

Notice

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

7:00 pm

Tuesday, December 21, 2010

City Commission Chambers

400 Boardman Avenue
Traverse City, MI 49684

Posted: 12/17/2010

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. Makayla Vitous, Assistant to 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
Benjamin C. Marentette, Executive Director
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480 TDD: (231) 922-4412
<http://www.ci.traverse-city.mi.us>
bmarente@ci.traverse-city.mi.us

Agenda

Roll Call.

1. Consideration of approving minutes of the Regular Meeting of November, 16, 2010. (Patty Aprea)
2. Presentation from Jason Jones, Grand Traverse County Parks and Recreation Director, regarding the 2011 Michigan Recreation and Park Association Conference being held at the Grand Traverse Resort. (Jason Jones)
3. Consideration of approving the release of funds to the City of Traverse City for project construction related to the South Campus Entrance. (Benjamin Marentette , Timothy Lodge)
4. Consideration of amending the bylaws to change the regular meeting date to the first Tuesday of each month at 7:00 p.m. beginning in 2011 and rescinding the related prior action. (Benjamin Marentette)
5. Reports from Jennifer Jaffe, board member on the Hickory Hills Steering Committee, Molly Agostinelli, board member on Division Street Steering Committee, and other reports from Board members. (Jennifer Jaffe, Molly Agostinelli)
6. Quarterly Report and/or Informational Updates from:
 - Botanical Garden Society of Northwest Michigan (Karen Schmidt)
 - Little Artshram (Penny Krebiehl)
 - SEEDS (Sarna Salzman)
7. Report regarding Capital Campaign. (Benjamin Marentette)
8. Report regarding payment of expenditures. (Benjamin Marentette)
9. Public Comment.
10. Adjournment.

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: PATTY APREA, DEPARTMENTAL SECRETARY



SUBJECT: MINUTES

Attached are the minutes of the November 16, 2010, Regular Meeting.

The following motion would be appropriate to approve the minutes:

That the minutes of the November 16, 2010, Regular Meeting, be approved.

bcm/paa

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Agenda Item #1

Minutes

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

November 16, 2010

A regular meeting of the Recreational Authority Board of Directors was called to order in the County Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:00 pm.

The following Directors were present, constituting a quorum: Ross Biederman, Chair; Tim Hughes, Treasurer; Michael Groleau, Secretary (arrived at 7:20 p.m.); Molly Agostinelli; Brian Bourdages; Jennifer Jaffe; and Ralph Soffredine.

The following Directors were absent: None.

Chairman Biederman presided at the meeting.

1.

"Consideration of approving minutes of the Regular Meeting of October 19, 2010." Chairman Biederman introduced this matter.

Moved by Bourdages, seconded by Jaffe, that the minutes of the Regular Meeting of October 19, 2010, be approved.

CARRIED.

2.

"Consideration of authorizing temporary and permanent easements regarding the South Campus Entrance Design Plan and approving the release of funds to the City of Traverse City for project construction," the following individuals addressed the Board:

Benjamin Marentette, Executive Director
Tim Lodge, City Engineer
Gary Howe, 926 Lincoln Street
Marisa Korn, Garfield Township
Andy Knott, The Watershed Center
Julie Clark, Executive Director, TART Trails

(Director Groleau arrived at 7:20 p.m.)

Moved by Soffredine, seconded by Agostinelli, that the Executive Director be authorized to execute the temporary and permanent easements to the City of Traverse City in connection with the South Campus Entrance construction as generally outlined in the Executive Director's November 11, 2010, communication; and more fully described in the November 2010 South Campus Entrance Wetland Mitigation Plan, such easements subject to approval as to form by General Counsel and approval by the Garfield Township Board and Traverse City City Commission, provided that the Authority is listed as additional insured on the city's general liability insurance policy throughout easement duration; and

That the City Engineer be authorized to further pursue the wetland mitigation measures for approval by the board in the near future, with the City Engineer to provide options in the Design which fully accommodate bicycle and pedestrian access; and

That the Executive Director be authorized to approve payment to the City of Traverse City in the amount of \$132,000 for project construction, with funds available in the Construction Bond Fund, Capital Outlay Line Item, subject to final Board approval.

CARRIED.

3.

"Presentation of audit for fiscal year ending June 30, 2010," the following individual addressed the Board:

Kendall Ransom, Financial Analyst/Compliance Officer

Moved by Soffredine, seconded by Groleau, that the *Audited Financial Statements* for the fiscal year end June 30, 2010, be accepted.

CARRIED.

4.

“Consideration of authorizing an amendment to the Legal Services Agreement with the City of Traverse City to clarify language to conform with current practice,” the following individual addressed the Board:

Benjamin Marentette, Executive Director

Moved by Bourdages, seconded by Hughes, that the Chair and Secretary be authorized to execute an amendment to the legal services agreement with the City of Traverse City to provide clarifying language as outlined in the Executive Director’s memo of November 11, 2010, subject to approval as to substance by the Executive Director and form by General Counsel.

CARRIED.

5.

“Consideration of authorizing the Board Chairman to send a letter opposing Wolverine’s location of a transmission line through Hickory Meadows,” the following individuals addressed the Board:

Benjamin Marentette, Executive Director
Chris Bzdok, 520 North Spruce Street

Moved by Bourdages, seconded by Groleau, that the Board Chairman be authorized to send a letter of opposition to an electrical transmission line being located within or near Hickory Meadows to the City Commission and City Planning Commission.

CARRIED.

6.

“Consideration of approving a request from the National Cherry Festival to use the West Bay Waterfront Property for the 2011 event,” the following individuals addressed the Board:

Benjamin Marentette, Executive Director
Tim Hinkley, National Cherry Festival
Gary Howe, 926 Lincoln Street

Moved by Hughes, seconded by Soffredine, that the Executive Director be authorized to approve the National Cherry Festival’s request to use the West Bay Waterfront Property as outlined in the November 4, 2010, request from the Festival’s Executive Director, subject to the Festival providing the Executive Director with a certificate of comprehensive general liability insurance in the amount of \$1 million per occurrence, naming the Authority as additional insured.

CARRIED.

7.

“Consideration of authorizing an additional allocation for capital campaign professional services and authorizing a Fund Agreement with the Grand Traverse Regional Community Foundation,” the following individual addressed the Board:

Benjamin Marentette, Executive Director

Moved by Bourdages seconded by Agostinelli, that the Executive Director be authorized to approve an additional \$2,500 in payment to Hopkins Fundraising Consulting (to provide services under the contract originally authorized July 29, 2010, through January 2011), for a total Recreational Authority allocation of \$12,500, with funds available in the Operating Fund, Professional Services Line Item.

CARRIED.

Moved by Soffredine, seconded by Agostinelli, that the Executive Director be authorized to execute a Fund Agreement with the Grand Traverse Regional Community Foundation for the Foundation to manage proceeds from the Historic Barns Park & Botanic Garden Capital Campaign.

CARRIED.

8.

“Consideration of renewal of Authority insurance,” the following individual addressed the Board:

Benjamin Marentette, Executive Director

Moved by Bourdages, seconded by Hughes, that the Recreational Authority’s liability and property insurance policy for the period of December 15, 2010, through December 15, 2011, with Municipal Underwriters of Michigan be approved; and that payment in the amount of \$2,802 be authorized, with funds available in The Operating Fund, Insurance & Bonds Line Item.

CARRIED.

9.

“ Reports from Jennifer Jaffe, board member on the Hickory Hills Steering Committee, Molly Agostinelli, board member on Division Street Steering Committee, and other reports from Board members,” Chairman Biederman introduced this matter.

No action was taken.

10.

“Quarterly Report and/or Informational Updates from Botanical Garden Society of Northwest Michigan, Little Artshram and SEEDS,” the following individuals addressed the Board:

Benjamin Marentette, Executive Director
Rokko Jans, Little Artshram
Sarna Salzman, SEEDS

No action was taken.

11.

“Report regarding Capital Campaign,” the following individual addressed the Board:

Benjamin Marentette, Executive Director

No action was taken.

12.

“Report regarding payment of expenditures,” the following individual addressed the Board:

Benjamin Marentette, Executive Director

No action was taken.

13.

“Public Comment,” the following individuals addressed the Board:

None.

There being no objection, Chair Biederman declared the meeting adjourned at 8:43 p.m.

Patty Aprea, Departmental Secretary

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR

SUBJECT: 2011 MICHIGAN RECREATION AND PARK ASSOCIATION
CONFERENCE

This agenda item is reserved for a presentation by Jason Jones, Grand Traverse County Parks and Recreation Director, regarding the 2011 Michigan Recreation and Park Association Conference being held at the Grand Traverse Resort. Mr. Jones will be available after the presentation to answer questions from the Board of Directors.

bcm/paa

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e-copy: Jason Jones, Grand Traverse County Parks and Recreation Director
Agenda Item #2

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR

SUBJECT: SOUTH CAMPUS ENTRANCE

At the November 16, 2010, meeting, the Recreational Authority Board reviewed the plans for the South Campus Entrance design. At that meeting, the board authorized various easements which would provide for project construction and landscaping irrigation. The board authorized the Executive Director to release the \$132,000 in funding toward the project to the city, contingent upon final board approval.

Additionally, the board requested that Tim Lodge, City Engineer, prepare options in the design which would fully accommodate pedestrians and bicyclists. Attached is a related memo from the City Engineer.

The City Engineer conducted two sessions with stakeholders. The first session was to brainstorm various options to accommodate pedestrians and bicyclists; and the second was a follow-up to ensure options were captured on paper. Those attending were Sarna Salzman, SEEDS; Russ Soyring, City Planning Director; Sarah U'Ren, Watershed Center Grand Traverse Bay; Gary Howe; Ray Minervini, The Minervini Group; Julie Clark, TART Trails; Stephen Tongue, Munson Healthcare; and Stephanie Murray, TBAISD. Most attended both sessions. I also participated in both. Subsequently, Tim Lodge and I met with board representatives Brian Bourdages, Michael Groleau and Jennifer Jaffe.

The original estimates for the street design (which would have brought us to TBAISD's Building), totaled \$282,000; and was for a simple, "straight-shot" 24' wide street, with no traffic calming components. Project estimates did not anticipate that we would be dealing with wetlands. The project cost is now approximately \$925,000. Of that, \$132,000 was budgeted from Recreational Authority Funds, \$165,000 from city funds, and \$375,000 from federal dollars passed through the Michigan Department of Transportation. That totals roughly \$660,000, which leaves us with an approximate \$275K-\$300K deficit. The city

may consider borrowing the deficit and then pay itself back with future anticipated Brownfield dollars. This would require City Commission approval.

Attached are two drawings prepared by the City Engineering Department – the first, labeled “Brainstorming” shows various options. The second, labeled “Phasing Plan” shows the to-be-constructed street; and shaded in red are pedestrian and bicycle features which would be included in the spring construction project. The other features, including a wetland boardwalk, and 10’ wide concrete path are considered to be “Phase II.” These are not included in the spring construction project. The “Phase II” features total approximately \$345,000.

Funding for Phase II needs to be acquired. This could be in the form of a Michigan Natural Resources Trust Fund Grant. We very much want Phase II to happen; and therefore, I recommend that the board adopt a resolution encouraging the city to include the South Campus Entrance Phase II non-motorized access features to be included in its Capital Improvement Plan. Additionally, it is recommended that the Recreational Authority work to design a “sign” at the entrance, which informs all visitors that they are entering a special place. Perhaps the stakeholders could share in this cost. This may need to be designed after project completion.

I recommend the following action points:

1. That the Recreational Authority Board authorize the Executive Director to approve payment in the amount of \$132,000 to the city for the spring project construction;
2. That the Recreational Authority Board adopt a *Resolution Encouraging the City of Traverse City to include Phase II South Campus Entrance Non-Motorized access Features in its Capital Improvement Plan* (and work to develop funding options)
3. That an informal subcommittee of the Recreational Authority Board work with stakeholders to develop a “special place entrance sign” (This may need to be done immediately following completion of the spring construction project)
4. That the progress of Phase II improvements be placed on the Recreational Authority Board’s September 2011 agenda

I recommend the following motion:

That the Recreational Authority Board adopts the action points relating to the South Campus Entrance as outlined in the Executive Director's December 17, 2010, communication.

bcm/paa

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e-copy: R. Ben Bifoss, City Manager
Chuck Korn, Garfield Township Supervisor
Timothy Lodge, City Engineer
Russell Soyring, City Planning Director
Brad Kaye, Garfield Township Director of Planning
Julie Clark, TART Trails Executive Director, julie@traversetrails.org
Gary L. Howe – garylhowe@gmail.com
Ray Minervini, The Minervini Group – ray@thevillaget.com
Stephen Tongue, Munson Medical Center – stongue@mhc.net
Stephanie Murray, TBAISD – smurray@tbaisd.k12.mi.us
Sarah U'Ren, The Watershed Center Grand Traverse Bay –
suren@gtbay.org

Agenda item #3

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

400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480

***Resolution Encouraging the City of Traverse City
to include Phase II South Campus Entrance Features for non-motorized access
in its Capital Improvement Plan***

- Because, the Traverse City and Garfield Township Recreational Authority serves as the custodian of public trust, ensuring the proper care and development of the Historic Barns Park to accommodate all users and serve as a model park for all-inclusive design, collaboration and environmental stewardship;
- Because, the South Campus Entrance and Silver Drive Construction Project occurs partially on, and fully affects the Historic Barns Park; and
- Because, it is essential to the vitality, character, principles and accessibility of the Historic Barns Park for the South Campus Entrance and Silver Drive Construction Project to fully accommodate non-motorized users; and
- Because, project funding for the spring 2011 construction project does not allow for full non-motorized user access; therefore, be it,
- Resolved,** that the Board of Directors for the Traverse City and Garfield Township Recreational Authority, with strong enthusiasm, requests that the City of Traverse City include the non-motorized user features as delineated in the South Campus Entrance *Phasing Plan* dated November 2010, totaling approximately \$345,000 in its Six-Year Capital Improvement Plan to be considered by the Traverse City Planning Commission and Traverse City City Commission in 2011, and that the City of Traverse City pursue all possible methods of funding such features, with full Recreational Authority intent to collaborate.

I hereby certify that this resolution was adopted by the Traverse City and Garfield Township Recreational Authority Board of Director's meeting of December 21, 2010.


Michael Groleau, Secretary

Memorandum

The City of Traverse City
Engineering Department



TO: Benjamin C. Marentette, CMC, Executive Director - City of Traverse City and Charter Township of Garfield Recreational Authority

FROM: Timothy J. Lodge, City Engineer 

DATE: December 17, 2010

SUBJECT: South Campus Entrance Project
Silver Drive Reconstruction

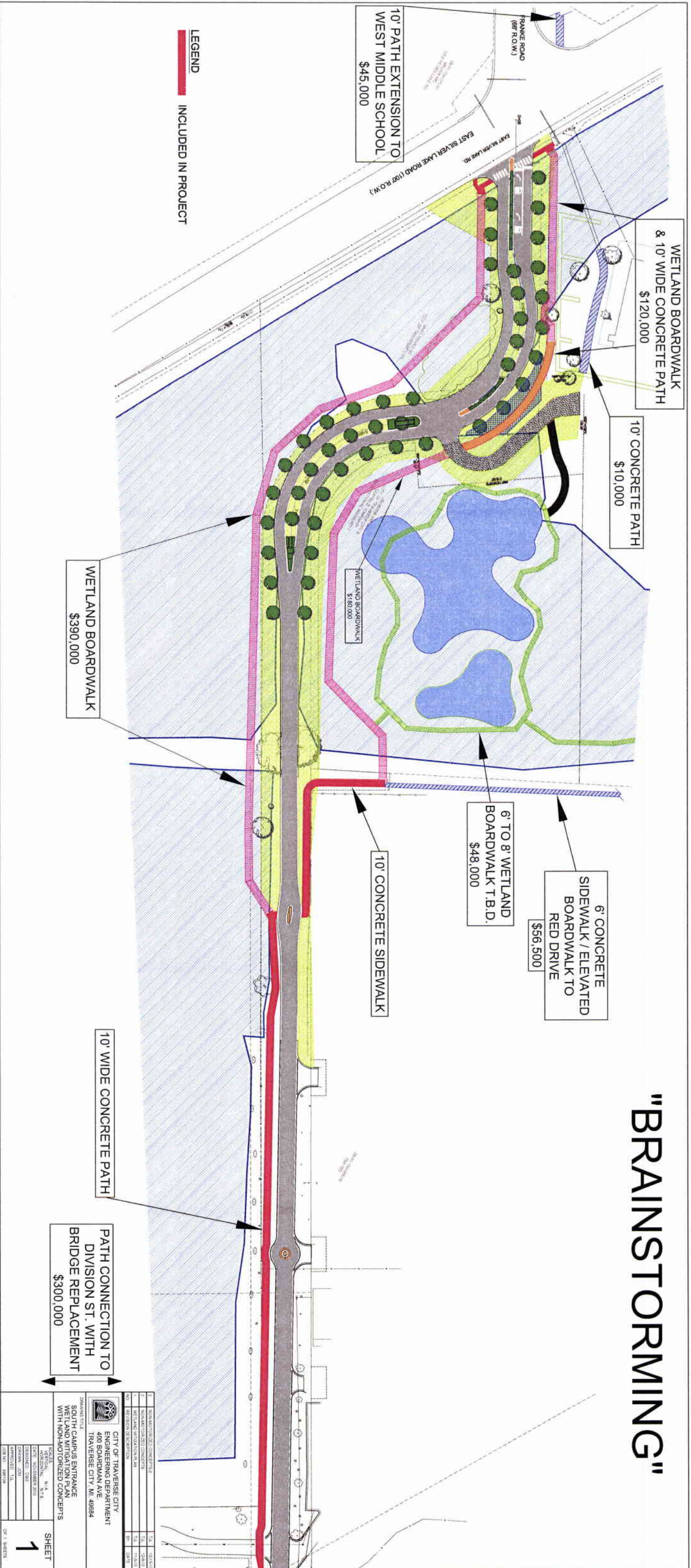
As a follow up to our discussion about the project at the November Recreational Authority meeting we have met with various stakeholders in regard to the challenges of minimizing the project's impact to the wetland features encompassing the connection at Silver Lake Road. Specifically, we were asked to identify options to improve the accommodation for pedestrians and bicyclists, identify options for controlling the spread of invasive species and refine project details such as treelawn and street lighting to align with sustainable practices.

We held a "brainstorming session" on December 10 with a follow up meeting on December 15 to identify options for the accommodation of pedestrians and bicyclists. The result is the attached sketch labeled "Brainstorming" showing several options. These options were discussed with the stakeholders and the attached sketch labeled "Phasing Plan" was developed. The "Phasing Plan" includes widening the sidewalks planned in the project, between the willows and the former railroad spur track to 10' to use as a multi-use path. Also shown is a second phase including a 10' wide multi-use path/boardwalk to make the connection to the existing trail at West Middle School on the South side of Silver Lake Road. It is identified as a second phase because the \$345,000 cost is outside of current funding resources. The stakeholder group did request to have this second phase be included in current CIP planning for the City and a timetable of implementation be developed including the possible submittal of the project as a MDNRE Trust Fund Grant.

We have been working with GTSCD, the Watershed Center, the Botanical Garden Society and the MDNRE on developing a strategy to control the invasive species within the project site and surrounding areas. Also, we have been working on project detail refinements such as using native species vegetative cover on slope restoration areas in lieu turfgrass.

We look forward to attending the December 21, 2010 Recreational Authority meeting to provide an update and answer questions relating to the project. We appreciate the input from the many stakeholders and most importantly the time they have devoted to this project.

"BRAINSTORMING"



LEGEND
█ INCLUDED IN PROJECT

WETLAND BOARDWALK
 \$390,000

WETLAND BOARDWALK
 & 10' WIDE CONCRETE PATH
 \$120,000

10' CONCRETE PATH
 \$10,000

10' PATH EXTENSION TO
 WEST MIDDLE SCHOOL
 \$45,000

6' TO 8' WETLAND
 BOARDWALK T.B.D.
 \$48,000

6' CONCRETE
 SIDEWALK / ELEVATED
 BOARDWALK TO
 RED DRIVE
 \$56,500

10' CONCRETE SIDEWALK

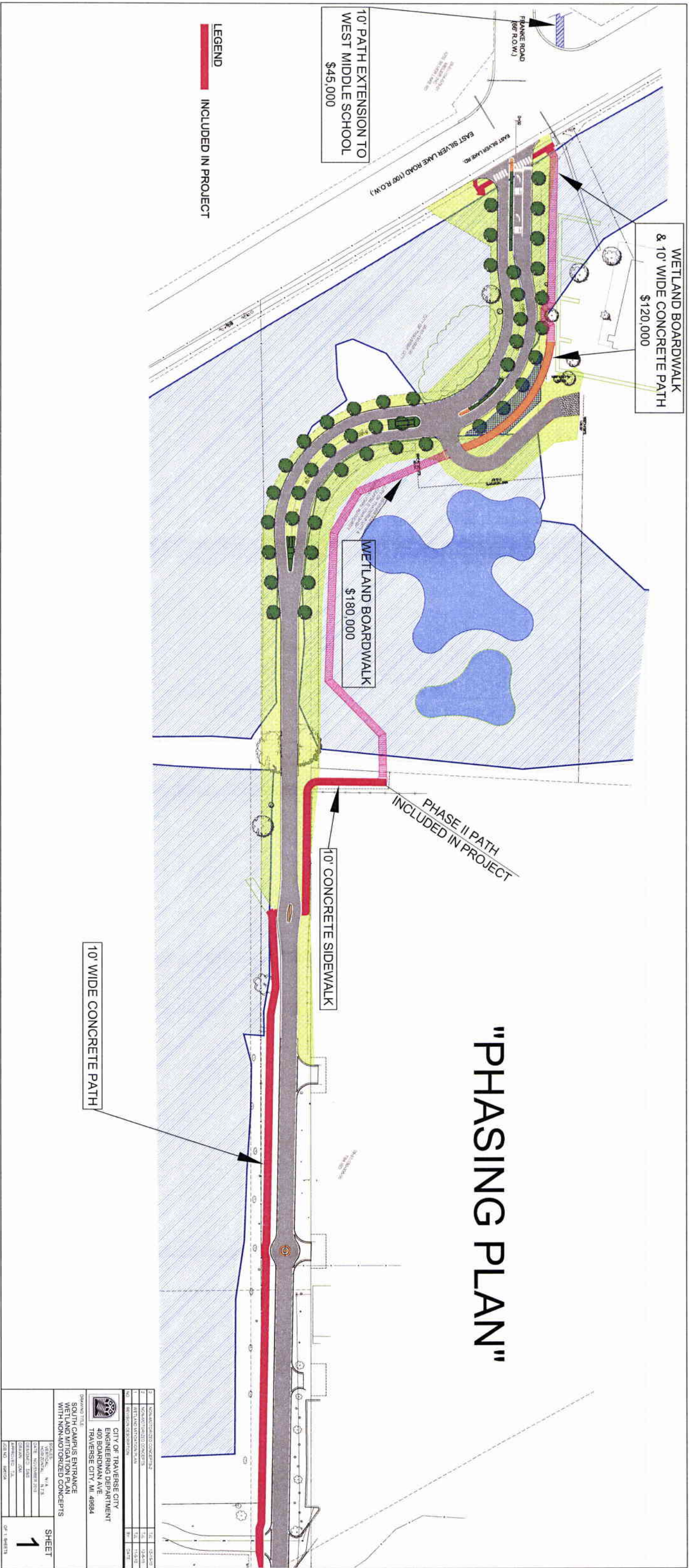
10' WIDE CONCRETE PATH

PATH CONNECTION TO
 DIVISION ST. WITH
 BRIDGE REPLACEMENT
 \$300,000

WETLAND BOARDWALK
 \$180,000

NO. 1	NON-MOTORIZED CONCEPTS	DATE	SCALE
NO. 2	WETLAND BOARDWALK	DATE	SCALE
NO. 3	WETLAND BOARDWALK	DATE	SCALE
NO. 4	WETLAND BOARDWALK	DATE	SCALE
NO. 5	WETLAND BOARDWALK	DATE	SCALE
NO. 6	WETLAND BOARDWALK	DATE	SCALE
NO. 7	WETLAND BOARDWALK	DATE	SCALE
NO. 8	WETLAND BOARDWALK	DATE	SCALE
NO. 9	WETLAND BOARDWALK	DATE	SCALE
NO. 10	WETLAND BOARDWALK	DATE	SCALE

DRAWING TITLE: SOUTH CAMPUS ENTRANCE WETLAND MITIGATION PLAN WITH NON-MOTORIZED CONCEPTS
 CITY OF TRAVERSE CITY
 ENGINEERING DEPARTMENT
 400 BOARDMAN AVE.
 TRAVERSE CITY, MI 49684
 SCALE: HORIZONTAL: N/A, VERTICAL: N/A
 DATE: NOVEMBER 2018
 DRAWN: [Name]
 CHECKED: [Name]
 APPROVED: [Name]
 SHEET 1 OF 1 SHEETS



1	NON-MOTORIZED CONCEPTS	TITLE	DATE
2	WETLAND MITIGATION PLAN	TITLE	DATE
3	WETLAND MITIGATION PLAN	TITLE	DATE
4	WETLAND MITIGATION PLAN	TITLE	DATE
5	WETLAND MITIGATION PLAN	TITLE	DATE

SHEET
1
 OF 1 SHEETS

CITY OF TRAVERSE CITY
 ENGINEERING DEPARTMENT
 400 BOARDMAN AVE
 TRAVERSE CITY, MI 49684

SOUTH CAMPUS ENTRANCE
 WETLAND MITIGATION PLAN
 WITH NON-MOTORIZED CONCEPTS

SCALE: 1" = 10'-0"
 DATE: NOVEMBER 2015
 DRAWN: JDM
 CHECKED: JDM
 APPROVED: JDM

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR

SUBJECT: REGULAR MEETING DATE – STARTING IN 2011

At the October 19, 2010, Regular Meeting, it was determined by a majority of Board members that the regular meeting date for the year 2011 should be the first Tuesday of each month at 6:00 p.m. As such, the Board approved a motion amending the bylaws to provide that the regular meetings, beginning in 2011, be held on the first Tuesday of each month at 6:00 p.m.

However, after further discussion, it has been determined that the start time of 7:00 p.m. would work better for the majority of Board members. Therefore, I recommend amending the bylaws to provide that the regular meetings, beginning in 2011, be held on the first Tuesday of each month at 7:00 p.m.

I recommend the following motions:

That the Recreational Authority Board action of October 19, 2010, amending the City of Traverse City and Charter Township of Garfield Recreational Authority Bylaws at Section 4.01 01 to provide, effective January 2011, that regular meetings of the board shall be held on the first Tuesday of each month at 6:00 p.m. be rescinded; and

That the City of Traverse City and Charter Township of Garfield Recreational Authority Bylaws be amended at Section 4.01 to provide, effective January 2011, that regular meetings of the board shall be held on the first Tuesday of each month at 7:00 p.m.

bcm/paa

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Agenda item #4

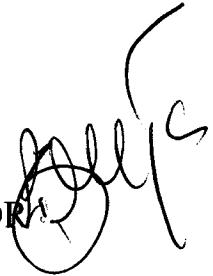
The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR



SUBJECT: REPORTS FROM BOARD MEMBERS

This agenda item is reserved for Board members who have any reports. Jennifer Jaffe serves on the Hickory Hills Steering Committee and Molly Agostinelli serves on the City's Division Street Steering Committee. They and others may have reports.

bcm/paa

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Agenda Item #5

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR



SUBJECT: QUARTERLY REPORT AND INFORMATIONAL UPDATES

Attached is a quarterly report from the management entities. This agenda item is reserved for any discussion with respect to any updates from:

- Botanical Garden Society of Northwest Michigan
- Little Artshram
- SEEDS

bcm/paa

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Agenda Item #6



THE BOTANIC GARDEN

OF NORTHWEST MICHIGAN

December 1, 2010

Benjamin C. Marentette, CMC
Deputy City Clerk - City of Traverse City
Executive Director - City of Traverse City and
Charter Township of Garfield Recreational Authority
400 Boardman Avenue
Traverse City, MI 49684

Dear Benjamin,

Attached is the Quarterly Report from the Botanical Garden Society of Northwest Michigan. As with the last submission, we have aligned the report with the 2010 goals of our three-year Strategic Plan, which includes goals from the task forces in these four areas: Site Presence, Fundraising & Capital Campaign, Marketing and Communication, and Organizational Capacity.

Please feel free to contact me if you have any questions.

Sincerely,

Karen Schmidt,
BGS Chair



Quarterly Report

September 1 – November 31, 2010

1. SITE PRESENCE TASK FORCE GOALS:

- a. Prepare the shared picnic area so it is ready for use by the public and for events
 - i. BGS is restoring a sixth picnic table for the picnic grove.
 - ii. BGS is communicating with Deering Tree Services in regards to Deering's offer to remove dying maple trees and prune healthy trees in the picnic grove for no charge. Deering will work the grove into their schedule as they are able (the heavy windstorms this fall put them behind schedule).
 - iii. BGS met with Brian Zimmerman of Four Seasons Nursery on the site to discuss native plant replacements for the invasive Autumn & Russian Olives that were removed from the picnic grove. The board will review Brian Zimmerman's proposed planting plan this month and begin the planting process in the spring.

- b. Complete temporary 'cosmetic' work on the Visitor's Center until the actual renovation of the granary is undertaken
 - i. Container gardens have been planted with live Christmas trees at the Granary
 - ii. The areas all around the Granary have been cleared and mowed.
 - iii. A large (20' in diameter) native plant garden was constructed this fall on the footprint of the old silo, south of the Granary. BGS and Master Gardener volunteers dug out the sod and weeds, sifted out roots, and planted and mulched the garden. Blue Star Landscaping Supply donated the mulch, Anita and Carol Silverman donated the garden design work, and two board members donated the cost of the plants.
 - iv. Power washing and painting of the Granary has been rescheduled for spring – the heavy fall windstorms put Aztec Painters behind schedule and they were unable to get to the Granary.
 - v. BGS is in the process of removing unwanted debris from the Granary. They have cleaned both floors, and made temporary repairs on some of the windows.
 - vi. Estimates are being pursued for the drilling of a well to support the Granary and Walled Garden landscapes.

- c. Create, improve and maintain trails on the BGS-allocated acreage, as well as additional Commons trails that are to be used in the Garden Run
 - i. BGS has cleared and improved a large number of existing trails on and adjacent to the site, in preparation for the September Garden Run.
 - ii. BGS has mowed a series of new trails up through the meadow.
 - iii. BGS has kept the area from the Franke Road boardwalk to the Silver & Red Road intersection mowed for bikers and walkers.

- d. Plan events on the site to increase public awareness and encourage interaction with the site .
 - i. Two additional workbee sessions were held this quarter, to prepare for the Garden Run, with up to 25 Master Gardener and BGS volunteers participating. In addition, volunteers put in many days of work cleaning out the Granary, mowing and maintaining areas around the Granary and picnic grove, and maintaining equipment in Bay 8 of Building 223.
 - ii. A Plant Sale & Potluck lunch was held on Saturday, September 11, in collaboration with the Cherry Capital Rose Society, resulting in a \$325 donation to BGS.
 - iii. The annual BGS Garden Run was held on Saturday, September 25 at the site. Heavy rain limited participation to about 100 people with about \$1,000 raised that day.

2. FUNDRAISING TASK FORCE GOALS:

- a. Complete the preparation, infrastructure and tools for a successful capital campaign.
 - i. Now that the combined BGS/RA feasibility study is completed, BGS is working with the R.A. on a capital campaign, splitting all consultant and campaign costs. Proceeds from the capital campaign will be divided equally between the two groups. Counsel has been hired, the capital campaign steering committee worked through this quarter organizing the capital campaign process, and the first Capital Campaign Committee meeting was held in November.
 - ii. The BGS board pledged almost \$50,000 for the capital campaign, with 100% board participation.

- b. With consideration toward financial self-sufficiency BGS is fundraising for operational expenses by:
 - i. Expanding individual, group and corporation membership – BGS received \$1,685 in new or renewed memberships this quarter.
 - ii. BGS participated in the Downtown Shopping Day fundraiser in November – we will receive a check for the earned amount sometime this month
 - iii. BGS has a December 7 fundraiser scheduled with La Senorita Restaurant

iv. Grant writing:

1. A grant has been written and submitted for renovation of Bays 7 & 8 of Building 223.
2. A Wildflowers of Michigan grant is being submitted to cover up to \$500 in native plants for the picnic grove.
3. A \$1,000 grant was received from the Friendly Garden Club to help cover the costs of a new well.
4. In collaboration with the Recreational Authority and the Grand Traverse Regional Community Foundation, BGS submitted a \$100,000 Rotary Charities Grant to be shared equally by the RA and BGS. BGS and the RA presented at a Rotary Charities Grant Investigation Meeting to review that grant request.

3. MARKETING AND COMMUNICATION TASK FORCE GOALS:

- a. Through the new website and monthly e-letter, we have significantly increased our web site traffic and use. We are now able to document the number of 'hits' and compare it on a month-by-month basis, using Google Analytics.
- b. Through the new on-line membership payment capability of the website, we are seeing an increase in memberships. We received \$1,685 in new or renewed memberships this quarter.
- c. The marketing task force has recruited new community members and is planning a membership campaign for 2011.
- d. Through the website, public presentations, mailings and e-letter 'forwarding' capacity, we now have over 400 e-letter subscribers.
- e. The Marketing & Communication Task Force is organizing a media awareness effort that will result in regular PSAs and other media coverage.
- f. BGS purchased 96 30-second television ads on four different channels to advertise the Garden Run and increase awareness of the Garden in August & September.
- g. BGS purchased a one-page feature in the Traverse Magazine's 'My Up-North Guide to Giving' this quarter.
- h. BGS has distributed over 1,000 of its membership brochures over the past 3 months.

4. ORGANIZATIONAL CAPACITY TASK FORCE GOALS

- a. Debt Retirement – BGS continues to reduce remaining debt from our previous site option. Board members have made a commitment to focus their personal donations into this area, with a goal of 0% debt by the end of the next 3 years since grants and capital campaign donations cannot be used for debt retirement.
- b. The BGS Business Plan has been revised to reflect the additional goals developed through the Organizational Capacity process.
- c. Our Board Manual has been updated to include several new or updated policy position statements.

- d. New partnerships have been formed to expand the capacity of BGS:
- i. A MOU agreement with Saving Birds Thru Habitat has been finalized.
 - ii. A partnership agreement with Master Gardeners was finalized.
 - iii. A partnership agreement with Archangel Reforestation Ancient Tree Archive Foundation is in the development stage.
 - iv. BGS is part of a new organization of administrators for Michigan's Public Gardens – this group will meet quarterly in public gardens around the state.
 - v. BGS continues to foster partnerships with local and regional garden clubs. BGS was a presenter and exhibitor at the September 30 Michigan Federated Garden Club Fall Conference at the Hagerty Center in Traverse City, addressing 41 garden clubs representing over 1400 garden club members.

STRATEGIC PLAN CHECKLIST

(Completed items are dated)

1. Campaign Preparation – Robert Parker, Coordinator
 - Negotiate contract with professional fundraiser – Complete February 2010
 - Complete feasibility study – Completed May 2010
 - Secure commitment of Capital Campaign Chair(s). Two co-chairs secured – 3rd in process
 - Secure commitments of Capital Campaign committee members – Twelve members secured – additional members are being recruited
 - Identify potential lead gifts.
2. Marketing – Patty Fabian, Coordinator
 - Complete a marketing plan based on analysis of target audiences and campaign goals (in process)
 - Finalize Capital Campaign Case Statement – Completed February 2010
 - Design and produce Capital Campaign print & video materials – print materials completed – video in process
 - Complete the Business Plan – Completed February 2010
 - Revamp website to enable online transactions, optimize search engines, and provided updated project information – Completed March 2010
 - Create a ready-to-go Power Point presentation that can be used effectively by multiple presenters (in process) – Completed October 2010
3. On-Site Events – Mike McNulty, Coordinator
 - Prepare picnic area for use (collaborate with SEEDS & Artshram) – Completed July 2010
 - Identify partner(s) and plant a container garden around the Visitors Center – Completed June 2010

- Host Garden Run on September 25, 2010 - Completed September 2010

4. Outreach – Terry Harding, Coordinator

- Rethink membership strategy and redesign to achieve goals of the strategy.
- Plan and initiate social networking strategy (in process)
- Increase monthly e-newsletter distribution to 600 (in process) – Over 400 as of 11/10
- Produce and distribute a monthly press release to inform the public of milestones, events, and garden-related issues – In place as of August 2010



SEEDS September Report to the Recreational Authority Third Quarter 2010

The following are our originally submitted goals with updated commentary:

1. Work cooperatively with BGS and LittleA:

We are now working toward further definition of the logistics related to the approved site plan. This includes getting an on-the-ground perspective regarding management zone boundaries as well as the character of the edges of those boundaries.

We have one staffer attending LittleA's Permaculture workshop series.

SEEDS is also preparing to take over responsibility for facilitating meetings for 2011.

2. Get to know the micro-habitats of the upland field

Again, we are working (for now) primarily on the lower fields to get them out of development phase and into a place where they generate enough revenue to maintain and expand activities there.

3. Research the practicality of starting a native nursery

Preliminary analysis has begun. We are in communication with local nurseries who deal in natives. It seems that the market for them is in an overall growth cycle. There may also be compelling reasons to begin to propagate and nurture stock from very specific micro-regions (e.g. stock that originates from within the Sleeping Bear Dunes National Lakeshore).

4. Get the new well pump connected and working

Done. Will connect to the Barn electric line as soon as in place.

5. Collect information for water systems educational components

Design phase.

6. Design and begin to install (semi)permanent fencing that will become a trellis for edible plants,

Done for 1/2 acre portion.

7. Plant a 1/2 acre Three Sisters garden including varieties of popcorn, dry beans and winter squashes

Done.

8. Plant a large patch of collards and kale

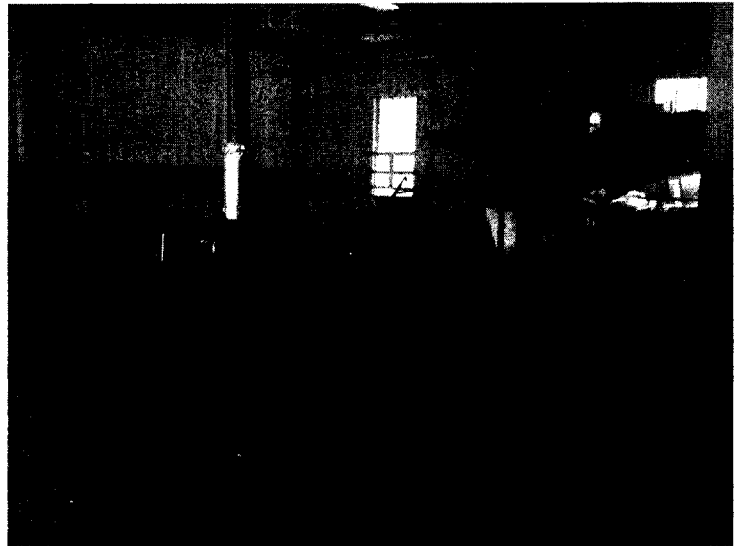
Will continue to glean greens from the garden as long as possible.

9. Design and begin to implement a system for interpretive signage onsite

Still in design phase. We do expect to put up a more permanent SEEDS sign soon(ish).

10. Continue to foster onsite relationships with other groups and individuals

We are waiting for final results from the environmental analysis to determine what and how we can utilize building 223. We need this information before we feel comfortable heating the worm bin for use over the winter.



The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR

SUBJECT: REPORT REGARDING CAPITAL CAMPAIGN

The leadership team for the Capital Campaign continues to diligently work on the organizational aspects of a campaign launch, including recruitment of the capital campaign cabinet (the work horse of the campaign) members, and endorsers for the project; and marketing materials.

This agenda item is reserved for this general update and any questions from the board.

bcm/paa
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Agenda Item #7

The City of Traverse City and Charter Township of Garfield

Communication to the Recreational Authority

FOR THE MEETING OF DECEMBER 21, 2010

DATE: THURSDAY, DECEMBER 16, 2010

FROM: BENJAMIN MARENTETTE, EXECUTIVE DIRECTOR

SUBJECT: EXPENDITURES APPROVED BY EXECUTIVE DIRECTOR

The following are expenditures that I have approved:

General Operating Fund:

Municipal Underwriters of Michigan (insurance)	\$ 2,802.00
Hopkins Fundraising	\$ 2,500.00
Inland Seas Engineering (Environmental sampling and analysis of buildings 211, 221, 222, 223; submit due care plan report; sampling oversight, final inspection; demolition specifications; environmental studies - buildings 211, 221, 222, 223; meet/correspond with contractor, meet/correspond with structural engineer, meet with asbestos contractor, obtain bids related to demolition)	\$ 7,248.81
The Copy Shop (Table Tents, Posters)	\$ 535.63
Integrity Business (Easels, USBs)	\$ 229.84
Grand Traverse County (Postage and room rental)	\$ 28.75
Northern A-1	\$ 29,465.00
City Treasurer (reimbursement for payment to American Waste)	\$ 28.00
Grand Traverse Conservation District (Hickory Meadows Resource Management Services)	\$ 4,750.00
Benjamin Marentette (reimbursement for Capital Campaign Cabinet Luncheon/Meeting)	\$ 171.07

bcm/paa

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Agenda Item #8