



## Parks and Recreation Regular Meeting

**Thursday, January 13, 2022 at 5:30 PM**

Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue,  
Traverse City, MI 49686

**Parks and Recreation:** Enhances community and quality of life through people, parks and programs.

### 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 aid assistance, contact 231-922-6880.

Page

**A. CALL TO ORDER:**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL:**

**D.**

Election of Officers (Interim Director; Action Items; Refer to Attached *Amended Bylaws of Grand Traverse County Parks and Recreation Commission*)

1. Election of President (Nominations)
2. Election of President (Roll Call Vote)
3. Election of Vice President (Nominations)
4. Election of Vice President (Roll Call Vote)
5. Election of Secretary (Nominations)
6. Election of Secretary (Roll Call Vote)

**E.**

2022 Parks and Recreation Committee Appointments (President; Action Items; Refer to Attached Information Sheet and Resolution)

1. Business Development Team (Not to exceed six [6] members, with a minimum of four [4] Parks and Recreation Commissioners and a maximum of two [2] citizen members who are Grand Traverse County Residents)
2. Business Development Team Chair
3. Business Development Team Vice Chair

4. Natural Education Reserve Advisory Committee Representative
5. Traverse Bay Area Youth Soccer (TBAYS) Board Representative
6. Strategic Planning Subcommittee (Not to exceed five [5] members, with a minimum of four [4] Parks and Recreation Commissioners and a maximum of one [1] citizen appointee who is a Grand Traverse County resident.)
7. Strategic Planning Subcommittee Chair
8. Strategic Planning Subcommittee Vice Chair
9. Rules Committee (Minimum of three [3], and a maximum of six Parks and Recreation Commissioners)
10. Rules Committee Chair
11. Rules Committee Vice Chair

**F.**

2022 Parks and Recreation Commission, Business Development Team, and Strategic Planning Ad Hoc Committee Meeting Schedule (Action Item; Proposed Schedule Attached)

1. Proposed PRC and BDT and Subcommittee Schedules  
[2022 DRAFT PRC and BDT Mtg Schedule](#)  
[2022 Draft List of Subcommittee Members](#)

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**G. FIRST PUBLIC COMMENT:**

Rules: 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.

1. Any person wishing to address the Commission may 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 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. No member of the Commission or staff shall respond to public comment. All commenters must refrain from any personal or political attacks on any member of the public, staff, or board. No profanity, harassment, or bullying will be tolerated, and will provide just cause to be removed from the meeting.

**H. APPROVAL OF/ ADDITIONS TO AGENDA:**

**I. SPECIAL ORDERS OF BUSINESS/ PRESENTATIONS:**

(Limited to 10 Minutes Each)

1. Benefactor Group Introduction and Update

**J. CONSENT CALENDAR**

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items to be dealt with by one Commission motion without discussion.

Any member of the Commission, staff, or the public may ask that any item on the Consent Calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will automatically be respected. If any item is not removed from the Consent Calendar, the action noted (Receive and File or Approval) is approved by a single Commission action adopting the Consent Calendar.

**RECEIVE AND FILE:**

1.	Parks and Recreation Department Report <a href="#"><u>2022-1 PRC Department Report</u></a>	8 - 9
2.	Parks and Recreation Budget Report <a href="#"><u>Parks and Rec Budget Report</u></a>	10 - 11
3.	Central YMCA Report <a href="#"><u>Central Y Membership Stats- 2021</u></a>	12 - 13
4.	Minutes of the December 7, 2021 Parks and Recreation Business Development Team Meeting <a href="#"><u>Business Development Team Meeting- 07 Dec 2021</u></a>	14 - 15
5.	Reference: State of Michigan County and Regional Parks Act 261 of 1965 <a href="#"><u>CC-MCL 46.351 In Full</u></a>	16 - 20
6.	Reference: <i>Rules and Regulations with Respect to the Grand Traverse County Parks and Recreation Commission</i> [Board Operating Rules], Amended January 20, 2016 <a href="#"><u>CC-GTCP R Operating Rules-Regs as of 2-20-2016</u></a>	21 - 26
7.	Reference: <i>Grand Traverse County Parks and Recreation Commission Rules</i> , Amended September 14, 2017, June 13, 2019, July 9, 2020, May 13, 2021 [Park Rules] <a href="#"><u>2021-5-13 AMENDED Park Rules</u></a>	27 - 30
8.	Parks and Recreation Commission 2021 Motions and Roll Calls <a href="#"><u>PRC Meetings - Motions and Roll Calls - 2021</u></a>	31 - 34
9.	Partner Evaluations Continued... <a href="#"><u>P45 2021 Report</u></a>	35 - 36

**APPROVALS:**

10.	Draft Minutes of the December 16, 2021 Regular Meeting of Parks and Recreation Commission <a href="#"><u>DRAFT MINUTES Regular Meeting of the Parks and Recreation Commission - 16 Dec 2021</u></a>	37 - 40
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**K. ITEMS REMOVED FROM CONSENT CALENDAR:**

**L. REPORTS:**

1. Parks and Recreation Department Report (Refer to Item 1 in Consent Calendar; Verbal Report, as Necessary, to Supplement Written Report; Interim Director)

2. Committee and Representative Reports (Verbal Reports, as Available, from Business Development Team Chair, Rules Committee Chair, Strategic Planning Committee Chair, Natural Education Reserve Advisory Committee Representative, County Board Representative; Verbal Reports, as Available)

**M. OLD BUSINESS:**

1. Civic Center South Request for Support (Action Item) 41 - 42  
RECOMMENDED MOTION to support Civic Center South Authority Board of Directors requests to the Grand Traverse County Board of Commissioners to increase their 2022 annual appropriation from \$20,000 to \$40,000, along with a one-time Covid-19 Relief appropriation to go toward the capital improvement projects outlined in their 2021 Annual Report letter.  
[Civic Center South Authority Board of Directors Letter 2021](#)
2. Civic Center Parking (Discussion)
3. Great Lakes Incubator Farm Footbridge at the Natural Education Reserve (NER) 43 - 46  
[Site pictures](#)  
[Keystone Rapids-Eroding Bank](#)  
[Location Map-Keystone Rapids Bank Restoration](#)  
[County Parks & Recreation Support-Draft](#)

**N. NEW BUSINESS:**

1. Twin Lakes Park Update (Discussion)

**O. SECOND PUBLIC COMMENT**

**P. NOTICES AND COMMISSIONER COMMENTS:**

**Q. ADJOURNMENT**



*We will enhance community and quality of life through people, parks, and programs.  
Making longer lives, better lives.*

**2022 Meeting Schedule**  
**Parks and Recreation Commission**  
**Parks and Recreation Business Development Team**

**Parks and Recreation Commission**

**Meeting Day, Time, and Location:** Unless otherwise indicated on the list below or unless otherwise noticed, regular meetings of the Grand Traverse County Parks and Recreation Commission are held on the second Thursday of every month at **5:30 p.m. in Commission Chambers on the second floor of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684**, except when that day falls on a holiday observed by Grand Traverse County and is identified by resolution on which business is not conducted, or on any Election Day, or unless otherwise stated on the list below.

2021 Parks and Recreation Commission Meeting dates:

January 13 (Organizational Meeting)	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

**Business Development Team**

**Meeting Day, Time, and Location:** Unless otherwise indicated on the list below or unless otherwise noticed, regular meetings of the Business Development Team of the Parks and Recreation Commission are held the first Tuesday of every month at **5:30 p.m. in Gilbert Lodge at Twin Lakes Park, 6800 N. Long Lake Road, Traverse City 49684**.

2021 Business Development Team Meeting dates:

February 1	August 2
March 1	September 6
April 5	October 4
May 3	November 1
June 7	December 6
July 5	

All other Parks and Recreation committees meet as necessary. Meeting notices are provided to the public.

***Grand Traverse County Parks and Recreation and the Senior Center Network***

1213 W. Civic Center Drive  
Traverse City, Michigan 49686  
231-922-4818 • [www.grandtraverse.org](http://www.grandtraverse.org)

## 2022 Parks and Recreation Standing Committee Appointments

### ***Appointments Made January 13, 2022 and Ratified \_\_\_, 2022***

#### **Rules Committee**

**Purpose:** Discuss the rules specific to individual park properties and recommend any park rule amendments to the Parks and Recreation Commission. Chair reports back to full board after each meeting.

**Description:** Standing committee; minimum of three (3) and a maximum of six (6) Parks and Recreation Commissioners.

**Meets:** As necessary.

**Members:** Jalen Provo (Chair), Rod Kivell (Vice Chair), and Grace Edinger

#### **Business Development Team**

**Purpose:**

- Assist Director with the development and maintenance of business plans for each park with the goal of generating more revenue for Parks and Recreation from all county parks.
- Assist staff with establishing fees and handling requests for fee reductions by various user groups.
- Chair reports back to full board after each meeting.

**Description:** Standing committee; not exceed six (6) members, with a minimum of four (4) Parks and Recreation Commissioners and a maximum of two (2) members of the public who are Grand Traverse County residents.

**Meets:** First Tuesday of each month at 5 p.m., unless otherwise noted.

**Members:** Rod Kivell (Chair), Rodetta Harrand, Alisa Korn, Pete Albers (Citizen Member and Vice Chair), John Sohacki (Citizen Member), Jessica Brutzman

#### **Strategic Planning Subcommittee**

**Purpose:**

- Develop, present, and recommend annually or every two years a strategic plan with specific goals, strategies, and a schedule for the Commission and Department to follow to accomplish current and future park projects and Commission/Department objectives included in the five-year Parks and Recreation Plan.
- Research and recommend options to the Commission about how County Parks and Recreation can become financially more self-sustaining and less reliant on the County's General Fund.
- Chair reports back to full board after each meeting.

**Description:** Standing committee; not exceed five (5) members, with a minimum of four (4) Parks and Recreation Commissioners and a maximum of one (1) citizen appointee who is a Grand Traverse County resident.

**Meets:** As necessary.

**Members:** Whitney Waara (Citizen Member and Chair), Jalen Provo (Vice Chair), Rod Kivell, Grace Edinger, and vacant seat.

#### **NER (Natural Education Reserve) Advisory Committee Representative**

**Purpose:** Represent Parks and Recreation Commission at NER Advisory Committee meetings and report back. Representative reports back to full board after each meeting.

**Meets:** Quarterly at Boardman River Nature Center, as scheduled by Conservation District Staff (Tom Vitale and Reb Ratliff).

**Representative:** Vacant

**TBAYS Board Representative**

**Purpose:** Represent Parks and Recreation Commission as a non-voting member. Representative reports back to full board after each meeting.

**Meets:** Second Tuesday of each month at 5:30 p.m., at TBAYS' office

**Representative:** Jalen Provo

DRAFT



## **Parks and Recreation Department Report (December to January)**

### **General Updates**

- Our office will be reviewing park fees and per diem for 2022. Recommended changes will be presented to the BDT at a future meeting.
- The mParks Conference & Trade Show is taking place on March 6-9 at the Grand Traverse Resort. Funds have been allocated to allow opportunity for Parks Commissioners to attend the event.

<https://www.mparks.org/page/Registration>

### **Civic Center Park**

- Discussions have begun with Benefactor Group
- Leagues and tournaments have begun reserving athletic fields for the 2022 spring, summer, and fall seasons.
- Registration for American Legion Baseball begins February 1<sup>st</sup>  
<http://www.traversecitylegionbaseball.com/>
- Cleanliness at the Civic Center has been improving. Easling pool's women's locker room continues to receive the most complaints. This area is difficult to address due limited opportunity to enter the space.

### **Keystone Properties**

- The Parks and Recreation Commission President has been authorized by the full board to write a letter of support for the Great Lakes Incubator Farm Footbridge at the Nature Education Center property.
- The rental agreement for the Meyer house expired and the house is back in the possession of Grand Traverse County.
- There has been a request for the department to investigate terms within the TBAYS agreement as it relates to the organization's ability to set fees that are consistent with fees established by the Parks Department.

### **Maple Bay Park and Natural Area**

- The Department continues to research strategies for rule enforcement at Maple Bay.

**Medalie Park**

- During the December 16, 2021, Regular Meeting of the Parks and Recreation Commission, the board passed a motion with roll call vote to execute a three-year agreement with The River Outfitters.
- Construction continues for the Boardman Loop project. Large sections of the bridge have been staged at the park in preparation for install.

**Power Island**

- Power Island has opened reservations online for booking Power Island South Beach campsites. As of Friday, January 7, 2022, one hundred thirteen (113) camping reservations.
- Explore options for potential campsites on Bassett Island
- The EzGo utility vehicle is needing to be replaced. Staff will begin searching for a replacement.

**Twin Lakes Park**

- The park currently has ninety-six (96) reservations scheduled for the 2022 calendar year.
- During the December 16, 2021, Regular Meeting of the Parks and Recreation Commission, Long Lake Township presented to the commission with a proposal to take over ownership of the park.
- The presentation and proposal by Long Lake Township was brought to the Board of Commissioners during their January 5 meeting.

12/6/2021

## 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	30.4%	505,127	505,127	-	-	-	505,127.00	0.0%	28.3%	470,705	470,705	4,650.58	4,650.58	-	466,054.42	1.0%		
752 Civic Center	10.0%	166,450	166,450	1,100.00	1,100.00	-	165,350.00	0.7%	10.6%	176,150	176,150	3,533.84	3,533.84	-	172,616.16	2.0%		
753 Maple Bay	0.0%	-	-	-	-	-	-	0.0%	0.1%	2,100	2,100	-	-	-	2,100.00	0.0%		
756 Pool	0.3%	5,000	5,000	-	-	-	5,000.00	0.0%	3.3%	55,666	55,666	700.83	700.83	-	54,965.17	1.3%		
757 Power Island	0.9%	15,700	15,700	-	-	-	15,700.00	0.0%	1.5%	25,300	25,300	981.62	981.62	-	24,318.38	3.9%		
758 NER	3.0%	50,000	50,000	-	-	-	50,000.00	0.0%	5.8%	96,416	96,416	-	-	-	96,416.00	0.0%		
759 Twin Lakes	5.9%	97,400	97,400	100.00	100.00	-	97,300.00	0.1%	3.0%	49,600	49,600	2,473.26	2,473.26	-	47,126.74	5.0%		
760 Bartlett Park	0.0%	-	-	-	-	-	-	0.0%	0.6%	10,740	10,740	-	-	-	10,740.00	0.0%		
761 Howe Arena	3.8%	63,500	63,500	-	-	-	63,500.00	0.0%	0.4%	6,000	6,000	455.75	455.75	-	5,544.25	7.6%		
762 Medalie Park	45.6%	758,500	758,500	-	-	-	758,500.00	0.0%	46.0%	765,000	765,000	168.60	168.60	-	764,831.40	0.0%		
763 Tart Trail	0.0%	-	-	-	-	-	-	0.0%	0.0%	-	-	-	-	-	-	0.0%		
764 Meyer House	0.1%	1,000	1,000	-	-	-	1,000.00	0.0%	0.3%	5,000	5,000	-	-	-	5,000.00	0.0%		
<b>Total</b>	<b>100%</b>	<b>1,662,677</b>	<b>1,662,677</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,661,477.00</b>			<b>100%</b>	<b>1,662,677</b>	<b>1,662,677</b>	<b>12,964.48</b>	<b>12,964.48</b>	<b>-</b>	<b>1,649,712.52</b>			

12/6/2021

**Fund 208**

Department	Revenue						Expenditures											
	Dept	% of Initial Budget	Initial Budget	Adjusted Budget	This Month	YTD	Budget Balance	% of Budget Received	Dept	% of Initial Budget	Initial Budget	Adjusted Budget	This Month	YTD	Current Encumbrance	Budget Balance	% of Budget Expended	
751 P&R Commission	22.8%	333,422	334,422	-	334,502.00	(80.00)	100.0%	6.3%	92,497	92,497	992.54	77,705.74	-	14,791.26	84.0%			
752 Civic Center	8.3%	74,875	121,844	5,319.34	168,447.41	(46,603.41)	138.2%	11.7%	132,701	172,241	16,076.09	153,603.72	888.81	17,748.47	89.2%			
753 Maple Bay	0.7%	-	10,000	-	-	10,000.00	0.0%	1.2%	7,571	17,571	-	9,165.01	-	8,405.99	0.0%			
756 Pool	0.8%	-	11,220	-	8,470.00	2,750.00	0.0%	4.6%	43,062	67,332	386.83	65,967.63	-	1,364.37	98.0%			
757 Power Island	0.9%	13,735	13,735	-	14,017.75	(282.75)	102.1%	3.7%	51,088	54,718	632.11	45,623.37	-	9,094.63	83.4%			
758 NER	3.4%	50,000	50,000	-	-	50,000.00	0.0%	7.0%	102,287	102,287	-	58,493.29	-	43,793.71	57.2%			
759 Twin Lakes	6.5%	95,400	95,740	(444.00)	70,110.00	25,630.00	73.2%	10.5%	161,548	154,388	5,706.95	105,972.42	-	48,415.58	68.6%			
761 Howe Arena	4.0%	58,574	58,574	-	3,465.00	55,109.00	5.9%	2.5%	36,154	36,953	544.25	32,070.78	-	4,882.22	86.8%			
762 Medalie Park	51.8%	758,000	760,780	-	11,477.50	749,302.50	1.5%	52.4%	766,398	769,178	207.22	8,893.19	2,939.82	757,344.99	1.2%			
763 Tart Trail	0.0%	-	-	-	1,000.00	(1,000.00)	0.0%	0.0%	-	-	-	-	-	-	0.0%			
764 Meyer House	0.9%	12,600	12,600	1,150.00	14,815.00	(2,215.00)	117.6%	0.1%	3,300	1,750	-	1,334.81	-	415.19	0.0%			
<b>Total</b>	<b>100%</b>	<b>1,396,606</b>	<b>1,468,915</b>	<b>6,025.34</b>	<b>626,304.66</b>	<b>842,610.34</b>		<b>100%</b>	<b>1,396,606</b>	<b>1,468,915</b>	<b>24,545.99</b>	<b>558,829.96</b>	<b>3,828.63</b>	<b>906,256.41</b>				

**Fund 298**

Department	Revenue						Expenditures											
	Dept	% of Initial Budget	Initial Budget	Adjusted Budget	This Month	YTD	Budget Balance	% of Budget Received	Dept	% of Initial Budget	Initial Budget	Adjusted Budget	This Month	YTD	Current Encumbrance	Budget Balance	% of Budget Expended	
728 Senior Center			605,752	605,752	1,905.90	581,973.35	23,778.65	96.1%										
<b>Total</b>	<b>0%</b>	<b>605,752</b>	<b>605,752</b>	<b>1,905.90</b>	<b>581,973.35</b>	<b>23,778.65</b>			<b>100%</b>	<b>605,752</b>	<b>605,752</b>	<b>4,130.75</b>	<b>562,914.73</b>	<b>786.58</b>	<b>42,050.69</b>	<b>92.9%</b>		



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## CENTRAL Y MEMBERSHIP STATS

### January 2021

Total number of visits	3,321 scans
Total number of new members	30 units (64 members)
Total number of renewals	2 unit (4 members)
Total number of terminations	13 units

### February 2021

Total number of visits	3,693 scans
Total number of new members	19 units (36 members)
Total number of renewals	0 units
Total number of terminations	20 units

### March 2021

Total number of visits	4,545 scans
Total number of new members	31 units (73 members)
Total number of renewals	3 units
Total number of terminations	17 units

### April 2021

Total number of visits	4,788 scans
Total number of new members	29 units (51 members)
Total number of renewals	0 units
Total number of terminations	12 units

### May 2021

Total number of visits	4,715 scans
Total number of new members	19 units (42 members)
Total number of renewals	0 units
Total number of terminations	9 units

### June 2021

Total number of visits	3,598 scans
Total number of new members	25 units (45 members)
Total number of renewals	2 units
Total number of terminations	12 units

**July 2021**

Total number of visits	2,700 scans
Total number of new members	15 units (37 members)
Total number of renewals	0 units
Total number of terminations	10 units

**August 2021**

Total number of visits	2,650 scans
Total number of new members	9 units (29 members)
Total number of renewals	1 units
Total number of terminations	14 units

**September 2021**

Total number of visits	2,453 scans
Total number of new members	41 units (63 members)
Total number of renewals	2 units
Total number of terminations	9 units

**October 2021**

Total number of visits	3,333 scans
Total number of new members	24 units (39 members)
Total number of renewals	0 units
Total number of terminations	11 units

**November 2021**

Total number of visits	3,873 scans
Total number of new members	24 units (51 members)
Total number of renewals	0 units
Total number of terminations	12 units

**December 2021**

Total number of visits	4,003 scans
Total number of new members	33 units (60 members)
Total number of renewals	3 units
Total number of terminations	172 units

<b>Current Unit Count</b>	<b>550</b>
<b>Current Member Count</b>	<b>950</b>



## MINUTES REGULAR MEETING

**5:30 PM - Tuesday, December 7, 2021**

Gilbert Lodge at Twin Lakes Park 6800 N. Long Lake Road Traverse City, MI 49684

The Parks and Recreation Business Development Team of the Grand Traverse County was called to order on Tuesday, December 7, 2021, at 5:30 PM, in the Gilbert Lodge at Twin Lakes Park 6800 N. Long Lake Road Traverse City, MI 49684, with the following members present:

### **CALL TO ORDER:**

The meeting was called to order at 5:33 p.m.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL:**

**Committee Members Present:** Rod Kivell, Alisa Korn, Rodetta Harrand, Pete Albers, and John Sohacki.

**Committee Members Excused:** Jessica Brutzman

### **FIRST PUBLIC COMMENT:**

There were no first public comments.

### **APPROVAL OF/ ADDITIONS TO AGENDA:**

Adjust the agenda to move Business Item 5 to Business Item 1.

*MOTION by Korn, second by Harrand to move Business Item 5 up to Business Item 1.*

### **APPROVAL OF MINUTES:**

Minutes of the October 5, 2021, Business Development Team Meeting

*MOTION by Korn, second by Sohacki to approve the minutes as presented.*

### **BUSINESS:**

#### 1. YouthWork Industries (Bill Watson)

- Bill Watson shared a presentation on the YouthWorks program over the past summer and a proposal for a longer-term lease and more facility space in the Dormitory with upgrades supported by grants and County funding.
- The committee would like to see the requests laid out in a prioritized format included in a proposal for a longer-term agreement.

#### 2. Bayside Scooters

- The Interim Director gave a verbal update from facilities regarding the proposal and which proposal would be preferable.

Parks and Recreation Business Development Team  
December 7, 2021

- The committee would like to see a proposal with locations, aesthetic of the building, and what the signage would look like in the proposal brought to the Parks and Recreation Board of Commissioners meeting in January.

3. Bassett Island Campsites

- The Interim Director mentioned to the board the idea of moving a campsite over to Bassett Island to seclude groups.
- The committee would like the department to pursue looking into the campsite adjustment through the state.

4. Parallel 45 Civic Center Park Project Proposal

- The Interim Director gave an update regarding funding and facilities input.
- The committee mentioned they would like to see cost ideas.

5. Medalie Park Livery Service RFP Results

- Kayak, Bike, Brew
- Paddle TC
- The River Outfitters

Each business owner had the opportunity to give a synopsis of their businesses and to answer questions asked by committee members, based on a rubric of requirements asked in the initial RFPs.

6. Great Lakes Incubator Farm Foot Bridge (Koffi Kpachavi and Steve Largent)

- Koffi and Steve made a formal request to move forward with the footbridge campaign as well as naming it the Ottoway Crossing.
- The board would like the parks department to generate a letter of support and bring to the Parks and Recreation Board of Commissioners.

7. YMCA Agreement

- The contract has been extended on a month-to-month basis to allow time for negotiations.

**PARK UPDATES**

There were no additional park updates.

**SECOND PUBLIC COMMENT**

There was no second public comment.

**ADJOURNMENT**

The meeting was adjourned at 9:41 p.m.

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County Clerk

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Chairman

## **COUNTY AND REGIONAL PARKS** **Act 261 of 1965**

AN ACT to authorize the creation and to prescribe the powers and duties of county and regional parks and recreation commissions; and to prescribe the powers and duties of county boards of commissioners with respect to county and regional parks and recreation commissions.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 2000, Act 496, Imd. Eff. Jan. 11, 2001.

*The People of the State of Michigan enact:*

### **46.351 County parks and recreation commission; creation; membership; terms; vacancy; commission as county agency; rules and regulations; compensation.**

Sec. 1. (1) The county board of commissioners of a county, by resolution adopted by a 2/3 vote of all its members, may create a county parks and recreation commission, which shall be under the general control of the board of commissioners.

(2) The county parks and recreation commission shall consist of the following members:

(a) The chairperson of the county road commission or another road commissioner designated by the board of county road commissioners.

(b) The county drain commissioner or an employee of the drain commissioner's office designated in writing by the drain commissioner.

(c) One of the following:

(i) In a county that elects a county executive under section 9 of 1973 PA 139, MCL 45.559, the county executive or a designee of the county executive.

(ii) In a county with a population of 1,000,000 or less, the chairperson of the county planning commission or another member of the county planning commission designated by the county planning commission. In a county that does not have a county planning commission, the chairperson of the regional planning commission shall serve on the county parks and recreation commission if that person is a resident of that county. If the chairperson of the regional planning commission is not a resident of that county, then the board shall, by a 2/3 vote, appoint a member of the regional planning commission who is a resident of that county to serve on the county parks and recreation commission.

(d) Seven members appointed by the county board of commissioners, not less than 1 and not more than 3 of whom shall be members of the board of commissioners.

(e) For counties with a population greater than 750,000 but less than 1,000,000, the county board of commissioners shall appoint a neighborhood representative. The appointee under this subdivision shall be an officer of the homeowners or property owners association that represents the largest area geographically that is located totally or partially within 1,000 feet of the property boundary of the most frequently used county park who is willing to serve on the county parks and recreation commission. If a homeowners or property owners association is not located within 1,000 feet of that park or no officer is willing to serve, then the appointee shall be a resident who lives within 1/2 mile of that park and who is willing to serve on the county parks and recreation commission. If no resident lives within 1/2 mile of that park or no resident is willing to serve, then the appointee shall be a resident of the city, village, or township in which that park is located who is willing to serve on the county parks and recreation commission. The first appointment under this subdivision shall be made not more than 60 days from October 17, 2003 or not more than 60 days from the date a county qualifies for an appointment under this subdivision.

(3) Of the members first appointed by the county board of commissioners, 2 shall be appointed for a term ending 1 year from the following January 1, 2 for a term ending 2 years from the following January 1, and 3 for a term ending 3 years from the following January 1. The first member appointed by a qualifying county under subsection (2)(e) shall be appointed for a term ending 2 years from the following January 1. From then on, each appointed member shall be appointed for a term of 3 years and until his or her successor is appointed and qualified. Each term shall expire at noon on January 1. A vacancy shall be filled by the county board of commissioners for the unexpired term.

(4) The county parks and recreation commission is an agency of the county. The county board of commissioners may make rules and regulations with respect to the county parks and recreation commission as the board of commissioners considers advisable. The members of the county parks and recreation commission are not full-time officers. The county board of commissioners shall fix the compensation of the members.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 1981, Act 223, Eff. Mar. 31, 1982;—Am. 1986, Act 99, Imd. Eff. May 14, 1986;—Am. 1990, Act 84, Imd. Eff. May 25, 1990;—Am. 2000, Act 496, Imd. Eff. Jan. 11, 2001;—Am. 2003, Act 187, Imd. Eff. Oct.

17, 2003;—Am. 2006, Act 588, Imd. Eff. Jan. 3, 2007.

**46.352 Regional parks and recreation commission; creation; membership; terms; vacancies; compensation.**

Sec. 2. The county boards of commissioners of 2 or more contiguous counties, by resolution adopted by a 2/3 vote of the members of each board, may create a regional parks and recreation commission. The commission shall consist of 4 members from each county including the chairperson of the county road commission or another road commissioner designated by the board of county road commissioners, and 3 members appointed by the county board of commissioners, at least 1 and not more than 2 of whom shall be members of the board of commissioners. Of the members first appointed, 1 each shall be appointed for terms ending 1, 2, and 3 years from the following January 1. Thereafter, each appointed member shall be appointed for a term of 3 years and until his or her successor is appointed and qualified. A vacancy shall be filled by the county board of commissioners for the unexpired term. Members of the regional parks and recreation commission shall not be full-time officers, and the regional parks and recreation commission shall fix the compensation of its members.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 1986, Act 99, Imd. Eff. May 14, 1986.

**46.353 County commission and regional commission; election and terms of officers; treasurer; quorum; conducting business at public meeting; notice of meeting; bylaws; contracts.**

Sec. 3. Each January a county commission and a regional commission shall elect from its membership a president, a secretary, and other officers as it considers necessary. The officers shall hold office for the calendar year in which they are elected and until their successors are elected and qualified. The county treasurer shall be treasurer of a county commission and the county treasurer of the county furnishing the larger portion of the approved budget shall be treasurer of a regional commission. A majority of the members of the commission shall constitute a quorum for the transaction of business and the business which a county or regional commission may perform shall be conducted at a public meeting of the county or regional commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976. The county board of commissioners may authorize a county commission to adopt bylaws and enter into contracts. A regional commission may adopt bylaws and enter into contracts.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 1966, Act 242, Imd. Eff. July 11, 1966;—Am. 1977, Act 167, Imd. Eff. Nov. 17, 1977.

**46.354 County commission; appropriation for expenses.**

Sec. 4. The board of supervisors in its annual budget may provide for the expenses of a county commission, which shall be limited in its expenditures to amounts so appropriated unless a further appropriation is made by the board of supervisors.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.355 Regional commission; appropriation or tax levy; annual budget, approval, effect.**

Sec. 5. The boards of supervisors of each county included in a region shall provide funds for a regional commission's operations by an appropriation from the general fund of the county, or by a tax levy for this purpose authorized by a vote of the qualified electors in each county. The commission annually shall present a budget to the boards of supervisors of the counties in the region. Upon approval of such budget by a majority of each of the boards of supervisors, the proposed budget shall be effective in all counties in the region. That part of the approved budget which is not financed by receipts from fees, gifts and other private sources shall be apportioned among the several counties on the basis of tax valuation. All appropriations shall be paid to the commission and disbursed under its direction.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.356 County and regional commissions; study of facilities and needs, plan.**

Sec. 6. A county or regional commission may study and ascertain the county or regions park, preserve, parkway and recreation and other conservation facilities, the need for such facilities and the extent to which such needs are being currently met, and prepare and adopt a coordinated plan of areas and facilities to meet such needs.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.357 Filing of records, proposals, plans, and programs; availability of certain writings to public.**

Sec. 7. (1) A county or regional commission shall file with the department of natural resources a record of its land ownership, proposals for acquisition of land, and its general development plans and programs for improvement and maintenance of the land.

(2) A writing prepared, owned, used, in the possession of, or retained by a county or regional commission, in the performance of an official function shall be available to the public in compliance with Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 1966, Act 242, Imd. Eff. July 11, 1966;—Am. 1977, Act 167, Imd. Eff. Nov. 17, 1977.

**46.358 County and regional commissions; acquisition of property.**

Sec. 8. A county commission may acquire in the name of the county and a regional commission may acquire in its name by gift, purchase, lease, agreement, or otherwise, in fee or with conditions, suitable real property, within the county or region, or contiguous with or adjacent thereto, for public parks, preserves, parkways, playgrounds, recreation centers, wildlife areas, lands reserved for flood conditions for impounding runoff water, and other conservation purposes. In acquiring or accepting land, due consideration shall be given to its scenic, historic, archaeologic, recreational or other special features.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.359 County and regional commissions; condemnation of private property.**

Sec. 9. A county operating under this act or a regional commission may take private property necessary for any purpose within the scope of its powers under this act, for the use or benefit of the public, and institute and prosecute proceedings for that purpose under and in accordance with Act No. 149 of the Public Acts of 1911, as amended, being sections 213.21 to 213.41 of the Compiled Laws of 1948.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.359a County and regional commissions; condemnation of property in another county.**

Sec. 9a. A county or regional commission desiring to acquire real property in another county not a member of a regional commission, shall notify the board of supervisors of the county wherein the real property to be taken is located of its intentions to institute proceedings under section 9; and, unless the members of the board of supervisors by a majority vote disapprove the contemplated action within 60 days of the receipt of notification by certified mail of such contemplated action the county or regional commission may proceed to institute proceedings pursuant to the provisions of section 9.

**History:** Add. 1968, Act 102, Imd. Eff. June 7, 1968.

**46.360 County and regional commission; acceptance of gifts and bequests, grants-in-aid.**

Sec. 10. A county commission may accept in the name of the county and a regional commission may accept in its name gifts, bequests, grants-in-aid, contributions and appropriations of money and other personal property for conservation purposes.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 1966, Act 242, Imd. Eff. July 11, 1966.

**46.361 County and regional commissions; development and operation of facilities.**

Sec. 11. A county or regional commission may plan, develop, preserve, administer, maintain and operate park and recreational places and facilities and construct, reconstruct, alter and renew buildings and other structures.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.362 County and regional commissions; custody, control and management of property.**

Sec. 12. A county or regional commission shall have the custody, control and management of all real and personal property acquired by the county or a regional commission for public parks, preserves, parkways, playgrounds, recreation centers, wildlife areas, lands reserved for flood conditions for impounding runoff water, and other county conservation or recreation purposes.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.363 County and regional commissions; installation and maintenance of roads and parking facilities.**

Sec. 13. A county or regional commission may install and maintain road and parking facilities within areas

under its control.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.364 County and regional commissions; rules; violation of rules as misdemeanor; penalty; prohibited operation of vehicle as municipal civil infraction; enforcement; park rangers; police services.**

Sec. 14. (1) A county or regional commission may adopt, amend, or repeal rules for the protection, regulation, and control of its facilities and areas with the approval of the county board or boards of commissioners.

(2) Rules shall not be contrary to or inconsistent with the laws of this state. Rules shall not take effect until all of the following occur:

(a) The elapse of 9 days after the rules are adopted by the county or regional commission.

(b) The publication of the rules once a week for 2 consecutive weeks in a newspaper of general circulation in the county in which the area or facility to which the rules apply is located.

(c) The posting of a copy of the rules near each gate or principal entrance to the area or facility.

(3) Except as provided in subsection (4), a person who violates a rule adopted by a county or regional commission is guilty of a misdemeanor punishable by a fine of not more than \$100.00 and costs of prosecution or by imprisonment for not more than 90 days, or both.

(4) The operation of a vehicle on a recreational trailway at a time, in a place, or in a manner prohibited by a rule adopted by a county or regional commission is a municipal civil infraction, whether or not so designated by the rule. A civil fine ordered for a municipal civil infraction described in this subsection shall not exceed the maximum amount of a fine provided by the rule or \$500.00, whichever is less. An act or omission described in this subsection is not a municipal civil infraction if that act or omission constitutes a violation or crime that is excluded from the definition of municipal civil infraction in section 113 of the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being section 600.113 of the Michigan Compiled Laws.

(5) A county or regional commission may appoint park rangers who may be deputized by a sheriff to enforce the laws of this state. Whether deputized or not, park rangers may enforce the rules adopted by a county or regional commission and have the powers, privileges, and immunities conferred upon peace officers by the laws of this state. A park ranger shall not be appointed unless he or she meets the minimum standards established by the law enforcement officers training council. Park rangers shall exercise their authority and powers only on lands, waters, and property administered by or under the jurisdiction of a county or regional commission.

(6) A county or regional commission may contract with townships, cities, villages, or sheriffs for police services required under this section and may appropriate and expend funds for those services.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965;—Am. 1968, Act 216, Eff. Aug. 1, 1968;—Am. 1994, Act 84, Eff. Oct. 1, 1994.

**46.365 County and regional commissions; charges and fees, collection, payment to county treasurer, uses.**

Sec. 15. A county or regional commission may charge and collect reasonable fees for the use of the facilities, privileges and conveniences provided. All charges and fees for the use of county facilities, privileges and conveniences shall be paid over to the county treasurer, and for the use of regional facilities, privileges and conveniences shall be used for the expenses of the regional commission.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.366 County and regional commission; employment of personnel, executive officer.**

Sec. 16. A county commission may employ such personnel as may be authorized by the board of supervisors, including an executive officer. A regional commission may employ its personnel, including an executive officer.

**History:** 1965, Act 261, Imd. Eff. July 21, 1965.

**46.367 Park and recreational places; revenue bonds; resolution; issuance of bonds or notes; negotiability; interest; tax exemption; limitations; applicable law; amount of borrowings.**

Sec. 17. (1) Any county operating under this act, by resolution adopted by a majority of the members elect of its governing body, and with a vote of the majority of the electors of the county voting on the question, may borrow money, pledge its full faith and credit for repayment, and issue its bonds or notes to pay all or part of the cost of acquiring, planning, and developing park and recreational places, and constructing, reconstructing, altering, or renewing buildings and other structures related to said park and recreational places.

(2) The revenue bonds shall be issued pursuant to the revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140, or any other applicable act.

(3) Bonds or notes shall be authorized by a resolution adopted by a majority of the members elect of the governing body of the county operating under this act. The full faith and credit of the county may be pledged for the prompt payment of the principal and interest on any borrowing by a county pursuant to this act. The county's full faith and credit may be pledged to the payment of principal and interest of revenue bonds notwithstanding any provision of law. Any bonds or notes shall be issued in the name of the county operating under this act and shall be executed by the chairperson of the county board of commissioners and the county clerk, who shall also cause their facsimile signatures to be affixed to any interest coupons to be attached to any bonds. The county clerk shall affix to the bonds or notes the seal of the county. Bonds or notes issued under this act are negotiable instruments and shall mature in not more than 40 years from the date of issue. The bonds or notes and the interest on the bonds and notes are exempt from taxation by this state or by any taxing authority within this state.

(4) The issuance of bonds or notes under this act is subject to the provisions of the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821. The amount of borrowings by a county pursuant to this act shall not be subject to any limitations or provisions contained in any law applicable to the county except that a county may not borrow pursuant to this act in an amount which taken together with other indebtedness of the county will exceed 10% of the assessed valuation of the county as last equalized by the state.

**History:** Add. 1969, Act 104, Eff. Mar. 20, 1970;—Am. 1983, Act 177, Imd. Eff. Oct. 14, 1983;—Am. 2002, Act 200, Imd. Eff. Apr. 29, 2002.

**RULES AND REGULATIONS WITH RESPECT TO  
THE GRAND TRAVERSE COUNTY PARKS AND RECREATION COMMISSION  
AMENDED January 20, 2016**

**1. AUTHORITY**

These rules are adopted by the Grand Traverse County Board of Commissioners pursuant to MCL 46.351(4).

**2. NAME**

The agency shall be known as the Grand Traverse County Parks and Recreation Commission.

**3. MEMBERS; TREASURER; TERM OF OFFICE; VACANCY; REMOVAL**

**3.1 Members**

The county Parks and Recreation Commission shall consist of the following ten (10) members:

- (a) The chairperson of the county road commission or another road commissioner designated by the board of county road commissioners.
- (b) The county drain commissioner or an employee of the drain commissioner's office designated in writing by the drain commissioner.
- (c) The chairperson of the county planning commission or another member of the county planning commission designated by the county planning commission.
- (d) Seven members appointed by the County Board of Commissioners, not less than 1 and not more than three of whom shall be members of the County Board of Commissioners.

[M.C.L.A. 46.351(2)]

**3.2 Treasurer**

The county treasurer shall be the treasurer of the Parks and Recreation Commission.

**3.3 Term of Office**

Of the members first appointed by the County Board of Commissioners, 2 shall be appointed for a term ending 1 year from the following January 1, 2 for a term ending 2 years from the following January 1, and 3 for a term ending 3 years from the following January 1. From then on, each appointed member shall be appointed for a term of 3 years and until his or her successor is appointed and qualified. Each term shall expire at noon January 1.

[MCL 46.351(3)]

**3.4 Vacancy**

A vacancy shall be filled for the unexpired term according to rule 14 of the county board rules of order. Whenever there shall arise the need to make an appointment to the Parks and Recreation Commission, the chairperson of the County Board of Commissioners shall appoint an ad hoc committee consisting of four members of the County Board of Commissioners to review applications for the position and make recommendations for appointment to the full County

Board of Commissioners. All appointees shall be ratified by a majority vote of the County Board of Commissioners.  
[MCL 46.351(3)]

### **3.5 Removal**

An appointed member of the Parks and Recreation Commission may be removed from office by a majority vote of the County Board of Commissioners.

## **4. QUORUM**

A majority of the members of the Parks and Recreation Commission constitutes a quorum for the transaction of the ordinary business of the Parks and Recreation Commission.  
[MCL 46.353].

## **5. COMPENSATION**

### **5.1 Per Diem**

The seven appointed members of the Parks and Recreation Commission are entitled to per diem for meetings as established in the county's per diem schedule.

### **5.2 Mileage**

Parks and Recreation Commission members are entitled to mileage reimbursement in the amounts listed in the county travel policy.  
[See Resolution 01-2007; MCL 46.351(4)]

## **6. DIRECTOR; APPOINTMENT; GENERAL DUTIES; ADMINISTRATIVE DUTIES; PUBLIC RELATIONS**

### **6.1 Appointment**

The County Administrator shall appoint a Director of Parks and Recreation and shall take into account the advice and/or recommendations of the Parks and Recreation Commission.

### **6.2 General Duties**

The Director shall be responsible for the professional and administrative work, directing and coordinating the program of the Parks and Recreation Commission. The Director's work shall be carried on with the widest degree of professional responsibility, subject to the policy determination of the Parks and Recreation Commission and administrative policies of the county.

### **6.3 Public Relations**

The Director and/or the Parks and Recreation Commission chairperson, or their designee(s), shall officially represent the commission and its staff at conferences, interdepartmental meetings of the county government, meetings among local, state and federal agencies, and serve generally as liaison between the commission and the public. The Director shall present commission recommendations to the County Board of Commissioners when required by these rules.

## **7. DUTIES AND RESPONSIBILITIES**

The Parks and Recreation Commission is an agency of the Grand Traverse County Board of Commissioners that operates its programs under policies and procedures approved by the County Board of Commissioners [MCL 46.351(4)]. The Parks and Recreation Commission has only those duties and responsibilities as set forth below.

1. **Bylaws.** The Parks and Recreation Commission is authorized to adopt bylaws. [MCL 46.353]
2. **Contracts.** The Parks and Recreation Commission is authorized to enter into contracts. All contracts shall comply with the county purchasing policy. [MCL 46.353]
3. **Study and determination of facilities and needs; plan.** The Parks and Recreation Commission may study and ascertain the county's park, preserve, parkway, and recreation, including recreation for senior citizens, and other conservation facilities, the need for such facilities and the extent to which such needs are being currently met, and prepare and adopt a coordinated plan of areas and facilities to meet such needs. [MCL 46.356]
4. **Filing of land ownership records, acquisition and development plans; public availability of records.**
  - a. The Parks and Recreation Commission shall file with the department of natural resources and environment a record of its land ownership, proposals for acquisition of land, and its general development plans and programs for improvement and maintenance of the land.
  - b. A writing prepared, owned, used, in the possession of, or retained by the Parks and Recreation Commission, in the performance of an official function shall be available to the public in compliance with Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws. [MCL 46.357]
5. **Acquisition of property.** The Parks and Recreation Commission may acquire in the name of the county by gift, purchase, lease, agreement, or otherwise, in fee or with conditions, suitable real property, within the county or region, or contiguous with or adjacent thereto, for public parks, preserves, parkways, playgrounds, recreation centers, wildlife areas, lands reserved for flood conditions for impounding runoff water, and other conservation purposes. In acquiring or accepting land, due consideration shall be given to its scenic, historic, archaeological, recreational or other special features. [MCL 46.358].
6. **Condemnation of private property.** The Parks and Recreation Commission may take private property necessary for any purpose within the scope of its powers under this act, for the use or benefit of the public, and institute and prosecute proceedings for

that purpose under and in accordance with Act No. 149 of the Public Acts of 1911, as amended, being sections 213.21 to 213.41 of the Compiled Laws of 1948. If the Parks and Recreation Commission desires to take real property within Grand Traverse County, it shall notify the County Board of Commissioners of its intentions to institute proceedings under MCL 46.359; and, unless the members of the Board of Commissioners by a majority vote disapprove the contemplated action within 60 days of the receipt of notification by certified mail of such contemplated action the Parks and Recreation Commission may proceed to institute proceedings pursuant to the provisions of MCL 46.359. [MCL 46.359]

7. Condemnation of property in another county. If the Parks and Recreation Commission desires to acquire real property in another county not a member of a regional commission, it shall notify the Board of Commissioners of the county wherein the real property to be taken is located of its intentions to institute proceedings under MCL 46.359; and, unless the members of the Board of Commissioners by a majority vote disapprove the contemplated action within 60 days of the receipt of notification by certified mail of such contemplated action the Parks and Recreation Commission may proceed to institute proceedings pursuant to the provisions of MCL 46.359a. [MCL 46.359a]
8. Acceptance of gifts, bequests, grants-in-aid, contributions, and appropriations. The Parks and Recreation Commission may accept in the name of the county gifts, bequests, grants-in-aid, contributions and appropriations of money and other personal property for conservation purposes. The Parks and Recreation Commission shall comply with the county's policy regarding acceptance of gifts, bequests, grants-in-aid, contributions, and appropriations. <sup>1</sup>[MCL 46.360]
9. Development and operation of facilities. The Parks and Recreation Commission may plan, develop, preserve, administer, maintain, and operate park and recreational places and facilities, including places and facilities used for senior citizen-related recreation and programs, and construct, reconstruct, alter, and renew buildings and other structures. [MCL 46.361]
10. Custody, control and management of property. The Parks and Recreation Commission shall have the custody, control, and management of all real and personal property acquired by the county for public parks; preserves; parkways; playgrounds; recreation centers, including recreation centers for senior citizens; wildlife areas; lands reserved for flood conditions for impounding runoff water; and other county conservation or recreation purposes. [MCL 46.362]
11. Installation and maintenance of roads and parking facilities. The Parks and Recreation Commission may install and maintain road and parking facilities within areas under its control. [MCL 46.363]

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<sup>1</sup> Will need to create policy to govern all county departments similar to commission on aging policy.

12. Rules, adoption, effectiveness, penalties for violations; regulation of recreational trailways; park rangers; police services. With the approval of the county board, the Parks and Recreation Commission may do all of the following: adopt, amend, or repeal rules for the protection, regulation, and control of its facilities and areas in accordance with MCL 46.364(1)-(2); provide for penalties and enforcement of those rules as provided in MCL 46.364(3)-(4) and; appoint park rangers in accordance with MCL 46.364(5); contract with townships, cities, villages, or sheriffs for police services required to enforce rules adopted under this section and appropriate and expend funds for those services in accordance with MCL 46.364(6).
13. Charge and collection of fees; payment and disposition of fees. The county parks commission may charge and collect reasonable fees for the use of the facilities, privileges and conveniences provided. All charges and fees for the use of county facilities, privileges and conveniences shall be paid over to the county treasurer. [MCL 46.365]
14. Employment of personnel. The Parks and Recreation Commission, through its parks Director, may employ such personnel as may be authorized by the Board of Commissioners including an executive officer. The commission shall abide by all county personnel policies, and all personnel matters other than hiring/firing and discipline shall be the responsibility of the county human resources department.

## **8. APPROPRIATIONS AND EXPENSES**

The Board of Commissioners in its annual budget may provide for the expenses of the county Parks and Recreation Commission, which shall be limited in its expenditures to amounts so appropriated unless a further appropriation is made by the Board of Commissioners.

### **8.1 Annual Budget**

The Parks and Recreation Commission shall prepare annually an operating budget *for final approval by the County Board of Commissioners.\**

### **8.2 Purchasing Policy**

The Parks and Recreation Commission shall abide by all county purchasing policies and procedures.

### **8.3 Audit**

An audit will be shall be conducted by the county finance department prior to the end of each fiscal year. The commission shall lend its full cooperation and resources in the preparation of the audit.

[MCL 46.354]

## **9. COMPLIANCE WITH COUNTY POLICIES AND PROCEDURES**

The commission shall comply with all county policies and procedures.

[MCL 46.354]

**10. APPROVAL OF COMMISSION ACTIONS**

The Parks and Recreation Commission shall carry out its duties and responsibilities in accordance with the policies and procedures set forth in these rules and regulations.

The County Board of Commissioners shall make every effort to refer requests and issues that fall within the duties and responsibilities described herein to the Parks and Recreation Commission for disposition or recommendation. Except as otherwise noted in these rules and regulations, an action of the Parks and Recreation Commission shall not be re-considered by the County Board of Commissioners unless a request to review such action shall be made in writing by at least three (3) county commissioners. In such case, the item shall be placed on the agenda of the next regular meeting of the Board of Commissioners. A determination of the Parks and Recreation Commission shall be reversed by the County Board of Commissioners only upon a majority vote of the Board of Commissioners elected and serving.

**11. AMENDMENT OF RULES**

These rules may be amended by a majority vote of the County Board of Commissioners.



**Grand Traverse County Parks and Recreation Commission Rules**

**Amended September 14, 2017**

**Amended June 13, 2019**

**Amended July 9, 2020**

**Amended May 13, 2021**

The following rules are promulgated by the Grand Traverse County Parks and Recreation Commission by authority conferred on the Commission by Act 261 of the Public Acts of the State of Michigan of 1965, MCL § 46.364, as amended, for the protection, regulation and control of its facilities and areas, and with the approval of the Grand Traverse County Board of Commissioners.

**Section 1. Definitions.**

- a. "Commission" shall mean the Grand Traverse County Parks and Recreation Commission.
- b. "County Park Property" shall mean all lands, waters and property administered by or under the jurisdiction of the Grand Traverse County Parks and Recreation Commission.
- c. "Director" shall mean the Grand Traverse County Parks and Recreation Director.
- d. "Person" or "persons" shall mean individuals, firms, corporations, or any group or gathering of individuals.
- e. "Camping" means the overnight lodging or sleeping of a person or persons in a tent, trailer-coach, vehicle camper, motor vehicle, or in any other conveyance erected, parked or placed on the premises.

**Section 2. Unlawful acts generally. On lands owned or under the control of the department, it is unlawful for a person or persons to do any of the following:**

1. To enter, use, or occupy County Park Property for any purpose when they are posted against entry, use, or occupancy, as ordered by the commission.
2. To dispose of refuse, rubbish, trash, or garbage not resulting from the use of county-owned lands in receptacles provided on Commission property.
3. To ignite any fire except within fireplaces, receptacles or open spaces designated and approved for such purposes by the Director.
4. To place or burn garbage within a designated fireplace, receptacle or open space designated and approved for the building of fires by the Director, or bury refuse, rubbish, trash, or garbage, regardless of its origin.

5. To use tobacco or smoke at the Grand Traverse County Civic Center, Maple Bay Park and Natural Area, Medalie Park, Meyer Property, Keystone Soccer Complex, Natural Education Reserve, Power Island, and the VASA Trailhead. This rule applies to prohibit the use and smoking of tobacco both within structures as well as outside of structures on the listed properties. As used in this rule, the word "smoke" means any of the following:
  - a. using a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product that contains tobacco, nicotine or any other related product that is lighted, burning or heated;
  - b. lighting a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product that contains tobacco, nicotine or any other related product;
  - c. exhaling smoke or vapor from burning or heating tobacco, nicotine, or any other related product that is contained in a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product.
6. To intentionally smoke, ingest, consume, or otherwise use marihuana, or cannabis, or liquids or solids containing any type of tetrahydrocannabinol on County Park Property. "Smoke" means to inhale the vapor of a solid or liquid substance that has been heated. "Ingest" means to swallow a solid or liquid substance. "Consume" means to take a substance into the body which was previously outside the body.
7. To cause a noise disturbance, which is defined as sound created by human activity with or without the use of any device, which by reason of its volume, intensity, location, or time of day impairs the health, welfare, or peace of another person of normal human sensibilities. The following acts and activities are declared to be noise disturbances and are prohibited. This enumeration shall not be deemed exclusive.
  - a. The playing of any radio, television, phonograph, other sound reproduction device, or musical instrument in such a manner or at such a volume as to be sufficiently audible to annoy or disturb the quiet, comfort, or repose of persons in the vicinity.
  - b. The keeping of any animal or bird which, by causing frequent or long continued noise, shall disturb the comfort and repose of any person in the vicinity.
  - c. The use of any motor vehicle, in such a manner as to create a disturbing noise, including, but not limited to, the screeching of tires and the discharge into the open air of exhaust from the engine without a sufficient muffler.
  - d. Shouting or other raucous or boisterous behavior for an unreasonable length of time.
  - e. The use of a loudspeaker, public address system without a permit issued by the Director.
  - f. On the Meadows Trail at the VASA Trailhead Property, on lands owned and under the control of the department it is unlawful for a person or persons to do any of the following:

1. To operate an off-the-road motor-driven vehicle such as a minibike, motorcycle, dunemobile, snowmobile, converted snowmobile, amphibious vehicle, or any other motorized device, except on designated roads, trails, or areas posted for such use without proper written permission.
8. To place or erect a fence or barrier, to construct or occupy improvements, or to enclose the lands or obstruct the passage of another person or persons in any way from entering, exiting or using County Park Property without permission of the Director.
9. To peddle or systematically solicit business of any nature; distribute or post any handbills or other advertising matter or post signs without permission from the Director.
10. To paint, mark, or otherwise apply any chemical or **harmful** substance on any tree, rock, or any other land, water, structure or property without the permission from the Director.
11. To park vehicles of any type in areas posted as no parking; or, where designated parking areas exist, to park vehicles of any type in an area other than the designated parking area. If a motor vehicle is found parked on County Park Property, then the license plate displayed on the motor vehicle shall constitute *prima facie* evidence that the person who parked it there is the owner of the vehicle.
12. To camp on County Park Property unless approved and designated for such purposes by the Director and with an approved permit issued by the Director.
13. To store or leave property on county lands for more than 24 hours without written permission of the Director. This subdivision does not apply to lawfully occupied, designated camping sites when camping with a permit authorized by the Director.
14. To ride or lead a horse, pack animal, or other riding animal, or any animal driven vehicle on any area, except on roads that are open to the use of motor vehicles, trails, bridle paths, and campgrounds designated for such use by the Director.
15. To possess a dog without a leash or on a leash greater than six-foot in length except upon County Park Property open to hunting.
16. To enter or remain on County Park Property between the hours of 11 p.m. and 6 a.m. unless the property is open for events between these hours.
17. To possess a bow and arrow, crossbow, trap or other instrument used for hunting or trapping of animals; or to hunt or trap on any County Park Property unless that property is open to hunting and/or trapping by Rule of the Commission.
18. To offer for sale alcoholic beverages except for events as authorized by the Director, and in locations approved for such by the Parks and Recreation Commission.
19. To possess any beverage container made in whole or in part of glass, or to bring, carry, or transport any beverage container made in whole or in part of glass onto County Park property.

20. To refuse to comply with the above rules upon the demand of an authorized local enforcement officer; or to interfere with the officer's enforcement of the ordinance; or to retaliate against another who has made complaint of a violation of a park rule; or to interfere with an employee or agent of the Grand Traverse County Parks and Recreation Department while performing his or her official duties.

Section 3. Enforcement Officers. The Grand Traverse County Sheriff and deputies are authorized as local enforcement officers of these park rules, unless at Civic Center Park, where Traverse City police have jurisdiction.

Section 4. Fines and Imprisonment. Any person violating any provision of the foregoing rules shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$100 and costs of prosecution or imprisoned in the Grand Traverse County Jail for a period not exceeding 90 days or both, for each offense.

Section 5. Compliance with Other Laws. Nothing in this ordinance impairs or precludes a separate cause of action provided by statute or common law for conduct prohibited herein.

Section 6. Severability. The provisions of this ordinance are severable and if any part is declared void or unenforceable by a court of competent jurisdiction, the remaining parts shall remain in force.

Parks and Recreation Commission 2021 Motions and Roll Calls					
Date of Meeting	Motion	By:	Second:	Roll Call:	Status:
14 January 2021	(Organizational and Regular Meeting)				
Present:	Jessica Brutzman, Grace Edinger, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo, Andy Smits				
Excused:	None				
	nominate Commissioner Korn for President.	Harrand	Provo		carried
	close nominations and re-elect Commissioner Korn for President.	Provo	Harrand	Yea:9 Nays:0	passed
	nominate Commissioner Kivell for Vice President.	Provo	Korn		carried
	close nominations and elect Commissioner Kivell for Vice President.	Korn	Provo	Yea:9 Nays:0	passed
	nominate Commissioner Harrand for Secretary.	Korn	Kivell		carried
	close nominations and elect Commissioner Harrand for Secretary	Provo	Kivell	Yea:9 Nays:0	passed
	approve the appointments as presented by President Korn for all Parks and Recreation Subcommitties for the 2021 calendar year.	Provo	Harrand	Yea:9 Nays:0	passed
	approve the schedules, as presented, for the 2021 Parks and Recreation Commission and Business Development Team meetings.	Provo	Harrand	Yea:9 Nays:0	passed
	approve the agenda, as presented.	Kivell	Harrand	Yea:9 Nays:0	passed
	for Parks and Recreation to prepare a letter authorizing the use of Howe Arena for COVID-19 vaccinations, and to authorize President to sign it.	Provo	Harrand	Yea:9 Nays:0	passed
	to adopt the Consent Calendar, as presented.	Smits	Provo	Yea:9 Nays:0	passed
	to receive and adopt the presented Strategic Plan for 2021.	Provo	Edinger	Yea:9 Nays:0	passed
	to accept the disclosure letter from Commissioner Morris and to have Commissioner Morris work with staff to develop a new rental agreement for Crystal Bindi Studio's programming at Twin Lakes Park.	Harrand	Kivell	Yea:9 Nays:0	passed
11 February 2021	(Regular Meeting)				
Present:	Jessica Brutzman, Grace Edinger, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo				
Excused:	Andy Smits				
	to approve the agenda, as presented.	Provo	Kivell	Yea:8 Nays:0	passed
	to receive and file the consent calendar, with the exception of items 6 and 14.	Provo	Harrand	Yea:8 Nays:0	passed
	to receive and file item 6 of the consent calendar.	Provo	Kivell	Yea:8 Nays:0	passed
	to receive and file item 14 of the consent calendar.	Kivell	Harrand	Yea:8 Nays:0	passed
	to authorize Director to develop a three-year lease agreement with YouthWork for use of portions of Twin Lakes Park, with a three-year renewal, for a fee of \$6,000 for 2021 (prorated based on taking possession), to be increased by 1.6 percent thereafter.	Harrand	Korn	Yea:8 Nays:0	passed
	to approve the Senior Center Network renting a tent between May and October 2021 to provide Senior Center Network programming, and to authorize an expenditure from the Senior Center Network budget of up to \$5,000 for the rental fee.	Provo	Harrand	Yea:8 Nays:0	passed
	to authorize County Administrator to sign contract with Dan Brady Painting Services, LLC and to expend up to \$15,000 from Senior Center Network budget for payment for labor for interior paint project at the Senior Center located at 801 E. Front Street in Traverse City.	Brutzman	Provo	Yea:8 Nays:0	passed
	to approve amending language for public comment, as presented, and for staff to include the amended language on the agenda for all future meetings of the Parks and Recreation Commission, its teams, subcommittees, and ad hoc committees.	Harrand	Edinger	Yea:8 Nays:0	passed
11 March 2021	(Regular Meeting)				
Present:	Jessica Brutzman, Grace Edinger, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo, Andy Smits				
Excused:	Rodetta Harrand				
	to approve the agenda, as presented.	Provo	Smits	8 to 0	passed
	to receive and file the consent calendar, with the exception of item 8.	Smits	Provo	8 to 0	passed
	to approve and file item 8 of the consent calendar.	Provo	Kivell	8 to 0	passed
	to approve and authorize Parks and Recreation entering into a 20-year agreement, with a 15-year renewal, with the Grand Traverse Conservation District to manage the Meyer Property and develop the Great Lakes Incubator Farm there starting in 2022, following environmental testing and other preparations in 2021, as described in the agreement, pending review by civil counsel.	Provo	Kivell	8 to 0	passed

Parks and Recreation Commission 2021 Motions and Roll Calls					
Date of Meeting	Motion	By:	Second:	Roll Call:	Status:
	to the ten-by-ten-foot shed to be placed in the approximate location in Medalie Park, as indicated on the map.	Kivell	Provo	8 to 0	passed
	to approve the expenditure of up to \$10,000 from the Parks and Recreation budget in 2021 to pay for maintenance and immediate needs of the barn on the east side of Maple Bay Park and Natural Area, and to commit each year thereafter \$2,000 for continued maintenance, until formalized plans for rehabilitation for adaptive use are in place and improvements complete.	Brutzman	Provo	7 to 0	passed
	to approve the application of Michael Foley, and appoint him to serve on the Natural Education Reserve Advisory Board as an at-large member for the remainder of the three-year term that ends October 1, 2023.	Korn	Provo	7 to 0	passed
23 March 2021	(Special Meeting)				
Present:	Jessica Brutzman, Grace Edinger, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo, Andy Smits				
Excused:	None				
	Discussion and Presentation for Native American Marker Tree at Civic Center Park.				
8 April 2021	(Regular Meeting)				
Present:	Jessica Brutzman, Grace Edinger, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo				
Excused:	Andy Smits				
	to approve the agenda, as presented.	Provo	Kivell		carried
	to receive and file the consent calendar, with the exception of item 2.	Provo	Harrand		carried
	to approve and file item 2 of the Consent Calendar.	Provo	Edinger		carried
	to authorize Director and Senior Center Manager to execute the 2021-2022 Memorandum of Understanding for continuing the AmeriCorps VISTA program and to approve expending \$7,000 to be split between Parks and Recreation and the Senior Center Network's budget, pending Administrator's approval per the County's Purchasing Policy.	Kivell	Harrand		carried
	to authorize Director to apply for a Rotary Charities Seed Grant in the amount of \$10,000 with a 25 percent match from Parks and Recreation for the purpose of developing a fundraising plan for the projects in the Civic Center Master Site Plan.	Kivell	Provo		carried
	to authorize Director to apply for a Grand Traverse Band of Ottawa and Chippewa Indians Two Percent Grant in the amount of \$70,000 for Phase I construction of the Marker Tree Garden project at Civic Center Park, and to authorize the use of \$5,000 from the Parks and Recreation Department budget for a grant match.	Provo	Brutzman		carried
	to authorize Director to apply for a BUILD Transportation Discretionary Grant for up to \$10 million to fund the Civic Center Park Master Site Plan projects.	Harrand	Edinger		carried
	to authorize Director to apply for a U.S. Small Business Administration Shuttered Venue Operators Grant (SVOG) if all required documentation can be obtained by deadline.	Provo	Harrand		carried
13 May 2021	(Regular Meeting)				
Present:	Jessica Brutzman, Grace Edinger, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo				
Excused:	Andy Smits				
	to approve the agenda, as presented.	Provo	Mouser		carried
	to receive and file the Consent Calendar, with the exception of Items 1, 2, and 8.	Harrand	Mouser		carried
	to receive and file Items 1, 2, and 8 of the consent calendar.	Provo	Harrand		carried
	to enter into an initial 15-year lease with Norte, beginning June 1, 2021, for development of the Grand Traverse Bike Education Center on two acres of land located in the southeast corner of the Grand Traverse County's Civic Center Park, located at the 1213 W. Civic Center Drive, Traverse City, Michigan 49686.	Korn	Provo	8 to 0	passed
	to approve construction of the trail by the Grand Traverse Regional Land Conservancy.	Provo	Kivell		carried
	to adopt amendments to the Park Rules, as presented, and for staff to incorporate such amendments in the rules, effective immediately.	Kivell	Harrand		carried
	to approve placing electrical vehicle charging stations as outlined by the project plan at the Civic Center park, following further discussions with staff regarding the location.	Provo	Brutzman		carried

Parks and Recreation Commission 2021 Motions and Roll Calls						
Date of Meeting	Motion	By:	Second:	Roll Call:	Status:	
10 June 2021	(Regular Meeting)					
Present:	Grace Edinger, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo, Andy Smits					
Excused:	Jessica Brutzman					
	to approve the agenda as amended.	Provo	Kivell		carried	
	to receive and file the consent calendar except for items 2,3,5, 6, and 14	Kivell	Harrand		carried	
	to approve the removed items from the consent calendar	Provo	Kivell		carried	
	to approve Parallel 45's proposal to host a one-time "Dog's Night Out" at the Civic Center Amphitheater.	Kivell	Provo	7 to 1	passed	
	to approve and accept the Parks and Recreation and YouthWork plan for County Parks in 2021, as presented, with the understanding that any amendments made to the plan during the year will be brought before the Parks and Recreation Commission for approval.	Kivell	Provo		carried	
	to authorize the Director to execute the operative portion of the agreement between Parks and Recreation and the Grand Traverse Conservation District.	Smits	Harrand	8 to 0	passed	
	to approve Director's recommendation to accept the quote provided by Image 360 for scoreboards.	Smits	Harrand		carried	
	to authorize Director to enter into contract with Universal Cleaners on a month-to-month basis, not to exceed \$2,000 per week, for cleaning the Civic Center building and to make all efforts available to exit the contract with the current cleaning company.	Smits	Mouser		carried	
1 July 2021	(Regular Meeting)					
Present:	Grace Edinger, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo					
Excused:	Jessica Brutzman, Rodetta Harrand, Andy Smits					
	to approve the agenda, as presented.	Provo	Mouser		carried	
	to receive and file the consent calendar, as presented/with the exception of item 1 and 5.	Kivell	Provo		carried	
	to receive and file items 1 and 5 of the Consent Calendar.	Provo	Edinger		carried	
	to remove fencing along Munson Avenue.	Kivell	Morris		carried	
	to support the proposals presented to them for the painting and signage of Norte's Wheelhouse, as well as any other signage around the Norte area, with the understanding that final proofs will be presented to the Parks and Recreation Commission for approval.	Provo	Kivell		carried	
	to approve County Administration to work with City Administration on the management agreement for Sunset Park.	Korn	Mouser		carried	
12 August 2021	(Regular Meeting)					
Present:	Jessica Brutzman, Rodetta Harrand, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo, Andy Smits					
Excused:	Grace Edinger					
	to approve the agenda with the removal of Item J2.	Provo	Harrand		carried	
	to receive and file the Consent Calendar as presented, with the exception of Items 1, 3, 8, and 11.	Provo	Kivell		carried	
	to approve and file items removed from the consent calendar.	Provo	Smits		carried	
	to accept quote from Midwest Netting Solutions, LLC, in the amount of \$10,822.14, and to authorize Director and County Administrator to effectuate the necessary documents to purchase the nets.	Provo	Brutzman		carried	
	to authorize staff to develop a permit application for transient vendors to conduct business in parks and to approve a monthly fee of \$100 for such permit.	Provo	Kivell		carried	
9 September 2021	(Regular Meeting)					
Present:	Jessica Brutzman, Rodetta Harrand, Grace Edinger, Rod Kivell, Alisa Korn, Penelope Morris, William Mouser, Jalen Provo, Andy Smits					
Excused:	no commissioner excused/absent					
	to approve of the Consent Calendar with the exception of items 5, 6, and 9.	Harrand	Korn		carried	
	to receive and file item 5.	Provo	Kivell		carried	
	to receive and file item 6.	Smits	Provo		carried	
	to receive and file item 9.	Provo	Brutzman		carried	

Parks and Recreation Commission 2021 Motions and Roll Calls					
Date of Meeting	Motion	By:	Second:	Roll Call:	Status:
	to approve preliminary concepts for Grand Traverse County Bike Education Center, Phase I, and for Norte to return with final concepts and budget for Phase I for approval.	Provo	Brutzman		carried
14 October 2021	(Regular Meeting)				
Present:	Rodetta Harrand, Grace Edinger, Rod Kivell, Alisa Korn, Penelope Morris, and Jalen Provo				
Excused:	Jessica Brutzman, William Mouser, and Andy Smits				
	to approve the agenda with changing item F1 to Power Island Update and add Keystone Soccer Complex Parking as New Business (K3).	Kivell	Harrand		carried
	to approve the applications of Judy Reich and Erwin Elsner, and appoint them to serve on the NER Advisory Board as at-large members for the terms from October 2021 to October 2021.				
	to approve the Consent Calendar with the exception of items 1 and 2.	Harrand	Provo		carried
	to receive and file items 1 and 2.	Provo	Harrand		carried
	to approve constructing the Naturescape at the Natural Education Reserve, pending amendment of the Management Agreement between Parks and Recreation and the Grand Traverse Conservation District to assign the responsibility and cost of all maintenance of the structures to the Conservation District.	Provo	Edinger		carried
	to approve moving the request of adding a new Maple Bay Park and Natural Area Ordinance to replace park rules, to the Rules Committee.	Kivell	Harrand		carried
10 November 2021	(Regular Meeting)				
Present:	Jessica Brutzman, Rodetta Harrand, Grace Edinger, Rod Kivell, Alisa Korn, Jalen Provo, and Andy Smits				
Excused:	Penelope Morris				
	to add New Business Item 3. Appointment to Rules Committee and Item 4. Discussion on Resolution to Support Board of Commissioners.	Provo	Kivell		carried
	to remove items 2 and 4 from the Consent Calendar	Provo	Kivell		carried
	to approve renewing the agreement, as presented, between Grand Traverse County Parks and Recreation and TC Tritons Rowing, pending review of Civil Counsel	Provo	Harrand		carried
	to enter into a contract with Benefactor to develop a fundraising plan for Civic Center Park Master Site Plan, with the additional services added, as presented in the packet	Provo	Brutzman		carried
16 December 2021	(Regular Meeting)				
Present:	Jessica Brutzman, Rodetta Harrand, Grace Edinger, Rod Kivell, Alisa Korn, Penelope Morris, and Jalen Provo.				
Excused:	Andy Smits				
	to approve the agenda as presented	Provo	Brutzman		carried
	to authorize the Parks and Recreation Commission President to write a letter of support.	Harrand	Provo		carried
	to receive and file the Consent Calendar as presented, with the exception of Item 2., the Parks and Recreation and Senior Center Network Report, and Item 5., the Partner/Program End of Year Evaluations.	Brutzman	Provo		carried
	to approve Resolution 1-2021 as presented.	Kivell	Harrand		carried
	to table the request from Civic Center South until further information is available.	Brutzman	Kivell		carried
	to authorize staff and the Business Development Team to enter into a three-year contract with The River Outfitters.	Provo	Brutzman	7 to 0	passed
	to proceed as planned in the ownership with Twin Lakes Park with the understanding this can be taken up to the Board of Commissioners.	Edinger	Korn	7 to 0	passed



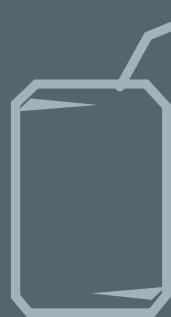
## BY THE NUMBERS

**26**  live performances

diverse artists from **15**  different states

**100+**  students  
in our education program this year

**15%**  audience increase  
from 2019

 profit of  
**\$1,000+** on concessions

# TICKET SALES

The 2021 season planning was done with great uncertainty during the pandemic. However, the ticket sales and revenue are surprisingly similar to 2019. Parallel 45 Theatre saw a 15% increase in audience growth. Largely due to 500 more guests attending Sound of Music vs. HAIR. The net ticket revenue in 2021 was almost identical to 2019. This is due to lower average ticket prices in 2021.

## Key Factors

- Theatre capacity in 2019 was 148 seats. There was an unlimited capacity on the lawn in 2021. A few performances saw 250 guests.
- Ticket prices (especially for the musical) decreased in 2021 due to Covid and uncertainty of production value during season planning
- UGLY far exceeded our expectations both in attendance and ticket revenue
- The second season in the tent provides us with an even greater understanding of P45's current audience size and revenue share in the market. Reserved seating under the tent will limit the capacities of future seasons, but I'm still confident P45 can see 7-15% audience growth over the next three years.

## 2021 TICKET SALES

	Tickets Sold	Net Revenue
<b>Sound Of Music</b>	2,029	\$81,387.20
<b>You're a Good Man Charlie Brown</b>	1,004	\$18,158.56
<b>The Reading Series</b>	55	\$551.20
<b>UGLY</b>	499	\$6,717.40
<b>Benefete</b>	111	\$16,650.00
<b>TOTAL</b>	<b>3,698</b>	<b>\$123,464.36</b>

## 2019 TICKET SALES

<b>Hair</b>	1,529	\$68,000
<b>Bunny Foo Foo</b>	938	\$22,000
<b>Stupid F*ing Bird</b>	506	\$14,000
<b>Benefete</b>	122	\$15,250
<b>TOTAL</b>	<b>3,095</b>	<b>\$123,548.58</b>





## MINUTES

### REGULAR MEETING

**5:30 PM - Thursday, December 16, 2021**

Commission Chambers, Second Floor,  
Governmental Center, 400 Boardman Avenue,  
Traverse City, MI 49686

The Regular Meeting of the Parks and Recreation Commission of the Grand Traverse County was called to order on Thursday, December 16, 2021, at 5:30 PM, in the Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49686, with the following members present:

**PRESENT:** Rodetta Harrand, Jalen Provo, Alisa Korn, Penny Morris, Jessica Brutzman, Rod Kivell, and Grace Edinger

**EXCUSED:** Andy Smits

#### CALL TO ORDER:

The meeting was called to order at 5:28 p.m.

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL:

#### FIRST PUBLIC COMMENT:

There was no public comment.

#### APPROVAL OF/ ADDITIONS TO AGENDA:

Approval of the Agenda

Moved by Jalen Provo

Seconded by Jessica Brutzman

MOTION to approve the agenda as presented.

**Carried**

#### SPECIAL ORDERS OF BUSINESS/ PRESENTATIONS:

(Limited to 10 Minutes Each)

Administration Natural Education Reserve (NER); Boardman River Corridor Crossing Alternatives

Wayne Schoonover with the Grand Traverse County Road Commission introduced the consulting team who gave a presentation of three build alternative crossings (Hartman-Hammond, Sabin Dam, and Cass Road) and impact to the Nature Education Reserve. Steve Largent with the Grand Traverse Conservation District spoke on non-support of option 2 or 3; however, gave an insight of option 1 by requesting the Commission keep in mind the noise factor to the valley and proposed that a high bridge would help mitigate this.

Great Lakes Incubator Farm Foot Bridge (Steve Largent and Koffi Kpachivi)

Grand Traverse Conservation District staff described the next stage in the process of the Incubator Farm project, which would be a footbridge. A campaign to raise funds will follow,

Regular Meeting of the Parks and Recreation Commission  
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upon approval of the Board. The name of the bridge is being requested by the Grand Traverse Band at this time. Koffi gave a description of the materials of the build and maintenance of the bridge and the comparison to other bridges at Brown Bridge and Olson Bridge.

Moved by Rodetta Harrand  
Seconded by Jalen Provo

MOTION to authorize the Parks and Recreation Commission President to write a letter of support.  
**Carried**

**CONSENT CALENDAR**

**RECEIVE AND FILE:**

Parks and Recreation and the Senior Center Network Department Report

Parks and Recreation and the Senior Center Network Budget Report

Central Y Report

Grand Traverse Conservation District October and November Reports

Partner/Program End of Year Evaluations

Minutes of the November 2, 2021 Business Development Team Meeting

**APPROVALS:**

Draft Minutes of the November 10, 2021 Meeting of the Parks and Recreation Commission

**ITEMS REMOVED FROM CONSENT CALENDAR:**

1. Remove Item 2., the Parks and Recreation and Senior Center Network Budget Report
2. Remove Item 5., the Partner/Program End of Year Evaluations

Moved by Jessica Brutzman  
Seconded by Jalen Provo

MOTION received and file with the exception of Item 2., the Parks and Recreation and Senior Center Network Report, and Item 5., the Partner/Program End of Year Evaluations.

**Carried**

**REPORTS:**

1. American Legion Baseball spoke on their program evaluation for the 2021 season and their support of the County field maintenance.
2. Interim Director, Ryan Walsh, gave a verbal report.
3. Business Development Team Chair, Commissioner Kivell reported on the most recent meeting.
4. Rules Committee Chair, Commissioner Provo, reported on the most recent meeting.
5. TBAYS Representative, Commissioner Provo, reported on the most recent meeting.
6. County Board Representative, Commissioner Morris, reported on most recent meeting.

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**OLD BUSINESS:**

Resolution to Support the Board of Commissioners Resolution Affirming the Cooperation of Building a New Senior Center

Moved by Rod Kivell  
Seconded by Rodetta Harrand

Recommended MOTION to approve Resolution 1-2021 as presented.

**Carried**

**NEW BUSINESS:**

Civic Center South

Moved by Jessica Brutzman  
Seconded by Rod Kivell

MOTION to table the request from Civic Center South until further information is available.

**Carried**

RFP for Medalie Livery Services

- Kayak Bike and Brew
- Paddle TC
- The River Outfitters

Summaries of the businesses were given as follows: the Parks and Recreation Commission President gave a summary of Kayak Bike and Brew, Jeff Bensley gave a summary of Paddle TC, and Tawny Hammond gave a summary of The River Outfitters. Members of the public addressed the Board and spoke on support and concerns of the businesses. Audience members were Dr. Ruben, Janet Jenson, Tree Sterman, and Allyson West.

Moved by Jalen Provo  
Seconded by Jessica Brutzman

MOTION to authorize staff and the Business Development Team to enter into a three-year contract with The River Outfitters.

**Carried**

Roll Call Vote:

Yea: Brutzman, Edinger, Harrand, Kivell, Morris, Provo, and Korn (7)

Nay: None (0)

Absent: Smits (1)

Motion passes 7 to 0.

Long Lake Township Proposal (Ron Lemcool)

Supervisor of Long Lake Township, Ron Lemcool, gave a presentation to Commissioners regarding what Long Lake Township would do with temporary County supported funding and ownership of the Twin Lakes Park.

Moved by Grace Edinger

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Seconded by Alisa Korn

MOTION to proceed as planned in the ownership with Twin Lakes Park with the understanding this can be taken up to the Board of Commissioners.

**Carried**

Commissioner Provo requested clarification that a Yes vote would indicate that they are in favor of maintaining the status quo until the County Board of Commissioners tells us to work on it otherwise. President Korn verified that the current motion has the same sentiment as the 2004 motion.

Roll Call Vote:

Yea: Brutzman, Edinger, Harrand, Kivell, Morris, Provo, and Korn (7)

Nay: None (0)

Absent: Smits (1)

Motion passes 7 to 0.

**SECOND PUBLIC COMMENT**

There was no second public comment.

**NOTICES AND COMMISSIONER COMMENTS:**

Commissioner Provo mentioned the continuation of board members Edinger and Harrand on the Parks and Recreation Commission.

**ADJOURNMENT**

The meeting was adjourned at 8:44 p.m.

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County Clerk

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Chairman

TO: Grand Traverse County Parks and Recreation Board  
Nate Alger, Grand Traverse County Administrator

FROM: Charlie Jetter, Chair  
Civic Center South Authority Board of Directors

SUBJECT: 2021 Annual Report: Civic Center South Park

DATE: November 4, 2021

The Civic Center South (C.C.S.) Park Authority Board of Directors wishes to offer sincere appreciation to the Grand Traverse County Parks and Recreation Board and the Grand Traverse County Commission for support of the Civic Center South Park during 2019, 2020, and 2021 and offers this Annual Report with hope that the Grand Traverse County Parks and Recreation Board and the Grand Traverse County Commission will again see clear to fortify and enhance recreational opportunities for families of southern Grand Traverse County during the 2022 year.

Please find attached the C.C.S. 2020/21 Audit Report (#1), the C.C.S. 2020/21 Expense Report (#2), and the C.C.S. 2020/21 budget (#3).

Scheduling records (#4a) establish that C.C.S. park use increased dramatically during 2021 in comparison with 2020, as is corroborated by a random photograph (#4b) taken of the vehicle parking situation on a typical 2021 Summer Soccer League night. The return of the annual Kingsley Heritage Days celebration to the C.C.S. park (August 27, 28, 29, 2021), replete with a Carnival, was another demonstration of the manner in which the Authority continues its efforts to make the park an all-purpose recreational option for all Grand Traverse County families.

The attachment (#5) photograph confirms that the contract requirement of public recognition of Grand Traverse County support of the C.C.S. park was addressed through the installation of an entrance sign announcing such support.

The Civic Center South Park continues to exist as a “treasure” of Public Service to the families of the southern portion of Grand Traverse County and the Authority continues to strive in its effort to proactively plan for facility maintenance and upgrades. Attachment (#6) reflects one of eight Bleacher Sets that the Authority purchased in 2021 with funds appropriated per the 2021 contract for a total expenditure of \$22,000.00 for the eight Bleacher sets.

The current annual appropriation amount of \$20,000.00 per year for the past three years is greatly appreciated by the C.C.S. Authority. It is the proposition of the C.C.S. Authority that the contract appropriation for the year of 2022 be increased to \$40,000.00.

**SPECIAL NOTE: It is also the hope of the C.C.S. Authority that consideration be given by the Grand Traverse Parks and Recreation Board and the Grand Traverse County Commission for**

**an annual appropriation of \$40,000.00 to be supplemented on a one-time basis with a yet to be determined amount, based upon yet to be determined systems of allocation, utilizing Federal Covid-19 Relief Funds to address Capital Improvement needs for the Civic Center South park that far exceed the current annual C.C.S. budget.**

This request for increased funding for 2022 (i.e. annual appropriation and also a one-time Covid-19 Relief appropriation) is predicated based upon the following projected Capital improvement needs as listed with either quoted or estimated costs.

PROJECTED CAPITAL IMPROVEMENT EXPENSES

ITEM	AMT.	TOTAL	REFERENCE
Concrete Pads	8	\$15,000.00	Attachment #7
Diamond Recondition	2	@ \$ 1,000.00	Attachment 8a & b
Walking Trail Asphalt Reconstruction	75 yds. X 10 Ft. X 2 Inches	\$15,000.00	Attachment 9a,b,c
B-Ball/Tennis Court Resurface. 2 inch layer		\$64,500.00	Attachment 10a,b,c,d
Entry road and circle Pulverize/ 2 course. 3 inches		\$130,355.00	Attachment 11 a & b
Dog Park Fence		\$ 14,280.00	Attachment 12 (Note: A Dog park is conceptual at this point and has not yet been approved by the Authority as an added feature at the park.)

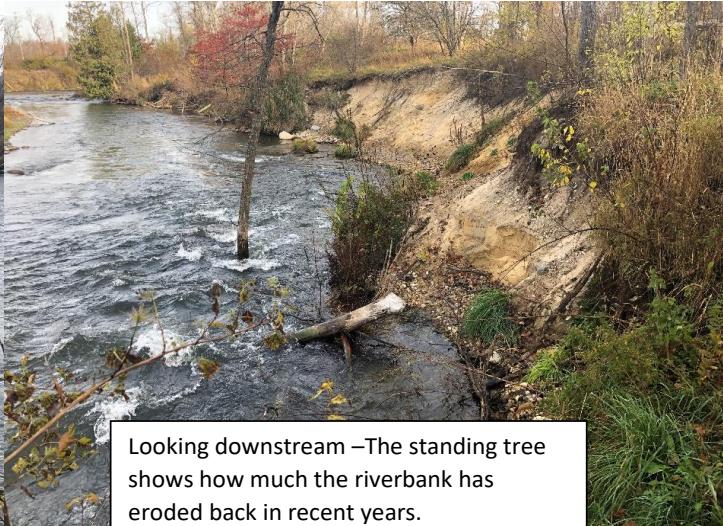
The program references in this report are in no way all-inclusive as many excellent activities such as the Winter Ice Rink program, the United Methodist Church Summer weekly family night program and the Kingsley Village Library reading events also find their home at C.C.S. and exemplify the ever increasing discovery of C.C.S. by various Community Service groups and agencies that realize the excellent quality of life improvement made possible by the C.C.S. park facilities.

Your consideration of this Annual Report is greatly appreciated.

Yours in Community Service,

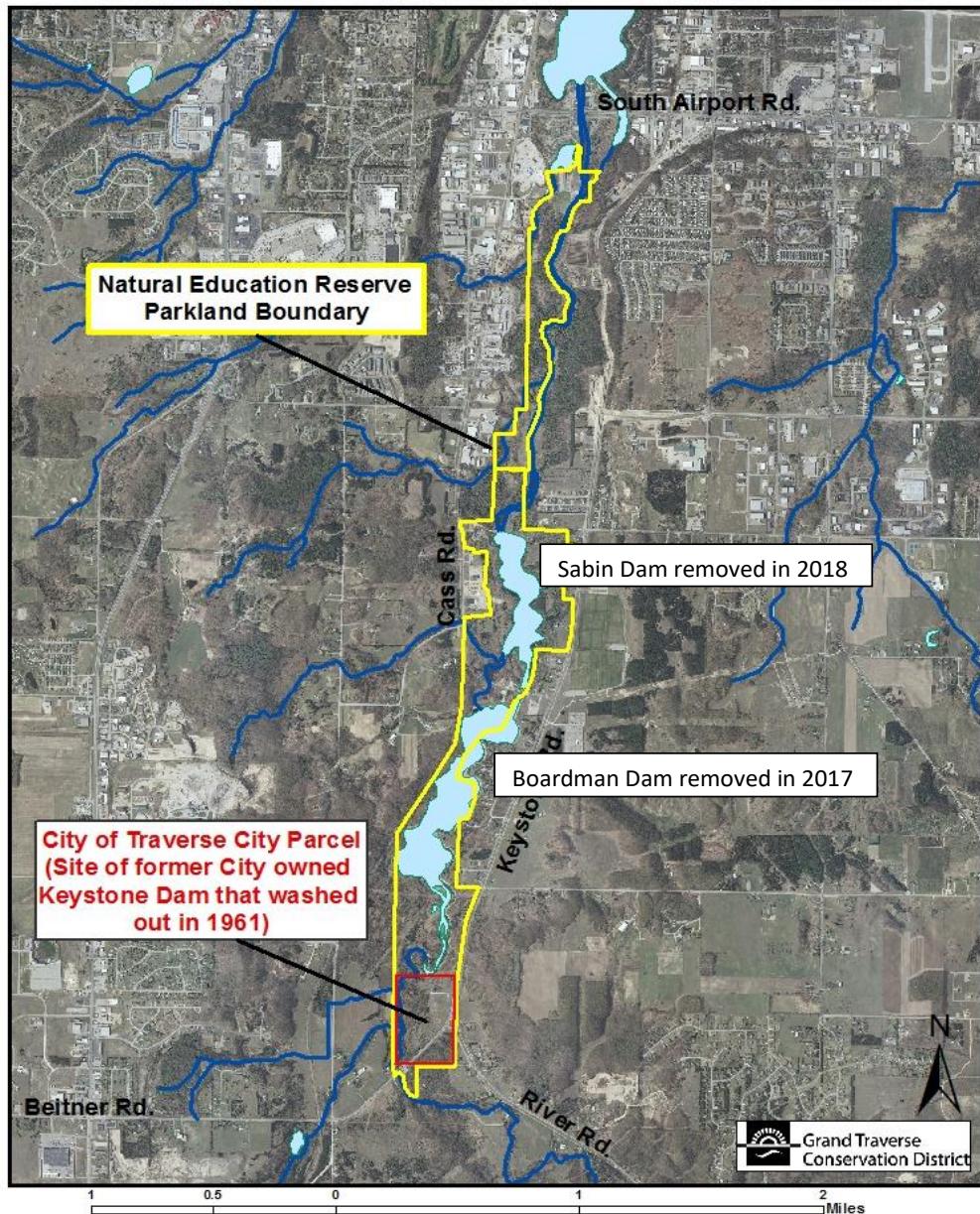
  
Charlie Jetter, Chair  
Civic Center South Park Authority Board of Directors.

## KEYSTONE RAPIDS BANK EROSION – BOARDMAN RIVER





### Natural Education Reserve: City of Traverse City Ownership Map



January 13, 2022

Mr. Chip Kosloski, FHGP Manager  
Grants Management Section  
Michigan Department of Natural Resources  
P.O. Box 30425  
Lansing, MI 48909-7925

Dear Mr. Kosloski:

The Grand Traverse County Parks & Recreation Commission enthusiastically supports the Grand Traverse Conservation District's Fisheries Habitat Grant Program (FHGP) application to restore two severely eroding banks along the Boardman River within the former backwaters of Keystone dam.

These sites totaling over 200 feet in length, fall within the County's 525-acre Natural Education Reserve (NER) which recently went under tremendous change with the removal Boardman Dam (2017) and Sabin Dam (2018). Together, with the removal of the City of Traverse City owned Brown Bridge dam 10 years ago made up the largest dam removal effort in Michigan's history. Keystone Dam washed out in 1961 and was located immediately upstream of Boardman Dam.

When Keystone Dam washed out 60 years ago, it pretty much took a straight path around the west side of the former impoundment. Over the decades since, the river has created a few meander bends allowing many of the banks to heal naturally. Several others have been actively restored using primarily rock riprap and bank shaping. Others still show signs of instability. The instability is caused by many factors including steep gradient, human foot-traffic, removal of downed trees to allow for safe navigation, and loose unconsolidated sediments that were deposited during the 50 years the dam was in operation.

This section of the Boardman River also contains the steepest gradient found on the Boardman River system and possibly northwest lower Michigan and is the reason why the dams were constructed so close together in the late 1800 and early 1900's. According to the MDNR's Boardman River Assessment, "the Keystone Rapids are considered unique and rare in the lower peninsula of Michigan" and are very popular to those seeking the thrill of whitewater paddling. The surrounding NER public parkland contains nearly 8-miles of recreational trails.

Once again, Grand Traverse County Parks & Recreation appreciates and the supports the Grand Traverse Conservation District's proposal to restore over 200 feet of eroding bank. If you have any questions I may be contacted by email at [alisakorn@gmail.com](mailto:alisakorn@gmail.com) or by phone at (231) 922-4818.

Sincerely,

Alisa Korn, President  
Grand Traverse County Parks & Recreation Commission