



*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.
  - 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, 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.

Draft

6/6/2016

**Fund 208**

Department	Revenue							Expenditures							
	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%
<b>Total</b>	<b>100%</b>	<b>494,056</b>	<b>503,993</b>	<b>78,935.50</b>	<b>322,012.87</b>	<b>183,580.13</b>		<b>100%</b>	<b>494,056</b>	<b>503,993</b>	<b>16,886.15</b>	<b>279,046.78</b>	<b>150.10</b>	<b>224,796.12</b>	

2/9/2016

**Fund 298**

Department	Revenue							Expenditures							
	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%
<b>Total</b>	<b>100%</b>	<b>637,330</b>	<b>649,130</b>	<b>1,780.43</b>	<b>501,836.28</b>	<b>147,293.72</b>		<b>100%</b>	<b>637,330</b>	<b>649,130</b>	<b>10,668.47</b>	<b>240,154.00</b>	<b>5,717.74</b>	<b>403,258.26</b>	

## 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
	<b>TOTAL</b>	<b>59,187.00</b>

## 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**

<b>Cost Category</b>	<b>Fee</b>
Monday through Thursday	\$158.00
Friday through Sunday	\$315.00
Electrical Per Vendor*	\$27.00

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

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Description</b>	<b>Fees</b>
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
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
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**

<b>Cost Category</b>	<b>Fee</b>
Kitchen Use (\$200 Deposit Required, Applicable to Fee)	\$300.00

**Multi-purpose Field Use: All Tiers, Exclusive**

<b>Cost Category</b>	<b>Fee</b>
Fields: 4 hours	\$150.00

**Dormitory Use: All Tiers, Exclusive (Sleeps 142)**

	<b>Fee</b>
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**

<b>One-night Full Rental of Dorm</b> (Out by 12 noon next day)	<b>\$2,000.00</b>
<b>One-night Half Rental of Dorm</b> (Out by 12 noon next day)	<b>\$1,250.00</b>
<b>One-night Groups of Less than 30</b> (Out by 12 noon next day)	<b>\$1,000.00</b>



**Power Island/Bassett Island User Fees**  
**Effective January 1, 2016**

<b>Cost Category</b>	<b>Fee</b>
<b>Camping (Effective January 1, 2014)</b>	
Resident: Sunday through Thursday	\$25.00
Resident: Friday through Saturday	\$35.00
Nonresident: Sunday through Thursday	\$45.00
Nonresident: Friday through Saturday	\$45.00
<b>Parking (Effective January 1, 2014)</b>	
Per Vehicle, Per Day (Pass Required)	\$3.00
<b>Shuttle (Schedule set by appointment with Ranger/Boat Captain)</b>	
<b>Minimum 2-hour Charge</b>	
Resident: Per Round-trip Ride of Six Riders, Maximum	\$100.00
Nonresident: Per Round-trip Ride of Six Riders, Maximum	\$300.00