



*Parks and Recreation enhances community and quality of life through people, parks, and programs.  
Senior Center Network makes longer lives, better lives.*

**Grand Traverse County Parks and Recreation Commission  
Special VIRTUAL Meeting: COVID-19 Pandemic Impact on Grand Traverse County Parks  
Tuesday, May 19, 2020, 6 p.m.  
AGENDA**

On March 18, 2020 Governor Whitmer signed into effect Executive Order 2020-15. In an effort to reduce the spread of COVID-19 by limiting the number of people at public gatherings, this order suspends the rules and procedures for governmental entities requiring physical presence at meetings and hearings and it temporarily alters the rights of the public to be present at meetings.

As permitted by Executive Order 2020-15, and for the reasons stated therein and the current public health concerns posed by gatherings of people, a special meeting of the Grand Traverse County Parks and Recreation Commissioners will be held remotely on May 19, 2020. Remote participation by the public is encouraged. The meeting will be made available to the public through the following means:

**Video:** You may view the meeting via streaming live video on line at: [stream.meet.google.com/stream/f1e82a87-4664-4593-891e-81ab8c24619b](https://stream.meet.google.com/stream/f1e82a87-4664-4593-891e-81ab8c24619b), but there is no way to interact via public comment. Instructions for public comment follow.

**Public Comment:** Anyone wishing to give public comment may call the telephone number and enter the pin number provided below.

1. Dial: +1 617-675-4444
2. Enter Pin: 805 899 399 6418# (Enter this number followed by the pound [#] sign.)
3. Muting/Unmuting: Once on the call, please, (1) mute the line using the "Mute" button on the telephone keypad until called upon by the President or the meeting facilitator, and (2) mute the streaming live video on your computer, if watching the meeting. To call from a land line or a cell phone with no "Mute" button, then dial \*6 (Star 6) on the keypad to mute AND \*6 (Star 6) again to unmute, as directed by the President or the meeting facilitator.

**General Meeting Policy:** When both watching the livestream video and calling in for public comment, please turn down the volume on the device being used to watch the video to avoid any feedback interfering with the meeting audio.

Persons with disabilities, which the foregoing opportunities for participation will not address, may contact Ryan Walsh at 231-922-4818 or send an e-mail to [rwalsh@grandtraverse.org](mailto:rwalsh@grandtraverse.org) with questions or concerns.

**A. Call to Order**

**B. Roll Call**

**C. First Public Comment**

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

**D. COVID-19 Pandemic Impact on County Parks**

1. State Park and Recreation Update (Clay Summers, Executive Director, mParks – Michigan Recreation and Park Association)
2. Budget Impact Scenarios for 2020 (Discussion and Recommendation to County Board of Commissioners; Action Item)

**E. Second Public Comment** (Please refer to Item D. on agenda for rules.)

**F. Notices and Commissioner Comments**

**G. Adjournment**



**Information Sheet: D. COVID-19 Pandemic Impact on County Parks, Item 2. Budget Impact Scenarios for 2020 (Discussion and Recommendation to County Board of Commissioners; Action Item)**

<b>Scenario 1: Take Reservations for a Late Start (July 1)</b>			
<b>Department</b>	<b>Budgeted for 2020</b>	<b>Revenue Realized</b>	<b>Shortfall</b>
PRC 751	\$328,422.00	\$333,422.00	-\$5,000.00
Civic Center 752	\$89,835.00	\$43,288.60	\$46,546.40
Maple Bay 753	\$0.00	\$0.00	\$0.00
Easling Pool 756	\$7,000.00	\$7,000.00	\$0.00
Power Island 757	\$14,948.00	\$0.00	\$14,948.00
Natural Education Reserve 758	\$110,000.00	\$110,000.00	\$0.00
Twin Lakes 759	\$97,952.00	\$41,921.45	\$56,030.55
Howe Arena 761	\$69,685.00	\$15,411.00	\$54,274.00
Medalie 762	\$307,500.00	\$304,400.00	\$3,100.00
Meyer House 762	\$12,600.00	\$12,600.00	\$0.00
<b>TOTAL</b>	<b>\$1,037,942.00</b>	<b>\$868,043.05</b>	<b>\$169,898.95</b>
<b>Scenario 2: Take Reservations for a Fall Opening (September 1)</b>			
<b>Department</b>	<b>Budgeted for 2020</b>	<b>Revenue Realized</b>	<b>Shortfall</b>
PRC 751	\$328,422.00	\$333,422.00	-\$5,000.00
Civic Center 752	\$89,835.00	\$37,716.00	\$52,119.00
Maple Bay 753	\$0.00	\$0.00	\$0.00
Easling Pool 756	\$7,000.00	\$7,000.00	\$0.00
Power Island 757	\$14,948.00	\$0.00	\$14,948.00
Natural Education Reserve 758	\$110,000.00	\$110,000.00	\$0.00
Twin Lakes 759	\$97,952.00	\$37,736.45	\$60,215.55
Howe Arena 761	\$69,685.00	\$11,196.00	\$58,489.00
Medalie 762	\$307,500.00	\$304,400.00	\$3,100.00
Meyer House 762	\$12,600.00	\$12,600.00	\$0.00
<b>TOTAL</b>	<b>\$1,037,942.00</b>	<b>\$854,070.45</b>	<b>\$183,871.55</b>
<b>Scenario 3: Take No Reservations for Remainder of 2020</b>			

Department	Budgeted for 2020	Revenue Realized	Shortfall
PRC 751	\$328,422	\$333,422	-\$5,000
Civic Center 752	\$89,835	\$35,996	\$53,839
Maple Bay 753	\$0	\$0	\$0.00
Easling Pool 756	\$7,000	\$7,000.00	\$0.00
Power Island 757	\$14,948	\$0	\$14,948
Natural Education Reserve 758	\$110,000	\$110,000	\$0.00
Twin Lakes 759	\$97,952	\$28,248	\$69,704
Howe Arena 761	\$69,685	\$11,196	\$58,489
Medalie 762	\$307,500	\$304,400	\$3,100
Meyer House 762	\$12,600	\$12,600	\$0.00
<b>TOTAL</b>	<b>\$1,037,942</b>	<b>\$842,862</b>	<b>\$195,080</b>

**Parks and Recreation Department’s Plan for Budget Savings Relative to COVID-19 Pandemic**

**Recommended Staffing Reductions (May begin June 1): All Applicable to Scenarios 1 (Late Start July 1), 2 (Fall Opening September 1), and 3 (No Reservations for Remainder of 2020)**

Savings	Services/Expenditures Lost
\$17,644.00	Reduce Office Coordinator’s hours from 1 FT FTE to .375 FTE
\$25,948.00	Lay off Twin Lakes Caretaker (1 FT FTE) and leave position vacant for 2020
\$10,000.00	Eliminate part-time ranger staff from Power Island for 2020
\$10,000.00	Reduce park attendant staff from Twin Lakes for 2020
\$20,000.00	Eliminate Civic Center part-time park attendants from Civic Center for 2020
\$5,000.00	Eliminate TBAISD Summer Work Crew from Civic Center for 2020
\$2,550.00	Eliminate YouthWork Youth Corps work from Civic Center for 2020
\$9,000.00	Eliminate VISTA position (marketing for parks)
<b>\$100,142.00</b>	<b>TOTAL Staff Savings</b>

**Recommended Additional Savings: All Applicable to Scenarios 1 (Late Start July 1), 2 (Fall Opening September 1), and 3 (No Reservations for Remainder of 2020)**

**Parks and Recreation Commission Budget**

Savings	Services/Expenditures Lost
\$1,800.00	iPads budgeted for commissioners
\$2,000.00	Additional expenses cushion
\$750.00	Conventions and Meetings
\$3,000.00	Remaining funds from mParks Conference
\$4,500.00	System software

**Civic Center Park Budget**

Savings	Services/Expenditures Lost
\$3,000.00	American Waste Services
\$3,600.00	Additional lawncare services for ballfields
\$2,500.00	Cancel portable restroom services

\$2,500.00	Unexpected repairs
\$500.00	Playground maintenance
\$1,000.00	Vehicle repair
\$2,000.00	Traffic control equipment
<b>Maple Bay Park and Natural Area Budget</b>	
<b>Savings</b>	<b>Services/Expenditures Lost</b>
\$200.00	Signage for park
\$1,800.00	Cancel Portable restroom services

<b>Power Island Budget</b>	
<b>Savings</b>	<b>Services/Expenditures Lost</b>
\$2,600.00	Yacht Club Slip for Boat*
\$1,500.00	Gas
\$1,500.00	Boat repair
\$2,400.00	Replacement of metal roofs on restrooms

<b>Twin Lakes Park Budget</b>	
<b>Savings</b>	<b>Services/Expenditures Lost</b>
\$2,000.00	Cancel portable restroom services
\$1,000.00	Cut advertising funds
\$1,500.00	Vehicle repair
\$8,000.00	Improvement funds

<b>Howe Arena Budget</b>	
<b>Savings</b>	<b>Services/Expenditures Lost</b>
\$1,900.00	Hand dryers for locker rooms
\$1,800.00	Advertising

<b>Medalie Park Budget</b>	
<b>Savings</b>	<b>Services/Expenditures Lost</b>
\$1,000.00	Invasive species removal services

<b>Meyer House Budget</b>	
<b>Savings</b>	<b>Services/Expenditures Lost</b>
\$1,500.00	House repairs

<b>Total Revenue Shortfall Identified Above</b>	<b>\$195,080.00</b>
<b>Total Savings Identified Above</b>	<b><u>-\$155,992.00</u></b>
<b>Gap</b>	<b>\$39,088.00</b>

**Options for Closing Gap**

- Use portion of fund balance (\$98,000 total).
- Use cell tower funds (\$65,000 total) which may be offset by reservations fulfilled for remainder of 2020.
- Further reduce staff.

**Recommendation:** Motion to approve covering Parks and Recreation’s projected 2020 revenue shortfall of \$195,080 through staff and budget item reductions totaling \$155,992, as presented in “Parks and Recreation Department’s Plan for Budget Savings Relative to COVID-19 Pandemic.”

Motion to approve covering remaining revenue shortfall of \$39,088 through equal use of fund balance and cell tower revenue.