



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

**Grand Traverse County Parks and Recreation Commission
MINUTES
Thursday, February 14, 2019
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

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

C. Roll Call

Commissioners Present: David Grams, Rob Hentschel, Rod Kivell, Steve Largent, John Roth, Shirley Zerafa, Whitney Waara, Rodetta Harrand

Commissioners Absent: William Mouser

Others Present: Kristine Erickson, Director, Ryan Walsh, Office Manager, Katelynn Brown, Office Coordinator, Lori Wells, Senior Center Network Manager, Grand Traverse County Parks and Recreation; Kimberly Conaghan, Executive Director, Zach Milliken, Board of Directors President, TC Community Garden; Nate Alger, Administrator, Chris Forsyth, Deputy Administrator, Grand Traverse County; Jalen Provo.

D. First Public Comment

There was no public comment.

E. Approval of/Additions to Agenda

MOTION by Grams, second by Kivell, to add wayfair signage and graphic standard to J. Old Business, as Item 7. Motion carried.

MOTION by Zerafa, second by Roth, to remove K. New Business, Item 1. Motion carried

Director requested to add deletion of paragraph from bylaws under J. Old Business, Item 5. as part f.

MOTION by Roth, second by Largent to add deletion of paragraph from section 7.1 Election from the bylaws under J. Old Business, Item 5. as part f. Motion carried.

MOTION by Hentschel, second by Waara to approve the agenda as modified. Motion carried.

F. Special Orders of Business/Presentations

1. Proposal: Community Garden at Civic Center Park
TC Community Garden Executive Director, Kimberly Conaghan, gave presentation for the proposal for a Community Garden to be located at the Civic Center. Commissioners discussed the proposal and asked Kimberly questions for further details.

Commissioner Hentschel proposed the plan to go to the Business Development Team.

MOTION by Harrand, second by Kivell, to move the proposal to the Business Development Team board. Motion carried.

2. Proposal: Crooked Tree Art Center's 59th Annual Outdoor Art Fair at Civic Center Park
Kristi Wodek was not present, so Director gave Commission some information about what is being proposed and asked the board if they would be interested in perusing the idea.

Commissioners discussed the proposal including asking about fees, citizens still being able to use the park, use of golf carts, and parking standards. It was mentioned that Civic Center revenue had been lost so new events at the park would be beneficial.

MOTION by Roth, second by Grams to allow Kristine, Director to go forward with Crooked Tree Arts Center proposal and bring back a draft agreement to the board.

G. Action on Consent Calendar

Receive and File

1. Draft Minutes from January 10, 2019 Parks and Recreation Commission Meeting
2. Parks and Recreation-Senior Center Network Budget Report
3. Grand Traverse Conservation District's Monthly Report
4. 2018 Central Y-Easling Pool Statistics
5. January 2019 Central Y-Easling Pool Statistics
6. Signed Contract with Influence Design Forum (Nate Elkins, Studio Director) for Planning and Design Services for Civic Center Park
7. Parks and Recreation-Senior Center Network Department Report
8. List of 2019 Parks and Recreation-Senior Center Network Plans and Projects
9. December 27, 2018 Letter: Art and Mary Schmuckal Family Foundation Grant Award
10. February 4, 2019 E-mail: Michigan Enhancement Grant Award

MOTION by Hentschel, second by Waara, to receive and file the Consent Calendar, with the exception of Item 9. Motion carried.

H. Items Removed from Consent Calendar

1. Item 9. December 27, 2018 Letter: Art and Mary Schmuckal Family Foundation Grant Award
Commissioner Roth thanked the Schmuckal Family for their donation.

MOTION by Roth, second by Largent to receive and file item 9. Motion carried.

I. Reports

1. Parks and Recreation-Senior Center Report
Director gave verbal report describing the final touches on the pool project, informed the board the Acme to Charlevoix trail update and asked Commissioners to sign the Thank You cards.

Senior Center Network Manager gave verbal report about the Senior Center Network.

2. Subcommittee Chair, Ad Hoc Committee Chair, Team Chair, and TBAYS Board and NER Advisory Committee Representative Reports (**Reports to Resume in March 2019**)
Committees had nothing to report to board.

J. Old Business

1. Civic Center Amphitheater Project: Update, Budget, Funding
Director informed the Commissioners what the budget for the project is and reminded Commissioners what the money is going to be used for. Director requested that a Commissioner make a motion to allow Joe Berry as the Project Manager, and to allow the money to begin to be spent to begin the process to line up contractors for the project.

Commissioner Roth mentioned the discussion he had with the Senator in regards to funding. Director gave an update to the Commission that Parks will receive the funds expecting to be received by March 1.

MOTION by Roth, second by Zerafa, to allow Director to start proceeding to working with contractors and to allow Joe Berry to be the project manager.

Roll Call Vote

Yeas: Grams, Hentschel, Kivell, Largent, Roth, Waara, Zerafa, Harrand

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

2. Extend Ad Hoc Committees through 2019
 - a. Parks Fees Ad Hoc Committee
 - b. Strategic Planning Ad Hoc Committee
 - c. Future of Parks and Recreation Ad Hoc Committee

MOTION by Waara, second by Kivell, to extend the Ad Hoc Committees through 2019. Motion carried.

Commissioners discussed the possibility of combining some of the committees.

2. Future of Parks Ad Hoc Committee: Addition of Citizen Appointment
Commissioner Harrand introduced Jalen Provo. Jalen then spoke to the commission for a citizen appointment to be on the Future of Parks Recreation Ad Hoc Committee. Commissioner Harrand asked for board approval to expand the Future of Parks and Rec Committee to include Jalen.

MOTION by Harrand, second by Zerafa, to expand the Future of Parks Ad Hoc Committee to include another citizen member and to approve the appointment of Jalen Provo to the committee.

Jalen Provo requested that a position to be created for a citizen appointment on the committee then seeking Commissioner Harrand's appointment afterwards.

MOTION by Hentschel, second by Grams, to divide the motion to expand the Future of Parks Ad Hoc Committee to include another citizen member and to approve the appointment of Jalen Provo to the committee.

Roll Call Vote

Yeas: Zerafa, Waara, Roth, Largent, Kivell, Hentschel, Grams, Harrand

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

The Motion is divided.

MOTION by Harrand, second by Zerafa, to create a citizen appointment to the Future of Parks Ad Hoc Committee. Motion carried.

MOTION by Harrand, second by Zerafa, to approve Jalen Provo appointment to the Future of Parks Ad Hoc Committee. Motion carried.

3. Ratification of Standing and Ad Hoc Committee Appointments

Director reminded the Commissioner that the Committee Appointments needed to be ratified.

Director asked for a commissioner to make a motion to ratify all of the appointments.

MOTION by Hentschel, second by Harrand to approve the appointments with the exception of the TBAYS Board Representative. Motion carried.

4. Appointments and Confirmation of Chair and Vice Chair for Standing and Ad Hoc Committees
Commissioner Harrand read off her appointments for the Chair and Vice Chair for the Standing and Ad Hoc Committees and asked the Commissioners appointed for their approval of the position.

Commissioner Harrand informed the board that she has asked for the attendance for the meetings over the last few years. Commissioner Harrand stated that the attendance will be paid attention to this year.

MOTION by Hentschel, second by Largent, to ratify Chair and Vice Chair assignments as presented. Motion carried.

5. Proposed Parks and Recreation Bylaws Amendments (Director; Bylaws with Proposed Amendments Attached: Changes Indicated in Red; Strikethroughs Indicate Deletions; Underlining Indicates Additions; Action Items for March 2019 Meeting)

a. Section 2.2 Regular Meetings

MOTION by Hentschel, second by Largent, to accept the rule changes as presented on page 48. Motion carried.

b. Section 2.5 Time of Regular Meetings

MOTION by Roth, second by Largent, to accept the bylaw change as amended. Motion carried.

c. Section 5 Agenda for Regular Meetings

MOTION by Waara, second by Zerafa, to approve the new language in item 5.1. Motion carried.

d. Section 5.2 Distribution of Agenda and Materials

MOTION by Largent, second by Waara, to approve the proposed changes for item 5.2.
Motion carried.

e. Section 7.1 Election

MOTION by Zerafa, second by Roth, to accept the change to limit officers to two years consecutive service.

Roll Call Vote

Yeas: (0)

Nays: Grams, Roth, Hentschel, Kivell, Zerafa, Largent, Waara, Harrand (8)

Absent: Mouser (1)

Motion failed, 0 to 9.

f. Section 7.1 Election to Removal Last Paragraph

Director requested to remove the last paragraph in Section 7.1 of the bylaws.

Commissioners had a discussion over allowing ex officio members to qualify or not to hold the office of president for the Parks and Recreation Commission.

MOTION by Roth, second by Hentschel, to remove the last paragraph on page 54, the ex officio members shall not qualify to hold the office of president and the rest of the language.

Motion carried.

6. 2019 Parks and Recreation Commissioner Orientation: Open Meetings Act Training and Bus Tour

Director asked the Commissioners if they would be interested to tour the county parks properties through working with Bata and the Senior Center with Lori Wells and her connections.

Director also asked the Commissioners if they would be interested in having a private meeting with the Deputy Administrator, Chris Forsyth to have an Open Meetings Act Training Session and to go over all the bylaws to make sure there are no more questions.

7. Way Finding Signage

Commissioner Grams presented to the commission the idea to have graphic standards of park signs to provide a unified signage or graphic image for parks. Commissioner Grams suggested to allow the Director to speak with Nate Alkins about the idea of the signage.

MOTION by Grams, second by Harrand, to better identify and improve awareness of Grand Traverse County Parkland and Facilities to make a motion to direct the Director to explore the creation of graphic standards and way-finding signage. Motion carried.

K. New Business

1. North Civic Center Park Landscaping Project Update and Request to Use Funds

MOTION by Grams, second by Kivell to approve the provision of additional consulting services from Influence Design Forum to include Norte's proposed traffic garden in design concepts for the north end of Civic Center Park, and to authorize payment of an additional \$1,500 from the Parks and Recreation budget for those services.

Roll Call Vote

Yeas: Waara, Largent, Zerafa, Kivell, Hentschel, Roth, Grams, Harrand (8)

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

MOTION by Harrand, second by no one to extend the meeting by ten (10) minutes. Motion carried.

2. Paperless Meeting Packets

MOTION by Roth, second by Largent, to go paperless for agenda packets.

Roll Call Vote

Yeas: Grams, Hentschel, Kivell, Largent, Roth, Waara, Zerafa, Harrand (8)

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

3. Earth Day Event at Civic Center

Director gave introduction and information about the Earth Day Event to be held at the Civic Center and asked for a motion for Earth Day Event to be sponsored by Parks and Recreation and Recycle Smart at no charge at the Civic Center.

MOTION by Grams, second by Largent, to allow Earth Day Event supported by Recycle Smart and Parks and Recreation to occur at the Civic Center at no charge. Motion carried.

L. Second Public Comment

There was no public comment.

M. Notices and Commissioner Comments

Commissioner Hentschel reminded the commission that there is 35 days until spring.

Commissioner Roth gave thanks for the treats the commissioners received.

Director wished everyone a happy Valentine's Day.

N. Adjournment

The meeting at 7:36 p.m.