



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

Grand Traverse County Parks and Recreation Commission

Fees Ad Hoc Committee Meeting

Monday, July 30, 2018, 7 to 8:30 p.m.

Governmental Center, Room 300

400 Boardman Avenue

Traverse City, Michigan 49684

**AGENDA**

**Members:** Peter Albers (Vice Chair), Steve Largent, William Mouser, John Roth, Whitney Waara (Chair)

**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 so as not to block audience view.

If you need auxiliary assistance, call 231-922-4780 or TDD 231-922-4412.

**A. Call to Order**

**B. Roll Call**

**C. First 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 rules and procedures:

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

**D. Approval of Agenda**

**E. Approval of Minutes from March 20, 2018 Meeting of Fees Ad Hoc Committee**

**F. 2019 Parks and Recreation Fees (Discussion)**

**F. Second Public Comment**

Please refer to rules and procedures under C. First Public Comment, above.

**G. Notices and Commissioner Comments**

**H. Adjournment**



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

Grand Traverse County Parks and Recreation Commission

Fees Ad Hoc Committee Meeting

Tuesday, March 13, 2018, 6 p.m.

Governmental Center, Room 300

400 Boardman Avenue

Traverse City, Michigan 49684

**MINUTES**

**A. Call to Order**

Meeting called to order at 6 p.m.

**B. Roll Call**

Commissioners Present: Peter Albers, Steve Largent, William Mouser, John Roth, Whitney Waara

Others Present: Kristine Erickson, Director and Ryan Walsh, Office Manager, Grand Traverse County Parks and Recreation; Amy and George Ryan Holton, Grand Traverse Social Sports; Jeff Brunner, TC Waves Softball; Jay Buckmaster, Executive Director, Grand Traverse Bay YMCA; Rod Kivell, County Resident

**C. First Public Comment**

There was no public comment.

**D. Approval of Agenda**

Motion by Roth, second by Largent, to approve the agenda as presented. Motion carried.

**E. Approval of Minutes from February 22, 2017 Meeting of Fees Ad Hoc Committee**

Motion by Roth, second by Albers, to approve the Minutes. Motion carried.

**F. Continued Review of Parks and Recreation and Senior Center Network Fee Schedules; Recommendations for Changes**

Director summarized recommendations from previous Fees Ad Hoc Committee meeting held in February, and the discussion that took place during the March 8, 2018 Parks and Recreation Commission meeting about fees for field use at Civic Center Park.

Committee discussed options for addressing the current financial needs for maintenance of the ball fields. Committee requested Director and Office Manager to further assess cost of maintenance and products for ball fields, and to return with a recommendation for a "reasonable" surcharge for 2018 field use, based on costs directly associated with field preparation and maintenance products so that field use agreements may be executed yet in March 2018.

Committee requested Director and Office Manager to continue to evaluate costs for maintenance, products, utilities, and upgrades for fields to be applied to future years' fees.

**G. Second Public Comment**

There was no public comment.

**H. Notices and Commissioner Comments**

There were no notices or comments.

**I. Adjournment**

Meeting adjourned at 7:18 p.m.

# Grand Traverse County Parks and Recreation 2018 User Fees



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

## **User Group Incentive for All Parks and Facilities**

Organizations promoting and encouraging recreational programs that use County parks and facilities may apply to Director to receive a ten percent discount on a rental by sending an e-mail to [kerickson@grandtraverse.org](mailto:kerickson@grandtraverse.org). Include name of user group, name of event, type of event, when event will take place, park/facility requested, and explain why group should be considered for discount.

## **Tiers Defined**

Tier I: All Grand Traverse County Departments

Note: County Departments are required to pay a deposit. County Departments will not be required to provide insurance and will not need an agreement. Only a permit will be necessary.

Tier II: Nonprofit Organizations with and without Tax-exempt Status; Individuals

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

# Grand Traverse County Parks and Recreation 2018 User Fees

## Howe Arena

### NOTES:

- To hold a reservation, a non-refundable deposit of 25 percent is required when the total anticipated cost is under \$1,000. When the total anticipated cost is over \$1,000, the non-refundable deposit is \$500. When the total anticipated cost is over \$5,000, the non-refundable deposit is \$1,000.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.

**Full Day's Rental:** Defined as 24 hours.

### Tier I: All Grand Traverse County Departments

|   |       |
|---|-------|
| Monday through Thursday Full Day              | \$295 |
| Monday through Thursday Half Day              | \$158 |
| Monday through Thursday as Meeting Space/Hour | \$12  |
| Friday through Sunday Full Day                | \$610 |
| Friday through Sunday Half Day                | \$305 |
| Friday through Sunday as Meeting Space/Hour   | \$25  |
| Electrical Per Vendor*                        | \$27  |

### Tier II: Nonprofit Organizations with and without Tax-exempt Status; Individuals

|   |         |
|---|---------|
| Monday through Thursday Full Day              | \$982   |
| Monday through Thursday Half Day              | \$491   |
| Monday through Thursday as Meeting Space/Hour | \$41    |
| Friday through Sunday Full Day                | \$2,030 |
| Friday through Sunday Half Day                | \$1,015 |
| Friday through Sunday as Meeting Space/Hour   | \$85    |
| Electrical Per Vendor*                        | \$28    |

### Tier III: For-profit Organizations, Corporations, and Businesses

|   |         |
|---|---------|
| Monday through Thursday Full Day                  | \$1,227 |
| Monday through Thursday Half Day                  | \$614   |
| Monday through Thursday as Meeting Space Per Hour | \$51    |
| Friday through Sunday Full Day                    | \$2,538 |
| Friday through Sunday Half Day                    | \$1,269 |
| Friday through Sunday as Meeting Space Per Hour   | \$106   |
| Electrical Per Vendor                             | \$28    |

### All Tiers

|   |       |
|---|-------|
| Storage, Delivery Acceptance, Logistics Management<br>by Parks and Recreation Department (Per Instance) | \$275 |
| Fine for Accessing Off-limits Areas/Areas Not Rented  | \$100 |

**\*110-volt, Single-phase Service Per 100 Square Feet of Booth Space**

# Grand Traverse County Parks and Recreation 2018 User Fees

## Civic Center

### NOTES:

- To hold a reservation, a non-refundable deposit of 25 percent is required when the total anticipated cost is under \$1,000. When the total anticipated cost is over \$1,000, the non-refundable deposit is \$500. When the total anticipated cost is over \$5,000, the non-refundable deposit is \$1,000.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.
- Field reservations

### All Tiers

|   |       |
|---|-------|
| Baseball/Softball: Prepared Field   | \$37  |
| Baseball/Softball: Unprepared Field   | \$30  |
| Baseball/Softball: Practice Field   | \$15  |
| Multipurpose Field: 4 Hours   | \$66  |
| Field Lights Per Hour   | \$32  |
| Vendor Area (Per 200 Square Feet) Per Day   | \$62  |
| Tent Outside Per Day  | \$125 |
| Advertising Banner, 4 by 8 Feet (Per Field) Per Season  | \$52  |
| Advertising Sign, 4 by 4 Feet (Per Scoreboard), Per Year  | \$104 |
| Pavilion: 4 Hours   | \$54  |
| Pavilion: 8 Hours   | \$108 |
| Amphitheater: 4 Hours   | \$32  |
| Amphitheater: 8 Hours   | \$64  |
| Parks and Recreation Staff Labor Per Hour   | \$33  |
| Additional Cost/Hour for Setup by Customers   | \$14  |
| Storage, Delivery Acceptance, Logistics Management<br>by Parks and Recreation Department (Per Instance) | \$275 |
| Fine for Accessing Off-limits Areas/Areas Not Rented  | \$100 |

## Medalie Park

### All Tiers

|   |       |
|---|-------|
| Pavilion: 4 Hours   | \$54  |
| Pavilion: 8 Hours   | \$108 |
| Parks and Recreation Staff Labor Per Hour:  | \$33  |
| Additional Cost Per Hour for Setup by Customers   | \$13  |
| Storage, Delivery Acceptance, Logistics Management<br>by Parks and Recreation Department (Per Instance) | \$275 |

# Grand Traverse County Parks and Recreation 2018 User Fees

## Twin Lakes Park

### NOTES:

- Full Day's Rental: Defined as 16 hours.
- Half Day's Rental: Defined as 8 hours.
- Quarter Day's Rental: Defined as 4 hours.
- To hold a reservation, a nonrefundable deposit of 25% of overall rental cost is required upon booking.
- Any event during which alcoholic beverages will be served requires a meeting in person (or by telephone for those out of town) with Director and office staff to discuss event profile and details, prior to booking.
- Depending on size of event, and whether alcoholic beverages will be served, a refundable damage deposit may be required.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.
- A ranger is provided on premises and in the as a property/facility resource, to enforce park rules, to set fires in fireplaces, and to lock/unlock facility doors.

### All Tiers

|   |                         |
|---|-------------------------|
| Full Dormitory Per Night (61 to 142)  | \$20 Per Person         |
| Half Dormitory Per Night (31 to 60)   | \$26 Per Person         |
| Dormitory Groups of 30 or Less Per Night (Minimum 10)   | \$26 Per Person         |
| Cleaning Cost for Dormitory Stays Longer than Two Nights  | \$35 Additional Per Day |
| Multi-purpose Field: 4 hours  | \$78                    |
| Multi-purposed Field: 8 hours   | \$156                   |
| Twin Lakes Cabin 1: Per Night   | \$100                   |
| Twin Lakes Cabin 2: Per Night   | \$75                    |
| Storage, Delivery Acceptance, Logistics Management<br>by Parks and Recreation Department (Per Instance) | \$275                   |
| Fine for Accessing Off-limits Areas/Areas Not Rented  | \$100                   |

### Package: Dormitory and Gilbert Lodge with Kitchen, Three Meals Only

|   |         |
|---|---------|
| 61 to 142 Persons Per Day                 | \$4,030 |
| 31 to 60 Persons Per Day                  | \$1,872 |
| Groups of 30 or Less Per Day (Minimum 10) | \$988   |

### Package: Dormitory and Gilbert Lodge with Kitchen, Use of Lodge All Day

|   |         |
|---|---------|
| 61 to 142 Persons Per Day                 | \$4,160 |
| 31 to 60 Persons Per Day                  | \$2,002 |
| Groups of 30 or Less Per Day (Minimum 10) | \$1,118 |

### Add-ons

|   |      |
|---|------|
| Use of Gilbert Lodge Storage Area Per Day | \$26 |
| Use of Crafts Trailer Per Day             | \$26 |

## Grand Traverse County Parks and Recreation 2018 User Fees

### Tier I: All Grand Traverse County Departments

#### Monday through Thursday/Year-round

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$129 |
| Gilbert Lodge and Kitchen: 8 Hours | \$246 |
| Dorm Meeting Room: 4 Hours         | \$91  |
| Dorm Meeting Room: 8 Hours         | \$182 |
| Pavilion: 4 Hours                  | \$52  |
| Pavilion: 8 Hours                  | \$104 |

#### Friday through Sunday/November through April

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$154 |
| Gilbert Lodge and Kitchen: 8 Hours | \$294 |
| Dorm Meeting Room: 4 Hours         | \$109 |
| Dorm Meeting Room: 8 Hours         | \$218 |
| Pavilion: 4 Hours                  | \$78  |
| Pavilion: 8 Hours                  | \$156 |

#### Friday through Sunday/May through October

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$257 |
| Gilbert Lodge and Kitchen: 8 Hours | \$491 |
| Dorm Meeting Room: 4 Hours         | \$182 |
| Dorm Meeting Room: 8 Hours         | \$364 |
| Pavilion: 4 Hours                  | \$130 |
| Pavilion: 8 Hours                  | \$260 |

### Tier II: Non-profit Organizations with or without Tax-exempt Status; Individuals

#### Monday through Thursday/Year-round

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$270 |
| Gilbert Lodge and Kitchen: 8 Hours | \$516 |
| Dorm Meeting Room: 4 Hours         | \$191 |
| Dorm Meeting Room: 8 Hours         | \$382 |
| Pavilion: 4 Hours                  | \$109 |
| Pavilion: 8 Hours                  | \$219 |

#### Friday through Sunday/November through April

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$296 |
| Gilbert Lodge and Kitchen: 8 Hours | \$566 |
| Dorm Meeting Room: 4 Hours         | \$209 |
| Dorm Meeting Room: 8 Hours         | \$419 |
| Pavilion: 4 Hours                  | \$150 |
| Pavilion: 8 Hours                  | \$299 |

#### Friday through Sunday/May through October

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$348 |
| Gilbert Lodge and Kitchen: 8 Hours | \$664 |
| Dorm Meeting Room: 4 Hours         | \$231 |
| Dorm Meeting Room: 8 Hours         | \$492 |
| Pavilion: 4 Hours                  | \$176 |
| Pavilion: 8 Hours                  | \$351 |

## **Grand Traverse County Parks and Recreation 2018 User Fees**

### **Tier III: For-profit Organizations, Corporations, and Businesses**

#### **Monday through Thursday/Year-round**

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$515 |
| Gilbert Lodge and Kitchen: 8 Hours | \$983 |
| Dorm Meeting Room: 4 Hours         | \$364 |
| Dorm Meeting Room: 8 Hours         | \$728 |
| Pavilion: 4 Hours                  | \$208 |
| Pavilion: 8 Hours                  | \$416 |

#### **Friday through Sunday/November through April**

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$515 |
| Gilbert Lodge and Kitchen: 8 Hours | \$983 |
| Dorm Meeting Room: 4 Hours         | \$364 |
| Dorm Meeting Room: 8 Hours         | \$728 |
| Pavilion: 4 Hours                  | \$260 |
| Pavilion: 8 Hours                  | \$520 |

#### **Friday through Sunday/May through October**

|                                    |       |
|------------------------------------|-------|
| Gilbert Lodge and Kitchen: 4 Hours | \$515 |
| Gilbert Lodge and Kitchen: 8 Hours | \$983 |
| Dorm Meeting Room: 4 Hours         | \$364 |
| Dorm Meeting Room: 8 Hours         | \$728 |
| Pavilion: 4 Hours                  | \$260 |
| Pavilion: 8 Hours                  | \$520 |

## Grand Traverse County Parks and Recreation 2018 User Fees

### Power Island/Bassett Island

#### NOTES:

- To hold a reservation, a nonrefundable deposit of 25% of overall rental cost is required upon booking.

#### Camping

|  |  |
|--|--|
| Resident: Sunday through Thursday  | \$26   |
| Resident: Friday through Saturday  | \$36   |
| Nonresident: Sunday through Thursday   | \$47   |
| Nonresident: Friday through Saturday   | \$47   |
| *Holidays  | \$47   |
| Exclusive Rental of All Campsites on One or Both Islands, Per Night, Maximum of 3 Nights | \$50 (One Flat Fee in Addition to Campsites) |
| <b>Bundle of Wood</b>  | \$8  |

\*Holidays: Memorial Day Weekend, Fourth of July, and Labor Day Weekend

### Senior Center Network

*Making Longer Lives, Better Lives*

|   |              |
|---|--------------|
| Building Rental Per Hour                    | \$25         |
| Casino Tour Per Trip                        | \$27         |
| Lunch 60-and-over*                          | \$3 Donation |
| Lunch Under 60**                            | \$5          |
| Membership, County Residents                | \$50         |
| Membership, Under 60                        | \$10         |
| Programs                                    | Cost Varies  |
| Shuffleboard Equipment Rental               | Donation     |
| Tennis, Pickleball, Shuffleboard Per Season | \$10         |
| Tours****                                   | Cost Varies  |
| Snacks for Re-sale                          | \$.50        |
| Greeting Cards                              | \$.50        |

#### NOTES

\*Fees established by Community Action Agency.

\*\*Fees established by Community Action Agency.

\*\*\*Fees based on cost, and vary. Fees not covered by sponsors generally covered by participants' fees.

\*\*\*\*Tour prices based on fees charged by vendor and/or attractions and motor coach.

### 2018 Long-term Rental Fees for Space in all Parks and Recreation Facilities

**Formula:** Total Square Footage to Be Rented x Cost-Per-Square-Foot ÷ 12 Months = Rate

#### Rental Fees for Space

Unfinished: \$6 Per-Square-Foot

Finished: \$7 Per-Square-Foot

Residential (Meyer House): \$8 Per-Square-Foot