



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

**Grand Traverse County Parks and Recreation Commission
AGENDA
Thursday, December 14, 2017
Commission Chambers, Second Floor, Governmental Center
400 Boardman Avenue, Traverse City, Michigan 49684
5 p.m. Meeting**

General Meeting Policies: Please turn off all cell phones or switch them to silent mode. Any person may make a videotape, audiotape, or other recording of this meeting. Standing equipment, cords, or portable microphones must be located to not block audience's view. If you require auxiliary assistance, please call 231-922-4780 or TDD 231-922-4412.

- A. Pledge of Allegiance
- B. Call to Order (Director)
- C. Roll Call
- D. First Public Comment
Any person shall be permitted to address the Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended (MCLA 15.261, *et. seq.*). Public comment shall be carried out in accordance with the following Board Rules and Procedures:
 - 1. Any person wishing to address the Commission shall state his or her name and address.
 - 2. No person shall be allowed to speak more than once on the same matter, excluding Commissioners' questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
- E. Approval of/Additions to Agenda
- F. Special Orders of Business/Presentations
 - 1. River Outfitters' 2017 Season at Medalie Roadside Park (Report by Fisher Sutherland, Owner; 10 Minutes)
 - 2. Grand Traverse Bay YMCA at Civic Center in 2017 (Report by Jay Buckmaster, CEO; 10 Minutes)

G. Action on 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. Draft Minutes from November 9, 2017 Parks and Recreation Commission Meeting.....3
- 2. Draft Minutes from November 16, 2017 Special Meeting of the Parks and Recreation Commission6
- 3. Approved Minutes from October 3, 2017 Business Development Team Meeting8
- 4. Parks and Recreation-Senior Center Network Budget Report9
- 5. Grand Traverse Conservation District November 2017 Report.....10
- 6. Biederman Foundation Acceptance Letter for \$10,000 Grant16
- 7. Agreement for Oak Wilt removal at Maple Bay19
- 8. GTBOC Resolution for and Agreement with TART Trails for Wayfinding Signage22
- 9. 2018 Parks and Recreation Meeting Schedule24
- 10. November 15, 2017 Cantrell Baird Letter Regarding Trees in Civic Center Park.....25
- 11. December 7, 2017 E-mail from TART Trails Regarding Boardman Lake Loop Grants26

H. Items Removed from Consent Calendar

I. Parks and Recreation-Senior Center Updates (Director and Senior Center Network Manager)

J. Old Business

- 1. Request for Parks and Recreation as Grant Applicant for Boardman Lake Loop Trail Development (Trail Update by TART Trails; Action Item).....28
- 2. Draft Business Plan for Medalie Roadside Park (Business Development Team and Director; Action Item)30

K. New Business

- 1. Cell Tower Lease Options (Director and President; Potential Action Item)38
- 2. Draft Grand Traverse County Parks and Recreation Master Plan (Set Public Hearing Date; Director to Provide Plan at Meeting and Make Assignment)

L. Second Public Comment (Please refer to Item C. on agenda for rules.)

M. Notices and Commissioner Comments

N. Adjournment



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

**Grand Traverse County Parks and Recreation Commission
MINUTES
Thursday, November 9, 2017
Commission Chambers, Second Floor, Governmental Center
400 Boardman Avenue, Traverse City, Michigan 49684
5 p.m. Meeting**

- A. Pledge of Allegiance
- B. Call to Order
Meeting was called to order at 5 p.m.
- C. Roll Call
Commissioners Present: Pete Albers, Rod Kivell, Rodetta Harrand, Steve Largent, Jeri LeRoi, Andy Marek, John Roth

Commissioners Excused: Cheryl Gore-Follette, David Grams, Shirley Zerafa

Others Present: Kristine Erickson, Director, Ryan Walsh, Office Manager, and Lori Wells, Senior Center Network Manager, Grand Traverse County Parks and Recreation; Ty Schmidt, Executive Director, Norte
- D. First Public Comment
There was no public comment.
- E. Approval of/Additions to Agenda
Commissioner Roth requested to move Item 1. Norte! Lease Renewal, from under K. New Business to Item F. Special Orders of Business/Presentations, as Item 2.
MOTION by Marek, second by Kivell, to approve the agenda, as revised. Motion carried.
- F. Special Orders of Business/Presentations
 - 1. Report: Norte! at the Civic Center
Ty Schmidt reported on Norte! at the Civic Center during 2017.
 - 2. Norte! Lease Renewal
MOTION by Harrand, second by LeRoi, to authorize Director to explore funding opportunities with Norte! to expand programming and store bicycles. Motion carried.
MOTION by Largent, second by Marek, to renew the lease with Norte! for rental of space at the Civic Center.
Roll Call Vote
Yeas: Albers, Kivell, Harrand, Largent, LeRoi, Marek, Roth (7)
Nays: (0)

Absent: Gore-Follette, Grams, Zerafa (3)

Motion passes, 7 to 0.

MOTION by Marek, second by LeRoi, to allow Norte! to use storage space behind the amphitheater at no cost and for the Director to work with Norte! to prepare the space, if necessary. Motion carried.

G. Action on Consent Calendar

Receive and File

1. Draft Minutes from October 12, 2017 Parks and Recreation Commission Meeting
 2. Approved Minutes from September 5, 2017 Business Development Team Meeting
 3. Parks and Recreation-Senior Center Network Budget Report
 4. Parks and Recreation-Senior Center Network Department Report
 5. Summary of September 27, 2017 Joint County Board of Commissioners-Parks and Recreation Commission Meeting
 6. Grand Traverse Conservation District October 2017 Report
 7. Proposed 2018 Parks and Recreation-Senior Center Network Fee Schedule
- MOTION by Marek, second by Albers to receive and file the Consent Calendar with the exception of items 4 and 7. Motion carried.

H. Items Removed from Consent Calendar

1. Item 4. Parks and Recreation-Senior Center Network Department Report
Commissioner Albers asked for clarification related to the wayfinding signage agreement referenced in the Department Report.
Director explained history of agreement relative to payment received from TART Trails.
MOTION by Albers, second by Harrand, to receive and file Item 4. Motion carried.
2. Item 7. Proposed 2018 Parks and Recreation-Senior Center Network Fee Schedule
Commissioner Marek asked questions about proposed 2018 fees and Director answered them.
MOTION by Marek, second by Largent, to receive and file Item 7. Motion carried.

I. Parks and Recreation-Senior Center Updates

Lori Wells summarized Senior Center Network's November activities and programs.
Director summarized Parks and Recreation's November activities and programs.

J. Old Business

1. Authorization to Transfer Two Percent Grant Funds from "Revenue" to "Expenditure" Lines for Nature Education Reserve (\$10,000) and Medalie Roadside Park (\$15,000)
MOTION by Marek, second by Albers, to authorize the transfer of up to \$10,000 of Two Percent Grant Funds from "Revenue" to "Expenditure" in the Parks and Recreation Nature Education Reserve budget. Motion carried.
MOTION by Harrand, second by Marek, to authorize the transfer of \$15,000 of Two Percent Grant Funds from "Revenue" to "Expenditure" in the Parks and Recreation Medalie Park budget. Motion carried.

K. New Business

- ~~1. Norte! Lease Renewal~~
2. Draft Budget
MOTION by Largent, second by LeRoi, to accept and recommend the 2018 Parks and Recreation proposed budget to the Board of Commissioners. Motion carried.

L. Second Public Comment

There was no public comment.

M. Notices and Commissioner Comments

Commissioner Largent said he visited the Boardman bottomlands left by the recent dam removal, and described efforts to obtain Environmental Quality Incentives Program funds for the project. Commissioner Marek reminded commissioners about vacant positions on the Nature Education Reserve Advisory Board.

Commissioner Kivell described his involvement with Hickory Hills recreation area and his recent tour of the property.

Commissioner Roth congratulated Jason Allen on his recent appointment to serve as Director of Rural Development for the U.S. Department of Agriculture.

Commissioner Harrand said she has received positive comments about the new Director of the Commission on Aging and the new Director of Departmental Health and Services.

N. Adjournment

Meeting adjourned at 6:45 p.m.

Draft



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**Grand Traverse County Parks and Recreation Commission
SPECIAL MEETING TO CONSIDER CIVIC CENTER TEMPORARY EASEMENT REQUEST
Thursday, November 16, 2017
Senior Center
801 E. Front Street, Traverse City, Michigan 49686
6 p.m. Meeting
MINUTES**

- A. Pledge of Allegiance
- B. Call to Order (Director)
Meeting called to order at 6 p.m.
- C. Roll Call
Commissioners Present: Pete Albers, Jeri LeRoi, Rodetta Harrand, Rod Kivell, Andy Marek, John Roth, Shirley Zerafa
Commissioners Excused: Cheryl Gore Follette, David Grams, Steve Largent
Others Present: Jeff Cockfield, Grand Traverse Engineering, LLC; Douglas De Young, Community Affairs Manager, Consumers Energy; Michael Niedzielski of Northporte Development, LLC; Jill Nottke, Grand Traverse County resident; Kristine Erickson, Director, Grand Traverse County Parks and Recreation
- D. Additions/Changes to Agenda
Commissioner Roth requested that a new item, "Oak Wilt Treatment at Maple Bay Park and Natural Area," be added to the agenda as F.
MOTION by Harrand, second by Marek, to amend the agenda to include Oak Wilt Treatment at Maple Bay Park and Natural Area as Item F and to approve agenda, as amended. Motion carried.
- E. First Public Comment
There was no public comment.
- E. Civic Center Temporary Grading Easement Request (Northporte Development, LLC)
MOTION by Marek, second by LeRoi, to approve execution of temporary grading easement, as presented, and authorize Director to work with developer to finalize agreement, as necessary for execution.
Roll Call Vote
Yeas: Albers, Kivell, Harrand, LeRoi, Marek, Zerafa, Roth (7)
Nays: (0)
Absent: (3)
Motion passes, 7 to 0.

F. Oak Wilt Treatment at Maple Bay

Director requested Commissioners to ratify an agreement between Parks and Recreation and the Manistee Conservation District (MCD) for the MCD's treatment of oak wilt at Maple Bay Park and Natural Area. Director explained that the work took place earlier in November 2017, and that the majority of total cost (\$3,726) was funded by the Michigan Invasive Species Grant Program, administered by the MCD. Parks and Recreation paid \$558.92 toward the cost.

MOTION by Harrand, second by Marek, to ratify execution of agreement and payment for oak wilt treatment at Maple Bay Park and Natural Area.

Roll Call Vote

Yeas: Marek, LeRoi, Albers, Kivell, Harrand, Zerafa (6)

Nays: (0)

Abstentions: Roth (1)

Absent: (3)

Motion passes: 6 to 0

G. Second Public Comment (Please refer to Item C. on agenda for rules.)

There was no public comment.

H. Notices and Commissioner Comments

I. Adjournment



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Business Development Team: Business Planning for Civic Center

Tuesday, October 3, 2017, 5 p.m.

Commissioners' Committee Room, Second Floor

Governmental Center, 400 Boardman Avenue

Traverse City, Michigan 49684

MINUTES

- I. Call to Order: Meeting called to order at 5:05 p.m.
- II. Pledge of Allegiance
- III. Roll Call: Members present were Jeri LeRoi, Chair; Rodetta Harrand, Vice Chair; Pete Albers; Alisa Kroupa; Shirley Zerafa
- IV. Public Comment: There was no public comment
- V. Approval of Minutes, September 5, 2017 Business Development Team Meeting: MOTION by Harrand, second by Albers, to approve Minutes of September 5, 2017 Business Development Team Meeting.
- VI. Approval of/Additions to Agenda: MOTION by Harrand, second by Zerafa to accept agenda, as presented.
- VII. Norte! at the Civic Center (Update): Executive Director Ty Schmidt summarized Norte!'s rental experience and programming efforts during its first year (2017) leasing space at the Civic Center. He stated that Norte! wants to remain at the Civic Center and extend its lease. Schmidt will provide a more comprehensive update and share some ideas for expansion of Norte!'s programming and services during the November regular Parks and Recreation Commission meeting.
- VIII. Parks and Recreation's 2018-2023 Master Plan (Discussion): Parks and Recreation Director shared master planning timeline and activities.
- IX. Second Public Comment (Please refer to rules above.)
There was no public comment.
- X. Notices and Team Member Comments: Parks and Recreation Director shared information related to a proposed memorial garden at Medalie Roadside Park. The group proposing the garden will attend the November Business Development Team meeting to present the proposal in person and answer questions.
- XI. Adjournment

12/6/2017

Fund 208

Department	Revenue						
	Dept % of Budget	Initial Budget	Adjusted Budget	This Month	YTD	Budget Balance	% of Budget Received
751 P&R Commission	48.6%	339,599	350,664	-	254,699.25	95,964.75	72.6%
752 Civic Center	27.8%	27,500	201,061	-	37,941.05	163,119.95	18.9%
756 Pool	0.4%	500	2,734	-	-	2,734.00	0.0%
757 Power Island	1.3%	9,400	9,400	-	11,902.82	(2,502.82)	126.6%
758 NER	0.9%	-	6,500	-	10,000.00	(3,500.00)	0.0%
759 Twin Lakes	10.6%	71,240	76,240	-	69,826.38	6,413.62	91.6%
761 Howe Arena	6.6%	47,500	47,500	-	41,676.68	5,823.32	87.7%
762 Medalie Park	2.6%	15	18,479	-	18,479.48	(0.48)	100.0%
764 Meyer House	1.3%	40	9,600	-	8,800.00	800.00	91.7%
Total	100%	495,794	722,178	-	453,325.66	268,852.34	

Department	Expenditures							
	Dept % of Budget	Initial Budget	Adjusted Budget	This Month	YTD	Current Encumbrance	Budget Balance	% of Budget Expended
	9.2%	67,092	65,218	2,811.89	59,919.95	-	5,298.05	91.9%
	46.4%	126,236	328,375	3,529.94	294,111.52	-	34,263.48	89.6%
	5.7%	33,021	40,366	-	33,764.78	-	6,601.22	83.6%
	6.9%	47,613	48,777	886.87	43,616.99	-	5,160.01	89.4%
	8.1%	51,920	57,637	-	53,302.56	-	4,334.44	92.5%
	17.5%	130,642	123,674	3,436.75	87,398.63	-	36,275.37	70.7%
	2.8%	25,170	19,989	443.44	16,219.53	-	3,769.47	81.1%
	2.2%	510	15,277	-	232.93	-	15,044.07	1.5%
	1.2%	500	8,542	-	7,516.42	-	1,025.58	0.0%
Total	100%	482,704	707,855	11,108.89	596,083.31	-	111,771.69	

Fund 298

Department	Revenue						
	Dept % of Budget	Initial Budget	Adjusted Budget	This Month	YTD	Budget Balance	% of Budget Received
728 Senior Center	100.0%	590,745	596,590	936.97	562,893.01	33,696.99	94.4%
Total	100%	590,745	596,590	936.97	562,893.01	33,696.99	

Department	Expenditures							
	Dept % of Budget	Initial Budget	Adjusted Budget	This Month	YTD	Current Encumbrance	Budget Balance	% of Budget Expended
	100.0%	584,694	590,539	9,098.39	436,328.56	710.27	153,500.17	73.9%
Total	100%	584,694	590,539	9,098.39	436,328.56	710.27	153,500.17	

Grand Traverse Conservation District
November 2017 Report

CONSERVATION TEAM

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Attended County Parks and Recreation Master Planning Team meetings.
- Attended Community Input Sessions on "Parks and Recreation Survey Day".
- Reviewed and provided written comment and suggestions regarding the County's Parks and Rec revised Master Plan.

Routine Monitoring and Maintenance

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Removed leaf debris from trailheads, universal accessible trails, stairs, and boardwalks along the NER.
- Cleared major downfall trees from trails with chainsaws.
- Repaired fencing at trailhead parking lots.

Grants

- Met with Grand Traverse Band of Ottawa and Chippewa Indians/Natural Resource Conservation Service staff to discuss funding to help restore Boardman Pond bottomlands beginning in 2018.
- Met with CRA and AECOM staff regarding potential funds to restore two large erosion sites upstream from Boardman Pond.
- Met with Natural Resources Conservation Service staff to walk the Boardman bottomlands to discuss the potential use of Environmental Quality Incentive Program assistance post dam removal.
 - Secured \$2,500 from TART to assist with engineering costs to revise the final grading plans to accommodate the Boardman River Trail base near Cass Road Bridge (see below).

Other

- Coordinated a contract between the Conservation District, the Conservation Resource Alliance, and AECOM to restore two severely eroding banks upstream from the Boardman bottomlands.
- Coordinated a contract between the Conservation District and AECOM to provide engineering services to revise the final grading plans to accommodate the Boardman River Trail base when Michels, the dam removal contractor does their final grading next spring. AECOM will submit the revised grading plans to the MDEQ to receive approval to amend the existing dam removal permit and will coordinate the activities with the US Army Corps of Engineers and Michels.



- Coordinated Wildlife and Wetlands Solutions on the contracted treatment efforts on woody invasive plants near the Boardman Pond bottomlands (funding provided by the Conservation Resource Alliance)
- Met with Jack Robbins in preparation for universal access trail upgrade from Meadows Pavilion Trailhead to Sabin Overlook.
- Coordinated Wildlife and Wetlands Solutions on the contracted treatment efforts of woody invasive plants near the Boardman Pond bottomlands (funding provided by the Conservation Resource Alliance)

BOARDMAN RIVER STEWARDSHIP

- Presented Boardman River Program to NMC’s Water Studies Institute class.
- Restored Site S838 along Kids Creek Trib-“A” at the Higgins Hearing Aid Service building at the corner of Front and Madison. This project was done in partnership with the Watershed Center Grand Traverse Bay (WSC) which removed an obsolete culvert, stabilized 50 feet of eroding streambank bank, and increased the floodplain capacity by 1/3 along the 100’ long project reach.
- Restored two erosion sites on Kids Creek along the Woman’s Walk in partnership with the WSC.
- Met for a second time with Interim Kingsley Village Manager Ross Childs regarding the Blair Street crossing of Kingsley Creek. Rock rip-rap that was placed during installation of the culvert several years ago has been moved into the channel on the upstream end of the crossing by (presumably) kids causing the Creek to rise and flood private property upstream.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 412
 Program Participants this month: 369
 Drop ins this month: 43
 Nature Center Visitation this year: 8,015

Nature Center Visitation October 2016: 391
 Program Participants October 2016: 286
 Drop in October 2016: 105
 Nature Center Visitation since 2008: 78,628

Program Participation & Program Planning:

- 62 preschool aged children and their families participated in our twice weekly preschool programs at the Boardman River Nature Center
- 78 students served during 5 different fieldtrip programs at the Boardman River Nature Center. It is unusual to see field trip requests this time of year but many are preschool teachers



- Attended The Rotary Camps and Services fall convening to network with area camps and share resources.
- Continued work on outdoor exhibits along the Fox Den and Sabin trailhead on the Natural Education Reserve.

FORESTRY ASSISTANCE PROGRAM (FAP)

Trainings: MACD Conference, 16 CFEs earned

On-Site Visits:

Grand Traverse County

1. Hitchcock, 8 acs., Grant Twp.
2. Saul, 40 acs., Grant Twp.
3. Joppich, 80 acs., Paradise Twp.
4. Deering, 1 ac., Whitewater Twp.

Written Forest Management Recommendations: 1 **QFP Verifications:** 0 **MAEAP/FWH Verifications:** 0

FAP Referrals to Private Sector: 2 **FAP Referrals to Public Sector:** 1 **Tree Farm Inspections:** 0

In-office Contacts: 28 landowners **Follow-up Contacts:** 44 landowners/qualified foresters

FAP Promotion/Program Development:

1. Update website/forester referral lists/landowner email lists
2. Wilt grant work specifications, bid documents, contracts, on-site monitoring of contract work - 13 landowners
3. Oak Wilt/FAP Services write up/flyers to Elmwood and Centerville Townships for December Tax Bill inserts
4. Meeting with Westwoods Elementary Teacher about Am. Chestnut/Tree Program for school
5. Interviews with TV 7&4 and 9&10 re: Oak Wilt on Pelizzari Natural Area
6. News article in Record Eagle re: Pelizzari Natural Area oak wilt grant work
7. Meeting with TC Parks staff at Hickory Hills for harvest assistance
8. Forest Health Presentation with Sweetwater Garden Club (15 participants)

MICHIGAN SAFE FOOD

- Attended the fall conference of Michigan Association of Conservation Districts at Shanty Creek and attended the following sessions: *Presentation Tips/Adult Learning, Manure and Compost PSA Module, Water Testing Requirements, Marketing the Produce Safety Rule, FDA Updates, and MAEAP and Produce Safety* Two outside tours were also part of the MACD conference: Hops and an organic CSA farm.
- Attended the Making It In Michigan Conference and Marketplace that was held in Lansing on November 7. The Marketplace featured more than 200 booths where two MAEAP referrals and two produce safety opportunities were secured.
- Attended Produce Safety Alliance Train the Trainer training was held in St. Paul, MN, November 28 - 29. With completion of the training, the GTCD Produce Safety staff person is now certified to teach the Produce Safety Grower Training modules.

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 9 (Antrim/Grand Traverse), 11 (Benzie/Leelanau)

Risk Assessments Completed: 9 (Antrim/Grand Traverse), 11 (Benzie/Leelanau)

Farms Verified: 0

Updates:

- 11/1 - 11/3: MACD Convention at Shanty Creek
- 11/8: Farmstead*A*Syst Training at the Kellogg Biological Station
- 11/9: Leelanau County Conservation District Annual Meeting
- 11/10: Video recording for Northwestern Michigan College,
- 11/13: Benzie/Manistee Farm Bureau Board Meeting
- 11/15: Benzie Conservation District Annual Meeting
- 11/20: Antrim Conservation District Board Meeting
- 11/28: Spotted Wing Drosophila Summit at the NWMHRC

Current Projects:

- Working with:
 - 7 farms in Benzie
 - 10 farms in Leelanau
 - 8 farms in Grand Traverse
 - 10 farms in Antrim
- Risk Assessments Completed in November: 20
- Participating with the Food and Farming Network Farmland Task Force on updated outreach materials.



- Ongoing October-November: MDARD Well Monitoring Program
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding
- Beginning 2018 re-verifications

Upcoming Events:

- 12/5 - 12/7: Great Lakes Fruit, Vegetable and Farm Market Expo in Grand Rapids, MI
- 12/14: Leelanau Emergency Planning Committee Meeting
- 12/15: Agriculture Labor Day Meeting (will be collaborating)

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Active Contacts: 191

Passive Contacts: 128,436

Volunteer Hours: 0

Volunteers: 0

Acres Surveyed: 7.5

Sites Surveyed: 3

Acres Treated: 0.5

Sites Treated: 2

Meetings/Presentations:

- 1/3 - Interviewed by 9&10 re: EPA-GLRI2016
- 11/7 - Attended Nature Change Steering Committee meeting; ~12 active
- 11/7 - Attended LCD Board Meeting re: GLRI contract; 4 active
- 11/10 - Presented *Habitat Matters* to Grand Traverse Academy class; ~40 students
- 11/16 - Presented (career path) to WMU/NMC; 30 contacts
- 11/27 - Participated in career roundtable at NMC; 21 participants

Treatments and Surveys:

- 11/10 - Bittersweet/Phragmites site visit; 5 acres
- Treated 0.5 acres bittersweet @ GT Commons (2 sites)
- Surveyed 1.5 acres (Elmwood Wetlands)

Other Accomplishments:

- 11/16 - Delivered final boot brush stations
- [Coverage of GLRI grant by 9 & 10 News](#) (100,000 passive)
- [Coverage of GLRI grant by Record Eagle](#) (20,000 passive)
- Created flier for municipality tax mailings
- Facebook reach: 5,722 passive
- Website reach: 2,671 unique visitors (passive)

Upcoming Events:

- Watch for Garlic Mustard Workbees in May!
-

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

**THE LES AND ANNE BIEDERMAN FOUNDATION
P.O. BOX 564
TRAVERSE CITY, MI 49685-0564**

GRANT ACCEPTANCE LETTER

We are pleased to be able to award a Grant to your organization.

Your Grant is one of many awarded each year to help worthwhile projects in northern Michigan. The Grant to your organization is for the explicit purpose described below and is subject to your acceptance of the following conditions. Please read these terms carefully to assure that there is mutual understanding as to the purpose of the Grant and all the terms thereof.

PLEASE RETURN A SIGNED COPY OF THIS GRANT AGREEMENT TO THE LES AND ANNE BIEDERMAN FOUNDATION.

Grantee: Friends of Easling Pool/GT County Parks/Rec.

Amount of Grant: \$10,000

Date Authorized: 10/10/17

Grant Purpose: Easling Pool upgrades

Grant Period: WITHIN 12 MONTHS OF PAYMENT ISSUE DATE.

Payment Schedule: \$10,000 ISSUED

Special Conditions of Grant:

If these monies are not used within 12 months of payment issue date for the purpose(s) indicated, they must be returned promptly to The Biederman Foundation.

1. Expenditure of Grant Funds

This grant is to be used only for the purpose described above and in accordance with the approved budget. The program is subject to modification only with the foundation's prior written approval.

- A. The grantee shall return to the foundation any unexpended funds:
 - 1. at the end of the grant period, or
 - 2. if the foundation determines that the grantee has not performed in accordance with this agreement and approved budget/program, or
 - 3. if the grantee loses its exemption from Federal income taxes under Section 501 (c) (3) or 509 (a) (3) or the Internal Revenue Code, or,
 - 4. If Grant Acceptance Letter is not returned within 30 days from date of issue.

- B. No funds provided by the foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research.

- C. Unless specifically authorized by the foundation, expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.

- D. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

2. Reports to the foundation

Grantee will furnish the foundation with written reports according to the following schedule:

One report issued within 30 days following the completion of the Program. This report should report the details of the program and should evaluate the effectiveness of the program.

3. Limit of Commitment

Unless otherwise stipulated in writing, this grant is made with the understanding that the foundation has no obligation to provide other or additional support to the grantee.

4. Compliance with Law

This Grant is intended to be in compliance with current and applicable laws and pursuant to the provisions of the Internal Revenue Code, as amended, and the regulations issued thereunder pertaining to charitable organizations, and the terms of this Grant Letter shall be construed accordingly.

For the Grantee:

Krista Erickson
Signature of Authorized Representative

Bud Stuercke

10/20/17
Date

GTC
Director, Parks and Recreation
Title

President, Friends of Easting Pool



Kristine Erickson <kerickson@grandtraverse.org>

Maple Oak Wilt Treatment Plan

1 message

Kama Ross <kama.ross@macd.org>

To: Kristine Erickson <kerickson@grandtraverse.org>, Steve Lagerquist <slagerquist@gtrlc.org>

Wed, Nov 15, 2017 at 12:27 PM

As a follow-up to our conversation about the prescribed oak wilt treatment plan for Maple Bay. Here is a timeline of the treatment decisions made and how the plan evolved.

- 1 - Steve Lagerquist of GTRLC contacted Kama and oak wilt confirmed July 2017 by a sample sent to MSU Diagnostic Lab.
 - 2 - DNR Forest Health Technicians Scott Lint and Jenna Johnson met with Kama and Steve on-site and we laid out the treatment plan using the best management practices for oak wilt treatment in Michigan. Proper removal of the one 9" diameter red oak that would produce spore pads next year, 860' of 5' deep trenchline to isolate the fungus and marked 50 healthy red oaks within the trenchline to be removed if possible to eliminate all potential for oak wilt fungus on the site.
 - 3 - Because of the difficulty in accessing the wilt site, it was decided by all resource professionals involved that the 50 seemingly healthy trees within the trenchline were to be left and monitored closely each summer to see if any show symptoms of the fungus. If so, prompt removal of infected trees is recommended. Since the site has the trenchline, the only way the disease can spread and continue is within the trenchline. As long as symptomatic trees are properly removed before they produce spore pads, the wilt will be controllable. If this were a commercially viable sale, we would have preferred to remove all red oak from within the trenchline, but the sale is not possible because of the small volume/value and the difficulty of accessing the site with logging equipment.
 - 4 - The one spore producing tree was cut, piled and tarped by Arbor Tech Outdoors in October. Steve will post a sign to educate visitors as to the reason for the tarped stack, and our request to leave until fall 2018. At that time, the tarp can be removed (spore pads are no longer a risk of overland spread of the oak wilt fungus by picnic beetles), and staff can leave wood (scatter) or it can be hauled out for use as firewood (wood is not longer a threat of spreading the disease).
 - 5 - The trenchline was cleared in early November by Daniel Schillinger in preparation to run the trenchline next week (small trees and downed logs removed in a 6' wide path, 860' circle. The trenchline will be completely filled in, with only the tree roots severed below ground. The trenchline will be very inconspicuous. The trenchline usually holds for 5-7 years by which time the fungus should have run out and will not longer be viable on site.
 - 6 - County and GTRLC staff closely monitoring the site for new flagging, symptomatic trees is crucial. If more work needs to be done to treat oak wilt, the DNR MISPG grant may be available to help cost share future treatments.
- Oak wilt is a very aggressive, lethal fungal disease that takes years to completely eradicate from a site. This grant program hopes to control the spread of oak wilt onto more county, state and private forest land.

Please let me know if I can answer any questions or concerns about the work being done. Thank you.

Kama Ross

Kama Ross, District Forester

Leelanau, Grand Traverse and Benzie Conservation Districts

kama.ross@macd.org

231-256-9783

Landowner Contract
Michigan Invasive Species Grant Program (MISGP)
Grant IS15-3007 (Slowing and Preventing Oak Wilt),
Administered by the Manistee Conservation District

The following contract contains details pertinent to the work performed by independent contractors chosen by the Manistee Conservation District (MCD), as part of the Michigan Invasive Species Grant Program (MISGP) Grant IS15-3007 “Slowing and Preventing Oak Wilt”, administered by MCD. As an equal opportunity employer, MCD complies with applicable federal and state laws prohibiting discrimination. It is the policy of MCD that no person shall be discriminated against in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, sexual preference, marital status, handicap, or veteran status.

I. Nature of Work:

MCD has discussed treatment options available to address Oak Wilt on **Maple Bay Park and Natural Area, Grand Traverse County Parks and Recreation Commission property**. MCD does not guarantee that Oak Wilt will not return to the property, but does guarantee that the most effective treatment options will be implemented given the specific situation at Grand Traverse County Parks and Recreation Commission property. All necessary local, state, and federal permits will be obtained by MCD, Grand Traverse County Parks and Recreation Commission, and Arbor Tech Outdoors and Schillinger Forestry (Contractors). Grand Traverse County Parks and Recreation Commission agrees to allow MCD and partners to use data, photographs, and other information resulting from Grand Traverse County Parks and Recreation Commission property for reporting Oak Wilt, analyses, outreach materials and presentations, and other forms of dissemination that will help contribute to advancing knowledge of Oak Wilt and how to control it.

Potential treatment options include one or a combination of the following:

- A. **Cut one oak tree** and leave onsite OR chip and remove material, or a combination of leaving onsite and chipping by **Arbor Tech Outdoors**. These trees are infected and can spread Oak Wilt if non-chipped material is taken offsite. If chipped, material may be taken offsite. If left onsite and not chipped, all material greater than 4 inches in diameter must be covered for the entire following growing season. Trees that are to be cut, left onsite and covered, or cut and chipped, are marked with SP in orange paint. Since trenching is part of the treatment, trees must be moved so that a lane [8 to 10 feet wide] is created along the trench line to make room for trenching equipment. Cutting and covering or chipping oak trees must be done before March 1st, 2018.
- B. Create a trench that is at least 5 feet deep (making sure to sever all roots within trench), along designated trench line that is marked with pink pin flags. Trenching must be done during the fall of 2017. It will be the responsibility of **Schillinger Forestry** to contact MISS DIG System, Inc. and comply with their requirements, prior to implementing trenching work. If another contractor is not clearing the 8 to 10 foot lane for trenching, Contractor shall include the removal of small trees and brush in the trenching lump sum bid.

II. Selection of Contractor and Bidding Process:

- A. If total cost of treatment for a standalone bid (determined by MISGP) is less than \$2,500.00, MCD will select a qualified independent contractor.
- B. If total cost of treatment for a standalone bid (determined by MISGP) is between \$2,500.00 and \$10,000.00, MCD will develop written specifications, solicit a minimum of three quotes from independent contractors, and select the qualified independent contractor who submits the lowest qualified bid. MISGP must approve the bid specifications and bid sheet prior to advertising and approve the selection of the contractor.
- C. If total cost of treatment for a standalone bid (determined by MISGP) is greater than \$9,999.00, MCD will develop written specifications, advertise the work using a competitive bidding process, and select the qualified independent contractor who submits the lowest qualified bid. MISGP must approve the bid specifications and bid sheet prior to advertising, and approve the selection of the contractor.

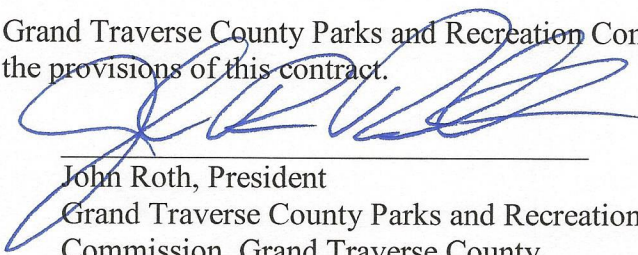
III. Payment:

Grand Traverse County Parks and Recreation Commission is responsible for paying MCD fifteen percent (15%) of the total cost of all treatment options being implemented by independent contractors, prior to the beginning of work implementation. MCD will pay the remaining eighty-five percent (85%) using funds from the MISGP grant. Once Grand Traverse County Parks and Recreation Commission has signed this contract and submitted payment along with required documents, there will be no refund to Grand Traverse County Parks and Recreation Commission unless the Oak Wilt treatment is not implemented, at which point the potential for issuing a refund will be discussed between Grand Traverse County Parks and Recreation Commission and MCD. In this case, Grand Traverse County is responsible for fifteen percent (15%) of the cost of cutting and removing one spore producing oak tree (\$500.00), the cost of trenching 860 feet (\$2,810.00) and extra costs incurred by the lowest bidder (\$416.16) for a **total of \$3,726.16**. Grand Traverse County is responsible for fifteen percent (15%) of \$3,726.16 or **\$558.92**, and the remaining eighty-five percent (85%) or \$3,167.24 will be paid by MCD.

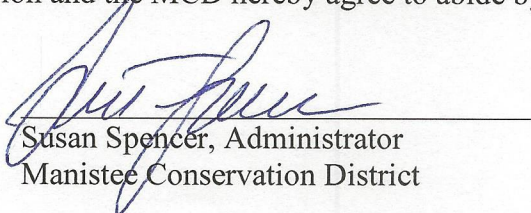
IV. Documentation:

- A. Proof of Ownership: Grand Traverse County Parks and Recreation Commission must provide MCD with a copy of a deed or most recent property tax statement showing Grand Traverse County Parks and Recreation Commission name and legal description or a signed affidavit signifying ownership. These documents must be provided to MCD prior to implementation of the work.
- B. Consent Letter: Grand Traverse County Parks and Recreation Commission must provide MCD with a signed consent letter stating that Grand Traverse County Parks and Recreation Commission owns the property and authorizes the work being done. This letter must be provided to MCD prior to implementation of the work.

Grand Traverse County Parks and Recreation Commission and the MCD hereby agree to abide by the provisions of this contract.



 John Roth, President
 Grand Traverse County Parks and Recreation
 Commission, Grand Traverse County



 Susan Spencer, Administrator
 Manistee Conservation District

October 18, 2017

 Date

11/15/17

 Date

RESOLUTION

Traverse Area Recreation & Transportation (TART) Trail Signage Agreement

WHEREAS, the Resource Management & Administration Committee met in regular session on May 13, 2015 and reviewed request to approve an Agreement between TART Trails and Grand Traverse County for funding of wayfinding signage maintenance; and,

WHEREAS, TART Trails provided design of a signage system and will fabricate and install the signage at no cost to the County and continue to secure sponsorship opportunities to help support future signage maintenance; and,

WHEREAS, the County will receive 25% of the revenues generated by the sponsorship opportunities on an annual basis with payments being made October 1st; and,

WHEREAS, the County will permit TART Trails to seek signage sponsors and will maintain and replace all signage as necessary in a timely manner; and,

WHEREAS, the Resource Management & Administration Committee reviewed the agreement which has been approved by Civil Counsel and recommends approval.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approve the agreement with TART Trails, Inc. for funding wayfinding signage maintenance.

APPROVED: May 27, 2015

**Agreement between
Traverse Area Recreation & Transportation (TART) Trails, Inc.
and Grand Traverse County for funding of wayfinding signage maintenance**

This is a funding agreement ("Agreement") between TART Trails, Inc., located at 148 E. Front St., Suite 201, Traverse City, MI 49684 ("TART Trails") and Grand Traverse County ("County"), located at 400 Boardman Ave, Traverse City, MI 49684. The Parties enter into this Agreement on the basis of the following:

- A. The Parties share a common desire to provide a quality experience for visitors and residents using the trail system. The provision and maintenance of directional and informational signage along the trail system is an important part of that experience.
- B. TART Trails' provided the design at no cost to the County. The design of the signage system is intended to serve as part of a regional trail network signage system.
- C. TART Trails will fabricate and install the signage at no cost to the County.
- D. The Traverse Area Recreational Trail (the TART) lies within the County outside the Traverse City limits, between approximately the TBAISD Career Tech Center on Parsons Road and Bates Road in Acme Township.
- E. TART Trails has the capacity and interest to seek sponsorship opportunities along a limited number of signs to help support future signage maintenance.
- F. The revenue generated provides a source to help support long-term signage maintenance. The County has a fund already designated for the TART.

Therefore, the Parties outline the following tasks and actions to be taken in order to achieve their mutual goal of maintaining the trail signage and providing a quality trail experience:

- 1. TART Trails shall:
 - a. Administer fabrication and installation of the plan
 - b. Seek to secure sponsorship opportunities available on the trail as identified in Exhibit A.
 - c. Provide to the County 25% of the revenues generated by the sponsorship opportunities on an annual basis – payments will be made to the County on October 1st.
 - d. Coordinate and communicate any changes in pricing for sponsorship signage.
 - e. Complete this work above for no charge to the County.

- 2. County shall:
 - a. Permit TART Trails to seek signage sponsors, with the location of eligible signage outlined in Exhibit B. Should signage locations change, TART Trails will notify the County. Any additional sponsorship opportunities will be included in TART Trails' annual payment to the County.
 - b. Maintain and replace all signage as necessary in a timely manner.
 - c. Complete this work above for no charge to TART Trails.

- 3. Either party may terminate this Agreement at any time and for any reason by giving to the other party thirty (30) days written notice of the intent to terminate this Agreement.

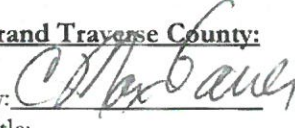
The parties have executed this Agreement on the date indicated below:

Traverse Area Recreation & Transportation Trails:

By: 
Julie Clark
TART Trails, Executive Director

Date: 5/18/15

Grand Traverse County:

By: 
Title:
Grand Traverse County

Date: 5-29-15



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

SCHEDULE: 2018 Parks and Recreation Commission and Subcommittee Meetings

Parks and Recreation Commission

Regular meetings of the Grand Traverse County Parks and Recreation Commission are held on the **second Thursday** of every month, 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.

Meeting Day, Time, and Location: Unless otherwise indicated, the second Thursday of every month at 5 p.m. in Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684:

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

Business Development Team

Meeting Day, Time, and Location: Unless otherwise indicated, the first Tuesday of every month, beginning in February, at 5 p.m. in the Commissioners' Committee Room, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684:

February 6	August 7
March 6	September 4
April 3	October 9
May 1	November 6
June 5	December 4
July 3	

Subcommittees: Fees Ad Hoc Committee, Program Ad Hoc Committee, Rules Committee

Meetings of the Fees Ad Hoc Committee, Program Ad Hoc Committee, Rules Committee, Strategic Planning Ad Hoc Committee, and Future of County Parks and Recreation Ad Hoc Committee are held as deemed necessary to conduct business.

Grand Traverse County Parks and Recreation-Senior Center Network

1213 W. Civic Center Drive
Traverse City, Michigan 49686
231-922-4818 • www.grandtraverse.org

FAIRLANE CONDOMINIUM ASSOCIATION

P.O. Box 4024

TRAVERSE CITY, MICHIGAN 49685-4024

Ms Kristine Erikson, Director
GT Co. Parks and Recreation
1213 West Civic Center Drive
Traverse City, MI 49686

November 15, 2017

Re: Civic Center Trees

Dear Ms Erikson:

We are the residential condominium association immediately East of the Civic Center on the other side of Fair Street.

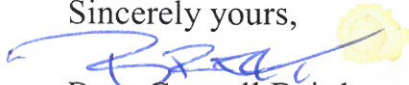
I would hope that while you have tree removal crews at the Civic Center that you would send them to the Fair Street/East side of the park to remove one or two trees. Near the Fair Street entrance between the Civic Center track and Fair Street are 5 oak trees. The southern most tree is not in good shape with as many dead branches as live branches. The middle oak tree is dead and has been so for many years.

This oak tree is slowing falling apart in small pieces. Should it fall apart in larger chunks, it poses a threat to the property of Fairlane Condominium Association and/or vehicles park on Fair Street. I don't believe that should the entire tree topple, that it would strike our buildings but most certainty would damage cars parked on the street, your fence and the power lines along the east side of the Civic Center, and any unfortunate soul in the area.

Please have a tree removal crew take down this threat and eye sore to our association. The southern most oak tree needs to be trimmed or removed as well.

Should you have any questions please fee free to contact me at 231.929.7500.
Thank you.

Sincerely yours,


Brett Cantrell Baird
Board President

BOARD MEMBERS: BRETT CANTRELL BAIRD, PRESIDENT;
 SHERRY HAYNES, SECRETARY;
 MARLENE BIELAS, AT LARGE

BRIAN SWEENEY, VICE PRESIDENT;
MARIA JUNG, TREASURER;



Kristine Erickson <kerickson@grandtraverse.org>

Great News for the Loop Around Boardman Lake!

1 message

Brian Beauchamp <brian@traversetrails.org>

Thu, Dec 7, 2017 at 12:23 PM

To: "kerickson@grandtraverse.org" <kerickson@grandtraverse.org>



Dear Kristine,

What a start! We have exciting news to share on the Boardman Lake Loop!

Yesterday the Michigan Natural Resources Trust Fund Board approved \$600,000 for the Boardman Lake Loop. Grand Traverse County submitted two \$300,000 grants for the Boardman Lake Loop construction. This is part of over \$1 million in state and federal grants under review. We're delighted to come out of the gates with this success. These grants are critical to the successful implementation of this collaborative effort and will help leverage \$4 million in local public and private dollars.

And on that note, this morning we got word from Rotary Charities that their Board has awarded the project \$75,000!

Wow. The public and private support for the Loop is part of what makes this project so great. The Boardman Lake Loop hits all the best notes of trails - economic development, meaningful non-motorized transportation, great recreation, and opportunities for improved community health and wellness. With its connection to businesses, institutions, residential and commercial areas, the Loop will provide important opportunities for people to connect in new and improved ways.

This project also includes the element of maintenance. With the support of Garfield Township, we are working to establish a long term maintenance set aside so that the entire Boardman Lake Loop trail has the funding available for long term care and feeding for the trail, ensuring what goes on the ground today, looks great tomorrow.

We are so excited to keep working on this fantastic project. Thank you all for your interest and continued support of the Loop! Keep up to date on project efforts on our webpage!

Thank you!

Julie Clark

Executive Director

Traverse Area Recreation and Transportation Trails

PO Box 252

Traverse City, MI 49685

231-941-4300

traversetrails.org

Enriching the traverse region by providing a network of trails, bikeways and pedestrian ways, and encouraging their use.

At a Regular Meeting of the Grand Traverse County Parks and Recreation Commission, held on the 14th day of December 2017 at 5 p.m. with ____ members present, the following resolution was proposed:

Motion by: Commissioner _____

Supported by: Commissioner _____

Grand Traverse County Parks and Recreation Commission

RESOLUTION 03-2017

A RESOLUTION SUPPORTING THE APPLICATION BY GRAND TRAVERSE COUNTY PARKS AND RECREATION FOR A COASTAL ZONE MANAGEMENT GRANT FOR DEVELOPMENT OF THE BOARDMAN LAKE LOOP TRAIL

WHEREAS, *Grand Traverse County Parks and Recreation Commission* has identified trails as an important part of its *2016-17 Strategic Plan*, calling for continued partnership with TART Trails and other entities to provide further countywide connectivity through non-motorized and multi-modal trails; and

WHEREAS, *Grand Traverse County Parks and Recreation Commission's* 2013-2018 *Grand Traverse County Community Park, Recreation, Open Space, and Greenway Plan* supports the development of non-motorized trails and connected trail networks; and

WHEREAS, the Boardman Lake Loop Trail has been a community vision for nearly 30 years, and trail development has been supported through local, regional, and state resources, including a Coastal Zone Management Grant secured by the County in 2015; a Grand Traverse Band of Ottawa and Chippewa Indians two percent grant for \$15,000 toward trail design costs; and \$600,000 in Michigan Department of Natural Resources (state) grants in 2017 for Boardman Lake Loop construction which includes Medalie Park as an improved trailhead; and

WHEREAS, *Grand Traverse County Parks and Recreation Commission* believes that constructing the trail between 14th Street and Medalie Park will contribute to the recreational and non-motorized transportation opportunities in the region, with its immediate connections to existing trail facilities and desired destinations and future trail extensions along the Boardman River; and

WHEREAS, the preliminary design of the Boardman Lake Loop Trail reflects the strategic goals of understanding and respecting the history, context and culture of the corridor; understanding trail users' perspectives; cultivating trail support by connecting to hearts and minds; creating meaningful connections for work, play and health, and engaging volunteers and partners;

WHEREAS, completing the trail provides positive economic, social and environmental benefits to the region, and;

WHEREAS, Medalie Park is an important community asset and plays a critical role as a trailhead for both the Boardman Lake Loop Trail and Boardman River Water Trail;

WHEREAS, the *Grand Traverse County Parks and Recreation Commission*, in July 2016, voted in favor of supporting the preliminary design of the Boardman Lake Loop Trail and the role of Medalie Roadside Park as an important trailhead for the trail, and authorized County staff to continue to play a supporting role in furthering trail development efforts;

WHEREAS, total project cost is estimated at about \$120,000, 50 percent of which would be funded through the Coastal Zone Management Program and 50 percent would be from other state funding sources and/or private match; and

NOW, THEREFORE, BE IT RESOLVED, that the *Grand Traverse County Parks and Recreation Commission* supports application by the County Parks and Recreation staff, in collaboration with TART Trails, for a Coastal Zone Management grant in the amount of \$60,000 for the development of the Boardman Lake Loop Trail and improvements to Medalie Park as trailhead.

Yeas:

Nays:

Absent:

Signature

John Roth, President, Grand Traverse County Parks and Recreation Commission

CERTIFICATION

I, Jeri LeRoi, Secretary of the of the Grand Traverse County Parks and Recreation Commission, County of Grand Traverse , State of Michigan, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Grand Traverse County Parks and Recreation Commission during the Regular Meeting of the Grand Traverse County Parks and Recreation on the 14th day of December 2017.

Signature

Jeri LeRoi, Secretary, Grand Traverse County Parks and Recreation Commission



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

Parks and Recreation Commission Business Development Team's



Business Plan for Medalie Roadside Park December 2017

Introduction

Subject Park: Medalie Roadside Park, 1910 South Airport Road, Traverse City, Michigan 49686

Description and History: Acquired from the County Road Commission in 1990, this 15-acre park is located on the south end of Boardman Lake, which connects to TART Trails' East Boardman Lake Trail. It features a picnic shelter with electricity, parking, three overlooks/fishing platforms along the Boardman River, and a canoe launch site.

Business Plan Goals: Better serve the community; bring more activity and events to the park; create a safer, more accessible, cleaner park environment; protect natural environment and habitats.

Projects Related to Business Plan Goals:

1. Designate Medalie Park as a Boardman Lake Loop Trailhead.
2. Develop and implement a tree and invasive species management program; fill in holes and valleys on lawn and in medians.
3. Make park safer, more accessible, and cleaner.
4. Market the park; market the pavilion as a rental facility and the livery vendor's services to generate more revenue for Parks and Recreation.
5. Make electrical upgrades; increase energy efficiency.
6. Change name of park to better reflect activities there.

Business Plan's Relevance to Parks and Recreation Commission's Mission: The mission of county Parks and Recreation is to "enhance community and quality of life through people, parks and programs." Projects at Medalie Roadside Park will expand our community's connection to and appreciation for this multi-use property and surrounding trails. The mission of the Senior Center Network is to "make longer lives, better lives."

Parks and Recreation Partners: Conservation District, TART Trails, Logan's Landing businesses, the River Outfitters (livery and concession vendor), Traverse City Roller Derby (programming), Crystal Bindi Studios (programming), Norte! (programming), Grand Traverse Bay YMCA (programming and pool management); City of Traverse City; Garfield Township; Centre I.C.E., Traverse Bay Area Youth Soccer (TBAYS), Grand Traverse Regional Land Conservancy, Consumers Energy.

Marketing Plan for All Projects

- Partnerships and collaborations: Work closely with frequent user groups and partners to cobrand and comarket parks, park events, and pavilion.
- Internal resources: Use the county parks' website, social media, and the *Parks, People, and Programs* newsletter, to promote events, projects, and services at park.
- Cast a wide net: Advertise using all media, frequently, budget-permitting.

Business Plan Start Date: Immediately.

Business Plan Completion Date: Ongoing. Projects will be completed as funds become available.

Specific Audience or Target Market for All Projects: Grand Traverse County residents and visitors of all ages.

Project 1: Designate Medalie Roadside Park as Boardman Lake Loop Trailhead.

Staff/Commissioner Assigned: Kristine Erickson, Director

Description: Make improvements to designate Medalie Roadside Park as a trailhead for Boardman Lake Loop trail, expected to be completed by 2019.

Location: Entire park.

Project Partners: TART Trails, City of Traverse City, Nottola, Garfield Township, Conservation District, Logan's Landing businesses, the River Outfitters, Facilities Management.

Start Date: January 2018.

Completion Date: 2019.

Estimated Engineering Design Costs: \$89,550 (includes oversight of project by engineers)

Funding Sources: \$15,000 received by Parks and Recreation in January 2017 from Grand Traverse Band of Ottawa and Chippewa Indians to be applied to engineering design costs. The balance of engineering design costs will be paid from TART Trails.

Estimated Costs for Actual Project: Between \$50,000 and \$100,000

Proposed Improvements and Desired Outcomes:

- Site restoration, rain garden, and plantings
- Shoreline stabilization
- Fishing deck
- Kayak launch
- Irrigation
- Restroom and site lighting
- Reconfigured parking
- Restroom upgrades
- Accessible bridge over river, connecting East Boardman Lake Trail to Medalie Park

Funding Sources: Michigan Department of Natural Resources (MDNR) Recreation Passport grant application for \$50,000. MDNR notification expected in December 2017. Coastal Zone Management grant application for \$100,000 to be submitted by December 15, 2017.

Additional Funds Needed: At least \$5,000 in a park maintenance fund.

Project 2: Develop and implement a tree and invasive species management program; level parkland by filling in holes and gullies.

Staff/Commissioner Assigned: Kristine Erickson, Director

Description: Remove dead and dying trees, vegetation, and invasive species; trim trees on an established schedule. Reforest, as necessary.

Location: Entire park.

Project Partners: Conservation District, County's Forester Kama Ross, Northwest Michigan Invasive Species Network, the River Outfitters, Facilities Management.

Start Date: This project began with park rangers and Facilities Management staff in summer 2017.

Completion Date: Ongoing.

Estimated Costs for Project: \$10,000, minimum.

Proposed Improvements and Desired Outcomes:

- Remove dead and dying trees.
- Trim trees.
- Remove brambles and scrub trees inhibiting shoreline views.
- Fill in holes and gullies in medians and on lawn.
- Restore beauty to entire property.

Funding Sources: Apply for reforestation grant and 2% grant; work with county forester and the Northwest Michigan Invasive Species Network to identify grant opportunities.

Project 3: Make park safer; eliminate “squatters”, campers, and illegal activities.

Description: Work with partners to clean park, provide more programs, and promote park as a safe, watched over recreational destination.

Location: Entire park.

Project Partners: Conservation District, Garfield Township, County Sheriff’s Department, TART Trail users, Logan’s Landing businesses, park users

Start Date: Immediately

Completion Date: Ongoing.

Estimated Costs for Project: \$3,000 to \$4,000 for Parks and Recreation park ranger hours; \$500 for gate.

Proposed Improvements and Desired Outcomes:

- Bring more programs, trail users, and pavilion users to the park to deter illegal camping and activities and to increase safety, health, and wellness opportunities.
- Promote park as a trailhead; write periodic press releases with emphasis on a cleaned up park; market food service and family friendly atmosphere of park. Partner with Garfield Township to promote all county and township parks.
- Staff park more frequently with Parks and Recreation park rangers; work with TART Trail Ambassadors program to increase eyes and ears in park.
- Enter into official agreement with Sheriff’s Department to patrol property more.
- Clean up and clear out “hiding spots” on property. (See the project to “develop and implement a tree and invasive species management program; level parkland by filling in holes and gullies.”)
- Add a gate.

Funding Sources: Parks and Recreation personnel budget; Parks and Recreation marketing budget.

Project 4: Market the pavilion as a rental facility and the River’s services to generate more revenue for Parks and Recreation.

Description: Market the revenue-producing facilities and services to maximize their use, bring income to Parks and Recreation, and provide more recreational options to community.

Location: Entire park.

Project Partners: The River, media contacts, TART Trails, Logan’s Landing businesses.

Start Date: March 2018.

Completion Date: Ongoing.

Proposed Improvements and Desired Outcomes:

- Develop marketing plan for pavilion.
- Work with the River to develop a marketing plan for livery and concession services.
- Amend agreement with River to receive a percentage of its concession revenue.
- Include better and more informative signage.
- Advertise on social media.

Signage Suggestions:

Install a new, more visible entry sign.

Install signs along South Airport Road well before the entry to alert drivers. See examples below.



Estimated Costs for Project: \$100 for marketing; \$250 to revamp kiosk.

Funding Sources: Parks and Recreation Medalie Park advertising budget; TART Trails.

History of Pavilion Rentals:

2013: 2
2014: 0
2015: 4
2016: 6
2017: 9

Goals for Pavilion Rentals:

2018: 12
2019: 20
2020: 30

Project 5: Make electrical upgrades; increase energy efficiency.

Description: Add electrical outlets and better lighting to pavilion; run electricity to The River’s “office” location; add solar panels.

Location: Pavilion and east side of park.

Project Partners: The River, Facilities Management staff

Start Date: April 2018.

Completion Date: May 2018.

Proposed Improvements and Desired Outcomes:

- Run electricity to River’s office.
- Add more outlets to pavilion to accommodate larger user groups.
- Add solar panels to south roof of pavilion to offset electrical costs.

Estimated Costs for Project: \$2,000 to \$5,000.

Funding Sources: The River has offered to pay for upgrades related to its office; Parks and Recreation’s budget.

DRAFT

Project 6: Change name of park to better reflect activities there.

Description: Change Medalie Roadside Park to a name that better reflects its designation as a trailhead, its uses, and location.

Location: N/A

Project Partners: County Civil Counsel

Start Date: 2018

Completion Date: 2018

Proposed Improvements and Desired Outcomes:

- Work with the counsel to research feasibility of renaming the park, and work with the community to rename it to coincide with the property's unveiling as a trailhead.
- Promote the new name, tying it to Parks and Recreation's branding and community ownership.
- Develop new signage.

Estimated Costs for Project: Marketing costs (\$100), research costs (Parks and Recreation and Prosecuting Attorney hours), and new entry sign (\$1,000).

Funding Sources: Park and Recreation and Prosecuting Attorney budgets for hours; Parks and Recreation budget and potential grants or sponsorships for new road sign.



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

**December 14, 2017, 5 p.m.
Agenda Item K. New Business, 1.**

Subject: Cell Tower Lease Options (Director and President; Potential Action Item)

Key Contact: Kristine Erickson, Director

Detail: Parks and Recreation has two lease agreements with American Tower Corporation (ATC): one for a portion of land at Civic Center Park, and one for a portion of land at Twin Lakes Park. Each site holds an ATC-owned cell tower. One lease is in place through 2031 (Twin Lakes Park) and the other through 2032 (Civic Center Park).

Per his consulting agreement with the county, in place until the end of this year, former County Administrator Menzel was charged with pursuing the “opportunity or feasibility of a potential lease, sale or assignment of Cell Towers located on County owned property.” Mr. Menzel has been working with Illinois attorney Terry Durkin to research whether the county’s cell towers and the county land currently being leased to cell tower companies could provide a better financial return to the county. On December 5, 2017, American Tower communicated with Durkin (letter attached) to offer a one-time lump sum of \$325,000 total for a perpetual easement agreement for both cell tower sites it currently leases from Parks and Recreation.

Before ATC drafts an agreement for review by civil counsel, Parks and Recreation Commission is being asked to consider whether it is interested in pursuing American Tower’s offer of \$325,000 total in return for a perpetual easement agreement for both sites.

Considerations

If this offer were to be pursued and approved, a one-time payout of \$325,000 in 2018 could be used for one or more of the following improvements/items/activities listed below. **NOTE:** Parks and Recreation Commission and Department would work with Facilities Management to establish priorities for any improvements.

- Start an interest-bearing maintenance fund for parks and facilities.
- Replace the Civic Center roof (estimated \$150,000).
- “Finish” Phase I of the playground at the Civic Center with completely accessible play component and specialty play equipment (approximately \$25,000).
- Remove the house at Maple Bay Park and Natural Area.
- Outsource Civic Center ballfield maintenance and preparation.
- Build up backstop on Field 8 at Civic Center to protect playground (at least \$5,000).
- Refurbish pavilion at Civic Center.

- Pave dirt lot next to pavilion at Civic Center.
- Connect gravel drives on north end of Civic Center property to walking path; pave these areas.
- Recarpet pool lobby and Parks and Recreation offices at Civic Center.
- Replace bleachers in Howe Arena at Civic Center.
- Purchase Civic Center sign for Front Street.
- Repair skate park surfacing at Civic Center.
- Replace roof on Pugsley building at Civic Center, clean, and paint.
- Clean and prepare for use old Probate Court building at Civic Center.
- Pave parking lot at Maple Bay Park and Natural Area.
- Paint exterior of dormitory at Twin Lakes Park.
- Replace roofs on buildings at Twin Lakes Park.
- Move beach at Twin Lakes Park.
- Clean out barns at Meyer House and Maple Bay.
- Begin to make all parks as ADA compliant as possible.
- Install separate meters for Howe Arena, pool, and rest of Civic Center.
- Purchase new reservation software.
- Purchase a Parks and Recreation vehicle for use by staff.
- Replace all aging trash cans throughout parks and include recycle bins.

Financial Comparison Between Current and Proposed Perpetual Leases

Current Leases		
Location	Tower 1: Civic Center	Tower 2: Twin Lakes
Term	Lease since 2002 ATC started paying rent April 2003 30-year lease through 2032	Lease since 2007 25-year lease through 2031
Current Monthly Rent	\$840 Increases by 10% of initial rent amount every 5 years Receive annual payment each year in March	Five-year \$770/month rent just ended Increases by 10% of preceding five-year amount every five years \$847 as of Oct. 2017
Annual Total Rent for 2017	Tower 1: \$10,080 + Tower 2: \$9,741 = \$19,821	
Total Revenue Earned So Far by Parks from Start of Terms through 2017	Tower 1: \$138,600 + Tower 2: \$95,130 = \$233,730	
Total Projected Revenue at End of Terms (2031-2032) Under Current Lease	Tower 1: \$315,000 = Tower 2: \$260,803.20 = \$575,803.20	

Proposed Perpetual Easement Offer	
	Tower 1 and Tower 2
Total Amount for Perpetual Lease Beginning January 1, 2018	\$325,000 lump sum; monthly and annual rent ceases
Loss Monthly/Annual Revenue to Parks and Recreation Between 2018 and 2032 Under New Agreement	Tower 1: \$176,400 + Tower 2: \$165,673.20 = \$342,073.20

Choices

- Not pursue the offer at this time and continue collecting rent under current leases.
- Pursue the offer and make a plan to use the funds for parks projects and maintenance fund.
- Pursue alternative offer (such as an offer for one perpetual lease on one property only).
- Pursue other means to generate revenue (such as leasing other portions of parkland for a cell tower).
- Other suggestions?



An Authorized Vendor of
American Tower Corporation

Laurie Laney
5000 T-Rex Avenue, Ste. 160
Boca Raton, Florida 33431

December 5, 2017

Mr. Terry Durkin
Grand Traverse County MI
400 Boardman Ave.
Traverse City, MI 49684-2542

Subject: ATC Name: Northern Michigan College, MI #417135
ATC Name: Twin Lakes Camp, MI 372121

Dear Mr. Durkin,

Thank you for your consideration of the Perpetual Easement offer from American Tower for both sites in the amount of \$325,000.

Outlined below is the process and timeline if Grand Traverse County would like to proceed.

- I submit for formal approval from ATC, that typically takes two days.
- Once approved, it goes to drafting, approximately two weeks, but we can request a rush if necessary.
- Once drafted I send to you the Option, Easement and Resolution and Consent for review, if acceptable, we will mail docs for execution. If edits are requested that can take a week or so to discuss and get returned.
- Once ATC has signed docs from County, they begin their due diligence (DD) phase where Title is ordered and often Survey's are ordered (this is typically longest lead time, but may not be required here).
- Unless something turns up in DD phase, no other docs will be requested (often meeting minutes showing approval by Board can take place of Resolution and Consent so if that is easier to provide than getting all Board Members to sign R&C, we may ask for that).
- Any fees associated w/ the closings are covered by ATC.
- I will shepherd you through the process, but ATC manages all the work. There will be very little for the County to do once the docs are signed.
- Typically, Perpetual Easements take 90 days from signature to close, but often we can close Counties sooner as they are a bit more straight forward.

If the County is in a rush for the funds, then the sooner we get started the better.