



We will enhance community and quality of life through people, parks, and programs.

Business Development Team: Business Planning for Civic Center

Monday, July 24, 2016, 11:30 a.m.

Second Floor, Committee Room

Governmental Center, 400 Boardman Avenue

Traverse City, Michigan 49686

AGENDA

General Meeting Policies: Please turn off all cell phones or switch them to silent mode. Any person may make a video, audio, or other record of this meeting. Standing equipment, cords, or portable microphones must be located to not block audience view. If you need auxiliary assistance, contact 231-922-4780 or TDD 231-922-4412.

Members: Alisa Kroupa, Chair; Kevin McElyea, Vice Chair; Pete Albers; Jeri LeRoi; Rodetta Harrand

I. Call to Order

II. Roll Call

III. Public Comment

Any person shall be permitted to address the Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended (MCLA 15.261, et.seq.). Public comment shall be carried out in accordance with the following Board Rules and Procedures:

- Any person wishing to address the Board shall state his or her name and address.
- No person shall be allowed to speak more than once on the same matter, excluding Commissioners' questions. The President shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The President may, at his or her discretion, extend the amount of time any person is allowed to speak.

IV. Approval of Minutes, June 22, 2016 Business Development Team Meeting

V. Approval of/Additions to Agenda

VI. Civic Center Playground Fundraising and Event (Update; Plan Event)

VII. Parks and Recreation Fees and Revenue Trends (Marilyn Zielinski, Secretary; Discussion)

VIII. Parks and Recreation Staffing (Discussion)

IX. Second Public Comment (Please refer to rules above.)

X. Notices and Team Member Comments

XI. Adjournment



We will enhance community and quality of life through people, parks, and programs.

Business Development Team: Business Planning for Civic Center

Wednesday, June 26, 2016, 12:30 p.m.

Second Floor, Committee Room

Governmental Center, 400 Boardman Avenue

Traverse City, Michigan 49686

MINUTES

General Meeting Policies: Please turn off all cell phones or switch them to silent mode. Any person may make a video, audio, or other record of this meeting. Standing equipment, cords, or portable microphones must be located to not block audience view. If you need auxiliary assistance, contact 231-922-4780 or TDD 231-922-4412.

Members: Alisa Kroupa, Chair; Kevin McElyea, Vice Chair; Pete Albers; Jeri LeRoi; Rodetta Harrand

I. Call to Order

Meeting was called to order at 12:35 p.m.

II. Roll Call

Commissioners Present: Alisa Kroupa, Kevin McElyea, Pete Albers; Jeri LeRoi; Rodetta Harrand

III. Public Comment

Any person shall be permitted to address the Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended (MCLA 15.261, et.seq.). Public comment shall be carried out in accordance with the following Board Rules and Procedures:

- Any person wishing to address the Board shall state his or her name and address.
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IV. Approval of Minutes, May 25, 2016 Business Development Team Meeting

MOTION by Harrand, second by Albers, to approve Minutes of May 25, 2016 Business Development Team Meeting. Motion carried.

V. Approval of/Additions to Agenda

There were no additions to the agenda.

MOTION by Albers, second by LeRoi, to approve agenda, as presented.

VI. Civic Center Playground Project (Update; Assignments)

Team members discussed kickoff for and promotion of new playground crowdfunding website launch. A date in August will be selected for a fundraiser/celebration. Parks and Recreation staff will organize event at Civic Center.

- VII. Native American Marker Tree Project (Update; Proposed Language)
- VIII. Business Development at Medalie Park and Maple Bay Park and Natural Area (Discussion; Next Steps)
Team members discussed focusing business development on Medalie Roadside Park and Maple Bay Park and Natural Area in 2017.
- IX. Sample Event Venue Agreement/Costs (Attached; Discussion)
Commissioner Kroupa shared a model event venue agreement. Director will incorporate pertinent portions of model agreement into the event rules for Twin Lakes Park.
- X. Second Public Comment (Please refer to rules above.)
There was no public comment.
- XI. Notices and Team Member Comments
There were no notices or comments.
- XII. Adjournment
Meeting was adjourned at 2:45 p.m.

| | | | | | | | | | | | | | | | |
|--------------------|------------------|----------------|-----------------|------------------|-------------------|-------------------|----------------------|---------------------|----------------|-----------------|------------------|-------------------|---------------------|-------------------|----------------------|
| 6/6/2016 | Fund 208 | | | | | | | | | | | | | | |
| | Revenue | | | | | | | Expenditures | | | | | | | |
| | | | | | | | | | | | | | | | |
| Department | Dept % of Budget | Initial Budget | Adjusted Budget | This Month | YTD | Budget Balance | % of Budget Received | Dept % of Budget | Initial Budget | Adjusted Budget | This Month | YTD | Current Encumbrance | Budget Balance | % of Budget Expended |
| 751 P&R Commission | 59.0% | 290,302 | 297,239 | 72,575.50 | 217,726.50 | 79,512.50 | 73.2% | 14.3% | 71,579 | 71,854 | 1,249.33 | 27,503.66 | 2.00 | 44,348.34 | 38.3% |
| 752 Civic Center | 7.1% | 36,000 | 36,000 | - | 21,027.54 | 14,972.46 | 58.4% | 31.4% | 151,792 | 158,454 | 8,052.83 | 120,155.08 | 2.00 | 38,296.92 | 75.8% |
| 756 Pool | 3.5% | 17,554 | 17,554 | - | 6,414.83 | 11,139.17 | 36.5% | 10.4% | 52,500 | 52,500 | - | 51,066.37 | 2.00 | 1,431.63 | 97.3% |
| 757 Power Island | 2.2% | 8,200 | 11,200 | 128.00 | 8,269.00 | 2,931.00 | 73.8% | 7.7% | 35,828 | 38,828 | 5,537.39 | 21,799.26 | 143.10 | 16,885.64 | 56.1% |
| 758 NER | 0.0% | - | - | - | - | - | 0.0% | 10.1% | 51,041 | 51,041 | 176.28 | 26,093.11 | - | 24,947.89 | 51.1% |
| 759 Twin Lakes | 13.9% | 70,000 | 70,000 | (1,440.00) | 17,560.00 | 52,440.00 | 25.1% | 21.3% | 107,485 | 107,485 | 1,366.17 | 24,682.28 | 1.00 | 82,801.72 | 23.0% |
| 761 Howe Arena | 14.2% | 71,500 | 71,500 | 6,820.00 | 47,213.00 | 24,287.00 | 66.0% | 4.5% | 22,831 | 22,831 | 504.15 | 7,747.02 | - | 15,083.98 | 33.9% |
| 762 Medalie Park | 0.1% | 500 | 500 | 52.00 | 2,202.00 | (1,702.00) | 440.4% | 0.1% | 500 | 500 | - | - | - | 500.00 | 0.0% |
| 764 Meyer House | 0.0% | - | - | 800.00 | 1,600.00 | - | 0.0% | 0.1% | 500 | 500 | - | - | - | 500.00 | 0.0% |
| Total | 100% | 494,056 | 503,993 | 78,935.50 | 322,012.87 | 183,580.13 | | 100% | 494,056 | 503,993 | 16,886.15 | 279,046.78 | 150.10 | 224,796.12 | |
| 2/9/2016 | Fund 298 | | | | | | | | | | | | | | |
| | Revenue | | | | | | | Expenditures | | | | | | | |
| Department | Dept % of Budget | Initial Budget | Adjusted Budget | This Month | YTD | Budget Balance | % of Budget Received | Dept % of Budget | Initial Budget | Adjusted Budget | This Month | YTD | Current Encumbrance | Budget Balance | % of Budget Expended |
| 728 Senior Center | 100.0% | 637,330 | 649,130 | 1,780.43 | 501,836.28 | 147,293.72 | 77.3% | 100.0% | 637,330 | 649,130 | 10,668.47 | 240,154.00 | 5,717.74 | 403,258.26 | 37.0% |
| Total | 100% | 637,330 | 649,130 | 1,780.43 | 501,836.28 | 147,293.72 | | 100% | 637,330 | 649,130 | 10,668.47 | 240,154.00 | 5,717.74 | 403,258.26 | |

2016 PROJECTED REVENUE-TWIN LAKES PARK

| Month | Type of Event | Approximate Revenue |
|----------|------------------------|---------------------|
| January | Baby Shower | 250.00 |
| | Bayside Travelers | 200.00 |
| | Funeral Family Event | 500.00 |
| | Wedding | 1,150.00 |
| February | Wedding | 400.00 |
| | Bayside Travelers | 200.00 |
| | Birthday Party | 200.00 |
| | Boy Scout Mtg | 200.00 |
| March | Bayside Travelers | 200.00 |
| | Meeting | 200.00 |
| | Funeral Luncheon | 250.00 |
| April | Bayside Travelers | 200.00 |
| | Boy Scout Meeting | 200.00 |
| | Meeting | 150.00 |
| May | Bayside Travelers | 200.00 |
| | Meeting | 150.00 |
| | Graduation | 250.00 |
| | Weddings (2) | 1,525.00 |
| | Funeral Memorial | 304.00 |
| June | Bayside Travelers | 200.00 |
| | Graduation Parties (3) | 1,200.00 |
| | Full Camp Rental | 4,950.00 |
| | Group Picnic | 200.00 |
| | Rehearsal Party | 350.00 |
| | Wedding | 600.00 |
| | Dance Group | 210.00 |
| July | Weddings (2) | 2,375.00 |
| | Graduation Party | 250.00 |
| | Full Camp Rentals (4) | 12,165.00 |
| | Class Reunion | 400.00 |
| | Memorial Family Event | 358.00 |
| | Dance Group | 350.00 |
| August | Weddings (3) | 4,400.00 |

| | |
|-----------------------------------|------------------|
| Family Reunion (2) | 975.00 |
| Church Picnic | 400.00 |
| Dance Group | 350.00 |
| Bridal Shower | 250.00 |
| Company Picnic | 250.00 |
| September | |
| Full Camp Rental (2) | 11,000.00 |
| Company Picnics (2) | 650.00 |
| Wedding | 1,900.00 |
| Full Camp Rental-Pickleball Tourn | 5,000.00 |
| October | |
| Weddings (2) | 2,050.00 |
| Meeting (2) | 500.00 |
| November | |
| Dance Event-Ballet Gala | 375.00 |
| Church Pot Luck | 250.00 |
| December | |
| Christmas Party (2) | 500.00 |
| | TOTAL |
| | 59,187.00 |

2016 POWER ISLAND/BASSETT ISLAND REVENUE

July 21, 2016

We have 87 reservation permits

7 customers have cancelled their reservation thus far.

Total Campsite Rental Fees are \$10,324.00



Howe Arena User Fees

Effective January 1, 2016

Tier I: All Grand Traverse County Departments

| Cost Category | Fee |
|-------------------------|----------|
| Monday through Thursday | \$158.00 |
| Friday through Sunday | \$315.00 |
| Electrical Per Vendor* | \$27.00 |

Tier II: Non-profit Organizations with Tax-exempt Status

| Cost Category | Fee |
|-------------------------|------------|
| Monday through Thursday | \$895.00 |
| Friday through Sunday | \$1,760.00 |
| Electrical Per Vendor* | \$27.00 |

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

| Cost Category | Fee |
|-------------------------|------------|
| Monday through Thursday | \$1,025.00 |
| Friday through Sunday | \$2,100.00 |
| Electrical Per Vendor* | \$27.00 |

Tier IV: For-profit Organizations, Corporations, and Businesses

| Cost Category | Fee |
|-------------------------|------------|
| Monday through Thursday | \$1,180.00 |
| Friday through Sunday | \$2,440.00 |
| Electrical Per Vendor* | \$27.00 |

*110 volt, single-phase service per 100 square feet of booth space



Civic Center Grounds User Fees

Effective January 1, 2016

Pavilion

Tier I: All Grand Traverse County Departments

| Cost Category | Fee |
|---|---------|
| Pavilion/Amphitheater: 4 Hours | \$52.00 |
| Pavilion/Amphitheater: 8 Hours | \$79.00 |
| Staff Labor Per Hour (Including Pavilions) | \$32.00 |
| Additional Cost Per Hour for Setup by Customers | \$13.00 |

Tier II: Non-profit Organizations with Tax-exempt Status

| Cost Category | Fee |
|---|---------|
| Pavilion/Amphitheater: 4 Hours | \$52.00 |
| Pavilion/Amphitheater: 8 Hours | \$79.00 |
| Staff Labor Per Hour (Including Pavilions) | \$32.00 |
| Additional Cost Per Hour for Setup by Customers | \$13.00 |

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

| Cost Category | Fee |
|---|---------|
| Pavilion/Amphitheater: 4 Hours | \$52.00 |
| Pavilion/Amphitheater: 8 Hours | \$79.00 |
| Staff Labor Per Hour (Including Pavilions) | \$32.00 |
| Additional Cost Per Hour for Setup by Customers | \$13.00 |

Tier IV: For-profit Organizations, Corporations, and Businesses

| Cost Category | Fee |
|---|---------|
| Pavilion/Amphitheater: 4 Hours | \$52.00 |
| Pavilion/Amphitheater: 8 Hours | \$79.00 |
| Staff Labor Per Hour (Including Pavilions) | \$32.00 |
| Additional Cost Per Hour for Setup by Customers | \$13.00 |

Grounds

| Cost Category | Description | Fees |
|-----------------------------------|--------------------|----------|
| Baseball/Softball | Prepared Field | \$36.00 |
| | Non-prepared Field | \$29.00 |
| | Practice Field | \$14.00 |
| Multipurpose Field | Per 4 Hours | \$63.00 |
| Field Lights (Per Field) | Per Hour Cost | \$31.00 |
| Vendor Area (Per 200 Square Feet) | Per Day Cost | \$60.00 |
| Tent Outside | Per Day Cost | \$120.00 |



Twin Lakes User Fees

Effective January 1, 2016

WEEKDAY RATES (Sunday through Thursday – Self-service Setup)

Tier I: All Grand Traverse County Departments

NOTE: Facilities available to County Departments Monday through Thursday. Facilities unavailable for rent Friday, Saturday, and Sunday, unless full price is paid.

Cost Category Fee

| | |
|---|----------|
| Gilbert Lodge: 4 Hours | \$200.00 |
| Gilbert Lodge: 8 Hours | \$400.00 |
| Dorm Meeting Room: 4 Hours | \$100.00 |
| Dorm Meeting Room: 8 Hours | \$150.00 |
| Pavilion: 4 Hours | \$200.00 |
| Pavilion: 8 Hours | \$400.00 |
| Additional Cost, Per Hour, for Setup by Customers (Outside of 4 hours and 8 hours of rental) | \$27.00 |

Tier II: Non-profit Organizations with Tax-exempt Status

| Cost Category | Fee |
|---|------------|
| Gilbert Lodge: 4 Hours | \$200.00 |
| Gilbert Lodge: 8 Hours | \$400.00 |
| Gilbert Lodge: 8 Hours (groups less than 30) | \$250.00 |
| Dorm Meeting Room: 4 Hours | \$200.00 |
| Dorm Meeting Room: 8 Hours | \$350.00 |
| Pavilion: 4 Hours | \$200.00 |
| Pavilion: 8 Hours | \$400.00 |
| Additional Cost, Per Hour, for Setup by Customers | \$27.00 |

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

| Cost Category | Fee |
|--|------------|
| Gilbert Lodge: 4 Hours | \$250.00 |
| Gilbert Lodge: 8 Hours | \$600.00 |
| Dorm Meeting Room: 4 Hours | \$200.00 |
| Dorm Meeting Room: 8 Hours | \$400.00 |
| Pavilion: 4 Hours | \$250.00 |
| Pavilion: 8 Hours | \$500.00 |
| Additional Cost, Per Hour, for Customers to Set Up (Outside of 4 hours and 8 hours of rental) | \$27.00 |



Twin Lakes User Fees
Effective January 1, 2016

WEEKDAY RATES (Sunday through Thursday – Self-service Setup) [Continued]

Tier IV: For-profit Organizations, Corporations, and Businesses

| Cost Category | Fee |
|--|------------|
| Gilbert Lodge: 4 Hours | \$450.00 |
| Gilbert Lodge: 8 Hours | \$900.00 |
| Dorm Meeting Room: 4 Hours | \$350.00 |
| Dorm Meeting Room: 8 Hours | \$700.00 |
| Pavilion: 4 Hours | \$400.00 |
| Pavilion: 8 Hours | \$800.00 |
| Additional Cost, Per Hour, for Customers to Set Up (Outside of 4 hours and 8 hours of rental) | \$27.00 |

Kitchen Use: All Tiers, Exclusive

| Cost Category | Fee |
|---|------------|
| Kitchen Use | \$300.00 |
| (\$200 Deposit Required, Applicable to Fee) | |

Multi-purpose Field Use: All Tiers, Exclusive

| Cost Category | Fee |
|----------------------|------------|
| Fields: 4 hours | \$150.00 |

| Dormitory Use: All Tiers, Exclusive (Sleeps 142) | Fee |
|---|------------|
| Full | \$2,000.00 |
| Half | \$1,250.00 |
| Groups of less than 30 participants | \$1,000.00 |

WEEKEND RATES ON FOLLOWING PAGE



Twin Lakes User Fees
Effective January 1, 2016

WEEKEND RATES (Friday and Saturday – Limited Setup Assistance Available, Upon Request)
Applicable to All Tiers

Weekend Package: Full Rental of Facilities/Full Dorm **\$7,500.00**

Access from 4 p.m. Friday (check in) until 12 p.m. Sunday (checkout)

Use of Gilbert Lodge, pavilion, and grounds

Use of full dormitory

Weekend Package: Full Rental of Facilities/Half Dorm **\$5,500.00**

Access from 4 p.m. Friday (check in) until 12 p.m. Sunday (checkout)

Use of Gilbert Lodge, pavilion, and grounds

Use of half dormitory

One-day: Full Rental of Facilities **\$2,000.00**

All-day access from 6 a.m. to 11 p.m.

Use of Gilbert Lodge, pavilion, and grounds

One-day Partial Rental of Facilities **\$1,250.00**

All-day access from 6 a.m. to 11 p.m.

Use of Gilbert Lodge and pavilion only

One-day Lodge Rental Only **\$750.00**

All-day access from 6 a.m. to 11 p.m.

Half-day Lodge Rental Only **\$400.00**

Access from 6 a.m. to 2 p.m.

Or access from 3 to 11 p.m.

One-day Pavilion Rental Only **\$500.00**

All-day access from 6 a.m. to 11 p.m.

Half-day Pavilion Rental Only **\$375.00**

All-day access from 6 a.m. to 2 p.m.

Or access from 3 p.m. to 11 p.m.

OPTIONAL ADD-ONS

One-night Full Rental of Dorm (Out by 12 noon next day) **\$2,000.00**

One-night Half Rental of Dorm (Out by 12 noon next day) **\$1,250.00**

One-night Groups of Less than 30 (Out by 12 noon next day) **\$1,000.00**



Power Island/Bassett Island User Fees

Effective January 1, 2016

| Cost Category | Fee |
|---------------|-----|
|---------------|-----|

Camping (Effective January 1, 2014)

| | |
|--------------------------------------|---------|
| Resident: Sunday through Thursday | \$25.00 |
| Resident: Friday through Saturday | \$35.00 |
| Nonresident: Sunday through Thursday | \$45.00 |
| Nonresident: Friday through Saturday | \$45.00 |

Parking (Effective January 1, 2014)

| | |
|--------------------------------------|--------|
| Per Vehicle, Per Day (Pass Required) | \$3.00 |
|--------------------------------------|--------|

Shuttle (Schedule set by appointment with Ranger/Boat Captain)

Minimum 2-hour Charge

| | |
|---|----------|
| Resident: Per Round-trip Ride of Six Riders, Maximum | \$100.00 |
| Nonresident: Per Round-trip Ride of Six Riders, Maximum | \$300.00 |