



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

**Notice
Recreational Authority Board of Directors
Regular Meeting**

7:00 p.m.

Wednesday, January 5, 2022

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

Posted: 12-23-21

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. Election of officers for 2022. (Matt Cowall)
3. 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 December 1, 2021. (Approval recommended) (Matt Cowall)
 - b) Report regarding payment of expenditures. (Receive and file) (Matt Cowall)
4. Any items removed from the Consent Calendar.
5. Discussion of a concert series with the Traverse Symphony Orchestra at Historic Barns Park. (Matt Cowall, Stephanie Wiitala, TSO)
6. Consideration of updates to the rental contract at Historic Barns Park. (Matt Cowall, Stephanie Wiitala)
7. Updates on recognition of service to the Board of Directors. (Matt Cowall)
8. Updates on storm damage and repairs. (Matt Cowall)
9. Review of goals in the 5-Year Recreation Plan. (Matt Cowall)
10. Consideration of 2022 Annual Goals from Management Entities at Historic Barns Park (Botanic Garden, SEEDS, TC Community Garden). (Matt Cowall, Management Entities)



11. Reports. (Matt Cowall et al)
 - Grand Traverse Conservation District
 - Event Facility Management
 - Quarterly Report from TC Community Garden
 - Any reports from Board members
 - Executive Director's report and possible verbal updates
 - ~~Approved minutes from the meeting of the Hickory Meadows Advisory Committee~~ (Did not meet)
12. Public comment.
13. Adjournment.

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Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: ELECTION OF OFFICERS FOR 2022

Election of officers takes place annually. The following officers were elected to serve for 2021:

Laura Ness, Chair
Mike Groleau, Secretary
Tim Hughes, Treasurer

The following is the procedure to elect officers:

1. The Chair opens the floor for nominations for the Office of Chair.
2. Nominations can be made individually for each office, or for a slate of the Chair, Secretary and Treasurer. Any member may nominate and no second is needed.

Sample: **I nominate _____ as Chair.**

Sample for slate: **I nominate _____ as Chair, _____ as Secretary, and _____ as Treasurer.**

3. After all nominations for the office have been made, the Chair calls for a motion to close nominations, or nominations can be closed if there is no objection and sufficient time has elapsed.

(CONTINUED)



A Director could make the following sample motion:

I move that nominations be closed.

Or, the Chair could say:

It there are no other nominations and no objection, I will close the floor for nominations.

Or the motion to close nominations can be combined with a unanimous ballot to be cast if only one nomination per office.

Sample: **I move that nominations be closed and that a unanimous ballot be cast for _____ as Chair.**

Sample for slate: **I move that nominations be closed and that a unanimous ballot be cast for _____ as Chair, _____ as Secretary, and _____ as Treasurer.**

4. The vote needs to be called in the order in which nominations were made.

Sample wording for calling the vote by the presiding officer:

**All those in favor of _____ for Chair, please say “aye.”
Those opposed say “no.”
The ayes have it and _____ is elected Chair.**

5. The first candidate receiving a majority vote is then declared elected for 2022.
6. If necessary, follow the same procedure for electing the Secretary and Treasurer.



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 JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

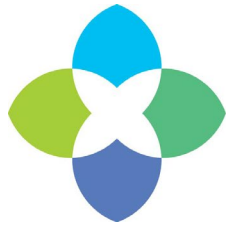
SUBJECT: MINUTES

Attached are the minutes of the regular meeting of December 1, 2021.

The following motion would be appropriate to approve the minutes:

That the minutes of the regular meeting of December 1, 2021, 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

December 1, 2021

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 7:01 p.m.

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

The following Directors were absent (excused): Chris Sullivan.

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 Walter, seconded by Groleau, that the Consent Calendar be



approved as amended:

- a) That the minutes of the regular meeting of November 3, 2021, be approved.
- b) That the Recreational Authority's liability and property insurance policy with Municipal Underwriters of Michigan be approved for 2022; and that payment in the amount of \$3,487 be authorized, with funds available in the Operating Fund, Insurance & Bonds Line Item.

CARRIED.

3.

The next item being "Items removed from the Consent Calendar: Report regarding payment of expenditures," Chair Ness introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

Moved by Duell, seconded by Hughes, that the report regarding payment of expenditures be received and filed.

CARRIED.

4.

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

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

No action was taken.



5.

The next item being “Updates on recognition of service to the Board of Directors,” Chair Ness introduced this matter. The following individual addressed the Board:

Matt Cowall, Executive Director

No action was taken.

6.

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
Stephanie Wiitala, S2S Events

No action was taken.

7.

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
Stephanie Wiitala, S2S Events

No action was taken.

8.

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

Matt Cowall, Executive Director



Tom Vitale, GTCD
Karen Schmidt, BGHBP
Zach Millican, TCCG

No action was taken.

9.

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

None.

There being no objection, Chair Ness declared the meeting adjourned at 8:28
p.m.

Matt Cowall, Executive Director



Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

General Operating Fund:

ASCAP	Venue music license for the year	\$ 370.67
Byte Production	Completion of HBP website revision	\$ 725.00
City of Traverse City	November water/sewer service (auto pay)	\$ 112.00
Consumers Energy	November electric (auto pay)	\$ 1,189.05
DTE	November gas service (auto pay)	\$ 49.81
Kevin Carney	Security deposit refund net of furniture rental \$338	\$ 162.00
Erica Keene	Security deposit refund net of furniture rental \$295	\$ 205.00
AFP	Annual Fire Sprinkler Inspection	\$ 375.00
D&W	Plumbing – fix leaking faucets at Barn	\$ 540.30
EPS	Security monitoring, Jan-Mar 2022	\$ 231.75
GFL	Trash and recycling for December	\$ 35.00
Grand Traverse County	MTT/BOR tax refunds August-Nov 2021	\$ 89.87
Grand Traverse Conservation District	October workplan - vehicle fee/trash/seasonal labor/permit	\$ 441.75
LIAA	November management services	\$ 6,132.50
Popp Excavating, Inc	Snowing plowing for November	\$ 287.00
Security Sanitation, Inc	Portajohn rental 11/4/2021 - 12/4/2021	\$ 170.00
SEEDS	Relocating solar panels - road project	\$ 2,500.00
SEEDS	Park and drive cleanup, HBP	\$ 675.00
Sondee, Racine & Doren, PLC	Legal services November	\$ 198.00
S2S Events	Event management December	\$ 4,791.67
Vredeveld Haefner, LLC	Progress billing on annual audit	\$ 5,000.00

Debt Service Fund:

Grand Traverse County	Winter Tax Bond	\$ 48.32
Grand Traverse County	MTT/BOR tax refunds August-Nov 2021	\$ 215.84

Requested motion:

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

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

	<u>July - Dec 2021</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues			
500 • Tax Revenue - Operating	\$ 49,220.51	\$ 305,000.00	\$ (255,779.49)
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	68,248.75	60,000.00	8,248.75
615.81 • Furniture Rentals	8,563.00	-	8,563.00
615.9 • Misc Income	-	-	-
664 • Interest Income	92.46	200.00	(107.54)
Total Revenues	<u>140,607.28</u>	<u>877,900.00</u>	<u>(737,292.72)</u>
Expenditures			
700 • Office Expense	393.57	2,000.00	(1,606.43)
805 • Professional Services			
Accounting	-	6,000.00	(6,000.00)
GTCD	12,275.00	24,550.00	(12,275.00)
Legal	561.00	5,000.00	(4,439.00)
Management	33,650.00	80,000.00	(46,350.00)
Other - Contingency	-	32,045.00	(32,045.00)
SEEDS - Action Plan	14,482.56	35,040.00	(20,557.44)
Audit	5,000.00	6,150.00	(1,150.00)
Roads project	2,500.00	28,615.00	(26,115.00)
Events Manager	28,750.02	57,500.00	(28,749.98)
Total	<u>97,218.58</u>	<u>274,900.00</u>	<u>(177,681.42)</u>
806 • Event Marketing & Supplies	8,973.43	10,000.00	(1,026.57)
862 • Transportation	123.05	500.00	(376.95)
912 • Insurance & Bonds	3,487.00	4,000.00	(513.00)
920 • Utilities & Maintenance	10,925.63	35,060.00	(24,134.37)
920.3 - Hickory Meadows Work Plan	1,997.75	25,340.00	(23,342.25)
970 • Capital Projects (Land Purchase)	-	668,200.00	(668,200.00)
Total Expenditures	<u>123,119.01</u>	<u>1,020,000.00</u>	<u>(896,880.99)</u>
Net Change in Fund Balance	<u><u>\$ 17,488.27</u></u>	<u><u>\$ (142,100.00)</u></u>	<u><u>\$ 159,588.27</u></u>

Unaudited statement

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

	<u>July 21 - Dec 21</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues			
Current Property Taxes	\$ 108,461.88	\$ 700,000.00	\$ (591,538.12)
Interest Income	183.20	650.00	(466.80)
Total Revenues	<u>108,645.08</u>	<u>700,650.00</u>	<u>(592,004.92)</u>
Expenditures			
Debt Service - Fees	118.14	300.00	(181.86)
Debt Service - Interest	29,549.50	52,489.00	(22,939.50)
Debt Service - Principal	585,000.00	585,000.00	-
Total Expenditures	<u>614,667.64</u>	<u>637,789.00</u>	<u>(23,121.36)</u>
Net Change in Fund Balance	<u>\$ (506,022.56)</u>	<u>\$ 62,861.00</u>	<u>\$ (568,883.56)</u>



Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: DISCUSSION OF A CONCERT SERIES WITH THE TRAVERSE
SYMPHONY ORCHESTRA AT HISTORIC BARNS PARK

The Traverse Symphony Orchestra (TSO) is looking at Historic Barns Park as a venue to pilot a series of three outdoor concerts in the summer of 2022. The events would book the Cathedral Barn along with the Botanic Garden's Pavilion and Tent Lawn. A full description of TSO's proposal is attached.

It's not typical to bring event bookings to the Board, but a series of this size and frequency would be a new undertaking for the park and will require coordination among all of the park's partners, so we thought it would be a good idea to take advantage of the January Board meeting to discuss and receive input from all involved. Representatives from the TSO will be in attendance to participate in the conversation.

Traverse Symphony Orchestra's New Summer Concert Series

12.22.2021

Prepared for Historic Barns Park and The Botanic Garden

The storied Traverse Symphony Orchestra (TSO) aspires to partner with Historic Barns Park and The Botanic Garden to begin a possible annual partnership in hosting and presenting an inaugural outdoor series of three concert events.

Using the gorgeous and unique combined settings of these venues, along with the Traverse Symphony Orchestra's talented and experienced staff, this community project could become a tradition, building on the established success of the orchestra's recent collaborations with Historic Barns Park in the [Maestro Series](#), now taking place 2021-2022.

To explore what this proposal might look like, last year's ["Arts in the Park" concert event](#) at Grand Traverse County's Civic Center Park and the Parallel 45 amphitheater was a successful collaboration between civic and nonprofit organizations proves how beneficial they can be in promoting new partnerships and how much value they bring to our community.

Using the unique grounds and the event experience of staffers like Stephanie Wiitala, we have visited the site together and spent many hours exploring the logistics and production needs of this proposal. Working together, we have a plan that mitigates the event impact on the site, takes advantage of the site's natural features, and will create an organized and safe audience experience families and audiences of all ages can enjoy together.

The orchestra proposes to use the existing outdoor space under The Pavilion to set up the instruments and layout for 30-40 musicians and Maestro Kevin Rhodes. The orchestra would face west and play out to the Tent Lawn and grassy knolls.

Seating areas would be managed and defined by a staff of volunteers and audience members can even be dropped off using the cul-de-sac driveway for those with limited mobility.

Catering, concessions or possibly even local food trucks could serve and manage refreshments from the perimeter or adjacent parking lots, including outreach stands or tents for the partner organizations or like-minded collaborators to introduce The Botanic Garden and Historic Barns Park to new supporters.

There could also be a possibility of adding a small "surcharge" or donation to every ticket sold that could be returned to the stewardship funds for both the Park and Garden.

TSO is interested in a strategic partnership and collaboration that could evolve and grow over time, including a commitment to multiple year rates and rentals.

Traverse Symphony Orchestra's Strategic Goals:

- Counter perceptions of TSO only performing at Interlochen Center for the Arts
- Reach audiences closer to the Traverse City Core
- Increase Tourist-Consumption of Performances
- Remove social-stigmas and financial barriers to experiencing TSO
- Concerts should create a visibility of Public-Good and Community Service
- TSO should look and feel “embedded in the community”
- Concerts should be primarily outdoors and emphasizing outdoor experiences
- Outdoor concerts can be expected to be safe in 2022 as set by precedents
- TSO respectfully follows and adopts all public health guidelines

Core Production Requirements from Venue Options:

- Venue must be located in Grand Traverse County
- Each Performance Date must have a corresponding Pre-Rehearsal Date
- Each Performance Date must have a corresponding Rain Date
- Performances aspire for capacity up to 1,000 audience members
- Premiere/Reserved options for 100 VIP audience members
- Venue Seating must be Accessible for All
- Estimated Parking Needs for 150-300 Vehicles
- Designated Concessions Sales Area or Space
- Venue announcements and marketing to begin Spring 2022

Traverse Symphony Orchestra will provide:

- Venue Rental Fee
- Performance Stage (If Needed)
- Supplemental Portable Restrooms (If Needed / 1 per 50 audience members)
- Performance Audio Equipment and Production Management (Required)
- Performance Lighting Equipment and Production Management (If Needed)
- Performance Staffing and Volunteers

Concert #1 Proposal

Load-In	Final Site Prep/Deliveries	Tuesday June 14, 2022
Rehearsal	Technical Rehearsals	Wednesday June 15, 2022
Performance	7:30 PM -- 9:30 PM	Thursday June 16, 2022
Raindate	7:30 PM - 9:30 PM	Friday June 17, 2022

Concert #2 Proposal

Rehearsal	Technical Rehearsals	Saturday July 2, 2022
Performance	7:30 PM -- 9:30 PM	Sunday July 3, 2022
Raindate	7:30 PM - 9:30 PM	Monday July 4, 2022

Concert #3 Proposal

Rehearsal	Technical Rehearsals	Wednesday August 3, 2022
Performance	7:30 PM -- 9:30 PM	Thursday August 4, 2022
Raindate	7:30 PM - 9:30 PM	Friday August 5, 2022

Potential Parking Locations:

- 1) Historic Barns Park "Cul-de-sac" Driveway (Rolling Drop and Load Only)
- 2) Historic Barns Park Southern Lot (TSO and Musicians Parking 8-10 Cars)
- 3) The Botanic Garden Eastern Lot (TSO and Musicians Parking 8-10 Cars)
- 4) The Village at Grand Traverse Commons (Public 20-40 Cars)
- 5) TBAISD at Grand Traverse Commons (Public 40-50 Cars)
- 6) Meijer Parking Lot on Franke Road (Public 50-100 Cars)
- 7) Future TCAPS Montessori School on Franke Rd (100-200 Cars)*

* *scheduled to open in August 2022*

Load-In Final Site Prep/Deliveries Tuesday June 14, 2022

Traverse Symphony Orchestra would have limited site needs this day, with mainly a small team onsite to accept and coordinate deliveries, finalize crowd control measures like signage and roping, and the installation of temporary lighting and audio equipment.

Areas Affected: The Botanic Garden's Pavilion, Tent Area and Visitor Center
 The Historic Barns Pack Service Road and Cul-de-sac

Estimated Hours: 12 PM to 6:00 PM

Rehearsal Technical Rehearsals Wednesday June 15, 2022

Traverse Symphony Orchestra would need to hold a technical rehearsal onsite, involving all musicians and crew members and testing audio and sound. This rehearsal process should get more and more efficient as the season continues, but it will involve the projection of audio and can last 4-6 hours. Overnight security will be provided to protect the equipment.

Areas Affected: The Botanic Garden's Pavilion, Tent Area, Visitor Center and Gardens
The Historic Barns Park Cathedral Barn, Service Roads and Grounds

Estimated Hours: 11 AM to 8:00 PM

Performance 7:30 PM -- 9:30 PM Thursday June 16, 2022

Traverse Symphony Orchestra would be onsite from mid-day through to the clean up and strike of the production, as late as permitted. We propose utilizing the Cathedral Barn interior for a Gift Shop and Outreach Area for our partners, along with additional restrooms. The catering kitchen could be utilized for possible catering for concessions.

Areas Affected: The Botanic Garden's Pavilion, Tent Area, Visitor Center and Gardens
The Historic Barns Park Cathedral Barn, Service Roads and Grounds

Estimated Hours: 12 PM to 10:00 PM

Raindate 7:30 PM - 9:30 PM Friday June 17, 2022

In the event of hazardous weather, the originally scheduled performance will be postponed until the following day and night, with the original schedule. Decisions on postponement should be made by 4 PM on the day of performances. If both contiguous dates encounter hazardous weather, the concert will be canceled in full.

Rehearsal Technical Rehearsals Saturday July 2, 2022

Traverse Symphony Orchestra would need to hold a technical rehearsal onsite, involving all musicians and crew members and testing audio and sound. This rehearsal process should get more and more efficient as the season continues, but it will involve the projection of audio and can last 4-6 hours. Overnight security will be provided to protect the equipment.

Areas Affected: The Botanic Garden's Pavilion, Tent Area, Visitor Center and Gardens
The Historic Barns Park Cathedral Barn, Service Roads and Grounds

Estimated Hours: 12 PM to 6:00 PM

Performance 7:30 PM -- 9:30 PM Sunday July 3, 2022

Traverse Symphony Orchestra would be onsite from mid-day through to the clean up and strike of the production, as late as permitted. We propose utilizing the Cathedral Barn interior for a Gift

Shop and Outreach Area for our partners, along with additional restrooms. The catering kitchen could be utilized for possible catering for concessions.

Areas Affected: The Botanic Garden's Pavilion, Tent Area, Visitor Center and Gardens
The Historic Barns Park Cathedral Barn, Service Roads and Grounds

Estimated Hours: 12 PM to 10:00 PM

Raindate 7:30 PM - 9:30 PM Monday July 4, 2022

In the event of hazardous weather, the originally scheduled performance will be postponed until the following day and night, with the original schedule. Decisions on postponement should be made by 4 PM on the day of performances. If both contiguous dates encounter hazardous weather, the concert will be canceled in full.

Rehearsal Technical Rehearsals Wednesday August 3, 2022

Traverse Symphony Orchestra would need to hold a technical rehearsal onsite, involving all musicians and crew members and testing audio and sound. This rehearsal process should get more and more efficient as the season continues, but it will involve the projection of audio and can last 4-6 hours. Overnight security will be provided to protect the equipment.

Areas Affected: The Botanic Garden's Pavilion, Tent Area, Visitor Center and Gardens
The Historic Barns Park Cathedral Barn, Service Roads and Grounds

Estimated Hours: 12 PM to 6:00 PM

Performance 7:30 PM -- 9:30 PM Thursday August 4, 2022

Traverse Symphony Orchestra would be onsite from mid-day through to the clean up and strike of the production, as late as permitted. We propose utilizing the Cathedral Barn interior for a Gift Shop and Outreach Area for our partners, along with additional restrooms. The catering kitchen could be utilized for possible catering for concessions.

Areas Affected: The Botanic Garden's Pavilion, Tent Area, Visitor Center and Gardens
The Historic Barns Park Cathedral Barn, Service Roads and Grounds

Estimated Hours: 12 PM to 10:00 PM

Raindate 7:30 PM - 9:30 PM Friday August 5, 2022

In the event of hazardous weather, the originally scheduled performance will be postponed until the following day and night, with the original schedule. Decisions on postponement should be made by 4 PM on the day of performances. If both contiguous dates encounter hazardous weather, the concert will be canceled in full.

AUDIENCE

Botanic Garden
Visitor Center

Pavilion

ORCHESTRA

Trailhead

Pavilion

Historic Barn

Cathedral Barn



TRAVERSE
SYMPHONY
ORCHESTRA

let's go! TSO

2021-2022 SEASON AT A GLANCE



Debut!

**Traverse
Symphony
Jazz
Orchestra**

OCT 23/24
SYMPHONIC SERIES



NOV 13/14
MAESTRO SERIES

**Will
Hagen**



**Home for the
Holidays**

DEC 18/19
SYMPHONIC SERIES



**THE RETURN
Orchestra
Spectacular**

JAN 16
SYMPHONIC SERIES



JAN 29/30
MAESTRO SERIES

**Yevgeny
Kutik**



MAR 12/13
MAESTRO SERIES

**Othalia
Graham**



**A Family
Surprise**

MUSIC FOR EVERYONE!

MAR 20
SYMPHONIC SERIES



APR 2/3
MAESTRO SERIES

**Julian
Schwarz**



**Symphonic
Season
Grand
Finale**

APR 10
SYMPHONIC SERIES

KEVIN RHODES

Artistic Director & Principal Conductor

GET YOUR TICKETS TODAY

TraverseSymphony.org



With your support the TSO has done the impossible. After close to 2 years of global uncertainty we've not only survived, we've branched out, stretched ourselves, and added more of the music and programs our community loves. And we couldn't have done it without you.

New programs

- Traverse Symphony Jazz Orchestra
- Maestro Series features world caliber soloists with our own Kevin Rhodes at the Piano
- Masterworks in Miniature is our newest educational programming which brings a masterwork, opera, ballet or concert to a small setting



New relationships

- Collaboration with TC Dance Project
- Collaboration with Parallel 45
- Partnership with Traverse Area District Library
- Cross-programming with Northwestern Michigan College

New Venues

- Cathedral Barn at Historic Barns Park
- Pop up concerts on Front Street
- Sarah Hardy Farmers Market
- Civic Center, Arts in the Park



We strengthened relationships with our musicians through the development of a “Musician’s Support Fund” and a new three year master agreement with our players. And secured an unprecedented 10 year contract with Maestro Rhodes, now in his 20th year of partnering with the TSO. We are also now FULLY STAFFED at the TSO office, with the right people to lead us in Development, Education, Marketing, and more!

And we’re just getting started!

You spoke, we listened. We’re bringing you more of the jazz and big band classics you loved in our debut of the Traverse Symphony Jazz Orchestra with an all new **Sherry Milliken Reum and Family** outdoor summer concert series! Dates announced on March 5th.

The future of the TSO looks brighter than ever, and we couldn’t be more grateful to all who support our mission. Every volunteer, ticker holder, musician, student, donor....together you made the TSO what it is today. Let’s keep it going into 2022 and beyond! Next year we will be celebrating our 70th anniversary bringing music to our community.



Your donation makes a difference. Invest in the Traverse Symphony Orchestra today with your membership or donation.

From our TSO family to yours,

Dr. Kedrik Merwin
Executive Director



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF UPDATES TO THE RENTAL CONTRACT
AT HISTORIC BARNS PARK

As discussed at the last Board meeting, we are working to update language for the Cathedral Barn rental contract that pertains to parking and shuttling for events. Counsel is reviewing draft language and will provide her recommendations after Christmas, to be included in the packet as an addendum.

After your review and input on January 5, a sample motion to approve any desired changes to the contract follows:

That the revisions to the Rental Agreement for the Cathedral Barn be approved.

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Guest parking [current verbiage]:

- *Guest parking anywhere on property at Historic Barns Park is strictly prohibited for guests attending an event. Nearby parking areas are available, but it is the responsibility of the Client to coordinate parking options with the Venue Manager prior to the event as well as communicate this to the guests. Any vehicles in violation may be towed.*

Guest parking: updated version

- Guest parking anywhere on property at Historic Barns Park is prohibited for guests attending an event unless an exception is granted by the Venue Manager. An exception may be granted by the Venue Manager if parking for a particular event can be accommodated at the Historic Barns Park based on the type, size, and date of the event. Nearby parking areas are available. It is the responsibility of the Client to coordinate parking options with the Venue Manager prior to the event as well as communicate this to the guests. Any violations may result in vehicles being towed and/or the loss of the security fee.

Shuttle service and transportation [current verbiage]:

- *Transportation is required for all event parking. The Client will be responsible for hiring a transportation company to provide shuttle service to transport their event guests to and from the designated guest parking areas located offsite. For recommendations regarding the type of shuttle and/or the number of shuttles needed, please contact the Venue Manager for assistance. A list of preferred vendors will be provided upon request.*

Shuttle service and transportation: updated version

- Unless an exception is granted by the Venue Manager, transportation for guest event parking is required when guest event parking is prohibited on property at the Historic Barns Park. An exception may be granted by the Venue Manager based on the type, size, and date of the event, and the Client executes a waiver in a form acceptable to the Venue Manager if required by the Venue Manager. If transportation is required, the Client will be responsible for hiring a transportation company to provide shuttle service to transport event guests to and from the designated guest parking areas located offsite. For recommendations regarding the type of shuttle and/or the number of shuttles needed, please contact the Venue Manager for assistance. A list of preferred vendors will be provided. The Venue Manager will work with your shuttle arrangements to manage parking when guests arrive. Shuttling should begin one hour prior to event

start time/guest arrival and shuttles should return one hour before the event end time to transport guests back to their vehicles. You should schedule this component of your event not less than 60 days prior to your event to ensure your guests will have transportation from offsite lots.



This is a contractual agreement ("Contract") between the client ("Client") and the City of Traverse City and Charter Township of Garfield Recreational Authority ("Recreational Authority").

Event Application and Contract

Client name/Main Contact :	
Billing Address:	
Phone number:	
E-mail:	
How did you hear about us?	
Event date:	
Event type:	
Event location and details:	<i>The Cathedral Barn at Historic Barns Park</i>
Rental time(s):	

See Deposit Invoice for information on payments due at time of reservation and final payment due dates.

Rental rate:	
Security fee (refundable):	
Balance due at reservation due to being less than 60 days before the event:	
Do you need furniture rental- an estimate can be sent before booking if needed	Circle one: Yes No

*** For Wedding Use Only ***

Bride:	
Phone Number:	
E-mail:	
Groom:	
Phone Number:	
E-mail:	
Wedding Planner (if applicable):	
Phone Number:	



History and Background

Historic Barns Park is a public park with 56 acres of rolling meadows, woodlots and wetlands located in the southwest corner of the Grand Traverse Commons. The site was the agricultural production area for the former Traverse City State Hospital, feeding patients and staff from the 1880s into the 1950s. The site is still dominated in its center by its namesakes, two majestic barns that have come to be known as the Historic Barn (built in 1900) and the Cathedral Barn (built in 1932).

The Cathedral Barn and an adjoining natural “Amphitheater” space became available for events beginning in 2015. The first interior renovation of the Cathedral Barn focused on the upper loft level, and has space to accommodate 200+ for seated events and 300+ for standing receptions. The renovation included the addition of utility services, restrooms, catering space, and heating and cooling.

Event rentals are subject to the terms set forth in the Sales Contract and other rules and policies mandated by the City of Traverse City and Charter Township of Garfield Recreational Authority. Please review all of the terms and conditions outlined in this document prior to making a commitment.

Since Historic Barns Park is a public park, it is subject to public access and activities. By renting space within Historic Barns Park, the Client indicates an understanding and acceptance of this setup. Use of other areas of the Park may take place before, during, or after the scheduled event.

Terms and Conditions

Standards for Approval

- The event must be consistent with the character of Historic Barns Park.
- The event will not unreasonably interfere with or detract from the public's enjoyment of Historic Barns Park.
- The event will not unreasonably disturb normal activity on surrounding private land.
- The event will not cause a violation of any federal, state, or local law, ordinance, rule or regulation.
- The event space has not been reserved for other use on the date and time requested.
- The event will not cause damage to Historic Barns Park.
- The event will not occur so soon before or after another event that it creates a burden on the facility or that it unreasonably impedes the general public's use of Historic Barns Park.

General Conditions

Priority of Applications

All events will be considered and decided on a first come – first serve basis as of the date they are filed and deemed complete in writing by the Venue Manager. If the Client wishes to hold an event on a recurring basis, after it is successfully held for the first time, the Client may request that dates be reserved for subsequent events. Reservation requests may be granted if a prior Contract has not been violated, the Client has fulfilled all obligations to the Recreational Authority, and the event has not created any unreimbursed expense or unreasonable disturbance. A non-refundable deposit (50%) must accompany the Contract in order to fulfill a reservation request. A Contract that is accepted will be given preference over all other Contracts for the dates specifically requested. If the Client does not submit a Contract within sixty (60) days of the date of the event, the reservation will be void.

Event Space

The Cathedral Barn at Historic Barns Park consists of an unfurnished room with floor space measuring 101' x 35', a large prep kitchen for catering purposes, restrooms, lighting, heating and cooling. Based on its capacity, the event space can generally accommodate approximately up to 200+ persons for seated events and 300+ persons for standing receptions. The number of persons that may be accommodated within the event space may vary depending on federal, state, or local law, ordinance, rule or regulation in effect at the time of the event or other circumstances or conditions impacting occupancy or capacity of the event space. This Contract does not obligate the Recreational Authority to accommodate nor the Client to provide any number of guests for the event. BY EXECUTING THIS CONTRACT, THE CLIENT ACKNOWLEDGES THIS CONTRACT DOES NOT ENTITLE THE CLIENT TO ANY NUMBER OF GUESTS IN THE EVENT SPACE AND EXPRESSLY ASSUMES THE RISK THE NUMBER OF GUESTS ALLOWED MAY BE REDUCED AS A RESULT OF LAWS, ORDINANCES, RULES OR REGULATIONS OR OTHER CONDITIONS OR CIRCUMSTANCES THAT MAY IMPACT OCCUPANCY OR CAPACITY OF THE EVENT SPACE.

Access

The Client and/or the vendors will be granted access to the space as early as 8am on the day of the event unless specified by the venue manager. All events must conclude on or before 11pm that same day. At 11pm or upon the conclusion of the event, ninety (90) additional minutes will be allotted for teardown purposes. It is the sole responsibility of the Client to schedule with the Venue Manager, in advance, the specific time (8am or later) at which entry to the space will be needed. Unless access times are coordinated ahead of time, the facility will remain unopened as hours of operation are based on the need for that particular event. Access to the space on a day other than the contracted event date will be based on availability and subject to additional fees. Please refer to the section below pertaining to optional setup and teardown usage.

Optional Setup and Teardown

Access to the space for additional setup and/or teardown on a day other than the contracted event date will not

be permitted without venue manager written consent, and is not guaranteed. Additional days needed specifically for setup/loading in and/or teardown/loading out will be subject to arrangements made 2 weeks prior to the event date if available and applicable. All rental rates are charged per day, not per hour. Additional setup and teardown must occur between the hours of 8am to 5pm daily. The Client will be responsible for scheduling with the Venue Manager, in advance, access to the space.

Billing

The total amount due will consist of the rental rate, setup and teardown fee(s), if any, and the security fee, which will be paid in two installments.

- The first installment/deposit consists of 50% of the rental rate, a \$500.00 security fee, and setup and/or teardown fees, if any. The Contract will not be approved until the deposit has been received.
- The second installment/balance consists of the remaining 50% of the rental rate and any remaining setup and/or teardown fee(s), if any. The balance must be received no later than sixty (60) days prior to the event date and will be due upon receipt of an invoice.

All payments must be made by check; credit cards or other types of payment will not be accepted. In the event a check is returned for insufficient funds, the Client will reimburse the Recreational Authority for any and all returned check charges, plus a \$50.00 processing fee.

Default

Failure to make timely payments as required herein will constitute a Default. If the Client fails to cure the Default within five (5) days after the Venue Manager provides written or electronic-mail notice of such Default to the Client, the Recreational Authority will have the option to terminate this Contract without further notice to the Client. If the Recreational Authority terminates this Contract for Default, the first installment/deposit will be retained by the Recreational Authority.

Security Fee

The \$500.00 security fee is to guarantee the return of the facility to the same or better condition as when accepted by the Client, reasonable wear and tear excepted. Satisfactory compliance with this section includes removing all of the Client's and/or vendor(s) trash and belongings. Furthermore, the Client is individually and severally liable and otherwise fully responsible for any and all Client and/or vendor caused damages incurred to the facility, including, but not limited to all adjacent structures and facilities, throughout the entire duration of the event. The Client agrees to pay for any and all losses, breakage and/or damage that should occur. The Client will be charged for the full cost of repair and/or full replacement, including labor and materials and removal and disposal, plus taxes and surcharges, as applicable.

Should the Client and/or vendor(s) be responsible for damage and/or loss of value to the facility greater than the value of the security fee, the Client agrees to reimburse the Recreational Authority for such loss immediately upon the presentation of an invoice for any and all damages and/or losses.

The Recreational Authority will return the security fee, if any, to the Client within forty-five (45) days upon the conclusion of the event, along with an itemized statement as to the deductions, if any.

This is not required for most low impact hourly events.

Insurance

The Client must provide the Venue Manager with a Certificate of Insurance to include the following coverage levels. In an effort to ensure proper coverage is obtained, it is strongly recommended that this section be shared directly with your insurance provider. This is not required for most low impact, hourly events.

Comprehensive General Liability Insurance (Client to provide):

- \$1,000,000 per occurrence and additional coverage, as may be required for special activities.

- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

Traverse Bay Area Intermediate School District **(or the legal address of any alternate location used for parking)**
1101 Red Drive
Traverse City, MI 49684

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Alcohol:

- Any person/entity selling or serving alcohol must hold a current Michigan liquor license as required by the State of Michigan. The license must satisfy state laws governing such service and be in full compliance with such license.

Certificate of HOST Liquor Liability Insurance for alcohol served:

- \$1,000,000 per occurrence.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Certificate of Liquor Liability Insurance for alcohol sold:

- \$1,000,000 per occurrence.
- The duration of the policy must include the total length of time of the event or the length of time any equipment is placed on property, whichever is longer.
- The insurance must name the following as a certificate holder on the policy.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- The policy must ALSO name the following as an additional insured in the coverage AND include an endorsement to the policy naming the Recreational Authority as additional insured.

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Executive Director
324 Munson Avenue
Traverse City, MI 49686

- Proof of insurance must be submitted to the Venue Manager at least thirty (30) days prior to the event date or the Contract will be revoked.
- The Recreational Authority must receive at least a thirty (30) day notice of any policy cancellation.

Equipment Rental

The Recreational Authority is a provider of tables and chairs per the specific inventory stored in house and will make arrangements for set up or tear down if you rent their inventory. The Recreational Authority does not rent display spaces, booths, or any additional furniture setup indoors and/or outdoors on behalf of the Cathedral Barn. The Client may rent equipment and/or any additional setup needed from any vendor of their choice. The Recreational Authority does not require the Client to utilize any vendor exclusively. All vendors supplying equipment or any setup indoors must adhere to all local, state, and federal fire and building codes. Doors, hallways, staircases, elevators, fire exits, or emergency equipment must not be blocked or interfered with, and fire doors must not be propped open at any time.

The Client must remove all rented equipment from the premises no later than ninety (90) minutes upon the conclusion of the scheduled event, unless you receive venue manager consent to move the following day based solely on availability. The Recreational Authority will not assume liability for any items left in or around the Cathedral Barn or any items left in or around Historic Barns Park.

The vendor providing tables and chairs may deliver their equipment the day before and pick up the day after the contracted event date based solely on availability. The Client will not be responsible for any additional fees as a result of this service. Client fully understands this access is strictly for equipment delivery and pickup, and Client will **not** have access during these times for any setup and/or teardown unless reserved with the Venue Manager, in advance, as outlined in "Optional Setup and Teardown." Delivery and pickup must be coordinated with the Venue Manager, in advance, to determine an acceptable date and time. Any deliveries dropped off and/or picked up without prior consent will not be accepted. All other vendors must deliver and pick up their items on the day of the event, unless the Client pays for additional setup and teardown.

Catering

The Recreational Authority is not a provider of food and/or beverage on behalf of the Cathedral Barn. Catering services, including the preparation or distribution of any food or beverages, may be performed by any licensed caterer of the Client's choosing. The caterer will be responsible for abiding by the terms and conditions outlined in

the Catering Guidelines (provided separately) along with a proof of host liquor liability insurance (refer to insurance - Pg. 12, 13).

In addition, the Client may need to secure a permit from the Grand Traverse County Environmental Health Department Office. This is dependent upon the size and scope of the event and determined, in advance, by the Venue Manager.

Alcohol

The Recreational Authority is not a provider of any alcoholic beverages on behalf of the Cathedral Barn. Alcohol may be served during an event within the event space provided the necessary insurance requirements are adhered to by both the Client and the caterer/entity serving the alcohol (refer to insurance - Pg. 12, 13).

Lighting

Indoor lighting is provided. In addition to the standard lighting system, which provides various settings (dimming controls, etc.), the event space also includes permanent string lighting that may be utilized per the Client's discretion. The string lights are currently affixed in place and must not be removed. The Client and/or a vendor may add additional lighting of their choosing to enhance the event space, i.e.; paper lanterns, additional string lights, etc. Note - uncontained candles and any other open flames are strictly prohibited indoors.

Outdoor lighting is not provided. Any outdoor lighting provided by the Client and/or a vendor must be in compliance with local ordinances.

The Client will be held solely responsible for installing and disassembling any additional lighting indoors and/or outdoors, to include the necessary ladders and/or equipment needed.

Uncontained candles are not permitted inside of the event space. The use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, windows, or the ceiling, and the use of helium balloons and/or confetti are strictly prohibited. In the event this is done without the Venue Manager's authorization, and any damage or inconvenience is caused, the cost of repair and/or replacement will be billed directly to the Client.

Signs

Use of any signage during an event is subject to additional approval required by Garfield Township. Please note the number, location, and size of any signs on your site plan and submit a copy to the Venue Manager, in advance, for review and consideration.

Display and Decorations

Uncontained candles are not permitted inside of the event space. The use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, windows, or the ceiling, and the use of helium balloons and/or confetti are strictly prohibited. In the event this is done without the Venue Manager's authorization, and any damage or inconvenience is caused, the cost of repair and/or replacement will be billed directly to the Client.

The Client will be responsible for any damages done to the facility by the vendor during the period of time they are under your control, or the control of contractors hired by the Client and/or the organization. Should your vendor leave without cleaning up properly, the Client will be held responsible for any additional labor charges, at an hourly rate of \$125 per hour, to restore the facility to its prior condition.

Sound

Sound from music, entertainment, public address and similar systems may not be audible beyond the site of the event, and must be in compliance with all local ordinances. Local ordinances state that sound must be cut off at 10pm local time for all outdoor activity. For all indoor activity, the sound must be cut off on or before 11pm local time. The Recreational Authority retains the right to prohibit any sound amplification that it determines to be disturbing to any guests and/or visitors at Historic Barns Park.

Audio Visual Equipment

The Recreational Authority is not a provider of any audio/visual equipment on behalf of the Cathedral Barn. The Client may rent equipment and/or any additional items needed from any vendor of their choice. The Recreational Authority does not require the Client to utilize any vendor exclusively. The Client must remove all rented equipment from the premises no later than ninety (90) minutes upon the conclusion of the scheduled event. The Recreational Authority will not assume liability for any items left in or around the Cathedral Barn or anywhere else around Historic Barns Park.

WIFI/Internet

The Recreational Authority does not provide WIFI and/or standard internet services on behalf of the Cathedral Barn.

Trash Receptacles and Garbage Disposal

The Cathedral Barn and the catering company are responsible for providing indoor and/or outdoor trash receptacles (with liners) for the event, as needed. The only trash that The Cathedral Barn will not handle is floral garbage (including garlands, floral bouquets, vases, etc) Any trash (to include boxes) generated as a result of the event must be removed from the building upon the conclusion of the event and disposed of off-site.

Portable Toilets

The Cathedral Barn venue space has men and women's bathrooms available for use during indoor events. The Client is responsible for providing portable toilets, as needed, for outdoor events based on the anticipated size of the event. Portable toilets are at the expense of the Client and the number, type, and location of each must be submitted to the Venue Manager in advance. At least one (1) portable toilet must be ADA compliant/handicap accessible.

Tents

All tents supplied by a vendor must be composed of noncombustible and flame resistant fabric in accordance with the Charter Township of Garfield Fire Code and erected to meet wind load requirements of the State Construction Code. A map showing where these items will be located must be provided and the Client and/or vendor will be responsible for contacting MISS DIG (1-800-482-7171) five (5) days in advance to any tent installation. All staking must be removed immediately following the event.

Pyrotechnics/Fireworks

Any Event requiring fireworks, pyrotechnics, flash pots, etc., must receive written approval from the Venue Manager and obtain an application and permit for usage from the Fire Marshal.

Site Usage

The Client must observe Fire Marshal regulations with respect to maximum occupancy.

A site plan for outdoor events involving the setup of equipment or other items is required. The site plan must demonstrate that ADA accessibility requirements are met as well as a 20 – foot fire entrance lane for emergency vehicle access. The Client will be responsible for contacting the Grand Traverse Metro Fire Marshal at 231-947-3000 to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection at least seven (7) days before the event. An additional permit may need to be obtained from the Fire Marshal.

Cleanup

The Client agrees to leave the indoor and outdoor event spaces in the same condition they were in prior to the event. Should any of the vendors leave without cleaning up properly, the Client will be held responsible for any additional labor charges, at an hourly rate of \$125 per hour, to restore all indoor and/or outdoor spaces to prior condition.

Vendor List

At least thirty (30) days prior to the scheduled event date, the Client must provide to the Venue Manager a list of vendors who will be making deliveries and/or entering the space to perform any services during the event. It is the responsibility of the Client to coordinate with the vendors of their choosing in regards to access times based on the event times specified in the Contract (refer to equipment rental - Pg. 13)

Parking

Staff and vendor parking:

- Parking at Historic Barns Park is only available in designated areas set forth for staff and vendors. Vehicles carrying equipment and/or materials to be used during the event may be loaded and unloaded at an appropriate area and time approved with the Venue Manager, in advance. These vehicles will not be permitted to park in that area after loading or unloading unless special arrangements have been made with the Venue Manager, in advance. Any vehicles in violation may be towed.

Guest parking:

- Guest parking anywhere on property at Historic Barns Park is strictly prohibited for guests attending an event. Nearby parking areas are available, but it is the responsibility of the Client to coordinate parking options with the Venue Manager prior to the event as well as communicate this to the guests. Any vehicles in violation may be towed.

Shuttle service and transportation:

- Transportation is required for all event parking. The Client will be responsible for hiring a transportation company to provide shuttle service to transport their event guests to and from the designated guest parking areas located off-site. For recommendations regarding the type of shuttle and/or the number of shuttles needed, please contact the Venue Manager for assistance. A list of preferred vendors will be provided upon request.

Parking signage:

- Directional signage for parking purposes will be provided, at no extra cost, for all events held at the Cathedral Barn. The Client will be responsible for providing a specific start time to ensure the signage is in place prior to the start of the event.

Smoking

Smoking inside the Cathedral Barn is strictly prohibited.

Weather

The Client is solely responsible for arranging a backup location, in advance, for any event or any portion of an event that will be held outdoors in case of any inclement weather conditions. Rental of additional indoor space as a weather backup will be subject to current rental rates and availability.

Animals

Animals are not allowed within any of the indoor areas at Historic Barns Park, with the exception of service animals or certified aide animals.

Flowers and Vegetation

The Recreational Authority is not a provider of any floral arrangements on behalf of the Cathedral Barn. The Client may provide floral arrangements from any vendor of their choosing. The Recreational Authority does not require the Client to utilize any vendor exclusively. Naturally occurring blooms and/or other vegetation cannot be cut and/or removed from any area of Historic Barns Park at any time. Destruction of and/or damage to the landscape and/or naturally occurring blooms and/or other vegetation will result in damage charges.

Taxes

The Client will be responsible for any taxes that may be levied by the state, federal government, or any local governmental agency as a result of the event.

Force Majeure

If, for any reason beyond ~~the Recreational Authority's or the Client's~~ party's control, including, but not limited to, acts of God, government regulations, civil unrest, acts of war or terrorism, either party is unable to perform ~~its~~ the obligations under this Contract, then ~~the party unable to perform its obligations under this Contract such party~~ may terminate the Contract and, as the sole and exclusive remedy, all payments made by the Client will be refunded in full. For clarity, the parties agree the current COVID-19 pandemic and the current or any future laws, ordinances, rules or regulations relating to the COVID-19 pandemic are not Force Majeure events.

Damages

The Recreational Authority will not be held responsible for loss, theft and/or any damage to property belonging to the Client, vendor(s), and/or event participants. The Recreational Authority reserves the right to inspect and control all events held at the facility. Liability for damages to the facility and conduct of the guests in attendance will be the sole responsibility of the Client.

Security

The Recreational Authority may require security for weddings, concerts and other social events that relate to large numbers of guests and/or the sale or service of alcoholic beverages. The fee for additional security will be determined based on the scope of the event and will be the responsibility of the Client.

Indemnification

The Client agrees to defend, indemnify, reimburse, and hold harmless the Recreational Authority, its officers, agents, and employees from and against any and all claims, liability, loss, damage, cost, or expense, including reasonable attorneys' fees, attributable to personal injury, illness, or death of any person and damage or loss of any property allegedly or actually resulting from or arising out of any negligent act or omission, or willful or intentional act, of the Client, or their employees, officers, agents, contractors, volunteers, guests, and invitees. This indemnification agreement will not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the Recreational Authority in an action against it.

The Recreational Authority reserves the right to select its own counsel in defense of any matter arising, because of any negligent act or omission, or willful or intentional act, of the Client, its officers, employees, agents, contractors, volunteers, guests, or invitees, and no payment or acknowledgment of liability, loss, fine, penalty, or charge will be made against the Recreational Authority without its express written consent. This indemnity and duty to defend will survive the termination of the Contract.

The parties expressly acknowledge and agree that this indemnification agreement provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance will, notwithstanding continue in full force and legal effect.

Waiver

The Client voluntarily and in consideration of utilizing the Cathedral Barn hereby agrees to release, discharge, hold harmless, and waive all claims for damage or loss to their person or property that may be caused by any act, or failure to act by the Recreational Authority and each and all of its elected and appointed officials, employees, volunteers, representatives and agents in connection with or arising out of the activity. This waiver binds the Client and their heirs, executors, and assigns.

Copyrights

The Client agrees, represents, and warrants that nothing contained in any program, performance, or exhibition in connection with the event will violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm, or corporation and that they have been duly licensed or otherwise authorized by the owner of such works or representatives thereof. For any movie to be shown at an event where the general public is invited, proof of public performance rights from a licensing entity will be provided to the Recreational Authority prior to the event date. If special equipment is required, it must be provided by the Client and approved by the Recreational Authority in advance. Proof of public performance rights as required by this policy will be submitted to the Venue Manager at least sixty (60) days prior to the event taking place or the Contract will be revoked.

Endorsements

Use of Historic Barns Park does not imply the Recreational Authority's endorsement of the views, opinions, policies, or activities of the Client. Any announcement implying such endorsement is prohibited.

Compliance with Laws

Clients will comply with all applicable federal, state, or local laws, ordinances, rules, or regulations while using Historic Barns Park for the event.

Cancellation/Date Change

All rental fees, with the exception of the \$500.00 security fee, are non-refundable.

Cancellation by the Recreational Authority:

- The Contract may be revoked in writing at any time by the Recreational Authority if it is determined that the event is no longer in the best interest of the Recreational Authority or necessary due to emergency or other conditions beyond the Recreational Authority's control. This includes, but is not limited to, construction or development activities at Historic Barns Park, the elimination or reduction of resources needed to service the event, or a misrepresentation by the Client in the Contract. If the Recreational Authority revokes a Contract or reservation request, the return of all non-refundable fees paid is the sole and exclusive remedy of the Client and the Client will waive all consequential and other damages.

Cancellation/Date Change by the Client:

- If the Client submits a written notice of cancellation at least thirty (30) days prior to the event date, the Recreational Authority will refund the security fee.
- In lieu of cancellation, one (1) date change is allowable provided the Client and the Venue Manager are able to determine an acceptable and available alternative date and rental rate.

Contract Denial

Any person denied a Contract may appeal to the Recreational Authority Board in writing, stating the reasons why the Contract should be granted, within three (3) days from the date of denial. The Recreational Authority Board may grant the Contract after a public hearing at the next available Board meeting if it determines that the event meets the standards set forth in this Contractual Agreement, and such decision will be final.

Acceptance

By signing this Contract, you agree to all of the terms and conditions as stated. A complete copy of the signed Contract must be returned in order to place a hold on the date(s) you have requested. Once returned, an invoice will be issued for payment. Upon receipt of the first installment/deposit, the date(s) on hold will be secured for your event.

We look forward to hosting your event at the Cathedral Barn at Historic Barns Park, and will make every effort to accommodate your needs to ensure a successful event.

Accepted and Agreed to:

Name (printed)

Signature

Date

Stephanie Wiitala
Venue Manager
Cathedral Barn at Historic Barns Park

Date



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: UPDATES ON RECOGNITION OF SERVICE TO THE BOARD OF DIRECTORS

This item is reserved for the further development of the Ross Biederman Volunteer Service Award. We solicited mockups/proposals from several local vendors for a permanent plaque-style award that can be hung inside the Cathedral Barn and brought to award ceremonies each year as we add the names of new recipients. We'll share any mockups that we have received by the January 5 meeting for your input and consideration.

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PROOF

231.933.7446 | info@image360tc.com

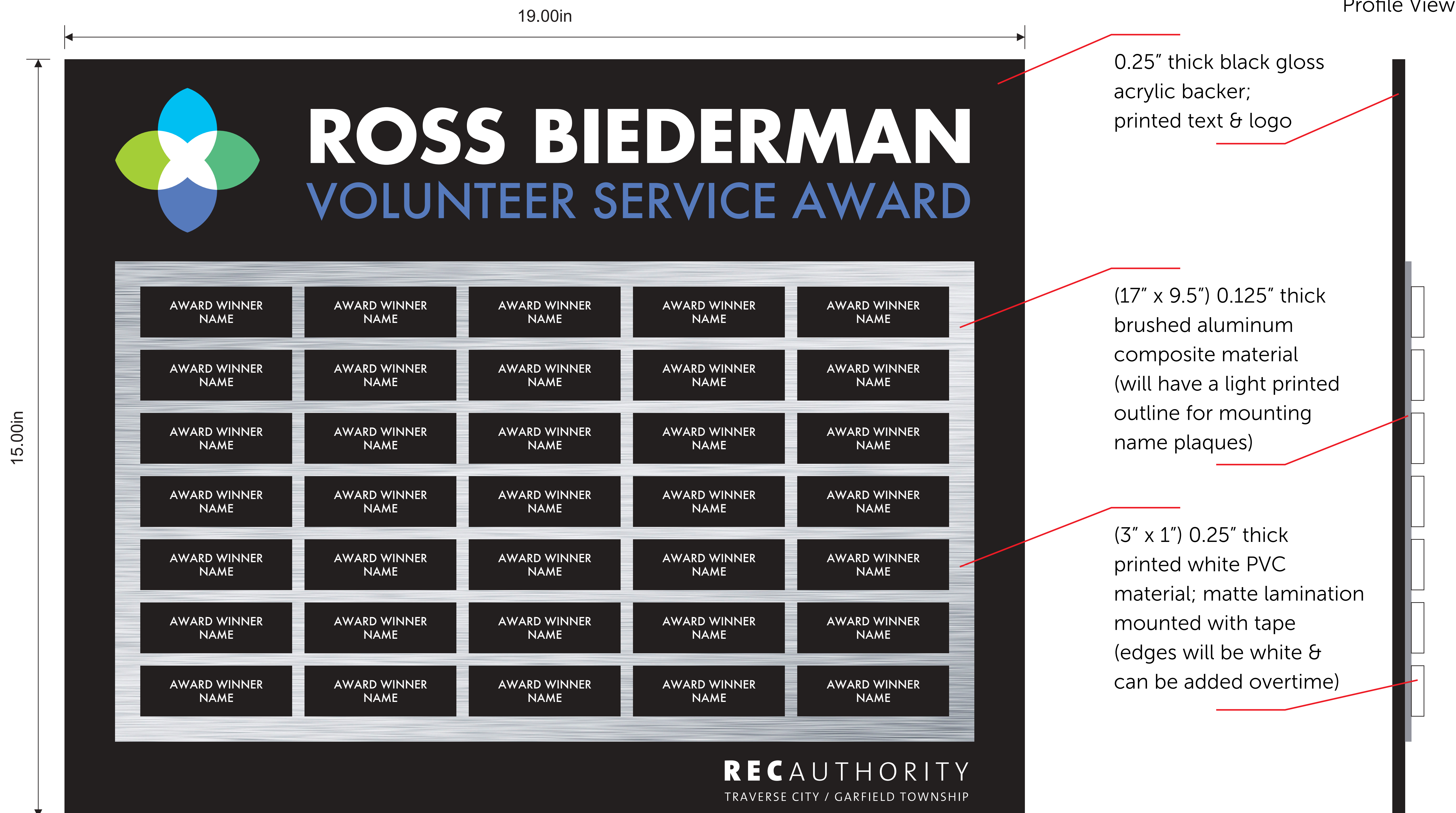
INVOICE: 82477

Project Manager: Josh

Designer: Brooke

Award Plaque

(Proof Version: 1) 12/22/21



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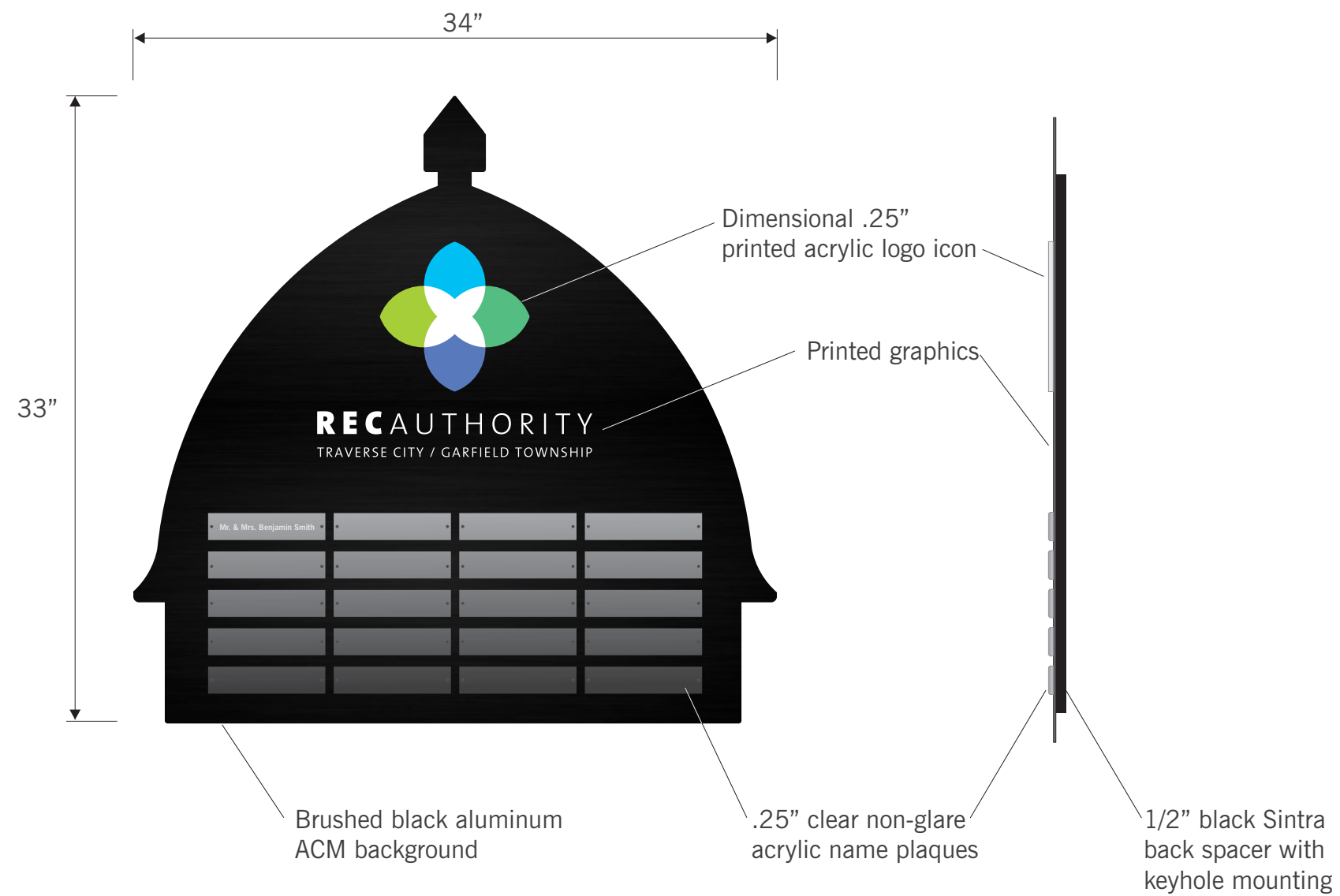
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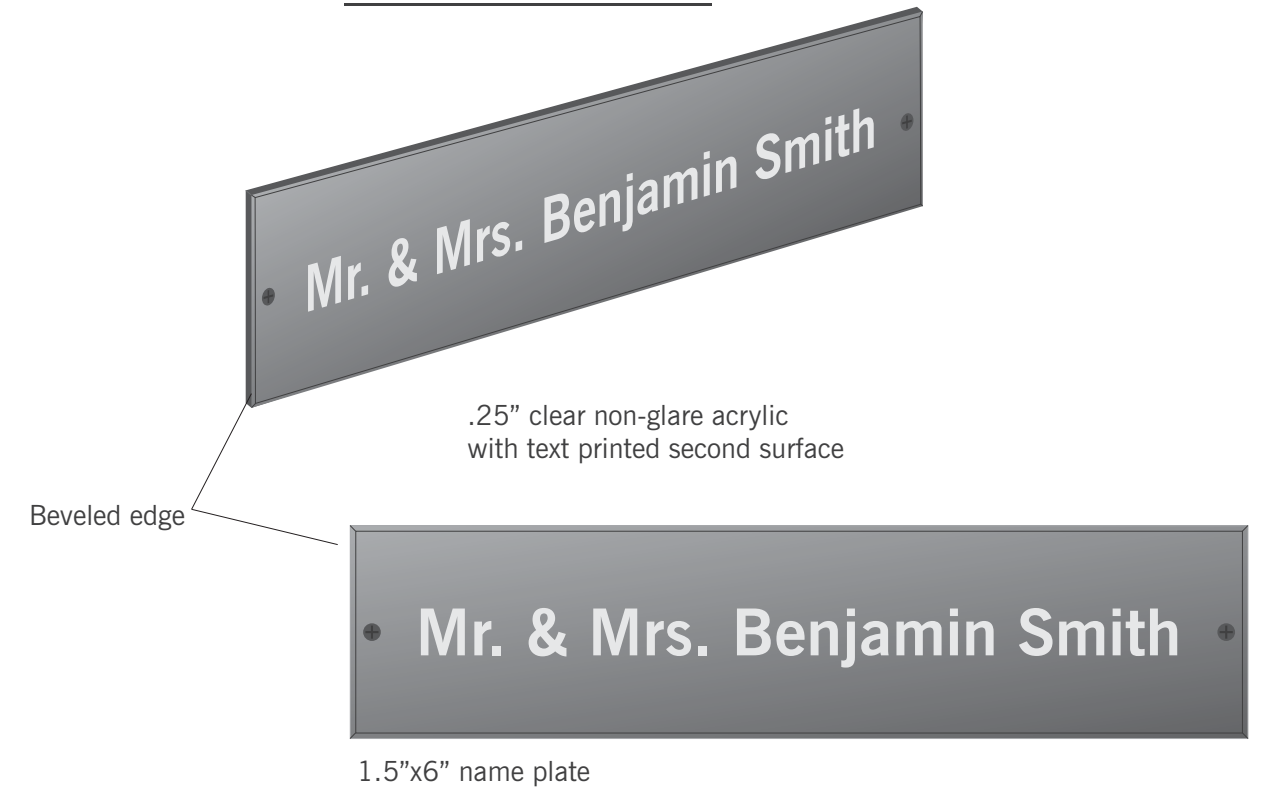
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DISCLAIMER

- Client to verify spelling & content prior to approval



NAME PLATES



EXAMPLE ONLY

UV PRINT



10"X3"

32- 2"X.875"



Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: UPDATES ON STORM DAMAGE AND REPAIRS

This item is reserved for any action that we might be able to take on January 5 regarding wind damage from the storm event on December 16. A few updates as of this writing:

- The wind stripped shingles off several sections of the roof on the Cathedral Barn at Historic Barns Park. The Authority's insurer recommends that we submit a claim if repairs exceed \$500 (which they will). We are working with our insurer and potential vendors on repair options and quotes. I'll provide any updates I have at the meeting and will pursue Board action if any actionable items are available.
- The wind also lifted one of the original barn doors on the Cathedral Barn off its tracks. We were able to get a crane from Elmer's to come reattach the door, and it seemed to have weathered the trauma without noticeable damage. Thankful for the equipment and expertise from Elmer's!
- Lastly, we had two mature trees knocked down by the wind on the West Bay Waterfront property, but a City crew gave us an early Christmas present and hauled the trees away in the due course of their business. Many thanks to the City team for their ongoing collaboration on the bayfront!



Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

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

As discussed at the last meeting, 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, beginning in January with the first goal listed in the plan:

Goal 1: Continue to identify opportunities to preserve land for recreational, educational and environmental preservation purposes.

- Objective 1.1: Secure a matching grant to acquire the former Kroupa property ("Hickory Forest"), which consists of 76 acres and is adjacent to the west side of Hickory Hills.
- Objective 1.2: Pursue the acquisition of the Wilson property, which consists of 10 acres and is landlocked between Hickory Hills and Hickory Meadows.
- Objective 1.3: Remain open to opportunities to expand holdings and/or services as opportunities arise, in a manner that is not to the detriment of current Authority operations and responsibilities.

The Action Plan section of the overall Recreation Plan includes a narrative that expands upon each goal; the Action Plan narrative for Goal 1 is attached for reference.

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

Steps Toward a Sustainable Future

The following Action Program describes how Rec Authority intends to meet, or advance toward meeting, the aforementioned goals and objectives over the course of the next five years.

Goal 1: Continue to identify opportunities to preserve land for recreational, educational and environmental preservation purposes.

As mentioned previously in this plan, the Grand Traverse region has experienced a rise in population in recent decades. This trend has placed demand on new housing and commercial development in both Traverse City and Garfield Township. Going forward, the Rec Authority will play an important role in helping to preserve significant natural areas from development pressure by remaining open to land acquisition opportunities. However, the Rec Authority will base its level of openness for a new acquisition on its capacity to effectively manage such a property. As of 2020, the Authority has identified two potential land acquisitions that would support the goals and objectives contained in this plan. These are the Kroupa property and the Wilson property.

The Rec Authority intends to apply for a Michigan Natural Resources Trust Fund grant to match some of the costs the Authority will incur in purchasing the 76-acre former Kroupa parcel (“Hickory Forest”). The rest of the cost will be supported by the recent millage that passed to support the Rec Authority’s operations. This purchase will protect one of the largest forested parcels within the region’s urban core; provide

high-quality passive recreation to local residents and visitors; safeguard water quality in Kids Creek and Grand Traverse Bay by protecting the natural features that serve to filter surface runoff; and preserve scenic views from Hickory Hills, M-72 and Barney Road.

The Grand Traverse Regional Land Conservancy (GTRLC) is in the process of creating a draft management plan that will include recommendations for sustainable trail design. The goal is to protect the property’s natural features and conservation values while allowing users to fully appreciate its gorgeous, rolling topography.

For the Rec Authority, the acquisition of the Kroupa property is a high priority with an estimated cost of around \$650,000.

The Rec Authority will additionally coordinate with the Wilson property owner and the City of Traverse City to assess the feasibility of acquiring the 10-acre parcel. While this opportunity was explored in the past to no avail, the Authority intends to reopen the conversation in the coming years.

More generally, the Rec Authority will coordinate with GTRLC, the City and the Township to periodically assess other potential property acquisitions. A collaborative effort in this regard will be important to ensure that decisions complement the aspirational goals of other park entities in the community. This may consist of an annual meeting with the jurisdictions, GTRLC and the public to review the services provided at the area’s parks. The Rec Authority should formalize these meetings to ensure its strategic planning is addressing local needs.



Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF 2022 ANNUAL GOALS FROM
MANAGEMENT ENTITIES AT HISTORIC BARNES PARK

Per the Management Agreement for Historic Barnes Park, the Management Entities prepare annual goals and benchmarks for the Board to review and approve at the beginning of each year. These goals give all involved a stated trajectory for the coming year and give the Board and the Management Entities ways to measure performance and track progress, primarily through the quarterly reporting submitted by each entity. For reference, the new quarterly reporting meeting schedule for each entity is as follows:

- SEEDS - February, May, August, November
- BGHBP - March, June, September, December
- TCCG - April, July, October, January* (*final report on prior year)

Annual goals for all three Management Entities are attached for your review and comment, and of course representatives will be in attendance to address any questions or ideas you may have. I'll also ask the Management Entities to make any monthly updates they have as part of this agenda item, so we don't have to call them back under Reports.

If it pleases the Board, the following motion to adopt the annual goals would be appropriate:

That the 2022 annual goals and benchmarks for TC Community Garden, the Botanic Garden at Historic Barnes Park and SEEDS be adopted.



GOALS AND BENCHMARKS 2022

GOAL 1 – Executive Director: The Botanic Garden Board will finalize the selection of an Executive Director, taking into consideration its interview of the final candidate and the recommendations of the Search Committee.

Evaluation: A contract detailing performance expectations and position support will be processed and signed.

GOAL 2 – Orientation of Executive Director – An orientation and mentoring process for the new Executive Director will be implemented, to include meetings with the following:

- The Board Executive Committee and the operational committees (Finance, Development, Horticulture and Landscape, Volunteers, Marketing, Grounds and Maintenance, Venue Rental, Gift Shop, Membership, Programs, Children’s Sensory Garden Collaboration), as well as the leadership of the capital campaign.
- Members, volunteers and supporters of The Botanic Garden
- The Recreation Authority Executive Director and MOU partners
- Representatives of community organizations with which the Botanic Garden partners and collaborates
- Mentoring by the Board Executive Committee and 1-2 non-profit executive directors in the community.

Evaluation: Calendar notations and notes for each meeting

GOAL 3 – Strategic Plan – In keeping with the Garden’s long-standing practice of working with a three-year rolling strategic plan, a retreat will be held by the board and committee chairs to develop the strategic plan for 2022-2025.

Evaluation: A copy of the completed 2022-2025 Strategic Plan

GOAL 4 – Capital Campaign – Work will continue on the Capital Campaign, with the goal of securing commitments for 70% of the campaign target of \$2.5 million. The Capital Campaign team will continue work with major donors and foundations as well as planning marketing strategies for the public phase of the campaign.

Evaluation: Donor Perfect documentation of financial status of campaign. Samples of marketing materials and campaign video, calendar dates of donor meetings.

GOAL 5 – Medicine Wheel Garden – The hardscaping and planting of the Medicine Wheel Garden will be completed, along with informational signage approved by the Grand Traverse Band of the Ottawa and Chippewa Indians. Educational programming, using this garden as a foundation, will be offered to children and adults from throughout the region.

Evaluation: Photographs of the completed Medicine Wheel Garden and signage. Class and workshop postings related to this Garden’s theme.

GOAL 6 – Dedication of the Judith Groleau Healing Garden – A dedication ceremony will be held in honor of the Judith Groleau Healing Garden, highlighting the completed Labyrinth Garden and Medicine Wheel Garden. Stakeholders and the general public will be invited to participate.

Evaluation: Samples of media coverage of this event

GOAL 7 – Children’s Sensory Garden – The first phase of the Children’s Sensory Garden will be completed.

Evaluation: Invoices and photographs documenting completed components.

NOTE: Additional goals will be added to this list at the completion of the Strategic Planning retreat, with input from the new Executive Director. These areas will address programs, marketing, volunteers and other areas.

EVALUATION OF

2021

GOALS AND BENCHMARKS



— THE —

BOTANIC GARDEN

AT HISTORIC BARNs PARK

EVALUATION OF 2021 GOALS

GOAL 1 – Strategic Plan – Depending on the status of COVID restrictions, BG will hold a board retreat to develop a Strategic Plan for 2021-2024.

Status: Because of on-going COVID concerns, a Strategic Planning retreat was not held this year. However, the board focused two areas of the existing strategic plan that needed to be addressed: hiring an executive director and conducting a capital campaign. The Search Committee refined the ED job description and posted that position both locally and nationally. Nineteen candidates applied, the committee prioritized the applicants, and initial zoom interviews with those top-rated candidates are scheduled for December 4 & 5. The Search Committee will continue their reviews and interviews until they have a candidate they would recommend to the board.

The board also focused heavily on the Strategic Plan goal of a Capital Campaign, in collaboration with the Friendly Garden Club, and are presently engaged in the first phase of the campaign. Updates will be provided through the Quarterly Reports.

GOAL 2 – Medicine Wheel Garden – Working with members of the Grand Traverse Band of Ottawa and Chippewa Indians and the Botanic Garden Landscape Committee, the Medicine Wheel Garden will be designed and construction initiated.

Status: Excellent progress has been made on the Medicine Wheel Garden. The final design was approved, with input from the Band, the area was excavated and the initial soil preparation was completed. On-going communication with the Band is allowing the Garden to develop a draft of informational signage that will be a part of that Garden.

In addition to the design and foundation preparation of the Medicine Wheel Garden, our horticulturist has worked with the Band to develop a list of medicinal plants still used today by the Band, and identified nursery sources. Those plants will be installed next year within and around the Medicine Wheel.

The photo on the next page shows the present result of excavation and soil preparation work, including paths leading to the 42' diameter wheel. This coming spring, hardscaping will be completed, with steel retaining edges on each of the paths, and installation of deconstructed granite on the surface of the paths.



The sign below is an explanation of the units of four represented by the Medicine Wheel, reflecting the Native American philosophy of the power of four, and the belief that everything in life is circular, leading back to itself. Signage similar to this will be included in the Garden.

The Power of Four



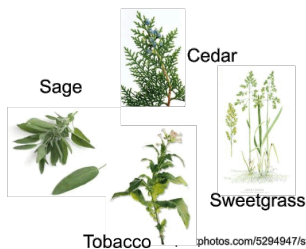
Four is one of the most sacred numbers used in some Native cultures. The Sacred Mystery, the source of all creation, reveals itself as the Powers of the Four Directions and these four powers provide the organizing principle for everything that exists in the world: the seasons, the races, the stages of life, the emotions and aspects of human behavior.



Four Colors

represent the four races of humankind all living together in harmony.

Four Sacred Plants



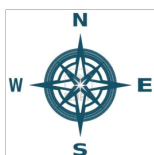
Four Winds

represented by the four Spirit Animals

East - Wabun, the Eagle
South - Shawnodeese, the Coyote
West - Mudjekeewis, the Bear
North - Waboose, the White Buffalo

Four Directions

each offering it's own lessons



Four Seasons

represent the four times of day, seasons of the year or seasons of your life



GOAL 3 – Labyrinth Pathway, boardwalk and observation deck: BG is working with Gosling-Czubak Engineering on the design of a circular walkway around the perimeter of the labyrinth garden bed that will incorporate decking over the wetland areas.

Status: Because of the high cost of lumber and supply chain issues, the board opted to put the wooden walkway and deck on hold, an option shared by Gosling-Czubak as well. Instead, the board focused on the completion of the allée beds and walkway leading to the labyrinth, including the connecting section that had been a gravel road prior to the new road construction. As a result, the 450' long allée is now one long promenade, planted with recurring beds of sugar maple trees, perennials and bulbs. A connecting path was also installed by TruNorth leading from the Red Drive parking area to the labyrinth itself. The picture below shows the new completed area of the allée, with the new trees and perennials. In addition, work was done at the entrance to the park, where new trees and shrubs were planted along with thousands of daffodil bulbs for spring bloom, making the park entrance more inviting.



GOAL 4 – Healing Garden Dedication/Donor Appreciation Event: Depending on the status of COVID restrictions, BG will plan and hold a dedication for the Healing Garden/Labyrinth. This will include a special event for garden donors in appreciation for their support

Status: Recognizing the fact that the Healing Garden dedication will draw a large crowd, and the fact that COVID continues to be a serious risk, the board decided to delay a dedication of the Healing Garden, aiming for fall of 2022. However, a small donor appreciation event was held on the pavilion on September 9, honoring past significant donors and bringing them up to date on the present progress and status of the Garden.

Goal 5 – Capital Campaign to fund executive director and restoration of Historic Barn. BG will review the results of the Feasibility Study and develop a plan of action for a Capital Campaign based on those results. Should the results support a capital campaign, the initial steps will be taken to implement that campaign (update cost estimates, initiate consultant support, form a campaign committee, design campaign materials, identify potential donors, etc.) The Development Committee will make the campaign their main focus.

Status: The Feasibility Study results supported the goal of a \$2.5 million capital campaign. During this process, the Friendly Garden Club approached BG, proposing a collaboration on the design, construction and programming for a Children’s Sensory Garden. The board supported this goal, drew up an MOU agreement, and folded the Children’s Garden into the capital campaign. A campaign committee was formed, with members from BG, Friendly Garden Club and the Recreational Authority. A consultant was hired, updated cost estimates procured, campaign materials designed and printed, potential donors identified, a lead donor procured (\$500,000), and a number of grants written and submitted. Two have been successful to date, others are in process. A copy of the Case for Support was given to each RA board member.

Goal 6 – Volunteers: Depending on COVID restrictions, BG will recruit and train additional volunteer gardeners, docents and grounds & maintenance workers, update nametags, schedule volunteer hours, coordinate with team captains and plan a volunteer appreciation event or gift.

Status: Additional volunteers in all three areas (docents, gardeners, grounds & maintenance) were recruited and trained and schedules were developed for their work at the Garden. New magnetic nametags were procured for each volunteer. We coordinated closely with our team captains, who in turn communicated weekly with their respective garden teams. Because of COVID we were unable to schedule a large end-of-season volunteer appreciation dinner, so we purchased logo polo shirts for each volunteer and personalized magnetic name tags. Some of the garden team captains scheduled outdoor picnics with their teams as well.



Goal 7 – Programs: Depending on COVID restrictions, BG will plan and implement a series of 8 or more classes and workshops either in-person or on-line.

Status: The Program Committee certainly outdid themselves this year. They planned and presented twenty-two classes and workshops, with a mix of both in-person and on-line classes. Most of the in-person classes were offered on the pavilion for COVID safety reasons. Classes included: Growing Roses Organically in the North, Gardens of Cornwall & Devon, Demystifying Herbalism, The Origins of Chocolate, New Plants for 2021, Raised Bed Gardening, Food Gardening for Everyone, Improving your Soil, Gardening Sustainability, Perennials for Difficult Spaces, Planting an Herbal Garden, BG Garden Tour with Dr. Shutzki, two classes in the history and use of Labyrinths, Interlochen Sustainability Workshop, Paleo-Botany Research, How to Identify Dangerous Trees & Limbs, FireWise Gardening, Fabric Dying with Plant Materials, Notecard Nature Print Class, Nature-Themed Mosaics, and a Holiday Wreath Workshop. In addition to this robust series of classes and workshop, the Program Committee organized six Junior Master Gardener classes and a Bug Workshop for children. The Garden also hosted a number of support group sessions with the Cowell Cancer Center teams throughout the summer and fall, weekly Tai Chi classes, yoga on the pavilion, and two concerts in the Garden.

Goal 8 – Operational Revenue Increases – To support the day-to-day operational costs of the Garden, continued emphasis will be on the goals of increasing memberships, venue rentals, gift shop sales and non-designated donations. BG will institute a process for automatic membership renewal and automatic monthly donations, and expand marketing of venue-rental options and gift shop merchandise. In addition, the annual spring and fall appeal will be designed, printed and mailed to both prospective and established supporters.

Status: The Membership Committee worked with the Donor Perfect manager to implement an automatic membership renewal and automatic monthly donation options. Marketing for venue rental options and gift shop merchandise was expanded, through Facebook, targeted newspaper and magazine ads, and hosting a table at the fall Bridal Expo at the Grand Traverse Resort. Beautifully designed spring and fall appeal booklets were sent to prospective and established supporters, and members of the Recreational Authority board. As a result, we saw a significant increase in revenues from venue rentals, gift shop sales, memberships and non-designated donations. Part of this increase was due to the fact the Garden had limited hours last year until early July because of COVID, but the increases we saw this year far surpassed previous non-COVID years as well. Comparing January through October of 2020 to January through October of 2021:

Gift Shop Sales – A 384% increase in sales (an increase of \$51,530)

Venue Rental – A 220% increase in venue rental revenues (an increase of \$54,662)

Membership – A 40% increase in membership revenues (an increase of \$6,019)

Non-designated donations – a 344% increase (an increase of \$144,467)

NOTE: The gift shop sales figure is sales only, before deducting our purchase costs

Goal 9 – Children’s Sensory Garden – BG will continue to work with the Friendly Garden Club’s Children’s Sensory Garden Committee on the design and implementation of that Garden, under the umbrella of the Botanic Garden. BG will oversee and approve design construction and activities at the Children’s Garden, and provide assistance to the Friendly Garden Club in the areas of grant writing and other fundraising efforts.

Status: BG met monthly with the FGC’s Children’s Garden Committee, along with garden designer Mark Polinko and project manager Jim Clark, coordinating efforts on the development of this garden. Two successful grants were written by the Botanic Garden’s Development chair, resulting in funds from the Hattie Hannah Foundation and the Oleson Foundation for the Children’s Garden.

Goal 10 – Marketing – The Marketing Committee will continue to oversee the spring and fall appeal brochures, monthly Garden Clippings newsletter, Social Media (Facebook, Instagram and website postings and management). They will oversee the development of a new self-guided tour brochure (reflecting the new road layout) and if necessary, update the self-guided audio tour on the website.

Status: BG hired the services of an independent social media specialist and the team from Brand Tonic to address the marketing needs of the Garden for 2021. Two beautiful spring and fall appeal booklets were produced and mailed to supporters and donors, a monthly ‘Garden Clippings’ newsletter was sent to everyone on the Garden’s Constant Contact list and posted on Facebook, updates on all of the Garden’s activities, workshops, and events were posted on Facebook and Instagram. A beautiful new self-guided tour brochure was designed and printed, and placed in clear weather-proof holders in three places in the Garden. Over 2,500 have been taken by visitors to the Garden this summer and fall, and a second batch were printed to keep up with the demand. The brochures, which are aligned with the Garden’s website audio tour, have been a big hit with visitors to the Garden, especially those who come in the off-hours when the Visitor Center and guided tours are not open and available.

Goals for Historic Barns Park 2022

SEEDS Ecology & Education Centers

December 2021

Since 1999, SEEDS Ecology and Education Centers has provided strategies for practical resilience by sharing leading ecology and education solutions. SEEDS exists to foster healthy, vibrant communities filled with clean food, great kids, and helpful neighbors. We are globally informed and locally relevant working with specific communities, families, and leaders throughout Michigan.

Our innovation is in creating and implementing programs that simultaneously address more than one problem or complex issue by restoring ecological diversity, practicing just governance, and investing in youth. We actively cooperate with partners who are curious and who are working toward compatible goals.

The SEEDS Center at Historic Barns Park is a space for hands-on learning, carbon drawdown, and having some outdoor fun! On this sacred land, we invite people of all ages to learn with us about regenerative food systems, collaborating with carbon, and successful community engagement. SEEDS unique learning experiences are only possible because of our amazing partners. At HBP, we work with you to offer compelling programming and showcase accessible solutions that encourage real people to take on the challenge of co-creating a better future.

One child, one teacher, one book, and one pen, can change the world.
—Malala Yousafzai, Nobel laureate and girls' education activist

At SEEDS we work to...

- **Regenerate Food Systems and Carbon Rich Soils— because building soil creates places.**
 - *There is a lot of work that needs to be done, and we welcome it! We leverage necessary work into learning opportunities, training youth for green collar careers and sharing information and wisdom between community leaders of all ages.*
 - *HBP is a special place, at the nexus of several communities, that attracts visitors from near and far. What happens at the Park does not stay at the Park. Instead, the experiences people have here influence mindsets and future activities.*
 - *Let's co-create visions and expand these experiences to the next level!*
- **Showcase Carbon Prevention and Drawdown Technologies— because we are borrowers, not inheritors.**
 - *Agriculture, taken as a whole global system, is the #1 contributor of greenhouse gas emissions. The average building wastes 30% of its energy consumed. None of this has to be this way. Extractive economies need to be transformed.*
 - *While there is a growing body of academic research empirically showing that reversing global warming is still possible and also feasible, there are too few places where people learn how everyday choices can make a positive difference.*
 - *To reverse global warming we will be required to invest in soil health and in perennial plantings. We will use what is now considered 'waste' to feed a new regenerative economy. We will rebuild circular economies like the way we are collecting food scraps, turning them into soil, and then into food again at HBP!*
- **Inspire Ecological Learning for All Ages, Emphasizing Youth Engagement – so that we may pay-it-forward.**
 - *Research shows that if children have an environmentally-focused education at a young age, their motivation to protect nature will increase as they grow older.*
 - *Investing in youth produces, by far, the biggest returns over time.*
 - *Family-friendly, universally-accessible environments work best for everybody, so let's design for wheelchairs and be welcoming to strollers; let's design for the blind and be welcoming to kinesthetic and auditory learners.*

For 2022, SEEDS has the following Goals within Historic Barns Park

Regenerative Food Systems and Carbon Rich Soils

1. Soil Health and Food Access

- a. Continue Farmer Residency Program and expand plots in active agricultural production. Broadcast a Request for Proposals for prospective Farmers and create codified agreement(s), endorsed by Matt Cowall, on or before March 15.
- b. Farmer Resident contracts will include transparency about triple-bottom-line metrics of public benefit.
- c. Continue our relationship with Food Rescue and with Father Fred, expanding donation crop production through the Giving Garden.
- d. Continue leveraging our crop of award winning garlic, growing number of perennial beds, and composting as training opportunities for our EcoCorps crews.

2. Feeding Soil, Cleaning Water, Sequestering Carbon

- a. All agricultural activity will follow standards of practice shared with other MOU partners including organic-compliant methods, regenerative practices to build soil year-over-year, and pollinator/pest management habitat creation.
- b. Carbon sequestration and groundwater quality will be enhanced by reforestation including the installation and protection of 1000 saplings in the spring. This installation, funded in part by the National Fish and Wildlife Federation through the Conservation Resource Alliance, will serve to absorb stormwater runoff from the road systems surrounding and passing through the park. Additionally, the native species will improve habitat for native wildlife and assist in deterring further invasive species from encroaching on parklands.
- c. The SEEDS Farm currently processes community agricultural and food-scrap drops-offs onsite and from Oryana's Tenth Street location. Our composting installation will be reconfigured to improve access and expanded to increase load capacity. Designs will be based on industry best practices and the results of our 10-county feasibility study. We will report on the tonnage of rescued wastes, compost produced, and estimate carbon impacts.

Showcasing Carbon Prevention and Drawdown Technologies

1. Enhancing the Built Environment

- a. Instigate and support the diversion of more organic waste produced in the Park away from landfills and into composting operations.
- b. Support Green Infrastructure stormwater management system maintenance efforts, especially near Workshop 223 and the upper wetland in SEEDS management zone. Instigate and support fundraising efforts for these elements.

- c. Continue Workshop 223 renovations and improvements. Fundraise for Green Construction demonstrations and training. Ensure that our designs use the most effective technologies and methods available to maximize the efficient use of water, energy, and materials.
 - d. Support Park-wide pedestrian and accessibility planning efforts.
 - e. Monitor the kilowatt-hours produced by the 4.5kw solar array. These panels fulfill the irrigation electricity needs of TCCG and SEEDS and the remaining electricity offsets energy used by the Cathedral Barn.
 - f. Leverage HBP as a hub for a local Urban Wood Network and wood reclamation activities, coordinating the preservation of high-value fallen trees, preventing them from being chipped, burned or landfilled and instead unlocking their value for use in construction, furniture, and long-term carbon sequestration. We will report on board feet and carbon captured as well as product creation.
2. Enhancing Environmental Education and Eco-Tourism Opportunities
- a. Expand the capacity for passive education in the landscape. Install at least three exhibits that draw visitors more deeply into the Park and inspire positive change – temporary and/or permanent following our *Exhibit Design Standards* process and informed by *Universal Accessibility* guidelines.
 - b. Maintain and develop collaborations with education partners to utilize and access Parkland resources including HumanNature School, Crosshatch, Father Fred, MSU-extension, TCAPS, and NMC.
 - c. Participate in peer learning networks related to clean energy, water quality, regenerative agricultural practices, organic waste reclamation, and reforestation.

Inspirational Ecological Learning for All Ages, Emphasizing Youth Engagement

1. Cultivating Healthy Collaborations and Partnerships
- a. Maintain open lines of communication and cooperate with the TCCG, BG@HBP, and the RA. Utilize the events calendar and cooperate toward the smooth operation of all Park events. Extend event invitations to park partners as relevant.
 - b. Renew, and cultivate new as appropriate, onsite partnerships, educational opportunities, and ventures such as with NMC, EcoPhi Architects, Human Nature School, Junior Achievement, MSU Junior Master Gardeners, 4-H, Father Fred, and Girl Scouts.
 - c. Seek mentorship from professional networks.
 - d. Host youth and community volunteer groups such as those from Greenspire, Greenagers, TCAPS Montessori, and the Children's House.
2. Providing Practical Education about Food Resilience and Carbon Drawdown
- a. Work cooperatively with partners including NMC and Crosshatch to leverage resources toward community educational engagement in the Park. Workshop topics will include but are not limited to: permacultural practices, Urban Wood reclamation, soil & plant science, and food processing. A minimum of four

educational workshops will occur. Workshops and student contact hours onsite will be reported.

- b. Historic Barns Park is our primary EcoCorps training center. SEEDS EcoCorps members are our first-choice source for Park renovation and land management labor. We use Park build-outs and maintenance activities as opportunities to provide our crews with workforce development experiences in the Construction Trades, Horticulture, Entrepreneurship and Value Added Product Development, and Regenerative Agriculture. Onsite Training hours and Parkland Improvement hours spent by crew members will be reported.
 - c. Working with our 21CCLC public school partners, we will facilitate educational field trips from rural schools surrounding the greater Grand Traverse region into HBP for a variety of hands-on ecoSTEM activities and fun.
3. Creating Safe, Inviting Spaces for Learning
- a. Maintain applicable DHHS requirements and recommendations for all SEEDS youth engagement activities.
 - b. Engage SEEDS EcoCorps members with qualified professional trainers.
 - c. Expand areas (indoors and out) conducive to teaching and learning activities.
 - d. Seek additional resources for improvements to the functionality, beauty, and universal accessibility of spaces (indoors and out) under SEEDS management.

SEEDS goals outlined above tie directly into the following objectives specified in the 5-yr Recreation Plan:

- Objective 2.4: **Add clear and comprehensive signage at each of the parks that offer educational information (plant and wildlife, history);** directions and mapping, safety warnings, and park rules and/or expectations
- 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 4.2: Continue to recruit and support public events and **programming at Historic Barns Park hosted by outside organizations.**
- Objective 4.3 Continue to **foster a collaborative relationship with** the Botanic Gardens, SEEDS, and TC Community Garden on activities and programming at Historic Barns Park.
- Objective 7.1: **Improve accessibility at each of the properties to promote use for all ages and abilities.**
- Objective 7.2: **Seek opportunities to support activities at the parks during all four seasons.**
- Objective 7.3: At all Authority-managed properties, protect natural resources and continue to **educate the public on the unique cultural and natural features found** at each site.

Additionally, SEEDS is uniquely interested and equipped to engage in a dialog with the RA about supporting parkland maintenance needs and the development of more trail connectivity and shoreline best practice management as identified by Objectives in Goals 3 and 7.



TC COMMUNITY GARDEN

HISTORIC BARNS PARK GOALS

2022

2022 will mark the tenth year of operation at Historic Barns Park for TC Community Garden. TCCG will continue to focus its efforts on becoming a community garden of 'best practice', strengthening its role in community as a leader in food-focused gardening. We are also hyper-focused on strengthening our relations with the MOU group, and promoting the importance of Historic Barns Park to the community.

Membership

- 1) Have at least a 90% utilization rate of available plots appropriate for cultivation at Historic Barns Park. (81 plots)
- 2) Continue to maintain TCCG management area in a manner that supports other ongoing activities at Historic Barns Park, and provides a user-friendly and successful gardening experience at Historic Barns Park for the members and gardeners.
- 3) Continue to improve fencing in TCCG management area, particularly as it relates to deer damage control to enhance membership experience. Install new gate to western end to match current gates.

We are currently working on our design plan and budget for the fence improvements. Once improvements are approved by our membership they will be brought to the Recreational Authority for approval.

4) Continue with master-site planning process to utilize western end of management area to its highest and best use for community impact as previously considered uses would potentially negatively impact the geothermal field.

Currently this area holds our compost rows. The plan this year is to move those rows to the south along the tree line. That will require the building of compost bins.

5) Continue to host the series of 'Farm-to-Table' Dinners as fundraising, education, and outreach tool to promote TCCG and Historic Barns Park.

This being our ten-year anniversary we plan on holding our large Garden dinner on either August 13th or 20th.

6) Continue to host and or participate in at least two free children's events as education and outreach tool to promote TCCG and Historic Barns Park.

We have been working with the Greenspire School in setting up plots for the different locations at the garden. We will hold several volunteer events with them this year, as well as gardening classes.

7) Continue to host at least two free or low-cost adult education classes as an outreach tool to promote TCCG and Historic Barns Park.

We will again offer our "Getting your garden started" class at the beginning of the year, "Closing down your plot", and "Organic insect control" class this year. In addition, we will hold our annual plant sale this year at the garden for members.

8) Design and submit for approval signage for the garden, educating visitors on our history as well as the rules for when guests may be visiting the garden.

9) Create volunteer teams that will be assigned to general tasks that need to be taken care of regularly at the garden.

Currently those are the compost team, mowing team, and the herb garden team. These teams will be filled by members and led by an individual member. These teams will free up the board from constantly maintaining the garden, and focus on improving the gardening/membership experience.

Donation

10) Continue Donation Garden Program to address food insecurity in the region.

Our partnership with the Friendly Garden Club has increased the amount of food donated from the garden grounds, and we look forward to continuing this relationship.

11) Continue to offer reduced membership and/or gardening fees, with or without volunteer trade, as reasonably requested to provide an inclusive gardening opportunity.

Last year we donated four memberships to gardeners who needed assistance. We will continue to offer as many as are requested that we can financially support.

12) Fulfill reasonable requests to donate food to support other charitable purposes in the community at large.

Community

13) Support grant-writing and/or other fundraising efforts led by the Recreational Authority and/or other park partners as appropriately determined by the TCCG Board of Directors.

14) Continue to increase social media outreach on Facebook (increase to 1,000 followers) and Instagram (increase to 1,450 followers), and continue earned-media strategy (no less than two articles, TV appearances, etc.)

15) Continue to forge strong outside partnerships to help bring more users to Historic Barns Park, particularly with the Child and Family Services YouthWork Corps, Grand Traverse Area Beekeepers, Oryana Community Co-op, and Materne NA, and other groups as opportunity becomes available.



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Communication to the Recreational Authority

FOR THE MEETING OF JANUARY 5, 2022

DATE: THURSDAY, DECEMBER 23, 2021

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: REPORTS

Expected reports include:

- Grand Traverse Conservation District (written quarterly report)
- Event Facility Management (written)
- Quarterly Report from TC Community Garden (written)
- Any reports from Board members (verbal)
- Executive Director's report and updates (verbal); expected updates include:
 - State Historic Preservation Office
 - Outdoor lighting for Historic Barns Park
 - Transfer of event rental
 - Audit for Fiscal Year 2020-2021
- ~~Approved minutes from the meeting of the Hickory Meadows Advisory Committee~~ (did not meet)



QUARTERLY REPORT SUMMARY

October 1 – December 22, 2021

The Conservation District completed the following activities as part of the Resource Management Services Agreement with the Recreational Authority of Traverse City and Garfield Township.

ADMINISTRATION

- Attended monthly Rec Authority Board meetings and provided updates.
- Facilitated Hickory Meadows Advisory Committee (HMAC) meeting. Drafted agenda and follow-up minutes for HMAC review.
- Met with individual HMAC members to develop discussion points for signage and trail improvement needs.
- Prepared and submitted a MI Department of Environment, Great Lakes, and Energy (EGLE) Joint Permit Application (JPA) for spring construction of the approved NW trail proposal entailing two boardwalk crossings. Communicated with Robyn Schmidt, EGLE - Water Resources Division, regarding follow-up needs on the JPA.
- Sought bids for 2"x12"x24' treated lumber in preparation of spring boardwalk construction.
- Corresponded with park neighbors and users regarding property boundary discrepancies at the M-72 and Wayne Street Trailheads. Off-road vehicle usage and archery practice was reported in vicinity of the M-72 trailhead. Gated access off Wayne Street was periodically blocked by the adjacent property owner's boat trailer.
- Designed, ordered, and posted Rec Authority branded 'no motorized vehicles' boundary signs.
- Coordinated seasonal mowing efforts in preparation of winter groomed trails. The City of Traverse City provided an operator to run a City tractor with flail mower attachment. Several volunteers, including HMAC member Bill Brundage, Nordic Coach John Kostrzewa, and avid Nordic skier Jason Plum partook in design and development.
- Secured contract for snow removal services at the M-72 parking lot with Popp Excavating, once again, for the 2021/22 winter season.
- Met with Matt Cowall, new City Parks and Recreation Superintendent Michelle Hunt, and Hickory Hills Manager Cindy Anderson to discuss collaborative planning across park property boundaries of the Hickory complex.
- GPS'ed winter groomed trails and created a Rec Authority branded 2021/22 Winter Trails Map to facilitate safe navigation for multiple user types. These are posted along trails and used for distribution to visitors of Hickory Hills Lodge.
- Attended a site walk of preliminary trail designs at Hickory Hills that will facilitate connections to Hickory Meadows and Hickory Forest.
- Provided an update to Lisa Taylor, Traverse City Track Club (TCTC) Executive Director, on planning and progress towards the proposed NW trail connection, to which TCTC awarded \$4,750 for two boardwalk stream crossings. Construction is slated for Spring of 2022 with planning and securing of permits underway.
- Analyzed trail counter data and created graphs depicting user trends (see graphs below).

PARK IMPROVEMENTS, MONITORING AND MAINTENANCE

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Provided final mowing of trails prior to winter season.
- Cleared leaf debris and black walnut casings from trailheads throughout the fall season to facilitate safe access.
- Cleared plowed snow tracks at trail entries to accommodate safe access after snowfall.
- Replaced aged fencing in disrepair by pond with treated timber post and rails.
- Replaced warped and aging seat & back boards on bench by the pond.
- Installed a handrail at the Randolph Trailhead to facilitate safe access under icy conditions along sloped entry.
- Changed seasonal posters at trailhead information stations to reflect winter topics.
- Downloaded monthly trail counter data at five trail access points and compiled into various charts for visual reference.
- Reposted missing laminated trailside signage where necessary; often pertaining to 'dogs off leash' and trail maps.
- Posted winter seasonal signage to ensure proper trail etiquette, user expectations, and safe navigation among multiple user-types.
- Provided response and feedback to regular users of Hickory Meadows concerning trails, allowed use, and planned improvements.
- Provided reconnaissance of groomed trails after significant snow accumulation in early December.
- Reposted flagging identifying the proposed trail route for regulatory permit review.
- Re-secured dogs off-leash banners to t-bar posts to ensure visibility.
- Monitored property boundaries for further use of off-road vehicles.
- Designed, ordered, and posted 'no motorized vehicles' signs to deter indiscriminate vehicle access in the vicinity of the M-72 trailhead.
- Removed silt fencing down from the Hickory Hills retention basin to deter erosion from previous run-off on Meadow's property.
- Replaced boot brush station brushes at Randolph St. trailhead with replacement kit provided free of charge by NW MI Invasive Species Network.
- Cut and treated invasive autumn olive and black locust in preparation of groomed trail use.
- Removed profanity written on trees and infrastructure at multiple locations throughout park.
- Delivered and spread over 1 ton of road gravel to smooth out and grade the M-72 driveway.
- Relocated entry sign at the M-72 parking area to better direct new users and avoid confusion with the neighbor's easement access.
- Cleared down trees along trails as necessary, including trail reconnaissance after high-wind event in mid-December.

Other

- At Historic Barns Park, cleared a down tree along paved trail leading up to Copper Ridge in response to a trail report passed along from Matt C. after high winds in mid-December.
- Provided locational information and aerial map pertaining to TCL&P owned land off Cedar Run Road in consideration of discussions pertaining to dogs off-leash space.

ANNUAL WORKPLAN PROJECTS**Invasive Species Management**

- Control of herbaceous species – *June 2022*
- Cut-stump control of woody species – *Winter 2021/22*

Native Seeding/Planting Efforts

- Meadows habitat improvement – *Spring 2022*

Trail Design, Development, and Maintenance

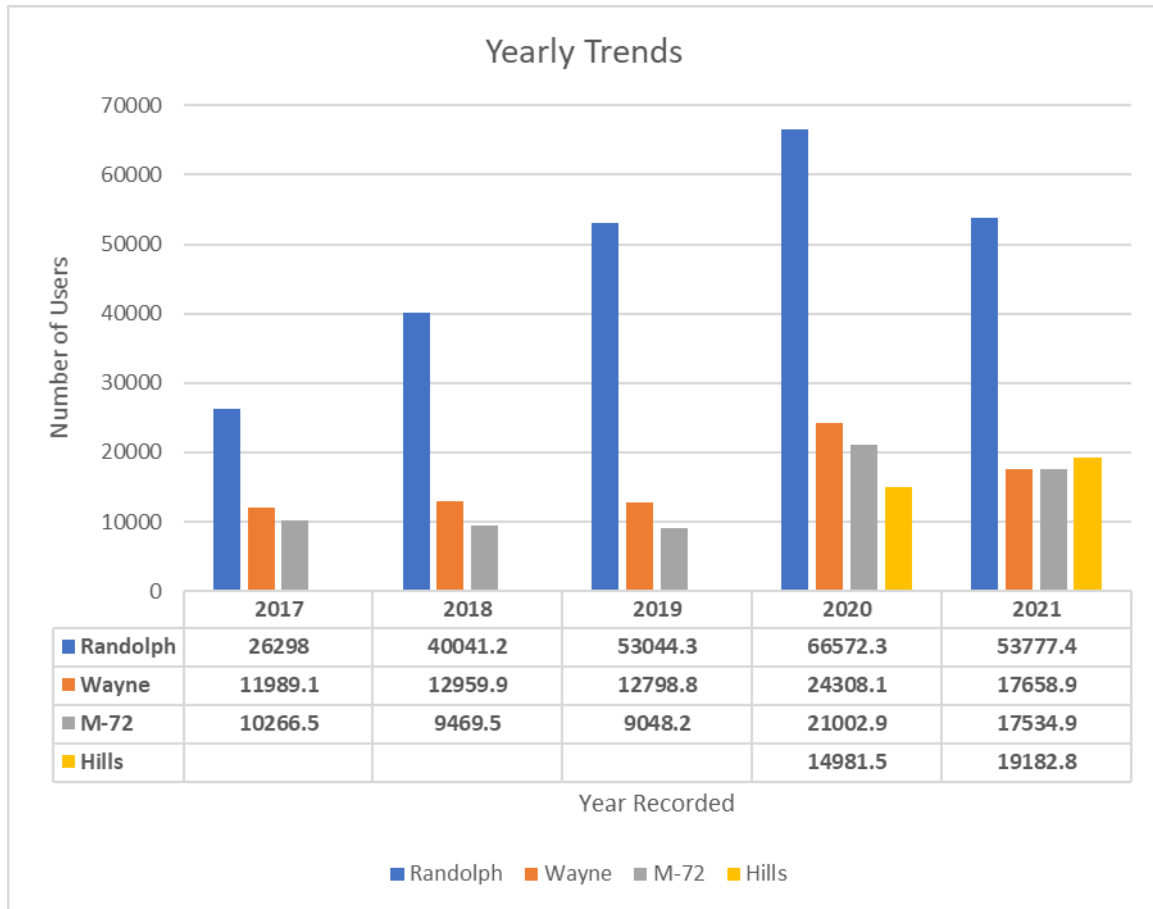
- Maintenance of existing trails – *Ongoing*
- Design and development
 - Proposed NW trail connection to Hickory Hills
 - Develop map – *Complete w/ updates to design - Fall 2021*
 - Provide trail hikes for review – *Complete - HMAC & RA Board review 2021*
 - RA Board Approval – *Complete - September 2021*
 - Apply for permits – *In process - Winter 2021/22*
 - Match funding opportunities – *Received \$4,750 from TCTC grant March 2021*
 - Implementation – *Spring 2022*
 - Deter indiscriminate trails - *Spring 2022*
 - Interim signage development - *Spring 2022*
 - Trail opener – *June 2022*
- Winter trail grooming
 - Mowing of delineated groomed trails – *Complete - November 2021*
 - Update groomed trail map and signage – *Complete - December 2021*
 - Grooming provided by City as snow falls – *In process - Winter 2020/21*
 - Monitor use - *Winter 2020/21*
- Infrared trail counters at trailheads
 - Download data monthly and assess - *Ongoing*

Trail Counter Report**Summary**

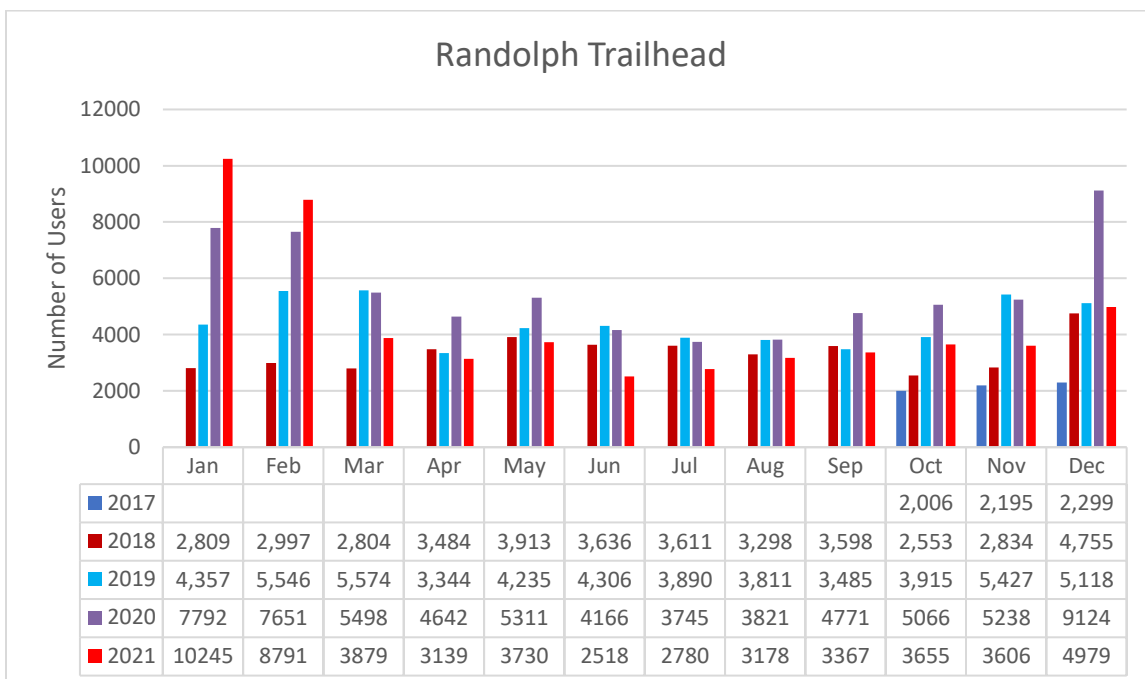
- 2021 trail use marks the second busiest year on record since trail counter installation in 2017.
- From January – December of 2021 counters registered 108,154 counts with an estimated 54,077 visitors to the park.
- December 2021 counts are projected from December 22-31 due to early recording for reporting purposes.
- 2020 marked the busiest year on record since trail counter installation in 2017. Total counts recorded at all trailheads from January 1 through December 31 were 126,844. Assuming users are counted twice upon entry and exit, data infers 63,422 users throughout 2020.
- In January 2021, Randolph Trailhead recorded its busiest month on record with over 10,000 counts. Combining both Randolph and the Hickory Hills access on the north side of the parking area tallies over 12,000 counts, depicting 6,000+ users accessing from the Hills parking areas.
- Two additional trail counters were installed in January of 2020 - the north parking lot access to Hickory Hills Lodge and the entry to the 2019 trail addition from the M-72 Trailhead.



Yearly Trends

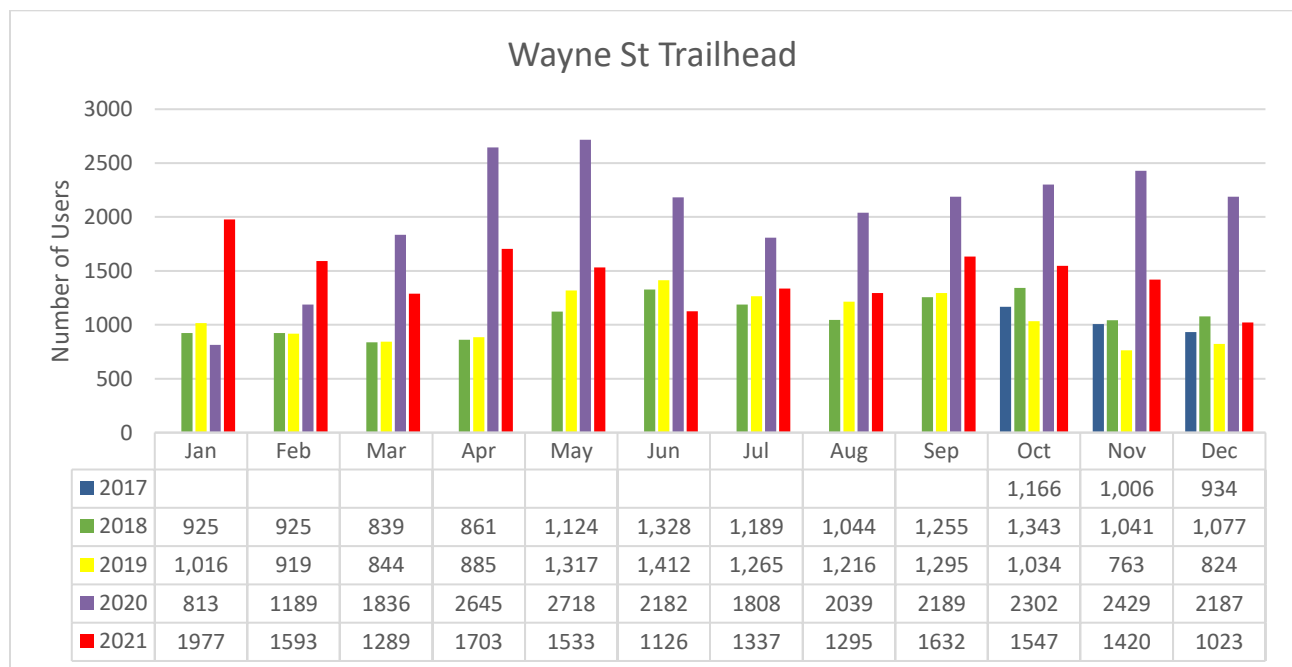
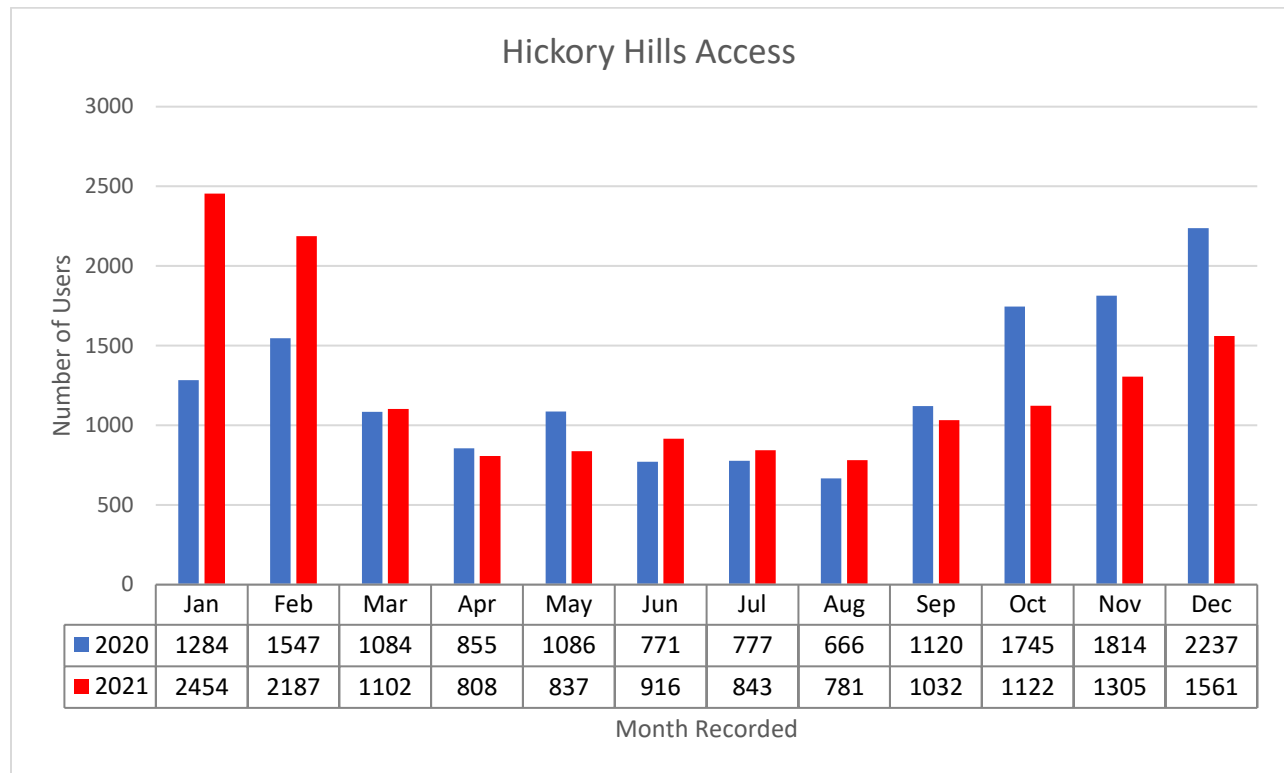


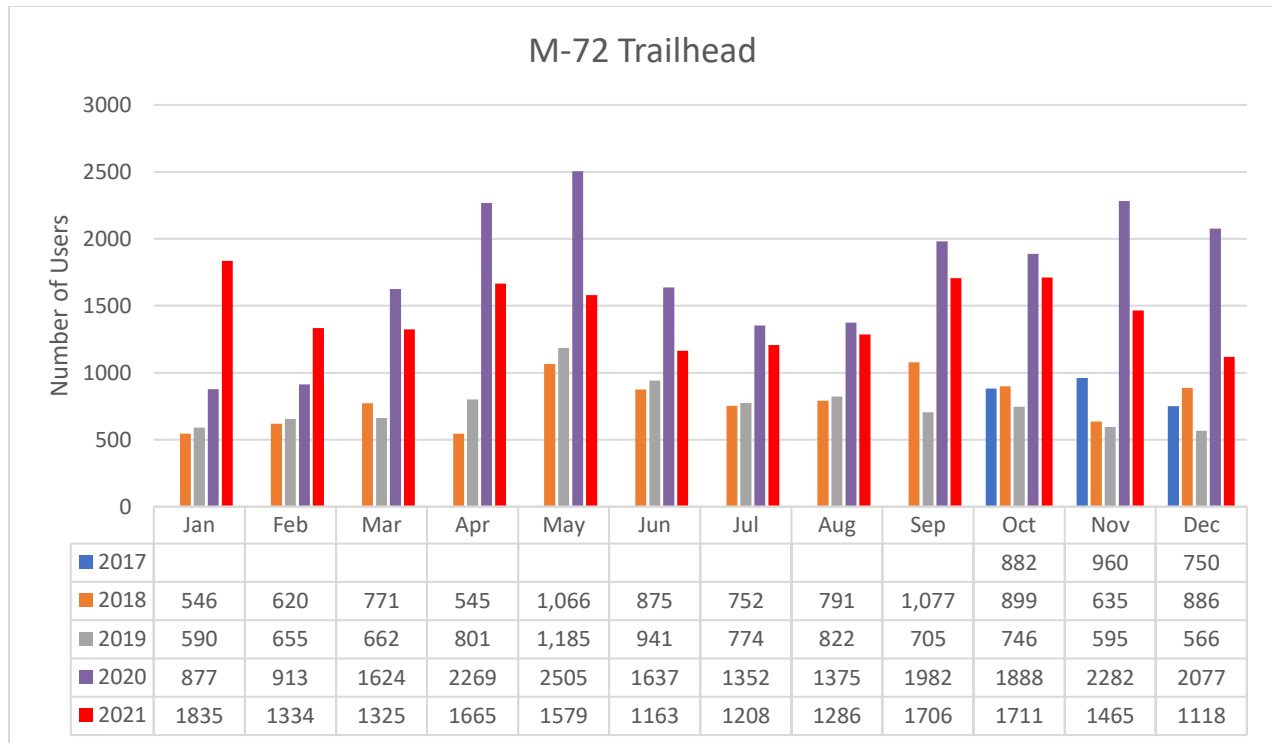
Monthly Trends





Monthly Trends Continued

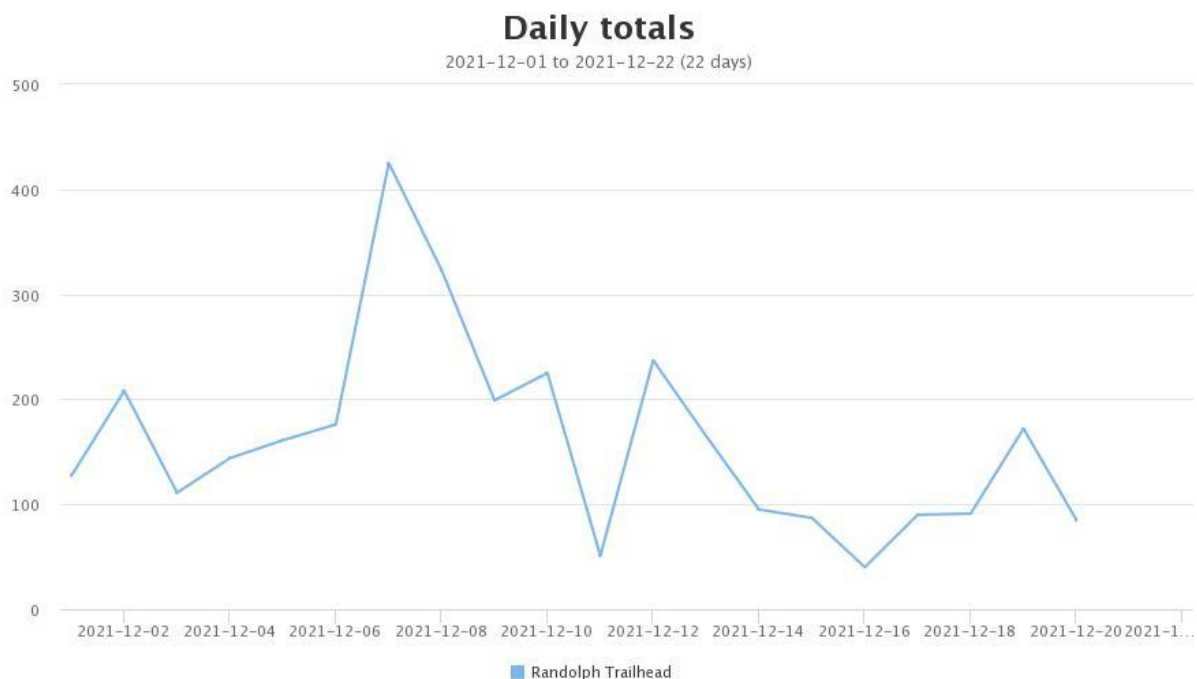




*Since January 2020, trail counts were added from both entries at M-72 Trailhead there-by incorporating use of the new trail addition in 2019.

December 2021 – Randolph Trailhead

(Note spike in use after December 6 snowfall and trail grooming)





Updated 2021/22 Winter Trails Map





Fencing Replacement by Pond



Replacement Boards for Bench



Handrail Installation at Randolph Entry



Tree Clearing





Invasive Species Control - Cut-stump Treatment



Relocation of M-72 Trail Entry Sign



No Motorized Vehicles Boundary Marker Signs





Preparation of Winter Groomed Trails w/ City and Volunteer Support





Winter Seasonal Signage to Facilitate Safe Navigation for Multi-Use





Happy Trail Users Excited for Snow!





Season's Greetings!

Thank you,

The Grand Traverse Conservation District



RECAUTHORITY
TRAVERSE CITY / GARFIELD TOWNSHIP

Recreational Authority Board Report

Wednesday January 5, 2022

Venue manager - Stephanie Lee Wiitala/Sunrise 2 Sunset Events

Current business and updates:

- December has been an eventful month at the barns. Yen Yoga has been in the venue about everyday during the week and some weekends. We have had a couple of winter weddings including one on New Year's Eve, and hosting multiple Christmas/ holiday parties. We are looking forward to closing out the 2021 calendar year and starting 2022.
- While lighting at the park is being discussed, we are currently using rechargeable battery lights to help guide guests to the parking lots at night and also guide them to the entrance of the barns. See picture below.
- This past month one of the main entrance doors of the barns was damaged by the windstorm. We are very thankful to Elmer's for coming out and fixing it. See picture below.
- Along with the one main entrance door damaged due to the wind storm, the roof and multiple shingles were affected. Matt and I are currently working on collecting quotes and getting this issue fixed. Only the south side of the barn was effective.

Scheduled Upcoming Events for 2022:

- Yen yoga classes have been booked at the barns for the months of January and February of 2022.
- January and February of 2022 are for the most part booked. There is a group in the barn about every day. We do have a couple of weddings in the barns during January and February. The first wedding is January 1, 2022!
- We have multiple local groups and organizations reaching out and expressing their interest in having events, some which have booked with us.
- Late summer and fall weddings are being booked and we are very popular with inquiries about weddings. As of now October 2022 has a wedding every weekend.
- TSO has a hold for the barns and the gardens this summer to do a concert series that are on hold until after discussion and decision is made from the board.



Main entrance door damage from windstorm.



Evening lighting for guests
at the barns



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Event Parking Information

The address for The Cathedral Barn is 1500 Red Drive, Traverse City, MI 49684.

When guests arrive at the park they will be greeted by Cathedral Barn staff at the four-way stop sign. There will be parking signs out to help guide them with your event name on them. Guests will be directed to the designated parking area or directed where to do a drop off, if needed. They will be advised how to get to the venue entrances after parking their vehicles.

Please plan to work with the venue manager to determine if your event attendance requires the use of shuttle services to move guests from both onsite and offsite lots before and after the event. Offsite parking lots are walkable, and adjacent to the park by way of a .2 mile walk on Red Drive, however most groups have historically opted for a shuttle to help their guests have a more comfortable arrival.





TC COMMUNITY GARDEN

Quarterly Report

December 21st, 2021



December 21st, 2021

The photo from above was back in November when Greenspire School came and helped us shut down the garden for the year. Three groups of students came throughout the morning to weed plots, put away equipment, and haul refuse out to the compost heaps. It was a cold morning with a mix of rain, snow, and sunshine. The students were in good spirits, and extremely helpful in closing up for the year.

As a whole the garden had a very productive year. We were able to add new hand tools, new hoses, new hose reels, and some new power equipment to the garden. We successfully satisfied all of our nonprofit requirements. Below details the rest of the report, and we are looking forward to celebrating our 10th year at Historic Barns Park.

Membership

The Garden had a very good year in terms of membership. We had 75 plots filled with 90 Active gardeners, and 30 members to the garden. This is up over last year.

We already have 30 active gardeners signed up for next season. Which is very encouraging as we don't usually get that level of commitment until after the first newsletter in the new year.

I am confident we will have another full garden at Historic Barns Park.

Sustainable Gardening Education

The below class was the only education function we held in the 4th quarter of the year, and we are planning our classes for next year now.

The garden held an opening you garden class, we also had a visitor from MSU speak on organic pest control, and we will be having an gardener appreciation gathering on the 18th where we plan on speaking on how to shut down your garden for the year and setting up next year for success.

Donation

We have continued the donation Garden Program to address food insecurity in the region.

The donation garden will again be tended by the Friendly Garden Club this year. They will help educate youth in small groups, and donate food grown from the plot. We hope to expand our relationship with them in the coming years.

This was from 2020-The Friendly garden club has donated over 200 hundred pounds of food to Father Fred this year from their garden plot.

At this point we have yet to hear officially what was donated this year. However, I have heard it is close to or at least the 200 pounds of last year

We continue to offer reduced rates to members along with scholarships to those in need so everyone is welcome to garden.

We fulfill reasonable requests to donate food to support other charitable purposes in the community at-large.



TCCG continues to welcome requests from and encourages referrals to other charitable endeavors to donate its excess produce on a case-by-case basis.

Community

Due to the uncertainty that the year began with we were not able to engage with our partners in the community as we had planned. We look forward to moving forward with those plans in 2022

We continue to increase social media outreach on Facebook (increase to 600 followers) and Instagram (increase to 750 followers), and continue earned-media strategy (no less than two articles, TV appearances, etc.)

TCCG now has 905 Facebook followers in Q4, and 1, 252 Instagram followers, up from 1212 Q3.

We will continue to forge strong outside partnerships to help bring more users to Historic Barns Park, particularly with the Child and Family Services YouthWork Corps, Grand Traverse Area Beekeepers, Oryana Community Co-op, and Materne NA, and other groups as opportunity becomes available.