:

May 15th – October 15th

Monday – Thursday

Daily | \$2250 (Raised from \$1250.00)

Sunday

Daily | \$3500 (raised from \$2500.00)

Friday | Saturday

Daily | \$5500 (raised from \$4500.00)

Low impact hourly rental (up to 4 hours)* Hour | \$250 (raised from \$200.00)

Non-Peak Rates:

October 16th – May 14th

Monday – Thursday

Daily | \$1750 (Raised from \$1000.00)

Friday and Sunday

Daily | \$2500 (Raised from \$1500.00)

Saturday

Daily | \$3500 (Raised from \$2500.00)

Low impact hourly rental (up to 4 hours)* Hour | \$150 (no change)

Rental Rates for Non-Profit Events:

A 20% discount will be offered for non-profit events. Proof of determination will be required. 100% of the proceeds must benefit the non-profit renting the space.



Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: PLANNING FOR THE NEW HICKORY FOREST PROPERTY

We (and all other Natural Resources Trust Fund grant recipients for this year) are still waiting for grant funds to be officially appropriated by the State Legislature. When funds become available, a formal grant offer will be made in the form of a project agreement from the state. After the project agreement is executed by both the Rec Authority and the state, we'll be able to formally begin the acquisition process for Hickory Forest.

To stay ahead in this process, now is a good time to start thinking about any additional planning and public input we want to conduct regarding the new parkland. To kick that off this month, I have attached the preliminary use plan that was developed by the Grand Traverse Regional Land Conservancy as a required part of the grant application to the Trust Fund.

As part of the purchase option negotiated by the Conservancy for the property, the Conservancy committed to developing a management plan for the site that builds on the stewardship of the Kroupa family and aligns with the natural features of the site. The plan includes recommendations for sustainable trail design to protect the property's natural features and conservation values while allowing users to fully appreciate the site. The plan will also give the Rec Authority a basis for continued public engagement and for creating public access to the site after the property is successfully under public ownership.

For Wednesday, please refresh yourselves on the preliminary use plan, and we can start to chart a path forward for determining the finer details of the site. A suggested list of considerations can be found on pages 11 and 12 of the preliminary use plan.

HICKORY FOREST NATURAL AREA

Preliminary Management Plan

By: Grand Traverse Regional Land Conservancy
Draft Management Plan Recommendations:

- Introduction.....page 1
- Vision and Goals.....page 2
- Land-use History, Acquisition, and Location.....page 2
- Natural Features.....page 3
- Human-made Features.....page 7
- Property Use Guidance.....page 8
- Implementation Schedule.....page 11
- Natural Area Administration.....page 12
- Summary.....page 13
- Appendices (*maps, flora/fauna lists*).....page 14

INTRODUCTION

This draft management plan draft is intended to assist the future owner of the proposed Hickory Forest Natural Area and guide preservation of the habitat and provision of recreational amenities. The plan builds on exemplary stewardship of the property by the previous landowners Clarence and Esther Kroupa and as a way to guide future community discussions.

Additionally, if approved in 2021, the Michigan Natural Resources Trust Fund Grant Agreement will restrict the use of the Property as to sale or conversion to non-recreational uses. For now, recommendations are included below to help facilitate public input, grant application and refinement of a management plan by GTRLC staff and the City of Traverse City and Charter Township of Garfield Joint Recreational Authority (“Recreational Authority”) regarding management of the property.

For over 50 years this beloved forest was owned and stewarded by Clarence and Esther Kroupa and their family. The property has steep, rolling topography compelling for passive public recreation and resource preservation.

One of the largest remaining intact and unprotected wooded parcels in the immediate vicinity of Traverse City, this special property is located within Garfield Township. It is contiguous to Hickory Hills (owned by the City of Traverse City) and by extension, Hickory Meadows (Recreational Authority). The 76.2-acre property is mostly comprised of mesic northern forest which is listed as vulnerable habitat in the State of Michigan and harbors exceptional floristic quality with habitat for many faunal species that rely upon this forest type.

With sustainable trail design, the property could offer a quality trail experience on unpaved paths, protective of ecologically-fragile areas and which could transition to passive winter recreational opportunities.

VISION AND GOALS

VISION As part of the larger Hickory Hills/Hickory Meadows park system taken in sum, the proposed Hickory Forest Natural Area offers the community of Traverse City and beyond a truly unique opportunity to protect one of the few remaining high quality northern forests near the core of the Traverse City urban area. The protection of this unique northern forest habitat, watershed and viewshed preservation and low-impact recreational activities will honor the legacy of Clarence and Esther Kroupa and be an enduring benefit to the community.

GOALS Coordinate trail planning and routing between Hickory Hills and Hickory Meadows. GTRLC will provide a draft management plan to the Recreational Authority to help guide future use on the proposed Hickory Forest Natural Area, including sustainable trail route design and protection of natural features.

LAND USE HISTORY AND LOCATION

The proposed Hickory Forest was once owned by Clarence and Esther Kroupa. Kroupas acquired the first 25-acre portion in 1952 and bought two adjacent parcels shortly thereafter. The initial 25-acre parcel was "nearly barren," when they purchased it, the result of poor farming practices. Visible erosion was present across the property, with only small sections of healthy forest remaining. The adjacent parcels contained a larger percentage of healthy forest, but also contained dozens of acres of "farmed-out, depleted soil." With "soil conservation concerns and a strong desire to reforest land," the Kroupas did just that, planting thousands of trees (pine, spruce and hardwoods) in the following decades until the property gradually regained a beautiful, natural feel. Clarence, with the assistance from his wife and children, did all of this while working a full-time construction job. "Looking back on our work," Clarence later wrote, "it is somewhat in reverse to the way the first settlers cleared the land to plant crops to grow food and sell." It was the sincere wish of the family that the land be protected in perpetuity to protect it in its natural state with a minimum amount of disturbance or use.

ACQUISITION Given the sellers' short time frame for sale of the property, GTRLC negotiated a purchase agreement which was assigned to an interim buyer. The interim buyer will hold the property for three years while GTRLC staff works with public partners for eventual public ownership. Upon purchasing the property, the interim buyer granted GTRLC an exclusive option to purchase the property. The option will be assignable to the Recreational Authority pending successful Michigan Natural Resources Trust Fund ("MNRTF") grant application. GTRLC will purchase the property in the event the local unit of government cannot facilitate the acquisition and long term management. Long term stewardship of the Property may be implemented by the Grand Traverse Conservation District as they currently manage Hickory Meadows.

Phase I & II Environmental Assessments were conducted by Otwell-Mawby PC in early 2020. Potential for residual agrochemicals from agricultural and orchard uses were identified as a Recognized Environmental Concern (REC). Soils samples were collected from the former agricultural and orchard sites and tested for agrochemicals. Based on laboratory analytical results, the property did not meet the definition of a "facility" as defined by Part 201 of Michigan Public Act 451 of 1994, as amended. While several samples contained concentrations of arsenic and lead above laboratory detection limits, none exceeded Michigan Department of Environment, Great Lakes and Energy General Cleanup Criteria. No further assessment or remediation of the RECs was warranted.

LOCATION The property lies in Garfield Township and is within the Grand Traverse Band of Ottawa and Chippewa tribal service area. The 76.2 acre Proposed Hickory Forest Natural Area is located in Section 5, Garfield Twp., Grand Traverse County and Section 32, Elmwood Twp., Leelanau County. The proposed natural area includes frontage on M72 with a narrow access on Barney Road. Current, unofficial access is gained through Hickory Hills. The property is not yet open to the public while is owned by interim buyers. See location map in Appendix A, Figure 1.

NATURAL FEATURES

The regional landscape encompassing the proposed Hickory Forest Natural Area lies within the greater North Central Hardwoods Forest ecosystem as defined by the EPA. The property is within the landscape ecosystem Subsection VII.5.2: Traverse City, Subsection Williamsburg, which covers the eastern portion of Leelanau County, Old Mission Peninsula, western portions of Antrim and Charlevoix Counties, and into southwest Emmet County. This land type association consists of drumlin fields, low elevation coastal dunes, dune and swale complexes, and is divided into peninsulas by the bays of Lake Michigan and several long, narrow inland lakes. Mesic northern hardwood forest is the dominant habitat type present at the property, with some areas of planted pine and young forest on previously wind eroded soils.

MESIC NORTHERN FOREST 61.7 acres

Mesic northern forest comprises a majority of the property. See habitat map in Appendix A, Figure 2. As defined by the Michigan Natural Features Inventory ("MNFI"), this is a forest type consisting of moist to dry-mesic sites lying mostly north of the floristic tension zone, characterized by the dominance of northern hardwoods, particularly sugar maple (*Acer saccharum*), basswood (*Tilia americana*) and American beech (*Fagus grandifolia*). Conifers such as hemlock (*Tsuga canadensis*) and white pine (*Pinus strobus*) are frequently important canopy associates, however are not currently abundant on the property. This habitat type is considered vulnerable in the State of Michigan by the MNFI due to restricted range and recent and widespread declines.

Generally speaking, this community type breaks into two broad classes: northern hardwood forest and hemlock-hardwood forest. It is primarily found on coarse-textured ground and end moraines. Soils are typically loamy sand to sandy loam. The natural disturbance regime is characterized by gap-phase dynamics; frequent, small windthrow gaps allow for the regeneration of the shade-tolerant canopy species. Catastrophic windthrow occurred infrequently with several generations of trees passing between large-scale, severe disturbance events. Historically, mesic northern forest occurred as a matrix system, dominating vast areas of mesic uplands in the Great Lakes region. These forests were multi-generational, with old-growth conditions lasting many centuries.

The forest on the Hickory Forest Natural Area had mostly been cleared when the Kroupa family purchased it. Erosion occurred on exposed slopes, though some of the areas were spared the worst of the erosion impacts thanks to tree plantings by the family on the more level sections of the property. Ravines with large maples and other hardwoods have potential to become secondary old-growth forests. Mesic northern forests are by nature a habitat in transition and are adapted to periodic blow-downs caused by wind or insect disease. The understory flora is extremely rich in species diversity within the intact mesic northern forest. Downed trees provide the structure and organic nutrients this forest system relies upon. Ash species have fallen opening gaps in the forest that contribute to future old-growth characteristics.

MESIC NORTHERN FOREST MANAGEMENT RECOMMENDATION

Given the sensitive natural features, steep slopes, invasive plant risks and public use, no tree removal beyond pine plantation thinning or hazard tree removal near trails or other management needs is recommended. Tree plantings within impacted areas of the property and removal of invasive species could benefit the property. Recent gaps created by infected ash trees provide important microhabitat for a diverse understory and are characteristic of secondary old growth forest.

Planting native trees in the understory could aid species like hemlock and yellow birch. Deer exclusion fences could be an educational opportunity in areas where the understory is sparse or where Canada yew (*Taxus canadensis*) has been impacted by browse pressure. Consider protecting existing yew or re-introduction. To maintain understory plant diversity, bow-hunting for white-tailed deer is recommended being a low-risk hunting activity well suited for a highly visited property.

FLORA AND FAUNA

According to the USDA Forest Service North Central Research Station, the historic land cover in this area was beech-sugar maple-hemlock forest. This cover holds true for this site, although within a highly fragmented landscape matrix of urban and suburban development. See Flora list and Bird list in Appendix B, Figure 1 and Figure 2. **Flora:** Throughout the growing season in 2020, GTRLC staff conducted a plant inventory and found 110 plants, 96 of which were native species, 14 were nonnative. The understory is bare in drier areas or where soils have eroded and pines were planted. Lush organic soils with humid conditions in the mesic northern forest, especially the ravines, are host to a spectacular diversity of plant species. Spring ephemeral wildflowers put on a display, with bloodroot (*Sanguinaria canadensis*), Large-flowered trillium (*Trillium grandiflorum*), violet species (*Viola* spp.) and many other iconic northern Michigan species blooming. The mesic northern forest habitat supports populations of naturally occurring rich-mesic hardwood forest understory plants. The flora of this site is unique to the area and is home to species not commonly seen in the area including, Virginia waterleaf (*Hydrophyllum virginianum*), melic grass (*Melica smithii*), fall coral-root orchid (*Corallorhiza odontorhiza*), and sharped-lobed hepatica (*Hepatica acutiloba*, C value of 8). These observations are new records for Grand Traverse County. They are not yet documented by the University of Michigan Herbarium website with an herbarium voucher. Locally rare plants and those with a C value of 10 that were found on the property include large round-leaved orchid (*Platanthera orbiculata*) and cucumber-root (*Medeola virginiana*) and other uncommon plants include red trillium (*Trillium erectum*), fall coral-root (*Corallorhiza odontorhiza*) and spikenard (*Aralia racemosa*).

Floristic Quality

The plant inventory was entered into the Universal FQA website, from which a Floristic Quality Assessment (“FQA”) with resulting Floristic Quality Index (“FQI”) was calculated. The FQI score, derived from botanical inventories, is a way to quantify the rarity and quality of the plants found at a given site, and by extension the quality of the habitat. This FQA method was first defined by Wilhelm and Rericha for the Flora of the Chicago Region and has since been adapted to Michigan by various organizations. It assigns each native plant species a rating that reflects the fundamental conservatism that the species exhibits for natural habitats. A plant that exhibits specific adaptations to a narrow spectrum of the environment is given a high rating. Conversely, an introduced, ubiquitous species that exhibits adaptation to a broad spectrum of environmental variables is given a low rating. Utilizing this method, a FQI and Native Mean C are derived for a given area. The FQI is an indication of native vegetative quality for an area. Generally 1-19 indicates low vegetative quality; 20-35 indicates high vegetative quality and 35+ indicates “Natural Area” quality. The Native Mean C is also an indication of native vegetative quality, and habitats with Native Mean C values over 3.5, are considered high quality resources.

The adjusted FQI for Hickory Forest Natural Area is 43.9, which is well above the state average and signifying it is a rare and extremely significant property in the state of Michigan. The total native FQI of the property rises to 46.1 if non-native species are removed from the equation.

Fauna: GTRLC staff noted 18 bird species utilizing the habitat either for nesting or foraging. This forest is a valuable location as refugia in the larger urban area and is likely a stopover and nesting site for many forest dwelling neotropical migratory birds like tanagers, thrushes, warblers and vireos. Edge habitat is plentiful on the Hickory Hills boundary, benefiting those species found on Hickory Hills. The Grand Traverse Region falls within the Boreal Hardwood Transition zone as defined by Partners in Flight and the North American Bird Conservation Initiative (NABCI). Within this region, deciduous forests species of concern include two species observed on the property: Northern Flicker and Rose-Breasted Grosbeak.

FLORA AND FAUNA RECOMMENDATION

Carefully sharing information about rare or unique plants on the property while monitoring and caring for them should be trusted to qualified volunteers or staff. Locally rare plants and those with a C value of 10 found on the property should be monitored in the future. The location data of these plants was incorporated into sustainable trail design so that the trail could be routed away from sensitive species.

Trail design should avoid known populations of rare plant species, and adjustments should occur accordingly during trail construction phases. Management of the property should address invasive plants, overbrowsing by deer and other wildlife through informational signage, outreach and on-the-ground monitoring and restoration efforts. Additional flora and fauna surveys of many taxonomic groups in mesic northern forest habitats will yield more species diversity and better understanding of the ecological values of this property.

SOILS, TOPOGRAPHY AND HYDROLOGY

This property lies entirely within the West Bay Shoreline sub-basin within the larger Grand Traverse Bay Watershed. Surface water sheds to Kids Creek and Grand Traverse Bay. According to the USDA Forest Service, North Central Research Station, this sub-region consists of “coarse-textured drumlins on ground moraine, steep end moraine; northern hardwood forest, conifer swamp. Sub-subsection VII.5.1 is a small area of steep end-moraine ridges between the drumlins of the Traverse City sub-subsection (VII.5.2) to the north and the outwash plains of the

Newaygo Outwash Plain subsection (VII.3) and the Grayling Outwash Plain sub-subsection (VII.2.2) to the south. Soils on the end moraines are well-drained sands with few poorly or very poorly drained soils.” The property contains soils that have been highly eroded in some areas. It has 5-6 separate soil types, the majority of which are loamy sands. The most sensitive habitat is located within the Leelanau-Kalkaska loam sand with steep 25-45% slopes. Emmet gravelly sand loams, with 2-6% slopes, comprise the area that was historically used for agriculture. Although no wetlands, springs, streams, or vernal pool wetlands were found, it’s likely early spring run-off through the steep slopes can result in wet soils found in valleys. See soil and topo map in Appendix A, Figure 3 and 4 respectively.

SOILS, TOPOGRAPHY, AND HYDROLOGICAL MANAGEMENT CONSIDERATIONS

The steep topography and highly erodible slopes makes the site prone to water runoff. Use of the property for recreation should be of low-impact and trails should be aligned along contours on side slopes to sustainable trail standards.

Preservation of the property in its natural state will prevent sediment and nutrients from entering Kids Creek and eventually West Grand Traverse Bay. Given the frequency and intensity of flooding in the Kid’s Creek watershed, preservation of the property in its natural state protects against exacerbation of this problem.

HUNTING AND TRAPPING

Significant white-tailed deer browse is likely on this site as very few eastern hemlocks and only a few small plants of Canada yew, a favorite food source for deer, were found in surveys. Heavy deer browse limits these species on rich soils and Canada yew has been almost eliminated from forests in Michigan where it used to grow abundantly. Other herbivores could be contributing to the declines in these coniferous species but many studies have documented the significant impact deer in particular have on flora and fauna, including orchids and ground nesting forest bird species.

HUNTING AND TRAPPING RECOMMENDATION

Given the relatively urban setting, rifle hunting and trapping could cause user conflict and may not be well suited for this site. Consider white-tailed deer bow-hunting to increase biodiversity of the site while also providing a new bow-hunter opportunity near Traverse City. Signage, outreach and consultation with DNR staff may ease concerns of trail users as bow-hunting is a relatively low-risk hunting method and removal of deer to carrying capacity levels for the site could benefit the ecological value of the property.

INVASIVE SPECIES AND FOREST PATHOGENS

Invasive species are defined as a plant or animal species, typically a non-native, which aggressively take over habitat. If not controlled, invasive species may displace or extirpate native plant or animal species from their original location. Although not yet abundant, small populations of high priority non-native invasive plants are found in the forest interior, including garlic mustard (*Alliaria petiolata*), Japanese barberry (*Berberis thunbergii*), dame’s rocket (*Hesperis matronalis*) and Sweet woodruff (*Galium odoratum*) on the property edges. If left unchecked, these species, especially garlic mustard, are capable of crowding out native plants in the understory of the forest. Exotic insects and fungal infections (often spread by insects, birds or wind) have an increasingly detrimental impact on Michigan forests. Insects such as the emerald ash borer, gypsy moth and

beech scale already impact the forests in the area. Additional pests on the horizon include the hemlock adelgid, Asian longhorn beetle and pine weevil.

INVASIVE SPECIES AND FOREST PATHOGEN RECOMMENDATION

To maintain or improve the property's conservation values, preventing the widespread establishment of invasive plants should be a top priority. The entire property should be fully scouted and mapped for invasive species and a treatment plan developed. Plant identification and verification before treatment occurs is important as many native species can be misidentified as invasives. Additionally, a boot brush station at each public access entry site would be a beneficial educational tool and may curb some of the transport of seeds into the property. Fungal diseases such as oak wilt, beech-bark disease (which follows behind the beech-scale) and white pine blister rust all have devastating impacts on northern forests. Ongoing management should include monitoring for these diseases and other pathogens or nonnative insects and removing infected trees if presenting a trail hazard or risk of spread. Conversely, downed woody debris can improve the organic soil content of mesic northern forests. A majority of insect and fungal diseases are windborne or spread by insects or wildlife. Therefore preemptive salvage logging has little benefit in these situations and each tree species should be assessed with various factors in mind and managed on a case-by-case basis. Mesic northern forests are adapted to periodic pest disturbances. Nutrients from dead or dying trees replenish the forest soils and nurture understory flora. Interpretive signage highlighting the importance of downed trees for soil and wildlife habitat perspectives could be beneficial for public education.

HUMAN MADE FEATURES

The property was owned and managed by the Clarence and Esther Kroupa family for over 50 years. Portions had been cleared for agriculture and soil erosion was prevalent. Thanks to their tree planting efforts, erosion was slowed, the land began to heal and now harbors acres of high quality forest. Two power lines bisect the property.

PINE PLANTINGS 14.6 acres

Pine plantings occur on sites formerly suffering from erosion of dry soil. They frame the northern and southern ends of the intact mesic northern hardwood forest. These areas were likely cleared for farming and remain defined as wind-eroded in the soil survey of Grand Traverse County. This habitat type is often characterized by an overstory heavily dominated by planted pines such as white pine and red pine with very little growing in the understory beyond bracken fern and tree seedlings. If thinned, oak, sugar maple, beech and basswood seedlings would likely reforest the understory relatively quickly.

PINE PLANTATION MANAGEMENT RECOMMENDATION

Increase biodiversity within the pine stands by transitioning the pine plantations to a staggered age structure with a goal towards mesic northern forest. Select cutting and felling of planted pine trees would aid native sugar maple, beech seedlings and increase diversity in the pine planted areas. This can be a low-impact activity or part of a chainsaw training course for volunteers.

EXISTING INFRASTRUCTURE

Numerous social trails and two-tracks run throughout the forested portions of the property. GTRLC staff has recommended a preliminary trail layout that balances passive recreational use and

preserves sensitive natural features. See Figure 5 in appendix A. Numerous social trails and grown-over two-tracks used by the former owners for property maintenance are present, though none are designed or marked specifically for non-motorized use.

EXISTING INFRASTRUCTURE MANAGEMENT RECOMMENDATION

Decommission existing social trails and prohibit vehicle access. Design and install sustainable multi-use trails.

ENCUMBRANCES

Powerline and/or Utility Easement: Two overhead electrical power lines bisect the property, one on the northern edge of the property and a second on the southern extent. The north power line is owned and managed by Consumers Power while the line that bisects the south portion is owned and managed by Traverse City Light and Power. Efforts to work cooperatively with the respective power line companies on hazard tree removal and maintenance will benefit the ecological values of the property. Installing a native plant habitat with low growing shrubs, forbs or grasses, similar to efforts at Hickory Meadows would reduce long-term maintenance costs slow, invasive species spread and benefit native pollinators and other fauna.

MNRTF Agreement: If approved in 2021, a Michigan Natural Resources Trust Fund Grant Agreement will restrict some uses of the Property such as sale of property or conversion to uses other than those proposed in the management plan.

Septic Easements: None known.

Oil and Gas Lease: None known.

PROPERTY USE GUIDANCE

GTRLC will design a sustainable multiuse trail system balancing trail related activities, preservation of ecologically-sensitive areas and the unique feel of the site. Consider enlisting volunteers and formation of a friends group to energize maintenance of trails and preservation of natural features.

TRAILS USE

The quality and rich diversity of plant species found in this forest is unique to the Traverse City area. Guided wildflower hikes could be a very popular activity at this property, especially in the spring when spring ephemeral wildflowers are at peak bloom. Balance nature observation, resource protection and recreational activities. A well-built singletrack trail through this steeply sloped and forested property offers the opportunity for a hiking trail system of moderate distance with potential for low-impact mountain biking opportunities.

Trail design criteria should include ecologically sensitive areas, erosion, water management, soil stability and neighboring parcel buffering. Proper utilization of these areas can offer year round trail activities for visitors of the property.

TRAIL USE RECOMMENDATIONS

A sustainable trail system can feature views of amazing natural features and accommodate year-round activities. Trails should be blazed and marked with numbered sign posts and maps matching existing trail on Hickory Hills and Hickory Meadows. The site is not conducive to high intensity, off-trail, wider-impact activities.

Enjoyment of the natural features can be enhanced by providing well marked, maintained, and sustainably designed trails. Hiking, biking, snowshoeing and cross-country skiing represent trail related activities the public has indicated as being important. Care must be given to keep a light-touch on the land, prevent user conflicts, match trail design with compatible uses and prevent resource degradation. GTRLC recommends following International Mountain Biking Association (“IMBA”) guidelines for installation of a sustainable hiking and low-impact biking trail. Those practices were incorporated into the proposed trail layout by GTRLC staff as shown in the trail map in Appendix A, Figure 5.

Design trails to maximize the environmental sustainability through:

- grades that do not exceed the maximum sustainable grade of the local sandy soils;
- incorporate numerous reversals in the trail grade to control water flow across the trail, and;
- minimize sharp turns which can degrade quickly over time

Provide maximum social sustainability of trails through:

- numerous options users, ranging from a half-hour stroll to an hours-long tour of the entire property and adjacent Hickory Hills and Hickory Meadows;
- minimize speed differential between pedestrian users and mountain bikers by constructing a rolling contour trail, and
- minimize blind corners in areas of high potential for collisions

WINTER USE

In contrast to hiking/biking trails which are most sustainable when they remain narrow and are bench-cut into the side slopes of hills, cross-county ski trails are better suited to wider openings, with flat or more gently sloped terrain. This site is limited in that regard as it is very heavily forested and has challenging terrain.

WINTER USE RECOMMENDATION

Given the steep terrain and limited flat areas, groomed ski trails should be directed to Hickory Hills and Hickory Meadows. Snowshoeing could be easily incorporated without any active maintenance beyond standard tree over trail removal and signage updates. In all seasons, trails should be well-marked to prevent users from getting lost or inadvertently trespassing onto private property. Should a groomed trail be desired, selecting a location on the wider, flatter portions of the property is recommended. All trails should avoid steep slopes and significant natural features. Managers should consider any trails marked for winter use will be used all year long, even if the original intent was for winter use only. They should be designed with sustainable trail goals for all seasons.

PARKING LOT AND TRAIL ACCESS

No established access to the property exists beyond an unofficial trail from Hickory Hills with parking at the end of Randolph Street. As the popularity of the Proposed Hickory Forest Natural Area grows, coordinated efforts to access the trail from Hickory Hills and creation of additional parking lots on the property will become necessary for trail and emergency access and trail maintenance needs.

In 2020, GTRLC staff researched two options, one on the north entrance on M72, and one on the south entrance on Barney Road. Both have potential and are being explored for access.

PARKING LOT AND TRAIL ACCESS RECOMMENDATION

Consider establishing parking and trailhead access from Barney Road while buffering neighboring houses parcels from trespass. Investigate need and feasibility of parking and trailhead access from M-72. Coordinate signage throughout the properties with City and Recreational Authority partners. Coordinate with local EMS officials for signage and other emergency access considerations.

ACCESSIBLE TRAILS

Challenging terrain and erodible soils post significant challenge to provision of trails meeting Universal Access (UA) design concepts or comply with Americans with Disabilities (ADA) Act standards.

ACCESSIBLE TRAIL RECOMMENDATION

Although physical limitations of the property may make it impossible to provide the same user experiences for users of a UA or ADA trail, it is always the goal to provide as many of these amenities and experiences as possible. Consider nearly level ground near Barney Road with assistance of the Disability Network Northern Michigan.

OTHER INFRASTRUCTURE CONSIDERATIONS

Boundaries

Marked all boundaries to protect private property and guide use on the property. Signs and posts should be installed along property boundaries.

Signage

Signage will be critical to protecting the natural features and state expectations for the property including trail etiquette. Signs, maps, kiosks and trail markers for the proposed Hickory Forest Natural Area should be created and installed by the manager prior to the public opening. For cohesiveness among Hickory Forest, Hickory Hills and Hickory Meadows trail systems, create a comprehensive signage approach by the City, Recreational Authority. Signage shall include recognition of the MNRTF (if applicable) and project partners such as GTRLC, GTCD, etc.

Fences

Fencing could be a useful trail routing tool, especially near the parking areas, neighboring residential properties or problem sites.

OTHER INFRASTRUCTURE RECOMMENDATION

Signage and a minimal amount of fencing will be required if the trail is designed sustainably. Benches and interpretive signage are popular trail amenities. These locations should be in scenic locations thoughtfully chosen to avoid unintended impacts to the native flora. Interpretive signs could focus on multiple topics including habitat, wildlife, geology, and property history. Boot brushes at trail access sites are highly recommended for educational purposes and to reduce the spread of garlic mustard.

NATURAL AREA SUGGESTED RULES

Pending recommendations by the City and Recreational Authority ordinances:

- Permitted uses include hiking, running, snowshoeing, classic skiing (non-groomed), low-impact mountain biking, nature study, photography, and guided hikes
- Open from dawn to dusk unless for guided night hikes or other special events
- No removal of plants or animals, except for bow-hunting season or for specific management purposes
- Prohibit: fires, disc-golf, motorized vehicles, trash, fireworks, camping, firearms, trapping
- Other rules covered by Rec Authority ordinances.
- Special Use considerations: permission needed for geocaches and other events at Rec Authority discretion
- Allow bow-hunting of white-tailed deer to curtail damage to native flora and fauna. No firearm or blackpowder hunting of deer, small game or forest birds due to trail considerations, neighbor vicinity and adjacent recreational use area.
- Pets allowed on-leash and subject to the GT County Animal Control Ordinance.

IMPLEMENTATION SCHEDULE

The project will likely proceed in phases over the next three years:

- 1.) Acquisition by interim buyer with exclusive option to purchase to GTRLC.
- 2.) Evaluation of public partner and public funding.
- 3.) Transfer of property from interim buyer to local unit of government, Recreational Authority
- 4.) Selection of property manager, development of trails, evaluation of access from Barney Road and M-72 and signage

Description, In order of Priority:	Responsible Party	2020	2021	2022	2023
Millage	Friends Group	x			
Complete Inventory and Habitat Map	GTRLC	x			
Complete Draft Management Plan	GTRLC		x		
MNRTF Grant Application	Rec. Authority and GTRLC		x		
Public Comment	Rec. Authority		x		
Design and layout trail system	GTRLC, Partners		x	x	

Stake and sign property boundary	Rec. Authority, partners	x	x		
Draft a MOU for management of the site	Rec. Authority, partners		x	x	
Complete Comprehensive Management Plan	Rec. Authority			x	
Recruit and manage volunteer group	Rec. Authority			x	x
Evaluate access from Barney Road and M-72	Rec. Authority		x	x	
Evaluate Barney Road access for Universal Access	Rec. Authority and Disability Network Northern MI		x	x	x
Build trail system on property	Rec. Authority			x	x
Design and Install trail signage and kiosk	Rec. Authority			x	x
Ongoing trail maintenance	Rec. Authority				x
Maintain and replace signage on property	GTCD				x
Invasive species scouting	Partners		x	x	x

NATURAL AREA ADMINISTRATION

PROPERTY MANAGEMENT ROLES AND RESPONSIBILITIES

Governmental partners include the City of Traverse City, the City of Traverse City & Charter Township of Garfield Recreational Authority (Rec Authority), Garfield Township, and the Grand Traverse Conservation District as managers (similar to Hickory Meadows). GTRLC will purchase the property in the event a local unit of government cannot facilitate the acquisition and long term management.

The Recreational Authority will own and have ultimate responsibility for the management of the proposed Hickory Forest Natural Area. The Recreational Authority recognizes the contributions of the Grand Traverse Regional Land Conservancy in the protection and management of the property. The Conservancy will be primarily responsible for facilitating transfer of the property to the Recreational Authority and assist with compliance with the Michigan Natural Resources Trust Fund grant agreement (if applicable). General property stewardship began by the Conservancy under the Property’s current ownership will be transferred to the Recreational Authority. The parties mutually desire to manage the Property for public recreation and resource protection.

SUMMARY

MANAGEMENT RECOMMENDATION

The proposed Hickory Forest Natural Area shall be managed to protect the unique and diverse natural features of the property balanced with providing passive outdoor recreational amenities. Together with Hickory Hills and Hickory Meadows, it bolsters their ecological footprint to the Traverse City area by providing valuable water quality, habitat protection, providing wildlife corridors and ecological education. Signage and guided hikes could elevate such experiences.

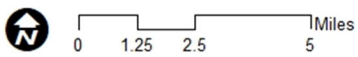
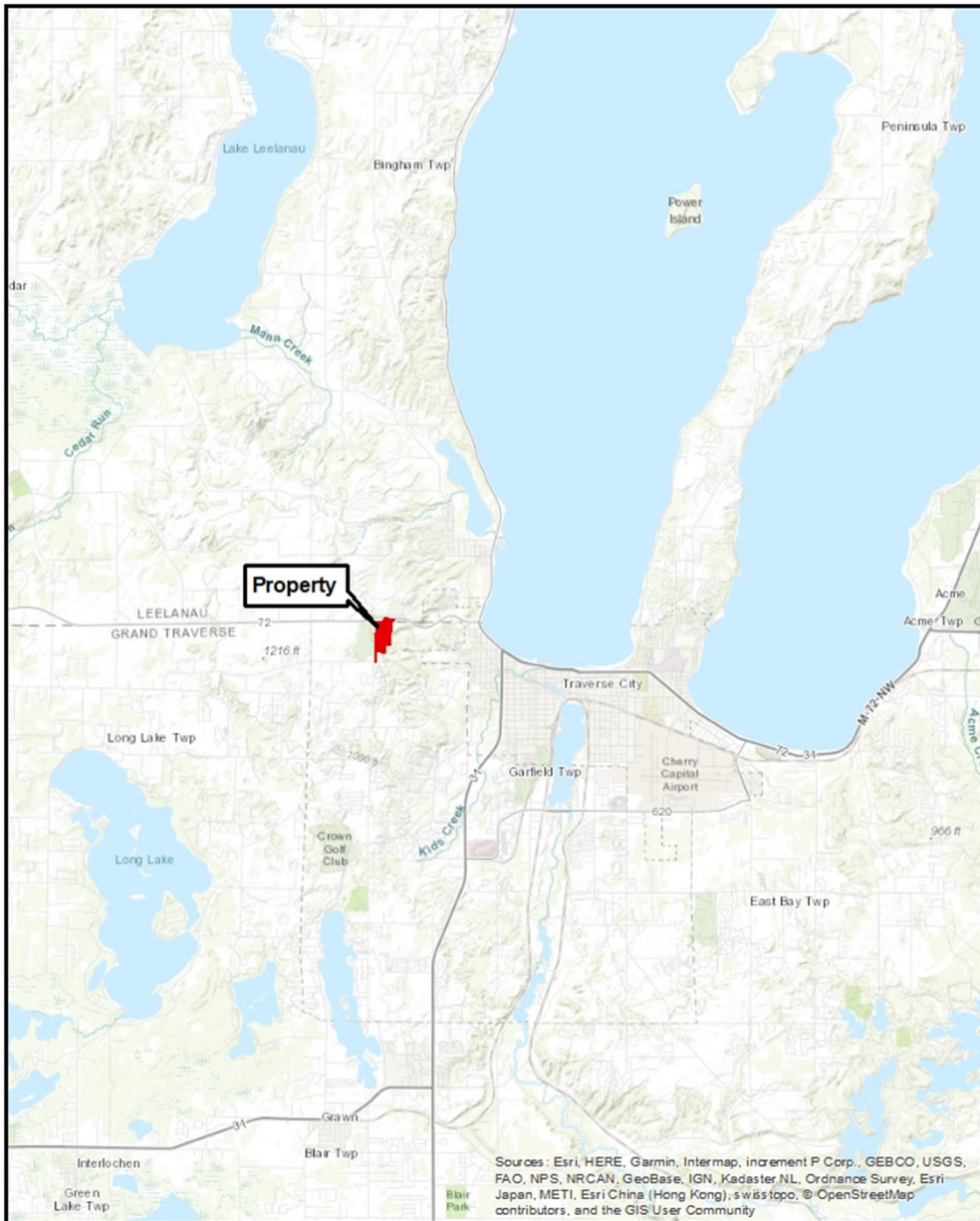
With a well-developed volunteer friends group, thoughtfully designed trail system, excellent signage and cooperative planning and management, the proposed Natural Area will build on its history as a quiet, peaceful setting that provides sustainable access for the public to enjoy a spectacular natural area. These activities would continue the stewardship ethic of Clarence and Esther Kroupa with a sustainable trail that protects sensitive natural features,

If awarded a grant through the MNRTF, the management will additionally need to comply with the original intent of the grant application and grant agreement.

Based on its history and current environmental attributes, this property is best suited for use by individuals, families, and those looking to enjoy a peaceful respite in the Traverse City urban area, and will be a complimentary addition to existing natural lands as residents continue to seek additional outdoor recreation options in the future.

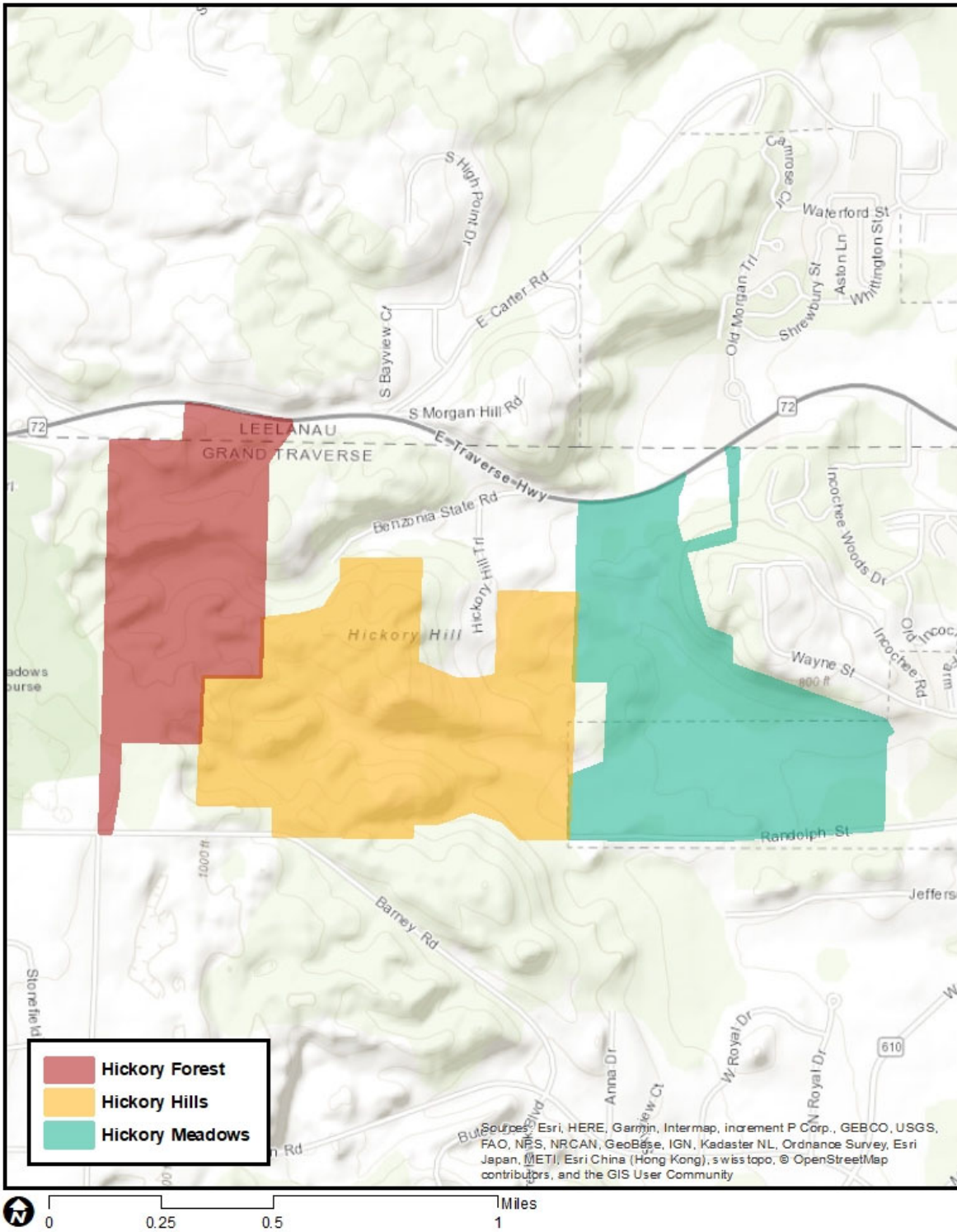
APPENDICES

Appendix A. Maps

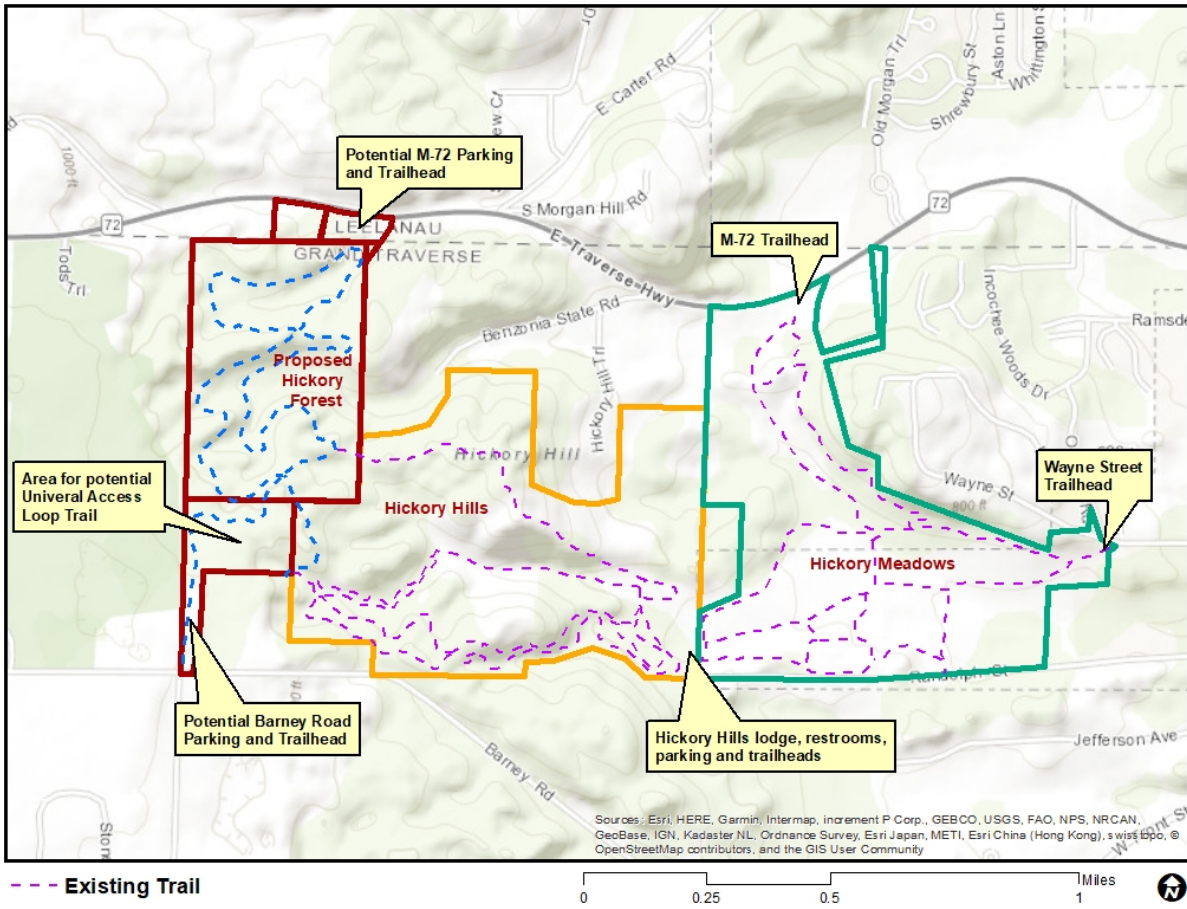


Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Conceptual



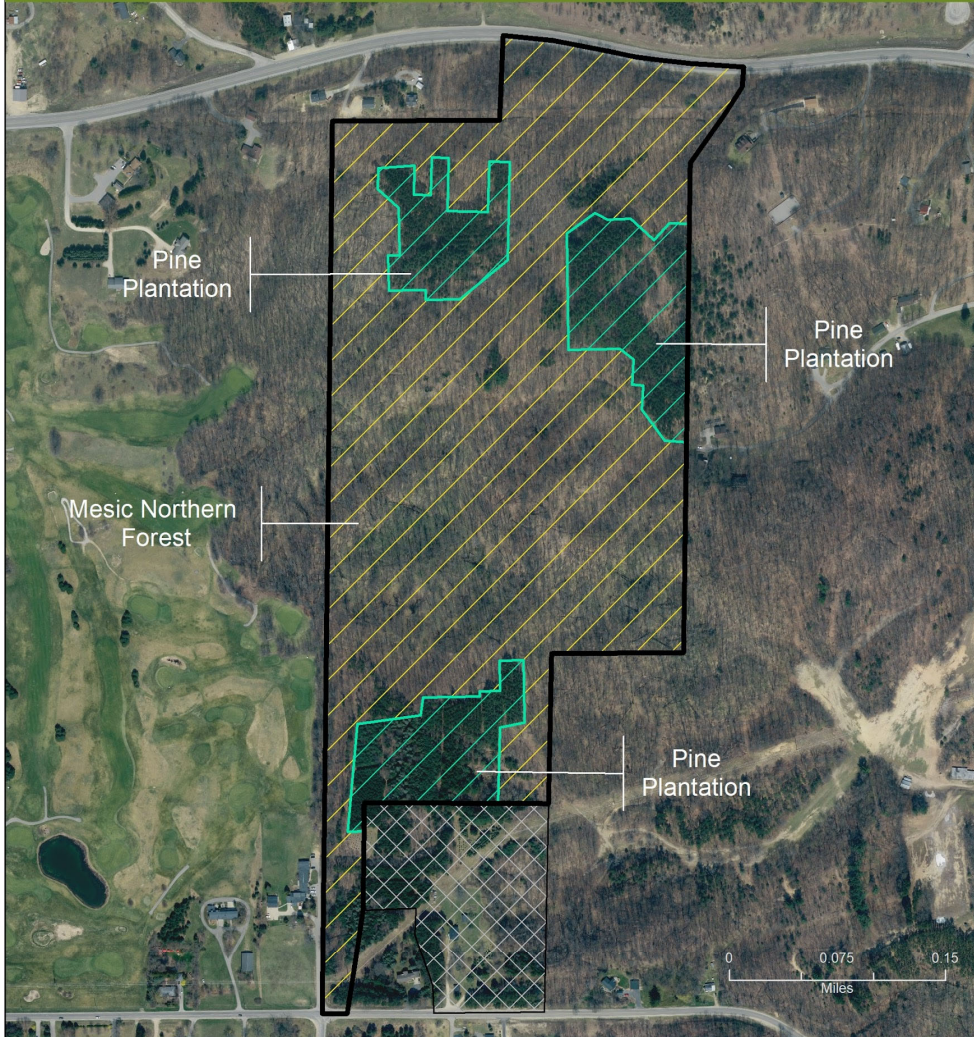
Trail Connectivity



PROPOSED HICKORY FOREST NATURAL AREA



Protecting significant natural, scenic and farm lands, and advancing stewardship, now and for future generations



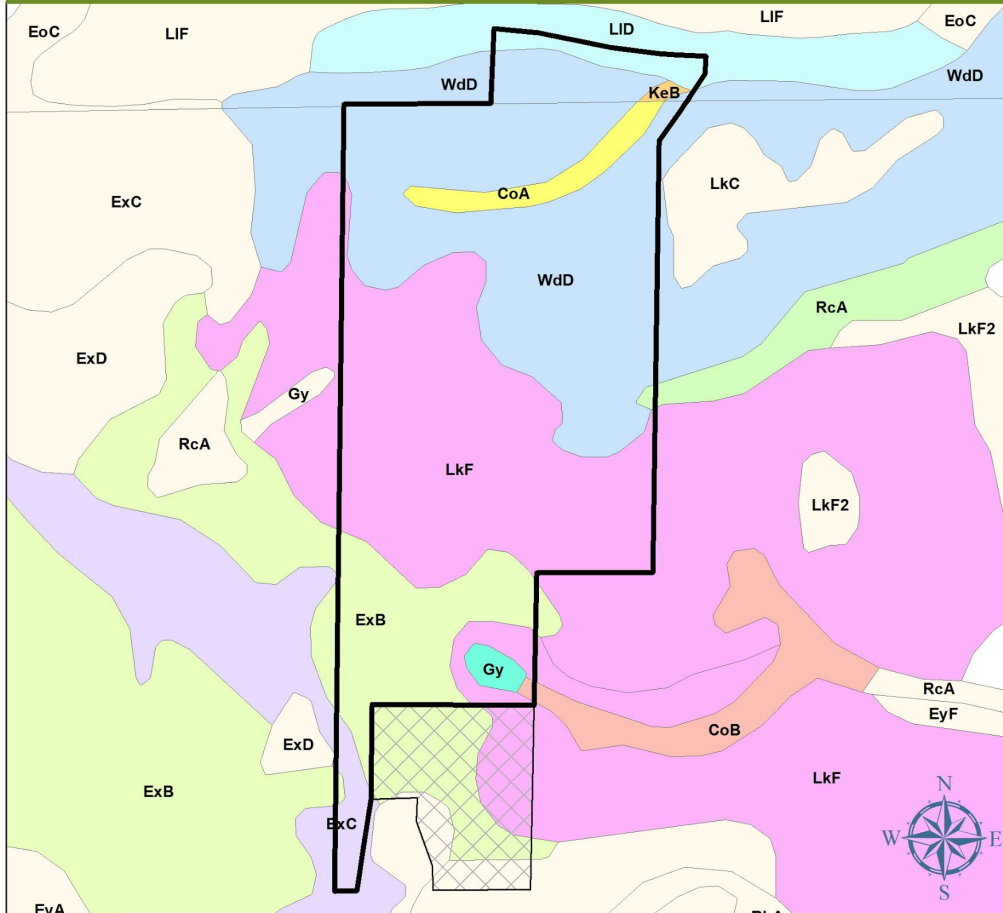
LEGEND	Property Boundary	Habitat Types	
	Ten Acre Exception	Mesic Northern Forest	

Habitat Types

PROPOSED HICKORY FOREST NATURAL AREA



Protecting significant natural, scenic and farm lands, and advancing stewardship, now and for future generations



LEGEND

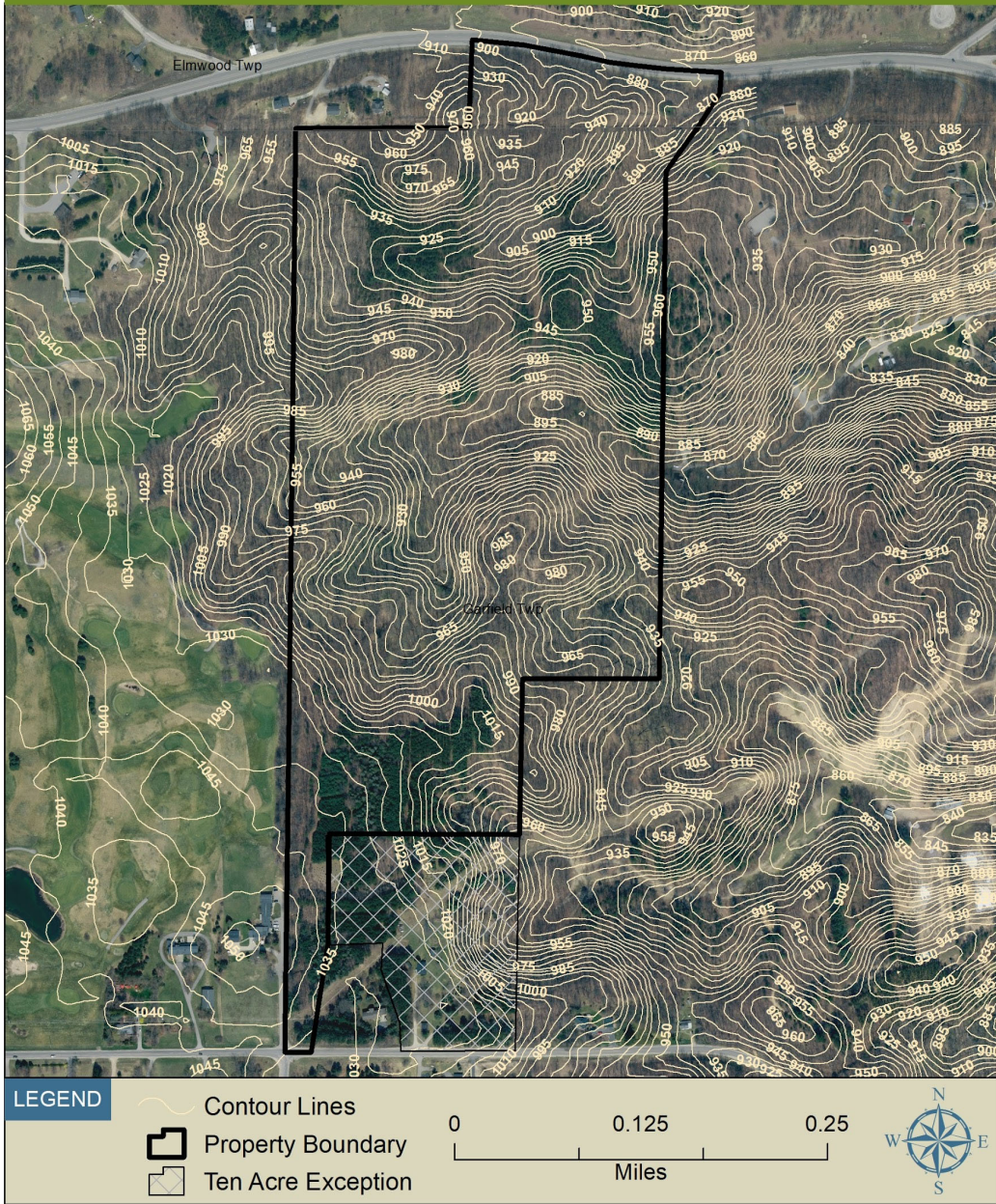
- | | |
|--|--|
| Property Boundary | ExC, Emmet gravelly sandy loam, 6 to 12% |
| Ten Acre Exception | Gy, Gullied land |
| Soils | |
| Other | KeB, Kalkaska-East Lake loamy sands, 0 to 6% |
| CoA, Croswell loamy sands, 0 to 2%, overwash | LID, Leelanau-East Lake loamy sands, 12 to 18% |
| CoB, Croswell loamy sands, 2 to 6%, overwash | RcA, Richter loams, 0 to 2%, overwash |
| ExB, Emmet gravelly sandy loam, 2 to 6% | WdD, Wind eroded land |
| | LkF, Leelanau-Kalkaska loamy sands, 25 to 45% |

Soils

PROPOSED HICKORY FOREST NATURAL AREA



Protecting significant natural, scenic and farm lands, and advancing stewardship, now and for future generations

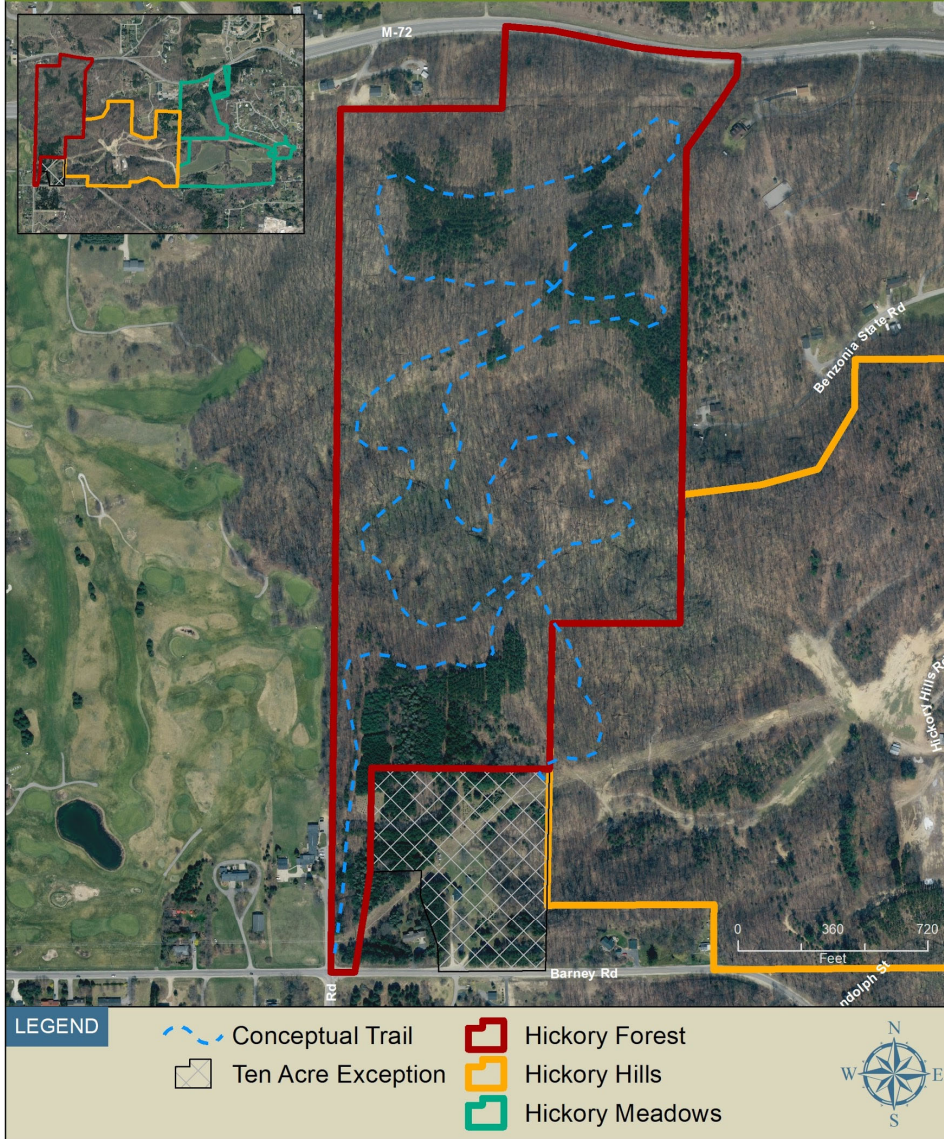


Topography

PROPOSED HICKORY FOREST NATURAL AREA



Protecting significant natural, scenic and farm lands, and advancing stewardship, now and for future generations



Potential Trail Corridor

Appendix 2. Flora and Fauna Lists:

Figure 1. Flora

Scientific Name	Common Name	C	Notes
<i>Acer rubrum</i>	red maple	1	
<i>Acer saccharum</i>	sugar maple	5	
<i>Actaea pachypoda</i>	dolls-eyes	7	
<i>Adiantum pedatum</i>	maidenhair fern	6	
<i>Alliaria petiolata</i>	garlic mustard	0	Invasive
<i>Allium burdickii</i> ; <i>a. tricoccum</i>	wild leek	7	
<i>Apocynum androsaemifolium</i>	spreading dogbane	3	
<i>Aquilegia canadensis</i>	wild columbine	5	
<i>Aralia nudicaulis</i>	wild sarsaparilla	5	
<i>Aralia racemosa</i>	spikenard	8	
<i>Arctium minus</i>	common burdock	0	
<i>Arisaema triphyllum</i>	jack-in-the-pulpit	5	
<i>Athyrium filix-femina</i>	lady fern	4	
<i>Berberis thunbergii</i>	japanese barberry	0	Invasive
<i>Botrychium matricariifolium</i>	daisy-leaved moonwort	5	
<i>Botrypus virginianus</i>	rattlesnake fern	5	

<i>Cardamine diphylla</i> ; <i>dentaria</i> d.	two-leaved toothwort	5
<i>Carex albursina</i>	sedge	5
<i>Carex deweyana</i>	sedge	3
<i>Carex intumescens</i>	sedge	3
<i>Carex leptoneura</i>	sedge	3
<i>Carex pedunculata</i>	sedge	5
<i>Carex pennsylvanica</i>	sedge	4
<i>Carex plantaginea</i>	sedge	8
<i>Caulophyllum thalictroides</i>	blue cohosh	5
<i>Circaea alpina</i>	small enchanters-nightshade	4
<i>Circaea canadensis</i> ; <i>c. lutetiana</i>	enchanters-nightshade	2
<i>Claytonia caroliniana</i>	carolina spring-beauty	6
<i>Cornus alternifolia</i>	alternate-leaved dogwood	5
<i>Dicentra canadensis</i>	squirrel-corn	7
<i>Dicentra cucullaria</i>	dutchmans-breeches	7
<i>Dryopteris intermedia</i>	evergreen woodfern	5
<i>Dryopteris marginalis</i>	marginal woodfern	5
<i>Epipactis helleborine</i>	helleborine	0

<i>Erythronium americanum</i>	yellow trout lily	5	
<i>Fagus grandifolia</i>	american beech	6	
<i>Frangula alnus; rhamnus frangula</i>	glossy buckthorn	0	
<i>Fraxinus americana</i>	white ash	5	
<i>Galium aparine</i>	annual bedstraw	0	
<i>Galium circaezans</i>	white wild licorice	4	
<i>Galium odoratum</i>	sweet woodruff	0	
<i>Galium triflorum</i>	fragrant bedstraw	4	
<i>Geranium robertianum</i>	herb robert	3	
<i>Hamamelis virginiana</i>	witch-hazel	5	
<i>Hepatica acutiloba</i>	sharp-lobed hepatica	8	
<i>Hesperis matronalis</i>	dames rocket	0	
<i>Hieracium pilosella</i>	mouse-ear hawkweed	0	
<i>Hydrophyllum virginianum</i>	virginia waterleaf	4	
<i>Juniperus communis</i>	common or ground juniper	4	
<i>Laportea canadensis</i>	wood nettle	4	
<i>Lonicera tatarica</i>	tartarian honeysuckle	0	Invasive
<i>Maianthemum canadense</i>	canada mayflower	4	

<i>Maianthemum racemosum</i> ; <i>smilacina r.</i>	false spikenard	5
<i>Medeola virginiana</i>	indian cucumber-root	10
<i>Melica smithii</i>	melic grass	7
<i>Milium effusum</i>	wood millet	8
<i>Monotropa uniflora</i>	indian-pipe	5
<i>Oryzopsis asperifolia</i>	rough-leaved rice-grass	6
<i>Osmorhiza claytonii</i>	hairy sweet-cicely	4
<i>Ostrya virginiana</i>	ironwood; hop-hornbeam	5
<i>Parthenocissus quinquefolia</i>	virginia creeper	5
<i>Phytolacca americana</i>	pokeweed	2
<i>Picea abies</i>	norway spruce	0
<i>Pinus resinosa</i>	red pine	6
<i>Pinus strobus</i>	white pine	3
<i>Pinus sylvestris</i>	scotch pine	0
<i>Platanthera orbiculata</i> ; <i>habenaria o.</i>	round-leaved orchid	10
<i>Poa nemoralis</i>	bluegrass	0
<i>Polygonatum pubescens</i>	downy solomon seal	5
<i>Populus grandidentata</i>	big-tooth aspen	4

<i>Populus tremuloides</i>	quaking aspen	1
<i>Prenanthes altissima</i>	tall white lettuce	5
<i>Prunus serotina</i>	wild black cherry	2
<i>Pteridium aquilinum</i>	bracken fern	0
<i>Pyrola americana</i> ; p. <i>rotundifolia</i>	round-leaved pyrola	7
<i>Quercus alba</i>	white oak	5
<i>Quercus rubra</i>	red oak	5
<i>Ranunculus abortivus</i>	small-flowered buttercup	0
<i>Ribes cynosbati</i>	prickly or wild gooseberry	4
<i>Rubus allegheniensis</i>	common blackberry	1
<i>Rumex acetosella</i>	sheep sorrel	0
<i>Sambucus canadensis</i>	elderberry	3
<i>Sanguinaria canadensis</i>	bloodroot	5
<i>Solidago canadensis</i>	canada goldenrod	1
<i>Sorbus americana</i>	american mountain-ash	4
<i>Streptopus lanceolatus</i> ; s. <i>roseus</i>	rose twisted-stalk	5
<i>Taxus canadensis</i>	yew	5
<i>Tilia americana</i>	basswood	5

<i>Trillium erectum</i>	stinking benjamin; red trillium	7
<i>Trillium grandiflorum</i>	common trillium	5
<i>Tsuga canadensis</i>	hemlock	5
<i>Ulmus americana</i>	american elm	1
<i>Uvularia grandiflora</i>	bellwort	5
<i>Viburnum acerifolium</i>	maple-leaved viburnum	6
<i>Vinca minor</i>	periwinkle	0
<i>Viola canadensis</i>	canada violet	5
<i>Viola labradorica</i> ; v. <i>conspersa</i>	dog violet	3
<i>Viola pubescens</i>	yellow violet	4
<i>Viola rostrata</i>	long-spurred violet	6

Figure 2. Fauna

Bird Species:
American Redstart
Black-capped Chickadee
Hermit Thrush
Indigo Bunting
Ovenbird
Pileated Woodpecker
Pine Warbler
Red-bellied Woodpecker
Red-eyed Vireo
Red-tailed Hawk
Rose-breasted Grosbeak
Scarlet Tanager
Tufted Titmouse



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: DISCUSSION OF A COLLABORATIVE WAYFINDING
SIGNAGE PLAN WITH THE CITY OF TRAVERSE CITY FOR
THE HICKORY PARKLANDS

City staff are on board to collaborate with the Authority on a shared wayfinding signage plan to serve all three Hickory parklands (Meadows, Hills and Forest). We want to share with you the attached workplan that we're using to frame the effort for your input and any questions you may have. The plan is to pursue some local grant funding to pay for some or all of the effort, with any remaining cost share split evenly between the City and the Authority.

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REVISED FEBRUARY 2022

HICKORY COMPLEX

HICKORY MEADOWS, HICKORY HILLS & HICKORY FOREST

WAYFINDING DESIGN PROPOSAL



DESIGN PROCESS

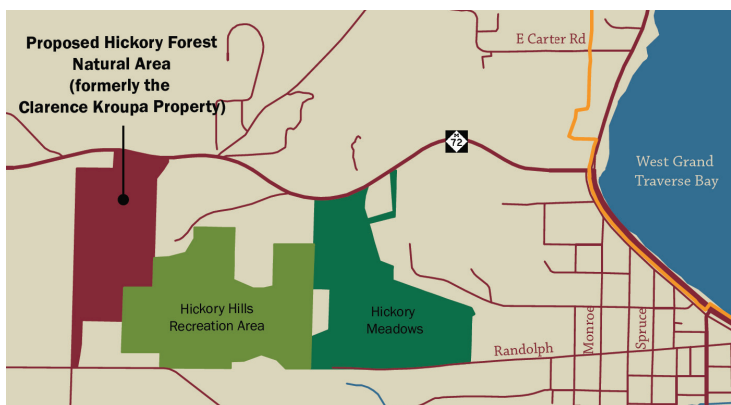
The design process can roughly be broken down into three phases – conceptual/programming, development and final documentation.

- 1 During the conceptual phase Gene will work with stakeholders team to learn the specific goals, requirements and expectations this wayfinding program must meet. Then Gene will develop unique solutions to meet those challenges through an iterative process – working back and forth with the team to identify the best solutions.

Once the concept phase has commenced Gene will also start the task of programming. This, again, is an iterative process. Gene will create a sign message schedule and location plan for the team to review. Working together Gene and the team will identify routes, key destinations, trail amenities and wayfinding challenges.

- 2 During the development phase the team's preferred concept will be expanded into a full system design. Gene will generate a design intent package with full drawings and descriptions of each sign/tool in the wayfinding program. These drawings will have all the information that one would need to fully understand the design and construction of each piece in the system.

- 3 Finally, Gene will gather all the development documents and programming documents into a single package and prepare it for production. The design intent package will have all the information necessary to request definitive pricing from fabricators and proceed with implementation of the wayfinding program.



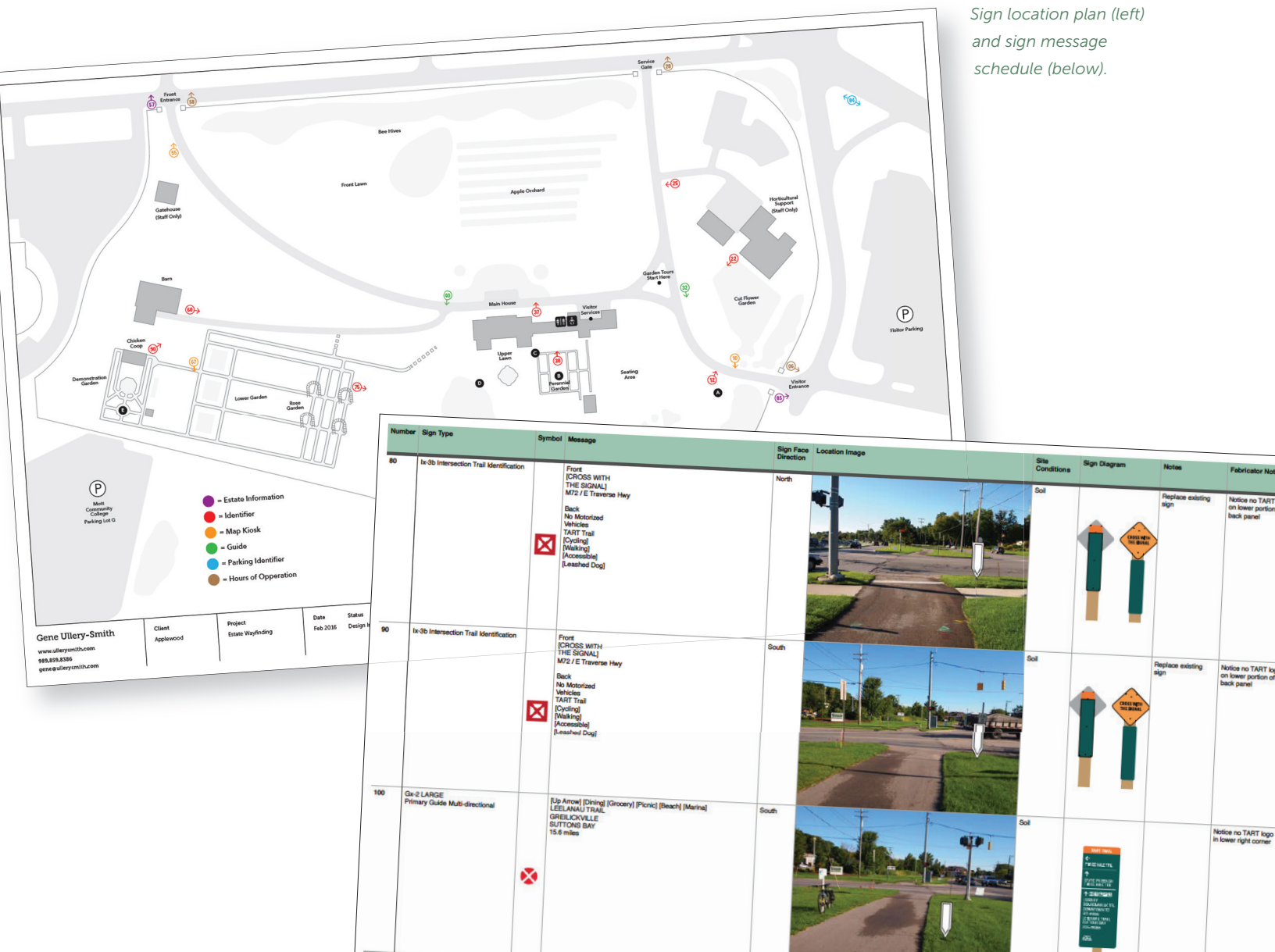
Solutions developed for the Hickory Complex will be suitable for application at all three sites and will serve to unify the user experience.

PROGRAMMING: SIGN MESSAGING AND LOCATING

During the programming phase Gene will produce two documents that combine to create a complete catalog describing each sign in the wayfinding program – its form, message, location and direction.

Firstly, a sign location plan will identify the location of each sign on a map. Secondly, a sign message schedule describes the sign type, orientation and full message of each sign. A message schedule may also include precise site photos that will help reviews and installers fully understand where each sign is to be located. Site photos are often helpful when seeking approval from agencies like MDOT, city planning commissions, etc. Working between the two documents one can easily follow how a user encounters wayfinding messages as they use the trail.

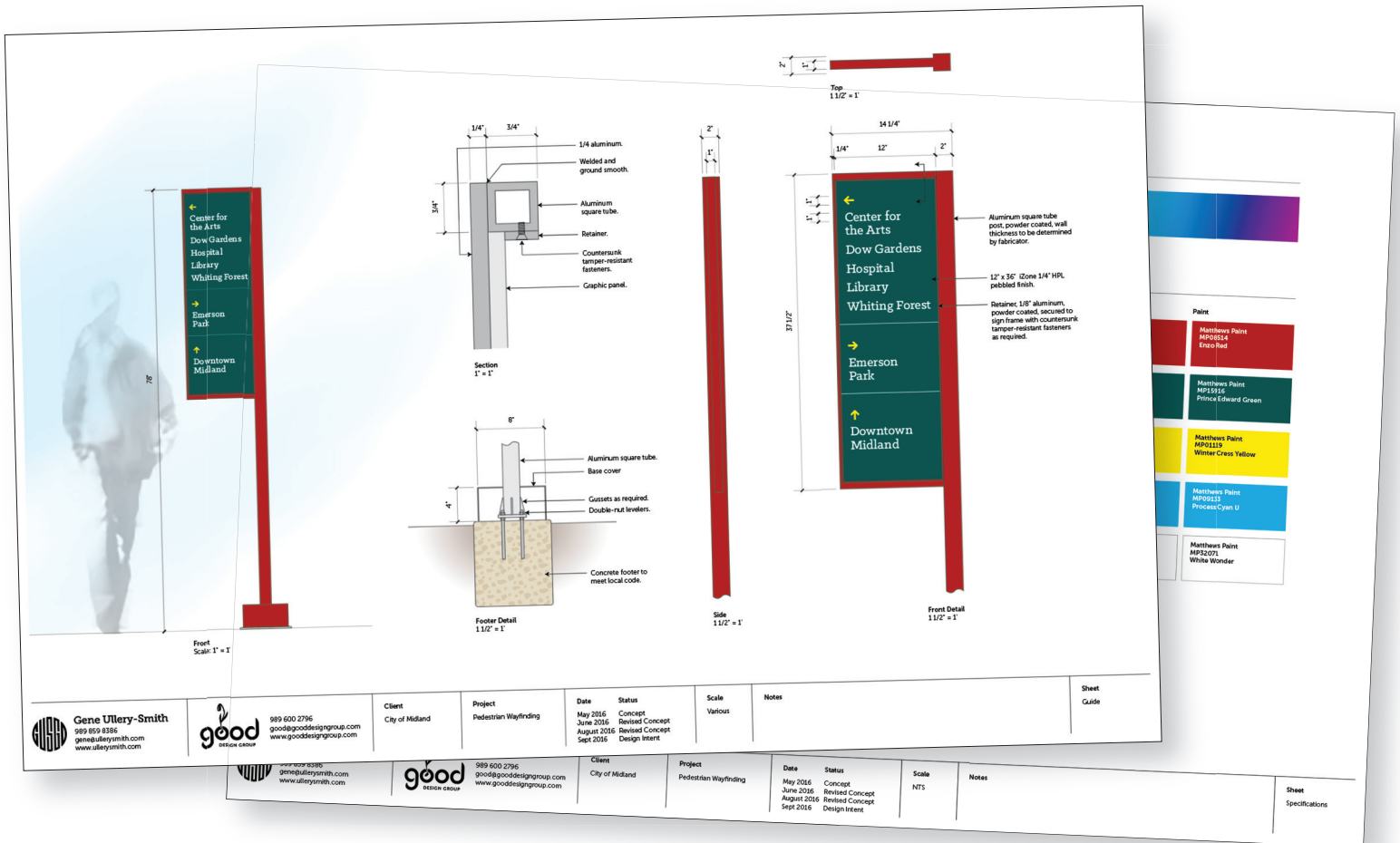
Sign location plan (left) and sign message schedule (below).



DESIGN DEVELOPMENT AND SPECIFICATION

Identifying affordable, durable, attractive and readily available production techniques is critical to producing a wayfinding system that will last. During the design development phase Gene will specify materials and methods that have been proven to withstand weather and vandals while still being affordable to produce and an attractive addition to the community environment.

The sign system will also be designed to allow for easy maintenance and updates. For example, graphic panels will be replaceable so that if a destination listing needs to be added in the future the remainder of the sign will still be usable.



Detailed specifications – dimensions, type, colors, finishes, techniques – ensure that intent of the system is realized during the fabrication and installation phase.

MAP ARTWORK

Map artwork will be developed to be used at trail head kiosks, smaller maps and can be adapted for use in print and web applications.

A well designed trail map is easy to read and provides all the information relevant to trail use while avoiding visual clutter.



This large pedestrian map assists those who visit downtown Tulsa, Oklahoma. Major highways, districts, primary destinations, parking garages, historical routes and parks are all highlighted.

SIGN TYPE DESIGN SCOPE

Based on past experience I estimate that the Hickory Complex will require 8 – 12 discrete sign types to properly address all the needs and conditions that will be encountered along the trails. The sign types to be developed will include informative trail head kiosks and maps, guides, regulatory signs and identifiers. Designing the full array of signs ahead of conducting site work will ensure that the process of programming messaging for and locating specific signs proceeds smoothly. It may be necessary to add to the array as more is learned about the trail during site work – to address specific issues that arise – but the goal is to create a full palette of designs that are flexible enough in their function to appropriately address any wayfinding challenges that arise in this scope of work and in the future.



Sample conceptual sign array completed for Grass River Natural Area Including guides, maps, kiosks and Identifiers.

PROPERTY PERIMETER

TRAILHEAD

ON-TRAIL



PERIMETER IDENTIFIER

- Site Name
- Owner Name
- Regulatory Information

PRIMARY SITE IDENTIFIER

- Site Name
- Owner Name
- Regulatory Information

TRAILHEAD KIOSK

- Map
- Park Highlights
- Park Rules
- Relevant Ordinance
- Event Info
- Seasonal Info

REGULATORY INFORMATION

- Do/Don'ts
- Park Rules
- Relevant Ordinance
- Cautionary Info

PRIMARY GUIDE

- Destinations/Directions
- Map

SECONDARY GUIDE

- Destinations/Directions
- Cautionary Info

INTERPRETIVE INFORMATION

TEMPORARY SIGN

- Seasonal Info
- Cautionary Info

OTHER SIGN TYPES THAT MAY BE REQUIRED

- Park entrance identifier (Vehicular scale)
- MTB-specific trail signage
- Disc golf tee signage
- Nordic skiing signage

FEES

Design Phase 1 - Conceptual Design

\$4,200

This phase of work includes three initial sign type array concepts based on client input and discovery. Revisions up to three rounds based on client feedback. Final deliverable for this phase of work is PDF file (or other format on request) containing the preferred sign type array.

Design Phase 2 - Design Development

\$5,200

This phase of work includes developed drawings for each sign type in the wayfinding program. Revisions up to two rounds based on client feedback. Final deliverable for this phase of work is PDF file containing complete set of development drawings.

Design Phase 3 - Final Documentation and Production Prep

\$3,600

This phase of work includes detailed design intent drawings for each sign type in the wayfinding program in accordance with industry standards. Revisions up to two rounds based on client feedback. Final deliverable for this phase of work is PDF file containing complete set of drawings and specifications such that a qualified fabricator may develop price estimate and shop drawings.

Programming - Sign Location Plans and Message Schedules

~\$3,700

This phase of work includes the development of sign message schedules and sign location plans documenting the locations and messaging for all wayfinding signs within the site. Revisions up to three rounds based on client feedback. Final deliverable for this phase of work is PDF file(s) containing sign message schedule spreadsheet and sign location plan map.

Total Design Fees

~\$16,700

25% of total invoiced at project outset and remainder invoiced monthly in proportion with work progress.

Fabrication/Installation Costs

Costs associated with fabrication vary widely based on methods and quantity. For the purposes of rough cost planning a typical panel-on-post sign costs between \$150 and 600 per sign.

REFERENCES AND TESTIMONIALS

"Gene juggled design development of several exhibitions simultaneously and was still able to create a unique identity for each gallery while keeping them connected by a common visual thread. Each design choice was purposeful."

Tracy Irwin, Detroit Historical Museum

"We have received lots of positive feed back. I knew you were the right person for the job!"

Bart Hiel, City of Midland Parks Director

"I so appreciate Gene. I particularly appreciate that Gene is both creative and talented AND can do a project quickly. I've always believed that the best designers were those who could think fast on their feet. Gene is further proof of that."

Ruth Steele Walker, Due North Communications

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Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REVIEW OF GOALS FROM THE 5-YEAR RECREATION PLAN

The Board is interested in regularly examining progress with the Authority's 5-Year Recreation Plan by revisiting the goals and objectives that are captured in the plan. This month, we are on Goal 3:

Goal 3: Connect Authority-managed properties with non-motorized routes to nearby parks and community amenities.

- Objective 3.1: Following completion of the road project at Historic Barns Park, assess the need for additional non-motorized infrastructure to ensure barrier-free access throughout the park.
- Objective 3.2: Work with the City of Traverse City to coordinate, plan and facilitate trail connectivity between Hickory Meadows, Hickory Hills and Hickory Forest.
- Objective 3.3: Collaborate with regional trail entities, local units of government and residents to develop a trail connection between the Hickory complex and the Grand Traverse Commons.
- Objective 3.4: Work with the appropriate entities to develop a circulation plan for the Grand Traverse Commons to help move traffic on and off campus without relying on Historic Barns Park.
- Objective 3.5: Consistently collaborate with local and regional entities to identify opportunities for more connections between properties managed by the Authority and other natural areas, neighborhoods and schools.
- Objective 3.6: Participate in trail planning activities for the Commons Natural Area.
- Objective 3.7: Consider participating in long-term maintenance oversight of non-motorized multi-use trails in the City of Traverse City and Charter Township of Garfield.

(CONTINUED)




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The Action Plan section of the overall Recreation Plan includes a narrative that expands upon each goal. The Action Plan narrative for Goal 3 is attached for reference.

The full 5-Year Recreation Plan can always be accessed online at www.recauthority.org.

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Goal 3: Connect Authority-managed properties with non-motorized routes to nearby parks and community amenities.

At high priority, the Rec Authority will work to implement built features at Historic Barns Park that improve the site's accessibility. To accomplish this, the Rec Authority plans to coordinate with the Disability Network of Traverse City and other experts to identify barriers and opportunities for improved accessibility throughout Historic Barns Park. In addition, it will work with the partners at Historic Barns Park, as well as park users, to gather further input on built features that would supplement the pedestrian experience.

Another aspect of working towards Goal 3's objectives is to recognize the immense value of non-motorized trail connections. First, the Rec Authority will work with City of Traverse City staff, the Hickory Hills Advisory Committee, the Hickory Meadows Advisory Committee and members of the public to identify desirable and sustainable trail routes between Hickory Meadows, Hickory Hills and Hickory Forest. When planning these routes, collaborators should detail how conflicting recreation uses could be segregated to ensure safe and efficient use within the parkland.

The Rec Authority is also interested in pursuing a trail connection between the Hickory complex and the Grand Traverse Commons. This action would support the tenets of a livable community by connecting

natural and cultural sites with residences and local businesses. In the next 1-3 years, the Rec Authority should form a working group with TART Trails, the City of Traverse City, Garfield Charter Township, GTRLC, Munson Hospital, the Minervini Group and property owners. This group's purpose would be to identify viable routes and to estimate construction, easement and maintenance costs.

Another prevailing issue at Historic Barns Park and the Grand Traverse Commons concerns road management tasks. The Grand Traverse Commons Master Plan contains a circulation plan for the campus, but as the campus lacks a singular municipal authority over the road system, tasks such as road planning, construction and maintenance are left to an informal patchwork of public and private owners. The Rec Authority will seek additional collaborative efforts with the City, the Township, the Minervini Group, and neighbors such as Greenspire School and Traverse Bay Area Intermediate School District to identify optimum ways to move traffic on and off the southern end of the Commons campus. The group should also plan to assign maintenance responsibilities to roads on the campus so that this work is more formalized and planned for the long term.

Finally, the Rec Authority will remain open to opportunities for regional connectivity. While no specific action steps in this regard are recommended at this time, the Authority should maintain working relationships with organizations such as TART Trails and GTRLC to continually target opportunities for improved non-motorized travel.



Communication to the Recreational Authority

FOR THE MEETING OF MARCH 2, 2022

DATE: FRIDAY, FEBRUARY 25, 2022

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District (verbal)
- Event Facility Management (written)
- Quarterly Report from Botanic Garden (written) and other updates from Management Entities at Historic Barns Park (verbal, TC Community Garden and SEEDS)
- Any reports from Board members (verbal)
- Executive Director's report and updates (verbal); expected updates include:
 - Recognition of service to the Board of Directors
 - Banking
 - Updates on storm damage and repairs
 - Outdoor solar lighting for Historic Barns Park
 - Cherry Festival use of the West Bayfront parkland
 - Low water pressure conditions at Historic Barns Park
- Approved minutes from the meeting of the Hickory Meadows Advisory Committee, October 19, 2021 (written)



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Recreational Authority Board Report
Wednesday March 2nd, 2022
Venue manager - Stephanie Lee Wiitala/Sunrise 2 Sunset Events

Current business and updates:

- February is a quick month- it has continued to be busy at the barns. We are preparing and organizing for the upcoming late spring/summer busy season- reaching out to our rental groups for final plans, payments, and furniture rentals- some groups are way ahead of schedule, while others need us to keep them on track. Everything's coming together great! I am hoping with the conversation on rates and shuttles at this meeting, we can also reach out to 2022 groups and finalize this piece also on planning.
- I will be out of town with her son Riley who is a Senior in Highschool for his Senior Spring Break- we will be driving to Florida. Dates I will be out of town are March 24th-April 7th. Zach Whitaker my assistant will be available for any needs onsite and overseeing events while I am out of town. I will also be available intermittently as I plan to check in when needed. Zach and I will plan regular check-ins in case any questions arise that I need to assist.

Scheduled Upcoming Events for 2022:

- New bookings for weddings have come in recently for 2022 and also some smaller events. We are starting to see a lot of 2023 inquiries now as we expected we would. We just got a Christmas party inquiry for December too!
- Yen yoga classes continue through April at this time.
- P45 and TSO events this spring in March/April and May
- TCWest Jazz Band is bringing back Spring Swing this May after postponing for 2 years. This annual event is a school favorite and has been taking place since 2016.
- Wedding season officially kicks off in early May this year- we are excited to work with all our couples and their families.



A fun photo throwback from 2018 when one of our couples did a champagne tower to toast their celebration!!



QUARTERLY REPORT March 1, 2022



Winter sunrise at Historic Barns Park by Steve Tavener



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

Note: We usually present our Quarterly Reports within the format of our Strategic plan, reporting on each goal within the plan. We are postponing our 3-year Strategic Planning retreat, however, until our new Executive Director, Matthew Ross, comes on board in April so he can participate in the process.

Quarterly Report March 1, 2022

EXECUTIVE DIRECTOR SEARCH – This quarter the ED Search Committee completed the search process. After narrowing down the field of local and national candidates to two, a series of Zoom interviews were held and the finalist candidate, Matthew Ross, was recommended to the BG Board by the Search Committee. A Zoom meeting allowed Matthew to make a presentation to the board, followed by a question answer session. The Board voted unanimously to select Mr. Ross for the position of Executive Director. A contract was negotiated and a start date of April 11, 2022 was determined. Mr. Ross flew into Traverse City in mid-February to meet with the Board, tour the Garden and the Garden’s facilities, and explore housing options.

Matthew Ross has an extensive background, knowledge and experience in public gardens, which are especially valuable to the mission of this Garden and the Historic Barns Park:

- **ORGANIZATIONAL MANAGEMENT** – Matthew is skilled in Strategic Planning, fundraising, and volunteer management. His supervisors all commented on his ability to develop strong relationships and cultivate important partnerships.

- **NATIVE PLANTS:** Matthew serves at the national level on the Wild Ones Board of Directors – a non-profit that promotes environmentally sound landscaping practices through the preservation, restoration and establishment of native plant communities. Although The Botanic Garden at Historic Barns Park features a number of unique non-native plants, the majority of our plant choices are native to the mid-West as reflected in the Native Plant Garden, the Pollinator Garden, and the Native American Medicine Wheel Garden. These gardens and other plant choices throughout the Botanic Garden support biodiversity and native pollinators, mirroring Matthew’s interest and commitment.
- **HORTICULTURE:** Matthew has a deep knowledge of horticulture and is known as a true ‘plantsman’ in the national horticultural field. His degrees at Michigan State University in Horticulture Science, his years as horticulturist for the Toledo Botanical Garden, science faculty member at Owens Community College, and Education Director at Longwood Gardens have expanded his knowledge of plants. He has forged strong relationships with horticulturists and plant breeders, nationally and internationally, and will bring their connections to our Garden.
- **EDUCATION:** For the past eight years Matthew has served as the Director of Continuing Education at Longwood Gardens, known as one of the world’s premier horticultural display gardens. He has managed and administered over 1300 programs in Horticulture, Botany, Ecology, Landscape Design, Floral Design and Visual Arts, developing world-renowned educational programs both on-site and online, increasing annual gross income in Continuing Education by over 26%. Those experiences and connections will be highly beneficial to our Garden.
- **URBAN FARMS AND COMMUNITY GARDENS:** Matthew developed the award-winning Urban Agriculture Certification Program for non-traditional students at the collegiate level, helped establish the Robert J. Anderson Training Facility in downtown Toledo as a training hub for Toledo GROWS, an organization that supports over 150 sustainable community gardens, developed and oversaw a student community garden on the Owens campus, and designed, installed and supervised maintenance of a model urban farm with the exclusive use of edible and native plants.



Matthew Ross begins his position
As Executive Director of The Botanic
Garden at Historic Barns Park on
April 11, 2022

- **CAPITAL CAMPAIGN** - This quarter the Capital Campaign Committee, made up of board members from the Botanic Garden, the Friendly Garden Club, the Recreational Authority, and the campaign consultant, continued work on the campaign:
 - Planning 3 events in May to introduce our volunteers to Matthew Ross and to inform them of the Capital Campaign and ways they can support this effort.
 - Writing and submitting grants for the campaign. The Capital Campaign was awarded \$50,000 by Rotary Charities and several other grants have been submitted to regional and family foundations this quarter.
 - Working with the video specialist on a script to go with the film for the Capital Campaign
 - Recording and documenting each donation to the campaign via Donor Perfect. A \$100,000 bequest to the Garden this quarter brought the total in pledges and

donation to over \$1,000,000!!! The BG Board is thrilled to have not only made the \$800,000 match to the Recreational Authority's commitment, but exceeded the first million-dollar goal.

- **CHILDREN'S SENSORY GARDEN** – This quarter the Children's Sensory Garden Committee worked on obtaining materials for the water feature and sensory trail – two foundation pieces of that garden. Contractors have been identified for each of these projects and work on these projects will begin in early spring. The committee anticipates installing the Kinderbells and Kaleidoscope soon after the walkway and concrete circles are completed. Along with the infrastructure of this garden, the committee began initial work on exploring educational components. Researching what educational programs are especially impactful in other children's gardens the committee held Zoom meetings with children's garden directors at Dow Gardens in Midland and Meijer Gardens in Grand Rapids.



Hillside Adventure Garden

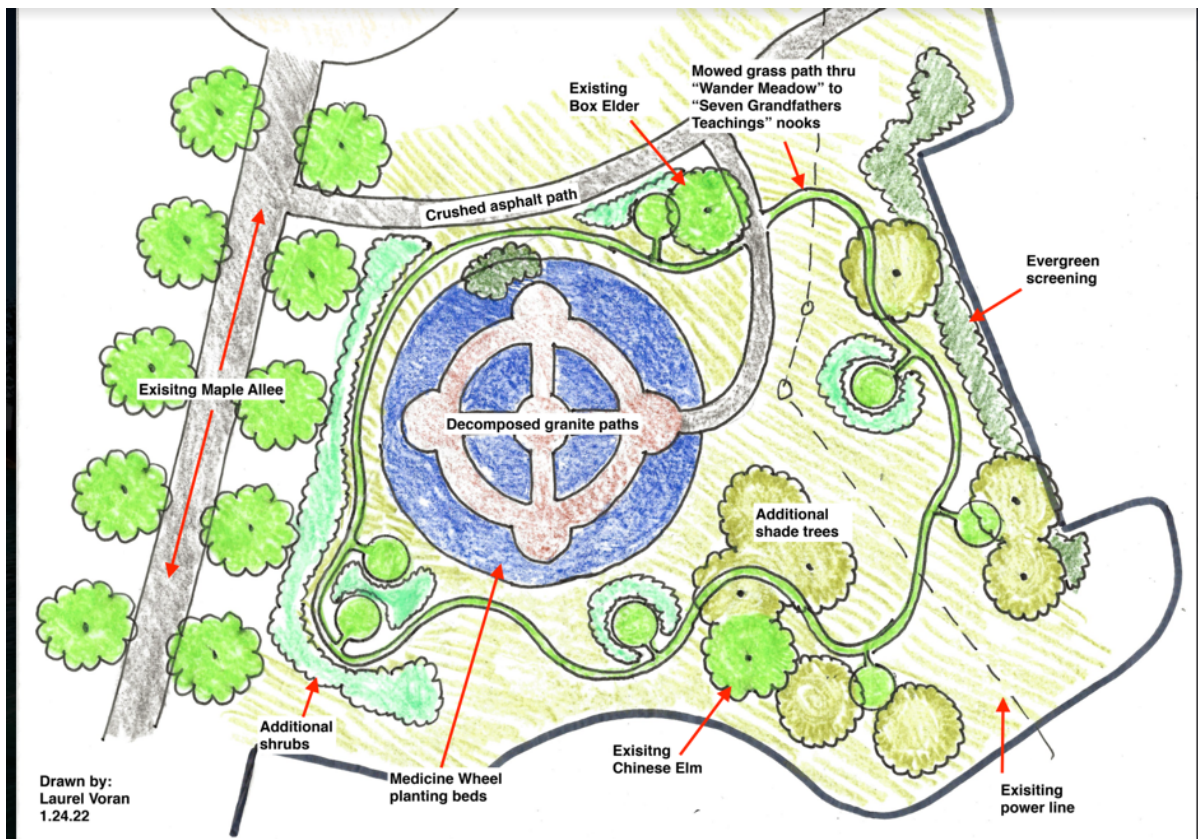


Taking advantage of the hillside slope, this garden will include:

- Bubbling fountain (**TOUCH**)
- Ripple Bridge (builds gross motor skills)
- Hand Water Pump (cause and effect)
- Fossil Find (**VISUAL** search)

- **JUDITH GROLEAU HEALING GARDEN – MEDICINE WHEEL**

- This quarter the Landscape Committee worked with the Ottawa Chippewa Band’s culture director and JoAnne Cook, a specialist on medicinal plants, on informational signage for the Medicine Wheel. There will be a series of signs, one at the entrance path to the Medicine Wheel, one at the Wheel itself, and one by the Grandfather paths. The Grandfathers are the seven attributes an Anishinaabe should strive for – love, respect, bravery, truth, honesty, humility and wisdom. Each path will have a stone inscribed with the name of one of the Grandfathers, in both English and Anishinaabek.
- Final design work was completed this quarter on the Medicine Wheel, including the materials to be used within the Wheel itself. A contractor was selected to install the paths within the wheel, with a goal of spring construction.
- Laurel Voran, the Garden’s horticulturist, worked this quarter with members of the Band to finalize the selection of medicinal plants to be included in the Medicine Wheel Garden, as well as sources for these plants. Plant signs will include the common name, the Latin name and the Anishinaabek name.



The wandering path around the outside of the Wheel will branch off in seven areas, leading to each of the Grandfather stones. The wandering path will be surrounded by medicinal plants, representing how the tribe’s healers forage for these plants in the wild.

EDUCATIONAL PROGRAMMING FOR WINTER QUARTER

- December classes focused on the holidays, with make-and-take workshops on making mosaic ornaments and fresh holiday wreaths.
- January workshops included a class in winter seed sowing, and nature photography, both of which were held on-line because of COVID
- February programs included a series of four Children's Yoga classes, and a fabric dye class using plant material dyes,
- March workshops will be on food gardening for everyone, ways to refresh the spring landscape, herbal tonics for home and health, and growing roses organically. These will all be offered online.

GROUNDS AND MAINTENANCE – With the Garden covered in snow, the Grounds and Maintenance team did a lot of hibernating this quarter! However, they did work to keep the entrance to the Visitor Center Hall cleared of snow and ice and focused on maintenance and repairs of tractors and mowers. Two new items were purchased for the maintenance team – a new stump bucket (a brush clearing attachment for the John Deere tractor) and a dump trailer (a trailer that can automatically dump loads of compost, mulch, brush, etc.) Both of these purchases will make things a little easier and more efficient for the Grounds and Maintenance crew.

VENUE RENTAL – Because of COVID, the Visitor Center Hall was not scheduled for venue rental events January through March of this year. However, we continued to book events for later this spring and into 2023. We continue to coordinate with the Recreational Authority on possible ways to address the need for shuttles for larger events to keep parking areas available to other park users as well.

FINANCE – As the Garden grows and its revenues and expenditures grow with it, the positions of treasurer and bookkeeper become more complicated and expansive. To address those needs, a new treasurer was brought on board. Kim Skeels has a masters' degree in Business Administration and a major in accounting. She recently retired after a number of years as an accounting manager for TBA Credit Union, and worked before that as plant accounting manager for St. Mary's Cement, controller for Olmsted Products and North Bay Bioscience and an audit officer for Empire National Bank and Chrysler Corporation. Her experience and skills will be an excellent asset to the Garden and her choice to volunteer as treasurer is greatly appreciated. We are also presently in the process of hiring a bookkeeper, a position that had been voluntary to this point.

THE GARDEN WAS QUIET THIS WINTRY QUARTER, BUT THE SOFTLY LIT STABLE GARDEN WAS A TREAT FOR MANY VISITORS ON WINTER EVENINGS



Thanks to Steve Tavener for these lovely photos

Hickory Meadows Advisory Committee Minutes - Tuesday, October 19, 2021

Boardman River Nature Center – 1450 Cass Road, Traverse City, MI 49685

Members Present: Pam Darling, Bill Brundage, Michael Foley, Amy Powell, Jim Zeratsky, John Nelson, Jody Madion

Members Absent: None

Others Present: Matt Cowall – Rec Authority Executive Director; Tom Vitale - GTCD staff; General Public: Rick Venner, Traverse City; Anne Stanton, Traverse City; Chris Gerling, Traverse City; Jen Gerling, Traverse City

- I Call meeting to order:** Brundage called the meeting to order at approximately 5:35 pm.
- A. Amendment of agenda to incorporate additional public comment at the beginning of the meeting after the approval of agenda and minutes.
 - B. Approval of agenda as amended: **Motioned** by Nelson; 2nd by Zeratsky. Approved unanimously.
 - C. Approval of 9/21/21 meeting minutes: **Motioned** by Foley; 2nd by Madion. Approved unanimously.
 - D. 1st public comment: Four members of the public spoke in support of allowing dogs off leash at Hickory Meadows. Designation of off leash hours was encouraged. Stanton also iterated support to prohibit firearms at Hickory Meadows to negate dangers of misfire.

Action item review

September 19, 2021

- A.1: Vitale to send the red-lined google doc of draft edits to the Management Plan for Committee review. **Done**
- A.2: Cowall to send draft by-laws to the Rec Authority Board for review. **Open**

II Dogs off leash

Darling reported on research regarding dogs off leash. Noted was the difficulty to find a park in Michigan that allows dogs off leash without a fenced enclosure. However, there are examples in different states. Further community engagement through surveys was considered. Grand Traverse Kennel Club could possibly be a willing partner in a development process. Statutes by the State of MI, Grand Traverse County, and Garfield Township were discussed. Costs and potential limitations of different uses from fenced enclosures were considered. Moving forward, the Committee recommended seeking further legal counsel to determine the capability of designating dogs off leash hours at Hickory Meadows for experimental use.

Action Item 1: Cowal to inquire with the Rec Authority Board and legal counsel to allow designated hours for off leash dogs at Hickory Meadows for experimental use.

2nd public comment: Brundage opened the floor for additional public comment. Mission Point Lighthouse and the Vasa Dog Loop were noted to allow dogs off leash while in control.

HMAC Meeting Minutes – 10/19/21

III Signage development and outreach

Foley presented a draft document identifying signage development discussion points. Questions focused on the need, scope, partnerships, and potential planning grants to fund a development plan.

IV Trail development

Being that time was limited, dialogue was postponed for the next HMAC meeting. However, Nelson did provide a brief introduction and presented a draft document of discussion points. Suggested priorities for the upcoming year were highlighted.

1. Maintenance of existing trails
2. Construction of the approved NW trail segment
3. Dialogue with the City of Traverse City representatives
4. Update Management Plan

V Next Meetings:

Rec Authority Board – Wednesday, November 3, 2021

HMAC – Tuesday, November 16, 2021

VI Adjournment: Meeting adjourned at approximately 6:40 pm.

Minutes prepared and respectfully submitted by T. Vitale