Grand Traverse County Parks and Recreation Commission
AGENDA: Organizational and Regular Meeting
Thursday, January 9, 2020, 5 p.m.
Governmental Center, Commission Chambers, Second Floor
400 Boardman Avenue, Traverse City, Michigan 49684

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. Call to Order (Director)
B. Pledge of Allegiance
C. Roll Call (Office Manager)
D. Election of Officers (Director; Action Items; Refer to Attached Amended Bylaws of the Grand Traverse County Parks and Recreation Commission) ....................................................... 4
   1. Election of President
      a. Nominations
      b. Election of President (Roll Call Vote): ............................................................
   2. Election of Vice President
      a. Nominations
      b. Election of Vice President (Roll Call Vote): .....................................................
   3. Election of Secretary
      a. Nominations
      b. Election of Secretary (Roll Call Vote): ............................................................
E. 2020 Parks and Recreation Committee Appointments (President; Action Items; Refer to Attached Information Sheet) ........................................................................................................ 18
   1. Business Development Team (Six total; minimum of four Parks and Recreation Commissioners; maximum of two citizen appointees who are Grand Traverse County residents):
      ____________________________________________
      ____________________________________________
      ____________________________________________
      ____________________________________________
      ____________________________________________
      ____________________________________________

   2. Business Development Team Chair: ____________________________________________
3. Business Development Team Vice Chair: ____________________________

4. Natural Education Reserve Advisory Committee Representative: ______________________________

5. Traverse Bay Area Youth Soccer (TBAYS) Board Representative: ________________________________

6. Strategic Planning Subcommittee (Five members, with a minimum of four Parks and Recreation Commissioners and a maximum of one citizen appointee who is a Grand Traverse County resident):
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

7. Strategic Planning Subcommittee Chair: ______________________________

8. Strategic Planning Subcommittee Vice Chair: ___________________________

9. Rules Committee (Minimum of three, and a maximum of six Parks and Recreation Commissioners):
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

10. Rules Committee Chair: ____________________________________________

11. Rules Committee Vice Chair: ________________________________________

F. Designated Signer (Director; Action Item)
   Per the Amended Bylaws of the Grand Traverse County Parks and Recreation Commission, Section 7.4 Duties of President:
   Each year during the organizational meeting in January, the Commission may designate one member (secretary or vice president) to affix his or her signature to contracts, bonds, and other documents requiring the signature of the president, if the president is unable to so do because of illness or other exigency which, in the opinion of the Commission, prevents the president from performing the functions of the office.
G. 2020 Parks and Recreation Commission, Business Development Team Meetings (Action Item; Draft Schedule Attached) ........................................................................................................................................................................... 19

H. 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.

I. Approval of/Additions to Agenda
J. Special Orders of Business/Presentations
K. 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. Parks and Recreation/Senior Center Network Budget Report.......................................................... 20
2. Reference: Final 2020-2021 Work Plan: Grand Traverse County Parks and Recreation-Senior Center Network .................................................................................................................................................................................. 21
3. Reference: State of Michigan County and Regional Parks Act 261 of 1965................................. 28
4. Reference: Rules and Regulations with Respect to the Grand Traverse County Parks and Recreation Commission [Board Operating Rules], Amended January 20, 2016................................................................. 33
5. Reference: Grand Traverse County Parks and Recreation Commission Rules [Park Rules], Amended September 14, 2017; Amended June 13, 2019 ........................................................................................................................................................................................................ 39

Approvals
1. Draft Minutes from December 12, 2019 Parks and Recreation Commission Meeting............... 43

L. Items Removed from Consent Calendar

M. Department Report (Verbal with Handouts and/or Presentation During Meeting)

N. New Business
O. Old Business
1. Air Conditioning at Twin Lakes Park, Gilbert Lodge (Office Manager; Action Item; RFP Attached) .. 47

P. Second Public Comment (Please refer to Item H. on agenda for rules.)
Q. Notices and Commissioner Comments
R. Adjournment
AMENDED BYLAWS OF THE GRAND TRAVERSE COUNTY
PARKS AND RECREATION COMMISSION
Effective July 19, 2012
Amended December 12, 2019; March 14, 2019; April 5, 2018; April 20, 2017;
March 16, 2017; July 19, 2012

1. AUTHORITY
These rules are adopted by the Grand Traverse County Parks and Recreation Commission pursuant to Resolution No. 82-2010 of the Grand Traverse County Board of Commissioners, as authorized by MCL 46.353.

2. MEETINGS
2.2 Regular Meetings.
Regular meetings of the Commission shall be held monthly on a day of the week (example: the second Thursday of each month) and at a time to be determined by the Parks and Recreation Commission each year during its organizational meeting, held in January. Thereafter, the Commission may change the day of the week and time by majority vote. All meetings for the year will occur on the chosen weekday and at the chosen time, unless proper notice is provided of a different weekday or chosen time. Notice of the dates, days, and times for all meetings will occur in compliance with the Michigan Open Meetings Act. [Amended by vote of the Commission March 14, 2019]

2.3 Emergency Meetings.
Emergency meetings of the Commission may be held only with the approval of two-thirds (2/3) of the members of the Commission and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before the public notice as provided in Bylaw 4 can be given.

2.4 Place of Meetings.
Meetings of the Commission or any of its committees shall be held in the Governmental Center located at 400 Boardman Avenue, Traverse City, Michigan, unless public notice of the meeting states a different location. Whenever the regular meeting place shall appear inadequate for members of the public to attend, the president may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place. The director shall also give notice of the change in the meeting place in a newspaper if time permits.
2.5 Time of Regular Meetings.
Regular meetings of the Commission shall begin at a time as determined by the Commission during its organizational meeting each year in January. The Commission shall not begin considering any matter on the agenda not yet under consideration by the time two (2) hours and thirty (30) minutes have passed since the start of the meeting, except upon the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or a special meeting if one is called. [Amended by vote of Commission March 14, 2019]

2.6 Special Meetings.
2.6.1 Method of Calling Special Meeting; Notice to Commissioners.
By a majority vote of the Commission members elected and serving, changes may be made to the meeting schedule including time and place, or to recess any meeting to a later date. A special meeting of the Commission shall be held only when requested by at least three (3) Commission members. The request shall be in writing, shall be addressed to the director, and shall specify the purpose of the meeting. Upon the receipt of a request, the director shall notify Commissioners of the date, time, place and purpose of the meeting at least three (3) days prior to the meeting, except in the case of an emergency meeting called in accordance with MCL § 15.265. In the case of committees or subcommittees, the notice must be given to committee members at least eighteen (18) hours prior to the meeting.

2.6.2 Manner of Giving Notice to Commissioners.
Notice to Commissioners shall be in one of the following manners: by causing notice to be delivered to the Commissioners personally; or by leaving the notice at the residence of the Commissioner; or by telephone, including leaving a message on a telephone answering machine, to a telephone number previously supplied for such purposes by the Commissioner; or, by e-mail to an address previously supplied for such purpose by the Commissioner; or, by confirmed facsimile transmission to a fax number previously supplied by the Commissioner. Public notice of the time, date, and place of the meeting shall be given in the manner required by the Open Meetings Act and Bylaw 4. [MCL 15.265]

3. QUORUM
A majority of the members of the Parks and Recreation Commission constitutes a quorum for the transaction of the ordinary business of the Commission. [MCL 46.353; BOC Resolution No. 82-2010 Creating Parks Commission]

4. PUBLIC NOTICE OF MEETINGS
4.1 Director to Provide Notice of Meetings.
The director shall provide proper notice for all meetings of the Commission. A meeting of the Commission shall not be held unless public notice is given as provided in this section and the Open Meetings Act, MCL 15.261, et. seq. Such notice shall include, but not necessarily be limited to the following.
4.2 Regular Meetings.  
For regular meetings, the director shall post within ten (10) days after the Commission’s first meeting in January, a public notice stating the dates, times, and places of its regular meetings.

4.3 Changes in Meeting Schedule; Recessed Meetings; Special Meetings.  
If there is a change in the schedule of regular meetings of the Commission, there shall be posted within three (3) days after the meeting at which the change is made a public notice stating the new dates, times, and places of its regular meetings. Except as provided in this subsection, for a rescheduled regular or a special meeting of the Commission, a public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of eighteen- (18)-hour notice shall not apply to special meetings of subcommittees of the Commission.

4.4 Recessed Meetings.  
A meeting of the Commission which is recessed for more than (thirty-six) 36 hours shall be reconvened only after public notice, which is equivalent to that required by Bylaw 4.3, has been posted.

4.5 Emergency Meetings.  
Nothing in this section shall bar the Commission from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.

4.6 Notification to Media and Others.  
The director shall notify, without charge, any newspaper or radio or television station of the Commission’s meeting schedule, schedule changes, or special or emergency meetings whenever such media establishment has filed with the director a written request for such notice. The director shall also notify other individuals or organizations of regular meetings schedules, or special or emergency meetings, but only upon their written requests and agreement to pay the county for printing and postage expenses. The director shall mail all such notices required by the rule by first class mail or e-mail. [MCL 15.265 and 15.266]

5. AGENDA AND MEETING PACKETS  
5.1 Agenda for Regular Meetings.  
The director, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Commission meetings. The president shall review and add or delete issues as he/she considers proper. Any Commissioner, or committee or subcommittee member, or other board or Commission of the county, including the board of Commissioners, desiring to place a matter on the agenda shall notify the director of such item prior to 9 a.m. on the ninth (9th) calendar day preceding the next regular meeting of the Commission, so that the president may consider it for inclusion on the agenda. Notification shall be in writing, clearly stating the agenda item, and provide a reason why the item should be on the agenda. Notification shall also state who will present the item during the meeting. Any supporting documentation for the item to be included in the
meeting packet shall also be provided with such notification. Items not received by the director by the stated deadline shall not be considered by the Commission except upon the vote of a majority of the Commission members elected and serving. [Amended by vote of Commission March 14, 2019]

5.2 Agenda for Special Meetings.
Whenever the Commission is called into session pursuant to Bylaw 2.6. Special Meetings, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and passed by the concurring vote of not less than seven (7) Commission members.

5.3 Distribution of Agenda and Materials.
Upon the completion of the agenda, the director shall immediately distribute copies of the agenda together with copies of reports, supporting information and documentation that relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials not later than 5 p.m. six (6) days immediately preceding the next regular meeting. Distribution shall be sufficient if the agenda and all materials are sent to all Commissioners via e-mail to an e-mail address supplied by the Commissioner for such purpose. [Amended by vote of Commission March 14, 2019]

5.4 Consent Calendar
5.4.1 Consent Calendar – Defined.
The Consent Calendar shall consist of those matters that the Commission has determined to be “routine” and usually matters about which the Commission commonly concurs. Among such matters are the approval of minutes, reports of committees, and such other matters as the director considers appropriate.

5.4.2 Consent Calendar – Procedure.
The director, in preparing the meeting agenda, shall list those matters under the heading of “Consent Calendar” and include the associated materials with those distributed to the members in accordance with Bylaw 5.2. At a meeting of the Commissioners where a consent calendar has been prepared, the Commission, upon the motion of a Commissioner, shall vote on the approval of the matters included under the Consent Calendar. Before putting the question to the Commissioners, the president shall permit the Commissioners, or a member of the public, to remove any item from the Consent Calendar. The president shall then direct the secretary to remove such matters and place them in their usual place on the meeting’s agenda. A vote shall not be required to remove a matter from the consent calendar.

5.5 Order of Business and Agenda for Regular Meetings.
The following is a suggested order of the business for regular meetings of the Commission:
A. Pledge of Allegiance
B. Call to Order
C. Roll Call
D. First Public Comment
E. Additions to Agenda
In addition to the public comment provided in Bylaw 5.4, the president may allow, prior to the Commission taking final action on any item, relevant public comment on that action item. [Amended by vote of Commission February 23, 2017.]

6. CONDUCT OF MEETINGS

6.1 Presiding Officer.

The president shall preside at all meetings of the Commission. In the absence of the president, the vice-president shall preside. If neither the president nor vice-president is present, the secretary shall call the meeting to order and preside until the immediate election of a chairman pro-tem by the Commissioners present. [See RRONR, pp. 442-443 Duties of Secretary]

6.2 Rights and Duties of Commission Members.

Commission members shall have the following rights and duties.

• When a member is speaking on any question before the Commission, the member shall not be interrupted except to be called to order.
• When a member is called to order, the member shall immediately cease speaking. The Commission, if appealed to, shall decide the case. If there is no appeal, the ruling of the president shall be final.
• When a member is commenting on a question before the Commission, the member cannot conclude their comments by moving the previous question.
• The president shall vote on all questions decided by yea and nay vote except on an appeal from his or her own decision.

6.3 Rights of the Public.

6.3.1 Right of the Public to be Present.

All persons shall be permitted to attend any meeting unless a closed meeting may be held in accordance with the provisions of Sections 7 and 8 of the Open Meetings Act. No conditions on attendance may be placed on the public such as requiring that an attending person provide his name or other information. A person shall not be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

6.3.2 Right of the Public to Address the Meeting.

Any person shall be permitted to address a meeting of the Commission which is required to be open to the public under the provisions of the Michigan Open Meetings
Act, as amended, MCLA 15.261, et. seq. Public comment shall be carried out in accordance with the following procedure:

6.3.2.1 Name and Address.
Any person wishing to address the Commission shall state his or her name and state his or her address. [Amended by vote of the Commission December 12, 2019]

6.3.2.2 Permitted Topics.
Persons may address the Commission on matters or issues which are relevant and germane to the Parks and Recreation Commission.

6.3.2.3 Individuals.
No person shall be allowed to speak more than once on the same matter, excluding time needed to answer 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.

6.3.2.4 Groups.
Whenever a group wishes to address the Commission, the group shall identify itself and make it known ahead of time that it wishes to address the Commission in order to facilitate the planning of time allotments to various portions of the agenda. The president may require that the group designate a spokesperson; the president shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed ten (10) minutes. The president may, at his or her discretion, extend the amount of time the spokesperson is allowed to speak.

6.3.2.5 Special Presentations.
Special presentations by people invited by the Commission to provide information on a specific item shall be limited to ten (10) minutes, exclusive of questions. The Commission shall limit its questions to five (5) minutes. The president may, at his or her discretion, extend the amount of time for the presentation, the questions, or both.

6.4 Form of Address.
Commission members wishing to speak shall first obtain the approval of the president and each person who speaks shall direct his/her comments to the president.

6.5 Disorderly Conduct.
The president shall call to order any person who is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities.

Such person shall thereupon be seated until the president shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave of
the Commission. If the person shall continue to be disorderly and to disrupt the meeting, the
president may order the sergeant-at-arms, who shall be the county sheriff or any of his
deputies, to remove the person from the meeting. No person shall be removed from a public
meeting except for an actual breach of the peace committed at the meeting. [MCL 15.263]

7. OFFICERS

7.1 Election.
Each January, as its first item of business of the new year, the Commission shall elect from its
membership a president, a vice-president, a secretary, and such other officers as it considers
necessary. The officers shall hold office for the calendar year in which they are elected and
until their successors are elected and qualified. The county treasurer shall be treasurer.

The director, or a staff person designated by the director, shall preside at the meeting until a
new president has been elected. The director or his designee shall call for nominations for
the office of president and when nominations are closed by majority vote or no other
nominations are forthcoming, the director or his designee shall order the roll of
Commissioners to be called. When one nominee receives a majority of the votes of the
members elected and serving, the nominee shall be declared the president. The newly
elected president shall immediately assume the chair of president and proceed with the
election of the vice-president, secretary, in the same manner as election of the president.
The president shall make appointments to all standing committees, subject to approval by the
Commission. [MCL 46.353]

7.2 Term of Office.
Officers shall take office immediately following their election and shall hold office until the
next election of officers in January.

7.3 Vacancy.
Any office that becomes vacant shall be filled by special election by the Commission at any
meeting in the same manner as set forth for election of officers set forth in rule 7.1.

7.4 Duties of President.
The president shall preside at all meetings of the Commission. The president shall be the agent
for the Commission in the signing of contracts, orders, resolutions, determinations, Commission
minutes and certifications.

Each year during the organizational meeting in January, the Commission may designate one
member (secretary or vice president) to affix his or her signature to contracts, bonds, and other
documents requiring the signature of the president, if the president is unable to so do because of
illness or other exigency which, in the opinion of the Commission, prevents the president from
performing the functions of the office. [Amended by vote of the Commission December 12,
2019]

7.5 Duties of Vice-President.
The vice-president shall preside at a meeting of the Commission if the president is absent.
7.6 Duties of Secretary.

The secretary, or his designee as provided in rule 8.5, shall keep a record of all proceedings of the Commission to be called “the minutes,” to keep the Commission’s official membership roll, and to call the roll where it is required. In the absence of the president and vice-president, the secretary shall preside at a meeting until a president pro-tem is elected in accordance with rule 6.1. [See RRONR, pp 442-443].

8. RECORD OF MEETINGS

8.1 Minutes and Official Records.

The secretary shall be responsible for maintaining the official record and minutes of each meeting of the Commission. The minutes shall include all the actions and decisions of the Commission with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the action, and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call, and shall show how each member voted.

The secretary shall maintain copies of each resolution and ordinance or other matter acted upon by the Commission in the principal place of business of the Commission. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

8.2 Record of Discussion.

The secretary shall not be responsible for maintaining a written record or summary record of the discussions or comments of the Commission members, nor of the comments made by members of the public. The secretary, though, shall be responsible for keeping an electronic record of each meeting of the Commission. Each such recording shall be maintained in the principal office of the Commission in accordance with the Retention Schedules published by the State of Michigan. Thereafter, the recording may be discarded unless the recording shall be pertinent to any legal proceeding then underway, pending, or reasonably anticipated. [Amended by vote of the Commission December 12, 2019]

8.3 Public Access to Meeting Records.

The secretary shall make available to members of the public the records and minutes of the Commission meetings in accordance with the Freedom of Information Act. Commission minutes, prepared but not approved by the Commission, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Commission shall be available within five business days after the date of the meeting in which the minutes were approved.

The secretary shall promptly mail copies of the minutes to persons who have subscribed and paid the fee as determined by the Commission of Commissioners.

8.4 Publication of Minutes.

Immediately following each session of the Commission, the secretary shall prepare a report of the proceedings of the Commission at that meeting and make the report available as soon as possible in the office of the Parks and Recreation Commission for public inspection and
copying without charge, and mail copies of the report upon request without charge, and
advertise that the report is available from the office of the Parks and Recreation Commission
in the Traverse City Record Eagle or other well-established newspaper in the county. [MCL 46.9]

8.5 Delegation of Authority.
The secretary may delegate any or all of the above tasks to the director or other persons
qualified. [See generally MCL 15.269; see also MCL 15.231-15.244 and MCL 15.261-15.275.]

9. OFFICIALS NOT TO BENEFIT
9.1 Contracts Between the Commission and Commission Members.
Commission members shall comply with all requirements of Michigan law relating to
contracts of public servants and public entities, MCL 15.321, et. seq.

10. RULES OF ORDER
10.1 Method of Making Motions.
No motion shall be put before the Commission for discussion or decision unless seconded
and shall be restated by the member who made the motion or the president prior to
debate. Any motion shall be put in writing at the request of any member. Any motion
may, with the permission of the member who made the motion and the member who
seconded the motion, be withdrawn at any time before the motion has been adopted. All
motions and amendments or substitutes thereto shall be entered in the minutes of the
Commission unless withdrawn. [Amended by vote of the Commission December 12, 2019]

10.2 Resolutions to Be in Writing.
All resolutions and ordinances shall be presented in writing and must be seconded before
debate. Any resolution may, with the permission of the member who made the motion and
the second, be withdrawn at any time before the same has been adopted.

All resolutions and amendments or substitutes thereto shall be entered in the minutes of
the Commission unless withdrawn.

10.3 Procedural Motions.
10.3.1 Motion to Adjourn.
A motion to adjourn shall always be in order except while a vote is being taken on
any other motion already before the Commission, or when a member has the floor;
provided that there shall be other intervening business or a change in the
circumstances between the two motions to adjourn. If no motion or discussion is in
progress, the president has the authority to adjourn meetings without a motion and
a vote by the Commission to adjourn. [Amended by vote of Commission February
23, 2017.]

10.3.2 Motion to Clear the Floor.
This motion may be made by the president at any time procedural matters have
become sufficiently confused. If the motion to clear the floor has been adopted, it
shall clear the floor of all motions as though they have been withdrawn. The motion
shall not be subject to debate nor, if adopted, to reconsideration. [Amended by vote of the Commission December 12, 2019]

10.3.3 Motion to Reconsider.
A motion to reconsider shall be in order on any question the Commission has decided except for a motion to clear the floor. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken and the next regular meeting following. The motion to reconsider shall be made only by a member who voted with the prevailing side. A main motion on a question the Commission has decided shall be in order at the next regular Commission meeting at which a motion to reconsider the questions is no longer in order.

10.3.4 Appeal Ruling of the President.
Any Commissioner may appeal the ruling to the president. On all appeals receiving a second, the question shall be, “Shall the decision of the president stand as the decision of the Commission?”

10.3.5 Division of Question.
If a pending main motion (or an amendment to it) contains two or more parts capable of standing as separate questions, the Commission can vote to treat each part individually in succession. Such a course is proposed by the motion for division of a question.

11. VOTING

11.1 Roll Call Votes.
The names and votes of Commissioners shall be recorded on Commission actions to adopt final measures as resolutions, ordinances, appointment or election of officers. The president or any Commissioner may request a roll call vote be taken on any item.

11.2 Votes Required.
Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or Commission rule to have a higher authority, shall be decided by a majority of the members present.

11.3 Method of Voting.
The names and votes of members shall be recorded on an action taken by the Commission or by a committee of the Commission. A record that is made pursuant to this section shall be available for public inspection. All other measures shall be voted by voice vote. If there is abstention or a nay vote, there shall be a roll call vote. Any member abstaining shall state before the vote that he or she will do so. [Amended by vote of the Commission December 12, 2019]

11.4 Procedure for Conducting Roll Call Vote.
All roll call votes shall be conducted in accordance with the following procedures: Prior to the first meeting of the board in each year, the secretary shall prepare four lists of the members of the board in the following sequences provided, however, that the name of
the chairperson shall appear as the final name on each of the four lists:

1. alphabetical order by surname
2. reverse alphabetical order by surname
3. alphabetical order by given name
4. reverse alphabetical order by given name

In the event that two surnames or given names are the same, substitute middle names.

The secretary shall randomly mix the four different lists prior to each meeting of the board.

For each roll call vote at each meeting of the board, the secretary shall proceed to select one list and call the roll in descending order in which the members appear on that list for all roll calls at the meeting. [MCL 46.3a]

12. RULES OF ORDER; APPEAL

12.1 Questions of Procedure Not Covered by Standing Rules.

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules of order the Commission may adopt.

12.2 Appeal.

The Commission as a whole, not the president, is the final authority in judging whether these rules have been violated. A Commission member who disagrees with a ruling by the president may appeal the ruling to the Commission as a whole. Without waiting to be recognized, a member wishing to appeal the ruling shall say, “I appeal from the decision of the president.” An appeal requires a second. The appeal may be debated, however, unlike other motions, each member may speak only once. The president may speak in debate twice, the first time in preference over other members and the second time to close debate. An appeal is stated and put to a vote as “Shall the decision of the president be sustained?” It requires a majority vote in the negative to overturn the president’s ruling. A tie sustains the decision of the president, and loses the appeal. [RONR (10th Ed.), pp. 247-252]

13. COMMITTEES

Each committee shall thoroughly investigate any matter referred to it by the Commission and shall report in writing the findings to the Commission without undue delay. Upon the motion of any Commission member, and approval by a majority of the Commission, the Commission may discharge a committee from further consideration of any matter.

13.1 Standing Committees.

13.1.1 Appointment of Committee President and Vice-president.

At its first meeting in January, after the election of officers, the newly elected president shall appoint members to all standing committees and, for each committee, appoint a chairperson and vice-chairperson to preside at all meetings of
their respective committees. All appointees to chairperson and vice-chairperson shall be ratified by the Commission. The terms of all standing committee members and officers shall expire at midnight on December 31\textsuperscript{st} of the calendar year in which they are appointed. Director will work with appointed chairperson of each standing committee and special committee to set all meeting dates and times of those committees. [Amended by vote of the Commission December 12, 2019]

13.2 Special Committees.
The Commission may create such special or advisory committees as it deems necessary or appropriate. Special or advisory committees shall automatically expire on December 31\textsuperscript{st} of the year in which they are created unless a different term is specified in the resolution establishing the special or advisory committee, such as until a date certain, or until completion of the appointed task. The term of a special or advisory committee may be extended by the Commission.

The terms of all members of a special or advisory committee shall automatically expire upon the termination of the special or advisory committee. Special or advisory committees may consist, in whole or in part, of persons who are not Commission members. Members of special committees shall be made by the Commission president subject to Commission approval.

13.3 Rules of Order.
The rules of order adopted by the Commission, to the extent that they are applicable, shall govern all matters of procedure related to standing and special committees.

13.4 Open Meetings Act.
Meetings of all committees of the Commission shall conform to the requirements of the Open Meetings Act. [MCL 46.353]

15. EXECUTIVE SESSIONS
15.1 Motion for Executive Session.
The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the motion was made.

15.2 Two-thirds Vote.
The Commission may meet in executive session, closed to the members of the public, upon the motion of any member and a roll call vote approval by two-thirds (2/3) of the members appointed and serving for the following purposes:
• to consider the purchase or lease of real property, until an option to purchase or lease that property is obtained
• to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Commission
• to meet with an attorney to consider the attorney’s written opinion
• to review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential; whenever the Commission meets to interview an applicant, it shall be in open session

15.3 Other Reasons.
The Commission may also meet in executive session for the following reasons without the requirement of the two-thirds vote:
• to reconsider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting
• to consider strategy connected with the negotiation of a collective bargaining agreement

15.4 Minutes, Executive Meetings.
For each executive meeting, the secretary or his or her designee shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The secretary or his or her designee may destroy the minutes after one year and one day have passed after the meeting at which the approved minutes of the meeting at which the Commission voted to hold the executive meeting.

16. ATTENDANCE POLICY
The intent of this bylaw is to encourage and support full contributions of all board members. Absences are unexcused if the Commission member does not contact the Parks and Recreation Director, Secretary, or the President of the Commission.

An attendance problem occurs if the following take place during regularly scheduled Commission meetings:
1. the member has two (2) unexcused absences in a row
2. the member misses three (3) meetings (excused or unexcused) in a row
3. the member misses one third of the total number of regularly scheduled Board meetings in a twelve-month period

An attendance problem occurs if the following take place during special Commission meetings:
1. the member has two (2) unexcused absences in a row
2. the member misses more than 50 percent of special Commission meetings during a twelve month period in instances that there are more than 3 special Commission meetings during said period

In the event of a board member’s attendance problem, the Commission president will promptly contact the individual to discuss the problem. The individual’s response will be shared with the full Commission at its next meeting, at which point the Commission shall decide what action will be taken concerning that individual’s future membership on the Commission. If the Commission does not vote affirmatively to retain the member, then the Parks and Recreation president’s request will be submitted to the Board of Commissioners for further action regarding attendance. [MCL 15.267; Booth Newspapers v City of Wyoming (425 NW2d 695)]
17. AMENDMENT TO AND EFFECTIVE DATE

17.1 Suspension of Bylaws.
These bylaws may be suspended only by a super-majority vote of seven (7) members of the Commission elected and serving.

17.2 Amendment of Bylaws.
These bylaws may be amended by a majority vote of the members elected and serving at a meeting held after the meeting at which the amendment was proposed.

17.3 Effective Date.
These bylaws shall become effective immediately once approved by a majority vote of the members elected and serving, and approved by the county board of Commissioners.
E. 2020 Parks and Recreation Committee Appointments

On January 9, 2020, the Parks and Recreation Commission will hold its organizational meeting. During that meeting, the President, once elected, will make annual appointments to the Parks and Recreation-Senior Center Network Ad Hoc and Subcommittees. NOTE: All appointments are made by the president, and Commissioners vote to ratify them.

Following is information for consideration (including time commitment, when known) prior to accepting an appointment to one or more of the Parks and Recreation Commission’s committees.

**Business Development Team**

**Purpose:** To assist Director with the development and maintenance of business plans for each park with the goal of generating more revenue for Parks and Recreation from all county parks; to assist staff with establishing fees and handling requests for fee reductions by various user groups.

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

**Meets:** At Governmental Center on first Tuesday of each month at 5 p.m., starting in February each year; meetings between 1.5 and 2 hours each.

**Natural Education Reserve Advisory Committee Representative**

**Purpose:** Represent Parks and Recreation Commission at Natural Education Reserve Advisory Committee meetings. Advisory Committee meets quarterly and makes recommendations to the Parks and Recreation Commission about managing, maintaining, and improving the 500-acre Natural Education Reserve park. Report to full commission quarterly.

**Description:** One Parks and Recreation Commission Representative with voting privileges.

**Meets:** Quarterly at Boardman River Nature Center, second Wednesday of January, April, August, and October, at 5 p.m.

**Traverse Bay Area Youth Soccer (TBAYS) Board Representative**

**Purpose:** Act as liaison between Parks and Recreation and TBAYS; keep updated on progress with Keystone Soccer Complex and Birmley-Keystone property improvements; report to full commission each month.

**Description:** One Parks and Recreation Commission Representative; non-voting

**Meets:** At TBAYS’ office, second Tuesday of each month, at 5:30 p.m.

**Note:** In 2019, Parks and Recreation Commission voted to eliminate this appointment. Appointment is still open on the TBAYS Board.

**Question:** Reinstate the Parks and Recreation Commission appointment?

**Strategic Planning Subcommittee**

**Purpose:** To develop, present, and recommend annually or every two years a strategic plan with specific goals, strategies, and a schedule for the Commission and Department to follow to accomplish current and future park projects and to fulfill Commission/Department objectives included in the five-year Parks and Recreation Plan. To research and recommend options about how County Parks and Recreation can become financially more self-sustaining and less reliant on the County’s General Fund.

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

**Meets:** As necessary. Strategic plan (Parks and Recreation Work Plan) for 2020 to 2021 completed and approved by Parks and Recreation Commission in December 2019. Subcommittee should meet later in 2020 to review plan’s progress. Meetings approximately 2 hours each.

**Rules Committee**

**Purpose:** Discuss the rules specific to individual park properties and recommend any park rule amendments to the Parks and Recreation Commission.

**Description:** Standing committee; minimum of three (3) and a maximum of six (6) Parks and Recreation Commissioners, appointed by the Parks and Recreation Commission President and ratified by the Parks and Recreation Commission.

**Meets:** As necessary, generally between 30 minutes and 1 hour.
We will enhance community and quality of life through people, parks, and programs.

2020 Meeting Schedule
Parks and Recreation Commission
Parks and Recreation Business Development Team

Parks and Recreation Commission
Meeting Day, Time, and Location: Unless otherwise indicated on the list below, regular meetings of the Grand Traverse County Parks and Recreation Commission are held on the second Thursday of every month at 5 p.m., in Commission Chambers on the second floor of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684, except when that day falls on a holiday observed by Grand Traverse County and is identified by resolution on which business is not conducted, or on any Election Day, or unless otherwise indicated on the list below. Meeting dates:
January 9 (Organizational Meeting) July 9
February 13 August 13
March 12 September 10
April 9 October 8
May 14 November 12
June 11 December 10

Business Development Team
Meeting Day, Time, and Location: Unless otherwise indicated, regular meetings of the Business Development Team of the Parks and Recreation Commission are held the first Tuesday of every month, beginning in February, at 5 p.m. in Room 300 on the third floor of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684, unless otherwise indicated on the list below. Meeting dates:
February 4 August 4
March 3 September 1
April 7 October 6
May 5 November 3
June 2 December 1
July 7

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

Grand Traverse County Parks and Recreation-Senior Center Network
1213 W. Civic Center Drive
Traverse City, Michigan 49686
231-922-4818 • www.grandtraverse.org
### Fund 208

<table>
<thead>
<tr>
<th>Department</th>
<th>Dept % of Initial Budget</th>
<th>Adjusted Budget</th>
<th>This Month Budget</th>
<th>Month YTD Balance</th>
<th>% of Budget</th>
<th>Received Budget</th>
<th>Dept % of Initial Budget</th>
<th>Adjusted Budget</th>
<th>This Month Budget</th>
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<th>Received Budget</th>
<th>Dept % of Initial Budget</th>
<th>Adjusted Budget</th>
<th>This Month Budget</th>
<th>Month YTD Balance</th>
<th>% of Budget</th>
<th>Received Budget</th>
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<td>20.3%</td>
<td>136,551</td>
<td>315,012</td>
<td>26,450.97</td>
<td>87.2%</td>
<td>-</td>
<td>20.3%</td>
<td>136,551</td>
<td>315,012</td>
<td>26,450.97</td>
<td>87.2%</td>
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<td>20.3%</td>
<td>136,551</td>
<td>315,012</td>
<td>26,450.97</td>
<td>87.2%</td>
<td>-</td>
<td>20.3%</td>
<td>136,551</td>
<td>315,012</td>
<td>26,450.97</td>
<td>87.2%</td>
<td>-</td>
</tr>
<tr>
<td>Maple Bay</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.4%</td>
<td>7,214</td>
<td>6,014</td>
<td>494.59</td>
<td>99.4%</td>
<td>-</td>
<td>0.4%</td>
<td>7,214</td>
<td>6,014</td>
<td>494.59</td>
<td>99.4%</td>
<td>-</td>
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<td>0.0%</td>
<td>-</td>
<td>2.9%</td>
<td>42,200</td>
<td>45,617</td>
<td>898.29</td>
<td>99.4%</td>
<td>-</td>
<td>2.9%</td>
<td>42,200</td>
<td>45,617</td>
<td>898.29</td>
<td>99.4%</td>
<td>-</td>
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<td>Power Island</td>
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<td>13,500</td>
<td>13,500</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.8%</td>
<td>13,500</td>
<td>13,500</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.8%</td>
<td>13,500</td>
<td>13,500</td>
<td>-</td>
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<td>NER</td>
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<td>94.1%</td>
<td>-</td>
<td>10.5%</td>
<td>151,973</td>
<td>141,104</td>
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<td>-</td>
<td>10.5%</td>
<td>151,973</td>
<td>141,104</td>
<td>13,879.04</td>
<td>94.1%</td>
<td>-</td>
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<td>75,000</td>
<td>75,000</td>
<td>1,296.50</td>
<td>94.1%</td>
<td>-</td>
<td>9.1%</td>
<td>151,973</td>
<td>141,104</td>
<td>13,879.04</td>
<td>94.1%</td>
<td>-</td>
<td>9.1%</td>
<td>151,973</td>
<td>141,104</td>
<td>13,879.04</td>
<td>94.1%</td>
<td>-</td>
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<td>Howe Arena</td>
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<td>47,500</td>
<td>151,300</td>
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<td>88.3%</td>
<td>-</td>
<td>8.3%</td>
<td>30,289</td>
<td>129,517</td>
<td>2,460.79</td>
<td>96.2%</td>
<td>-</td>
<td>8.3%</td>
<td>30,289</td>
<td>129,517</td>
<td>2,460.79</td>
<td>96.2%</td>
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<td>Medalie Park</td>
<td>19.7%</td>
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<td>306,200</td>
<td>-</td>
<td>2.2%</td>
<td>-</td>
<td>20.2%</td>
<td>314,867</td>
<td>313,587</td>
<td>1,148.51</td>
<td>9.2%</td>
<td>-</td>
<td>20.2%</td>
<td>314,867</td>
<td>313,587</td>
<td>1,148.51</td>
<td>9.2%</td>
<td>-</td>
</tr>
<tr>
<td>Tart Trail</td>
<td>19.3%</td>
<td>300,000</td>
<td>300,000</td>
<td>-</td>
<td>0.2%</td>
<td>-</td>
<td>19.3%</td>
<td>300,000</td>
<td>300,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>19.3%</td>
<td>300,000</td>
<td>300,000</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
</tr>
<tr>
<td>Meyer House</td>
<td>0.8%</td>
<td>12,600</td>
<td>12,600</td>
<td>1,050.00</td>
<td>100.0%</td>
<td>-</td>
<td>0.2%</td>
<td>3,100</td>
<td>3,100</td>
<td>318.01</td>
<td>0.0%</td>
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<td>0.2%</td>
<td>3,100</td>
<td>3,100</td>
<td>318.01</td>
<td>0.0%</td>
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<td><strong>Total</strong></td>
<td></td>
<td>1,163,059</td>
<td>1,554,498</td>
<td>5,298.40</td>
<td>100%</td>
<td>680,053.85</td>
<td></td>
<td>1,163,059</td>
<td>1,554,498</td>
<td>61,978.96</td>
<td>100%</td>
<td>765,607.78</td>
<td></td>
<td>1,163,059</td>
<td>1,554,498</td>
<td>61,978.96</td>
<td>100%</td>
<td>765,607.78</td>
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### Fund 298

<table>
<thead>
<tr>
<th>Department</th>
<th>Dept % of Initial Budget</th>
<th>Adjusted Budget</th>
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<th>Month YTD Balance</th>
<th>% of Budget</th>
<th>Received Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Center</td>
<td>100.0%</td>
<td>612,455</td>
<td>633,455</td>
<td>2,204.66</td>
<td>93.9%</td>
<td>38,432.94</td>
<td>100.0%</td>
<td>612,455</td>
<td>633,455</td>
<td>97,730.13</td>
<td>91.6%</td>
<td>53,075.87</td>
<td>100.0%</td>
<td>612,455</td>
<td>633,455</td>
<td>97,730.13</td>
<td>91.6%</td>
<td>53,075.87</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>612,455</td>
<td>633,455</td>
<td>2,204.66</td>
<td>93.9%</td>
<td>38,432.94</td>
<td></td>
<td>612,455</td>
<td>633,455</td>
<td>97,730.13</td>
<td>91.6%</td>
<td>53,075.87</td>
<td></td>
<td>612,455</td>
<td>633,455</td>
<td>97,730.13</td>
<td>91.6%</td>
<td>53,075.87</td>
</tr>
</tbody>
</table>
2020-2021 Work Plan: Grand Traverse County Parks and Recreation-Senior Center Network

Mission

- **Parks and Recreation:** To enhance community and quality of life through people, parks, and programs.
- **Senior Center Network:** To make longer lives, better lives.

Vision

- **Parks and Recreation:** To develop and operate Grand Traverse County Parks and offer recreational programs and services to improve the quality of life for all who live in and visit the region.
- **Senior Center Network:** To meet the social, recreational, and educational needs of members in an environment that is fun, safe, inclusive, and courteous for all.

Values

- **SA** Maintain Safety and Accessibility: Invest in existing county park infrastructure to protect and serve the entire community.
- **IPP** Improve Parks and Programs: Continue to physically enhance county park infrastructure and Senior Center Network programs to make them accessible for all and to meet future community needs. This will be built upon stakeholder and public engagement, and improve wayfinding and Parks and Recreation branding to support a strong park system.
- **REC** Increase Recreational Opportunities: Expand existing and develop new partnerships to contribute to overall health and wellness of the region, especially vulnerable and underserved populations.
### Short-term Goals (Complete in 2020)

<table>
<thead>
<tr>
<th>Civic Center</th>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
</table>
| **Create master site plan.**  
  - Develop Civic Center “Safe Routes” and Safety Garden.  
  - Make park safer: Camera near pavilion and amphitheater; upgrade current cameras; emergency phones on path and elsewhere.  
  - Enhance area around Native American Marker Tree.  
  - Landscape northwest corner. | SA IPP REC | Issue RFP and hire consultant to facilitate master site planning process. Include Influence Design Forum’s preliminary designs for north end. | New blueprint for Civic Center Park.  
List of prioritized improvements for park and schedule of improvements.  
Budget determined and funding plan identified for each improvement. |
| **Transform old Probate Court into usable, rentable space.** | IPP | Space has been cleaned. In October 2020, solicit and consider proposals to enhance Civic Center offerings in space. | Space is rented. |
| **Connect northwest corner between walking path and Front Street sidewalk.** | SA IPP | Marlin Design hired for project. | Connector installed by June 1, 2020. |
| **Power Island** | SA IPP REC | | |
| **Draft and adopt emergency plan for the Island visitors and staff.** | SA | Staff develops plan. | Plan adopted by spring 2020. |
| **Close campsites on Bassett Island temporarily, when necessary (such when water is too high), and develop new campsites on Power Island to replace them.** | IPP REC | Develop map of where sites will be located. (Tank)  
Apply for permission through EGLE to build. (KTE)  
Remove old and build new sites in spring 2020. (Tank) | Bassett sites removed when necessary; five new sites built on Power Island to replace them. When Bassett Island is opened to camping again, develop new sites there, and remove equal amount of sites from Power Island. |
### Keystone Soccer Fields

<table>
<thead>
<tr>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPC REC</td>
<td>Include as part of new agreement with TBAYS for soccer field use and development of Birmley property.</td>
<td>Agreement executed by end of 2019. Birmley property is developed.</td>
</tr>
</tbody>
</table>

### Natural Education Reserve

<table>
<thead>
<tr>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA IPP REC</td>
<td>Work with Conservation District and other partners to make plan.</td>
<td>Plan developed. Begin executing plan summer 2020.</td>
</tr>
</tbody>
</table>

### Medalie Park

<table>
<thead>
<tr>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA IPP REC</td>
<td>Work with TART Trails and City to finalize design for Medalie Park.</td>
<td>Funds are identified. Medalie Park improvements coincide with completion of Boardman Lake Loop Trail project.</td>
</tr>
</tbody>
</table>

### Maple Bay Park and Natural Area

<table>
<thead>
<tr>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA IPP REC</td>
<td>Share designs of proposed trail routes with Parks and Recreation Commission and County Board.</td>
<td>County Board and Parks and Recreation Commission pass resolutions of support.</td>
</tr>
</tbody>
</table>

### Remediate land beneath removed

<table>
<thead>
<tr>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>Work with Facilities Management to identify</td>
<td>Parkland restored.</td>
</tr>
<tr>
<td>Senior Center Network</td>
<td>Values</td>
<td>Execution</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Work with City to build new Senior Center in Traverse City.</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>Expand marketing and offerings at all five Senior Center Network locations.</td>
<td>IPP</td>
<td>Membership will increase; participation in those locations will increase.</td>
</tr>
<tr>
<td>General</td>
<td>Values</td>
<td>Execution</td>
</tr>
<tr>
<td>Track park use and increase usership based on measurements.</td>
<td>IPP</td>
<td>Track reservations; obtain statistics and reports from partners; purchase counters.</td>
</tr>
<tr>
<td>Purchase and install online reservation software.</td>
<td>IPP</td>
<td>Work with IT to identify and price options.</td>
</tr>
<tr>
<td>Increase park reservations each year.</td>
<td>REC</td>
<td>Increase marketing.</td>
</tr>
<tr>
<td>Build Parks and Recreation maintenance fund, starting with $5,000 in 2020.</td>
<td>SA</td>
<td>Continue to add funds to line item.</td>
</tr>
<tr>
<td>Continue to monitor and resolve safety issues in all parks.</td>
<td>SA</td>
<td>Document all complaints; address all safety concerns; develop policies and make improvements, as necessary.</td>
</tr>
<tr>
<td>Promote water safety and increase knowledge in the community.</td>
<td>SA</td>
<td>Work with Grand Traverse Bay YMCA and other local water safety experts (such as Coast Guard) to promote and educate.</td>
</tr>
<tr>
<td>Develop a wayfinding signage/branding plan.</td>
<td>SA</td>
<td>Staff works with a small team on a pilot project.</td>
</tr>
</tbody>
</table>
Continue to improve park amenities to serve users, such as restrooms, parking, lighting, benches, picnic tables, etc., and develop a maintenance plan for every park. | SA IPP REC | Obtain list of assets and conditions from Facilities Management and share a system for scheduling maintenance and improvements. | County and City parks. Parks continue to offer more services and amenities each year.

Solidify and expand partnerships and collaborations to improve and maintain parks. | SA IPP REC | Continue to develop partnerships (such as Parallel 45 Theatre and Norte) to share park improvement and maintenance costs. | Parks are improved with less or no taxpayer dollars.

Increase recreational opportunities and services at all five Senior Center locations and in all county parks. | IPP REC | Assess current services and interview seniors in all locations and use that information to better serve all. Partner when possible. | Recreational opportunities and services are added.

Continue to partner with TART Trails, Grand Traverse Conservation District, Grand Traverse Regional Land Conservancy, and other entities to provide further County-wide connectivity through non-motorized and multi-modal trails. | SA IPP REC | Study current trail system and identify locations for expansion. | Increased connectivity, making it easier to get around the county by foot or bicycle.

Develop partnership policy. | REC | Staff develops and shares a policy for approval by Parks Board. | Policy is developed, thereby standardizing certain aspects of partner agreements and relationships.

### Medium-term Goals (Begin in 2020; Finish in 2021)

<table>
<thead>
<tr>
<th>Civic Center</th>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure and maintain concessions vendor.</td>
<td>IPP</td>
<td>Indoor concession provider hired in 2019 through May 2020.</td>
<td>Concessions are successful and continue beyond May 2020, indoors and outdoors.</td>
</tr>
</tbody>
</table>

<p>| Medalei Park |</p>
<table>
<thead>
<tr>
<th>Develop marketing plan.</th>
<th>REC</th>
<th>Staff works with partners to develop plan.</th>
<th>Plan is executed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Center Network</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek accreditation by the National Institute of Senior Centers.</td>
<td>SA IPP</td>
<td>Once new building is completed, accreditation process will begin.</td>
<td>Senior Center is accredited.</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop forestry management, conservation, and invasive species plans for all parks.</td>
<td>SA IPP</td>
<td>Work with partners to develop plan.</td>
<td>Park vegetation is managed and invasive species are removed on a consistent basis.</td>
</tr>
<tr>
<td>Assess all parks and develop plan to make all as ADA-accessible as possible.</td>
<td>SA IPP</td>
<td>Work with Disability Network to develop plan.</td>
<td>Parks are prioritized, funds are identified, and project begins, one park at a time.</td>
</tr>
</tbody>
</table>

### Long-term Goals (Begin Planning in 2021)

<table>
<thead>
<tr>
<th>Civic Center</th>
<th>Values</th>
<th>Execution</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop plan for Campbell Community Playground, Phase II.</td>
<td>SA IPP REC</td>
<td>Work with playground vendors on preliminary designs and cost quotes.</td>
<td>Plan is developed, funds are identified, and playground Phase II is constructed.</td>
</tr>
<tr>
<td>Build pickle ball courts.</td>
<td>IPP REC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop an adult fitness playground or stations.</td>
<td>IPP REC</td>
<td>Work with playground vendors on preliminary designs and cost quotes.</td>
<td>Plan is developed, funds are identified, and adult playground is constructed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify opportunities for place making projects in County parks.</td>
<td>IPP REC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explore opportunities for bringing cultural events to County parks.</td>
<td>IPP REC</td>
<td>Second Crooked Tree Arts Center Art Fair scheduled for 2020. Agreement with Parallel 45 Theatre for 2020 and 2021 use of amphitheater and former Probate Court building.</td>
<td>Amphitheater is rented for concerts and other arts events in shoulder seasons. Other visual arts opportunities are brought to the park.</td>
</tr>
<tr>
<td><strong>Medalie Park</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Make a nonmotorized connection from NER to park.</strong></td>
<td>IPP REC</td>
<td>Identify location of proposed connection(s).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connections are developed and used.</td>
<td></td>
</tr>
<tr>
<td><strong>Bring more recreation/revenue to park.</strong></td>
<td>IPP REC</td>
<td>River restoration and trailhead project will naturally bring more recreation; identify additional partners to provide programming; current partners add programming.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medalie Park is no longer a “commuter” park, visited by vehicles more than pedestrians and cyclists, it is a destination and a hub of recreation on the south end of Boardman Lake.</td>
<td></td>
</tr>
<tr>
<td><strong>Start implementing plan to establish east-west connectivity from Natural Education Center to Medalie Park.</strong></td>
<td>SA IPP REC</td>
<td>Work with Conservation District and other partners to make a plan.</td>
<td></td>
</tr>
</tbody>
</table>
AN ACT to authorize the creation and to prescribe the powers and duties of county and regional parks and recreation commissions; and to prescribe the powers and duties of county boards of commissioners with respect to county and regional parks and recreation commissions.


The People of the State of Michigan enact:

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

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

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

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

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

(c) One of the following:

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

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

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

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

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

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

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

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


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

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


46.354 County commission; appropriation for expenses.

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


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

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


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

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

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

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

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


46.358 County and regional commissions; acquisition of property.

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


46.359 County and regional commissions; condemnation of private property.

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


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

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


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

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


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

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


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

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


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

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


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

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

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

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

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

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

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

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

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

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


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

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


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

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


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

Sec. 17. (1) Any county operating under this act, by resolution adopted by a majority of the members elect of its governing body, and with a vote of the majority of the electors of the county voting on the question, may borrow money, pledge its full faith and credit for repayment, and issue its bonds or notes to pay all or part of the cost of acquiring, planning, and developing park and recreational places, and constructing, reconstructing, altering, or renewing buildings and other structures related to said park and recreational places.
(2) The revenue bonds shall be issued pursuant to the revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140, or any other applicable act.

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

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

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

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

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

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

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

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

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

(c) The chairperson of the county planning commission or another member of the county planning commission designated by the county planning commission.

(d) Seven members appointed by the County Board of Commissioners, not less than 1 and not more than three of whom shall be members of the County Board of Commissioners.

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

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

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

[MCL 46.351(3)]

3.4 Vacancy
A vacancy shall be filled for the unexpired term according to rule 14 of the county board rules of order. Whenever there shall arise the need to make an appointment to the Parks and Recreation Commission, the chairperson of the County Board of Commissioners shall appoint an ad hoc committee consisting of four members of the County Board of Commissioners to review applications for the position and make recommendations for appointment to the full County
Board of Commissioners. All appointees shall be ratified by a majority vote of the County Board of Commissioners.
[MCL 46.351(3)]

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

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

5. COMPENSATION
5.1 Per Diem
The seven appointed members of the Parks and Recreation Commission are entitled to per diem for meetings as established in the county’s per diem schedule.

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

6. DIRECTOR; APPOINTMENT; GENERAL DUTIES; ADMINISTRATIVE DUTIES; PUBLIC RELATIONS
6.1 Appointment
The County Administrator shall appoint a Director of Parks and Recreation and shall take into account the advice and/or recommendations of the Parks and Recreation Commission.

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

6.3 Public Relations
The Director and/or the Parks and Recreation Commission chairperson, or their designee(s), shall officially represent the commission and its staff at conferences, interdepartmental meetings of the county government, meetings among local, state and federal agencies, and serve generally as liaison between the commission and the public. The Director shall present commission recommendations to the County Board of Commissioners when required by these rules.
7. DUTIES AND RESPONSIBILITIES
The Parks and Recreation Commission is an agency of the Grand Traverse County Board of Commissioners that operates its programs under policies and procedures approved by the County Board of Commissioners [MCL 46.351(4)]. The Parks and Recreation Commission has only those duties and responsibilities as set forth below.

1. Bylaws. The Parks and Recreation Commission is authorized to adopt bylaws. [MCL 46.353]

2. Contracts. The Parks and Recreation Commission is authorized to enter into contracts. All contracts shall comply with the county purchasing policy. [MCL 46.353]

3. Study and determination of facilities and needs; plan. The Parks and Recreation Commission may study and ascertain the county’s park, preserve, parkway, and recreation, including recreation for senior citizens, and other conservation facilities, the need for such facilities and the extent to which such needs are being currently met, and prepare and adopt a coordinated plan of areas and facilities to meet such needs. [MCL 46.356]

4. Filing of land ownership records, acquisition and development plans; public availability of records.
   a. The Parks and Recreation Commission shall file with the department of natural resources and environment a record of its land ownership, proposals for acquisition of land, and its general development plans and programs for improvement and maintenance of the land.
   b. A writing prepared, owned, used, in the possession of, or retained by the Parks and Recreation Commission, in the performance of an official function shall be available to the public in compliance with Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws. [MCL 46.357]

5. Acquisition of property. The Parks and Recreation Commission may acquire in the name of the county by gift, purchase, lease, agreement, or otherwise, in fee or with conditions, suitable real property, within the county or region, or contiguous with or adjacent thereto, for public parks, preserves, parkways, playgrounds, recreation centers, wildlife areas, lands reserved for flood conditions for impounding runoff water, and other conservation purposes. In acquiring or accepting land, due consideration shall be given to its scenic, historic, archaeological, recreational or other special features. [MCL 46.358].

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

7. Condemnation of property in another county. If the Parks and Recreation Commission desires to acquire real property in another county not a member of a regional commission, it shall notify the Board of Commissioners of the county wherein the real property to be taken is located of its intentions to institute proceedings under MCL 46.359; and, unless the members of the Board of Commissioners by a majority vote disapprove the contemplated action within 60 days of the receipt of notification by certified mail of such contemplated action the Parks and Recreation Commission may proceed to institute proceedings pursuant to the provisions of MCL 46.359. [MCL 46.359a]

8. Acceptance of gifts, bequests, grants-in-aid, contributions, and appropriations. The Parks and Recreation Commission may accept in the name of the county gifts, bequests, grants-in-aid, contributions and appropriations of money and other personal property for conservation purposes. The Parks and Recreation Commission shall comply with the county’s policy regarding acceptance of gifts, bequests, grants-in-aid, contributions, and appropriations. [MCL 46.360]

9. Development and operation of facilities. The Parks and Recreation Commission may plan, develop, preserve, administer, maintain, and operate park and recreational places and facilities, including places and facilities used for senior citizen-related recreation and programs, and construct, reconstruct, alter, and renew buildings and other structures. [MCL 46.361]

10. Custody, control and management of property. The Parks and Recreation Commission shall have the custody, control, and management of all real and personal property acquired by the county for public parks; preserves; parkways; playgrounds; recreation centers, including recreation centers for senior citizens; wildlife areas; lands reserved for flood conditions for impounding runoff water; and other county conservation or recreation purposes. [MCL 46.362]

11. Installation and maintenance of roads and parking facilities. The Parks and Recreation Commission may install and maintain road and parking facilities within areas under its control. [MCL 46.363]

1 Will need to create policy to govern all county departments similar to commission on aging policy.
12. Rules, adoption, effectiveness, penalties for violations; regulation of recreational trailways; park rangers; police services. With the approval of the county board, the Parks and Recreation Commission may do all of the following: adopt, amend, or repeal rules for the protection, regulation, and control of its facilities and areas in accordance with MCL 46.364(1)-(2); provide for penalties and enforcement of those rules as provided in MCL 46.364(3)-(4) and; appoint park rangers in accordance with MCL 46.364(5); contract with townships, cities, villages, or sheriffs for police services required to enforce rules adopted under this section and appropriate and expend funds for those services in accordance with MCL 46.364(6).

13. Charge and collection of fees; payment and disposition of fees. The county parks commission may charge and collect reasonable fees for the use of the facilities, privileges and conveniences provided. All charges and fees for the use of county facilities, privileges and conveniences shall be paid over to the county treasurer. [MCL 46.365]

14. Employment of personnel. The Parks and Recreation Commission, through its parks Director, may employ such personnel as may be authorized by the Board of Commissioners including an executive officer. The commission shall abide by all county personnel policies, and all personnel matters other than hiring/firing and discipline shall be the responsibility of the county human resources department.

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

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

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

8.3 Audit
An audit will be shall be conducted by the county finance department prior to the end of each fiscal year. The commission shall lend its full cooperation and resources in the preparation of the audit.
[MCL 46.354]

9. COMPLIANCE WITH COUNTY POLICIES AND PROCEDURES
The commission shall comply with all county policies and procedures. [MCL 46.354]
10. APPROVAL OF COMMISSION ACTIONS
The Parks and Recreation Commission shall carry out its duties and responsibilities in accordance with the policies and procedures set forth in these rules and regulations.

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

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

Section 1. Definitions.

a. “Commission” shall mean the Grand Traverse County Parks and Recreation Commission.

b. “County Park Property” shall mean all lands, waters and property administered by or under the jurisdiction of the Grand Traverse County Parks and Recreation Commission.

c. “Director” shall mean the Grand Traverse County Parks and Recreation Director.

d. “Person” or “persons” shall mean individuals, firms, corporations, or any group or gathering of individuals.

e. “Camping” means the overnight lodging or sleeping of a person or persons in a tent, trailer-coach, vehicle camper, motor vehicle, or in any other conveyance erected, parked or placed on the premises.

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

1. To enter, use, or occupy County Park Property for any purpose when they are posted against entry, use, or occupancy, as ordered by the commission.

2. To dispose of refuse, rubbish, trash, or garbage not resulting from the use of county-owned lands in receptacles provided on Commission property.

3. To ignite any fire except within fireplaces, receptacles or open spaces designated and approved for such purposes by the Director.
4. To place or burn garbage within a designated fireplace, receptacle or open space designated and approved for the building of fires by the Director, or bury refuse, rubbish, trash, or garbage, regardless of its origin.

5. To use tobacco or smoke at the Grand Traverse County Civic Center. As used in this rule, the word “smoke” means any of the following:

   (a) using a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product that contains tobacco, nicotine or any other related product that is lighted, burning or heated;
   (b) lighting a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product that contains tobacco, nicotine or any other related product;
   (c) exhaling smoke or vapor from burning or heating tobacco, nicotine, or any other related product that is contained in a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product.

6. To intentionally smoke, ingest, consume, or otherwise use marihuana, or cannabis, or liquids or solids containing any type of tetrahydrocannabinol on County Park Property. “Smoke” means to inhale the vapor of a solid or liquid substance that has been heated. “Ingest” means to swallow a solid or liquid substance. “Consume” means to take a substance into the body which was previously outside the body.

7. To cause a noise disturbance, which is defined as sound created by human activity with or without the use of any device, which by reason of its volume, intensity, location, or time of day impairs the health, welfare, or peace of another person of normal human sensibilities. The following acts and activities are declared to be noise disturbances and are prohibited. This enumeration shall not be deemed exclusive.

   a. The playing of any radio, television, phonograph, other sound reproduction device, or musical instrument in such a manner or at such a volume as to be sufficiently audible to annoy or disturb the quiet, comfort, or repose of persons in the vicinity.

   b. The keeping of any animal or bird which, by causing frequent or long continued noise, shall disturb the comfort and repose of any person in the vicinity.

   c. The use of any motor vehicle, in such a manner as to create a disturbing noise, including, but not limited to, the screeching of tires and the discharge into the open air of exhaust from the engine without a sufficient muffler.

   d. Shouting or other raucous or boisterous behavior for an unreasonable length of time.
e. The use of a loudspeaker, public address system without a permit issued by the Director.

f. On the Meadows Trail at the VASA Trailhead Property, on lands owned and under the control of the department it is unlawful for a person or persons to do any of the following:

1. To operate an off-the-road motor-driven vehicle such as a minibike, motorcycle, dunemobile, snowmobile, converted snowmobile, amphibious vehicle, or any other motorized device, except on designated roads, trails, or areas posted for such use without proper written permission.

8. To place or erect a fence or barrier, to construct or occupy improvements, or to enclose the lands or obstruct the passage of another person or persons in any way from entering, exiting or using County Park Property without permission of the Director.

9. To peddle or systematically solicit business of any nature; distribute or post any handbills or other advertising matter or post signs without permission from the Director.

10. To paint, mark, or otherwise apply any chemical or harmful substance on any tree, rock, or any other land, water, structure or property without the permission from the Director.

11. To park vehicles of any type in areas posted as no parking; or, where designated parking areas exist, to park vehicles of any type in an area other than the designated parking area. If a motor vehicle is found parked on County Park Property, then the license plate displayed on the motor vehicle shall constitute prima facie evidence that the person who parked it there is the owner of the vehicle.

12. To camp on County Park Property unless approved and designated for such purposes by the Director and with an approved permit issued by the Director.

13. To store or leave property on county lands for more than 24 hours without written permission of the Director. This subdivision does not apply to lawfully occupied, designated camping sites when camping with a permit authorized by the Director.

14. To ride or lead a horse, pack animal, or other riding animal, or any animal driven vehicle on any area, except on roads that are open to the use of motor vehicles, trails, bridle paths, and campgrounds designated for such use by the Director.

15. To possess a dog without a leash or on a leash greater than six-foot in length except upon County Park Property open to hunting.
16. To enter or remain on County Park Property between the hours of 11:00 pm and 6:00 am unless the property is open for events between these hours.

17. To possess a bow and arrow, crossbow, trap or other instrument used for hunting or trapping of animals; or to hunt or trap on any County Park Property unless that property is open to hunting and/or trapping by Rule of the Commission.

18. To possess, consume, or offer for sale alcoholic beverages except for events as authorized by the Director, and in locations approved for such by the Parks and Recreation Commission.

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

Section 3. Enforcement Officers. The Grand Traverse County Sheriff and deputies are authorized as local enforcement officers of this ordinance.

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

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

Section 6. Severability. The provisions of this ordinance are severable and if any part is declared void or unenforceable by a court of competent jurisdiction, the remaining parts shall remain in force.
A. Call to Order
Meeting called to order at 5 p.m.

B. Pledge of Allegiance

C. Roll Call
Commissioners Present: David Grams, Rob Hentschel, Rod Kivell, Steve Largent, William Mouser, John Roth, Shirley Zerafa, Whitney Waara, Rodetta Harrand
Others Present: Kristine Erickson, Director, Katelynn Brown, Office Coordinator, Ariel Perreault, Office Specialist, Lori Wells, Senior Center Network Manager, Grand Traverse County Parks and Recreation; Jalen Provo, resident and member of the Parks and Recreation Strategic Planning Subcommittee; Nate Alger, Grand Traverse County Administrator; Chris Forsyth, Grand Traverse County Deputy Administrator; Jason Smith, Traverse Bay Area Youth Soccer Technical Director; Jessica Carpenter, City of Traverse City Engineering Tech and Tim Lodge, City Engineer; Erin Whiting, Parallel 45 Theatre Executive Director; Angie Lucas and Davis Foote, Grand Traverse Land Conservancy; Gavin Richmond, Traverse Bay Area Youth Soccer Juniors’ Program founder; Alisa Korn, Grand Traverse County Business Development Team citizen appointee; Joseph Roland, Bruce Fallberg, Claire Wells, and Corbin Buttleman, residents; Ron Clous, Grand Traverse County Commissioner; Roy Montney, Traverse Bay Area Youth Soccer Board

D. First Public Comment
1. Jason Smith, Technical Director for Traverse Bay Area Youth Soccer (TBAYS), spoke regarding the TBAYS soccer agreement.
2. Gavin Richmond, TBAYS Juniors program founder, spoke in support of TBAYS’ programs at Keystone Soccer Complex.
3. Alisa Korn, Grand Traverse County resident and citizen appointee to the Parks and Recreation Business Development Team, spoke about the proposed 20-year agreement between TBAYS and Parks and Recreation.
4. County resident Joseph Roland (Bill) spoke of health benefits of activities such as soccer.
5. County resident Bruce Fallberg spoke in support of TBAYS’ programs at Keystone Soccer Complex.
6. County resident Corbin Buttleman spoke in favor of TBAYS’ programs at Keystone Soccer Complex.
7. Grand Traverse County Commissioner Ron Clous voiced support for a shorter-term agreement and asked why the proposed new lease was not on the agenda, but added to the agenda.
8. Commissioner Hentschel stated he advised the Parks and Recreation President to move the agreement to the agenda for the January 2020 meeting of the Parks and Recreation Commission because there were still questions to be answered and pending review by counsel.
9. Commissioners Harrand and Zerafa stated they were the only Business Development Team members that spoke about the time frame of the proposed agreement during that team’s meeting in November 2019.
10. President spoke in support of the TBAYS’ soccer programs.
11. Commissioner Waara stated that the public can view the proposed agreement on the county’s webpage online, as part of the Business Development Team packet for its November 2019 meeting.

E. Approval of/Additions to Agenda
MOTION by Grams, second by Waara, to approve the agenda with the addition of the proposed TBAYS agreement under K. Old Business as Item 3.
Roll Call Vote
Yeas: Grams, Kivell, Largent, Mouser, Roth, Waara (6)
Nays: Hentschel, Zerafa, Harrand (3)
Excused: (0)
Motion passed 6 to 3.

F. Special Orders of Business/Presentations
No special orders of business or presentations.

G. Consent Calendar
Receive and File
1. Parks and Recreation-Senior Center Network Department Report
2. Parks and Recreation-Senior Center Network Financial Report
3. Approved Minutes from November 5, 2019 Meeting of the Business Development Team
4. Grand Traverse Conservation District’s Monthly Reports
5. End-of-Year County Parks and Recreation Partner and Programming Reports
6. Proposed Grand Traverse County Parks and Recreation Work Plan
Approvals
1. Draft Minutes from November 7, 2019 Parks and Recreation Commission Meeting

H. Items Removed from Consent Calendar
MOTION by Hentschel, second by Zerafa, to approve the consent calendar, as presented.

I. Reports
1. Parks and Recreation-Senior Center End-of-Year Accomplishments
   Director and Senior Center Network Manager presented parks accomplishments of 2019.
2. Committee and Representative Reports
   Parks and Recreation Commission President requested that members abstain from reporting to save time.

J. New Business
1. Request from City of Traverse City for Easements to Construct Permanent, Public Sidewalks Connecting to Civic Center Walking-Jogging Path (Jessica Carpenter, Engineering Technician, City of Traverse City Engineering, and City Engineer Tim Lodge; Request and Maps Attached; Action Item)
   MOTION by Hentschel, second by Largent, to authorize County Administrator to enter into the easement agreement for property.
   Roll Call Vote
   Yeas: Zerafa, Waara, Roth, Mouser, Largent, Kivell, Hentschel, Grams, Harrand (9)
   Nays: (0)
   Excused: (0)
   Motion passed, 9 to 0.
2. Draft Agreement with Grand Traverse Regional Land Conservancy for Management Services at Maple Bay Park and Natural Area (Grand Traverse Regional Land Conservancy; Draft Agreement Attached; Action Item)
MOTION by Hentschel, second by Largent, to approve and execute the Agreement for Resource Management between Grand Traverse County Parks and Recreation and the Grand Traverse Regional Land Conservancy for the Conservancy’s management of Maple Bay Park and Natural Area from January 1, 2020 through December 31, 2022.
Roll Call Vote
Yeas: Grams, Roth, Hentschel, Kivell, Zerafa, Waara, Mouser, Harrand (9)
Nays: (0)
Excused: (0)
Motion passed, 9 to 0.

3. Request from Parallel 45 Theatre to Rent Half of Former Probate Court Space January through May 2020 (Director; Discussion; Potential Action Item)
MOTION by Kivell, second by Harrand, to authorize Parks and Recreation to enter into a short-term lease agreement with Parallel 45 Theatre for its use of half of the former Probate Court space at Civic Center Park between January 1 and May 31, 2020, at the rate of $450 per month, all-inclusive, on the condition that Parallel 45 Theatre pay $300 for paint.
Roll Call Vote
Yeas: Mouser, Waara, Largent, Zerafa, Kivell, Hentschel, Roth, Grams, Harrand (9)
Nays: (0)
Excused: (0)
Motion passed, 9 to 0.

4. Request to Apply for Michigan Department of Natural Resources Trust Fund Grant for New Footbridge at Natural Education Reserve (Commissioner Largent; Action Item)
MOTION by Waara, second by Grams, to support Parks and Recreation staff working with Conservation District staff to make application to MDNR Trust Fund for $300,000 grant, or any additional grants, for a new footbridge across the Boardman River at the Natural Education Reserve, with match funded by donations, grants, or other sources. Staff will report when applying for new grants.
Roll Call Vote
Yeas: Grams, Hentschel, Kivell, Largent, Mouser, Roth, Waara, Zerafa, Harrand (9)
Nays: (0)
Excused: (0)
Motion passed, 9 to 0.

K. Old Business
1. Cell Tower Land Lease Offers (Deputy County Administrator; Information Sheet Attached; Action Item)
MOTION by Hentschel, second by Roth, to accept the offers from American Tower Corporation to amend the current cell tower leases for Twin Lakes Park (#372121 Twin Lakes Camp) and Civic Center Park (#417135 Northern Michigan College), according to the terms outlined in the June 30, 2019 letter from American Tower, and to execute the attached lease amendments, as presented.
Roll Call Vote
Yeas: Zerafa, Waara, Roth, Mouser, Largent, Kivell, Hentschel, Grams, Harrand (9)
Nays: (0)
Excused: (0)
Motion passed, 9 to 0.
Discussion: Commissioner Roth expressed his support in this current agreement and GTC Deputy Administrator, Chris Forsyth, gives an overview of the changes that have been made.

2. Adoption of Bylaws Amendments Proposed and Presented During November 7, 2019 Meeting (President; Information Sheet Attached; Action Item)
MOTION by Roth, second by Hentschel, to approve the amendments, as proposed during November 2019 regular meeting of the Parks and Recreation Commission.
Roll Call Vote
Yeas: Grams, Roth, Hentschel, Kivell, Zerafa, Largent, Waara, Mouser, Harrand (9)
Nays: (0)
Excused: (0)
Motion passed, 9 to 0.

3. (Added to Agenda) Proposed New Agreement with Traverse Bay Area Youth Soccer for Use of Keystone Soccer Complex

Commissioners discussed the proposed 20-year agreement, and the possibility of an alternative ten-year agreement.

CALL TO QUESTION/MOTION by Mouser, second by Harrand, to suspend discussion.

Roll Call Vote
Yeas: Waara, Roth, Mouser, Largent, Kivell, and Grams (7)
Nays: Harrand and Hentschel (2)
Excused: (0)
Motion passed, 7 to 2.

MOTION by Waara, second by Grams, to move forward with a 20-year-term agreement with Traverse Bay Area Youth Soccer (TBAYS) for use of the Keystone Soccer Complex, and the 20-year renewable agreement extension.

Roll Call Vote
Yeas: Waara, Roth, Mouser, Largent, Kivell, Hentschel, Grams, Harrand (8)
Nays: Zerafa (1)
Excused: (0)
Motion passed, 8 to 1.

L. Second Public Comment
Jalen Provo thanked the two departing commissioners, John Roth and Rod Kivell.
Marshall Collins thanks the board for helping children in the area play soccer by approving a 20-year agreement with TBAYS.

M. Notices and Commissioner Comments
Commissioner Harrand thanked the two departing commissioners, John Roth and Rod Kivell, for their service. Commissioner Roth stated it was a pleasure to serve on the board for six years, to see all of the positive park changes during that time, and to be president for four years.
Commissioner Kivell thanked the commissioners.

N. Adjournment
Meeting adjourned at 6:42 p.m.
RFP

Air Conditioning System for Twin Lakes
Memorandum

Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686
(231) 922-4401 Fax (231)922-3532
jberry@grandtraverse.org

TO: Prospective Bidders
DATE:
FROM: Joe Berry – Director of Facilities
SUBJECT: Request for Bid – Air Conditioning System Installation for Gilbert Lodge

Grand Traverse County invites qualified firms to submit a sealed bid for installation of air conditioning system for Gilbert Lodge at Twin Lakes Park, 6800 N. Long Lake Rd. Traverse City MI.

Attached to this letter is an Invitation to Bid and Bid Form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

The completed bid forms must be submitted no later than 12:00 p.m. 11/6/2019 to:

Gilbert Lodge A/C System
Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, Michigan 49686

Attachments:
1. Instructions to Bidders
2. Specifications
3. Bid Form
REQUEST FOR PROPOSAL

Gilbert Lodge Air Conditioning System

Due: 12:00 p.m. 11/6/2019
Anticipated Award Date: 11/13/2019

Issued by

Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, MI 49686
INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

1-1 Purpose

Grand Traverse County is requesting bids for the installation of an air conditioning system for Gilbert Lodge.

This project will include:

- Remove 2) supply plenums from Bryant furnaces in basement
- Install 2) 5-ton cased coils and ductwork transitions to existing trunk line
- Installation of 2) new Carrier 24ABB 5-ton Condensing Units on new condenser pads on South East area of main entrance. Area will need to be leveled prior to condenser unit install, concrete pad install will be quoted separately if requested
- Installation of 2) new line sets in ACR from evaporators routed on East basement ceiling to outdoor condensing units, insulate suction line in Armaflex (Core drilling is required and included along with line hide)
- Install 2) electrical service disconnects and whips to condensers, electrical service from panel to disconnect provided by others and is not included in proposal
- Braze refrigerant line set, nitrogen test for leaks, vacuum per manufacturers recommendations
- Weigh in 410A refrigerant, charge and adjust per PT chart
- Start systems and test through full sequence of operation
- Permits and miscellaneous materials are included

Business operations will continue during the majority of the project, with an estimated one week time frame where operations will need to be moved to an alternate location. Total project time is estimated to be two weeks.

1-2 Pre-bid Conference

No Pre-bid conference will be held but questions can be answered by calling (231) 922-4401.

1-3 Contract Award

The contract that may be entered into will be that which is most advantageous to the County, price and other factors considered. The County reserves the right to consider bids or modifications received at any time before award is made, if such action is in the best interest of the County.

1-4 Rejection of Bids
The County reserves the right to reject any and all bids received as a result of this Request For Bids, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

1- 5 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract.

1- 6 Inquiries

Questions that arise as a result of this RFB which require a written response must be submitted in writing to Facilities Management no later than 10 a.m. on 11/5/2019.

1-7 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be provided to all firms who participated in the pre-bid conference.

1-8 Response Date

To be considered, sealed bids must arrive at Facilities Management office on or before the 12:00 p.m. 11/6/2019 deadline. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids. No faxed or emailed bids will be accepted.

1-9 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided. Sealed bids must be submitted in two [2] copies to the Issuing Office. No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain valid for at least sixty (60) days.

1-10 Acceptance of Bid Content

The bid contents of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

1-11 Interview/Oral Presentation
The County may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the bid. The Issuing Office will schedule these presentations.

1-12 News Releases

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

1-13 Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

1-14 Independent Price Determination

By submission of a proposal, the bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

A. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any other competitor;

B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder to any competitor; and

C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1-15 Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by
the successful bidder to the County prior to Contract execution and will be included as a Contract rider. Listed below are the minimum limits to liability.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 each occurrence</td>
</tr>
<tr>
<td>Property Damage Liability</td>
<td>$1,000,000 each occurrence</td>
</tr>
<tr>
<td>Excess Liability Coverage</td>
<td>$1,000,000 each occurrence</td>
</tr>
</tbody>
</table>

The contractor must provide these property and liability insurance coverage(s) on an "Occurrence Basis".

Coverage(s) shall include the following extensions:

(A) Contractual Liability  
(B) Products and Completed Operations  
(C) Independent Contractors Coverage  
(D) Broad Form General Liability Extensions or equivalent

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-16 County’s Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

1-17 Permits

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-18 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.
1-19 Safety

The contractor shall comply with and ensure that the contractor’s personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry and for the construction industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor’s qualified, authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor’s personnel from the work site. The contractor shall provide to the County, at the County’s request, a copy of the contractor’s written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County’s request may result in cancellation of the award.

1-20 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

1-21 Hazardous Materials

Grand Traverse County is subject to the Hazard Communication Standard, 29 CFR S1910.1200 (standard). The contractor agrees that it will provide or cause to be provided material safety data sheets required under the standard for all hazardous materials supplied to the County or used in the performance of the work. Such material safety data sheets shall be delivered to the County no later than the time of actual
delivery of any hazardous materials to the County or use of such material in the performance of work under the contract by the contractor or its subcontractors. Container labeling meeting the requirements of the standard shall be appropriately affixed to the shipping or internal containers. The County reserves the right to refuse shipments of hazardous materials not appropriately labeled, or when material safety data sheets have not been received prior to or at the time of receipt of the shipment for use by the County or for use by the contractor in the performance of the contract, or whenever the material is delivered in a manner inconsistent with any applicable law or regulation. **Contractor is responsible for removal of hazardous material related to the job, after job has been completed.**

**SPECIFICATIONS**

- Remove 2) supply plenums from Bryant furnaces in basement
- Install 2) 5-ton cased coils and ductwork transitions to existing trunk line
- Installation of 2) new Carrier 24ABB 5-ton Condensing Units on new condenser pads on South East area of main entrance. Area will need to be leveled prior to condenser unit install, concrete pad install will be quoted separately if requested
- Installation of 2) new line sets in ACR from evaporators routed on East basement ceiling to outdoor condensing units, insulate suction line in Armaflex (Core drilling is required and included along with line hide)
- Install 2) electrical service disconnects and whips to condensers, electrical service from panel to disconnect provided by others and is not included in proposal
- Braze refrigerant line set, nitrogen test for leaks, vacuum per manufacturers recommendations
- Weigh in 410A refrigerant, charge and adjust per PT chart
- Start systems and test through full sequence of operation
- Permits and miscellaneous materials are included
PROJECT BID FORM
GRAND TRAVERSE COUNTY

PROJECT: Air Conditioning System Installation for Gilbert Lodge

DUE DATE: 12:00 p.m. 11/6/2019

TO: Grand Traverse County
   Facilities Management
   1207 W. Civic Center Dr.
   Traverse City, Michigan 49686

FROM: ___________________________________________
       ___________________________________________
       ___________________________________________
       ____________________________
       Bidder's Tel. No.:_____/___________
       Federal ID # ______________________

PROJECT DESCRIPTION
The purpose of the project is to (DETAILS).

SPECIAL TERMS AND CONDITIONS

_______ The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

_______ The undersigned has participated in the (details) pre-bid conference.

_______ The undersigned has completed the proposal supplement and bid breakdown forms – including faxing a copy to Nealis Engineering.

_______ The undersigned has reviewed all specifications and requirements listed on the prints provided by CTM Associates, Inc. and Nealis Engineering.

_______ The undersigned agrees that they are responsible for acquiring permits necessary to complete the job and abiding by all code requirements.

PROOF OF BONDABILITY

No bond is required at this time. Grand Traverse County reserves the right to request that the successful bidder submit a letter from Surety, licensed to do business in the State of Michigan, stating that they are able to obtain Performance Bonds, and Labor and Material Payment Bonds, for one hundred percent (100%) of the Base Bid amount.
BONDING COST

At the Owners option, bonds will be furnished at an increase to the Base Bid sum as follows:

A. Labor and Material Payment Bond  Add ($____________________)
B. Performance Bond  Add ($____________________)

ACKNOWLEDGMENTS

By initialing, the undersigned acknowledges that:

_____ The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:

Addendum No. ______ Dated _________
Addendum No. ______ Dated _________

_____ The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

_____ The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

_____ Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

_____ This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFB to which this proposal is a response.

FEES FOR HANDLING ADDITIONAL WORK

For additional work to be performed, upon instruction of the owner, by the undersigned or subcontractors of the undersigned, the undersigned agrees to add to the subcontractor’s sums for such additional work, a fee of __________ percent (__________%), which fee includes all the charges of the undersigned for overhead and profit.

The undersigned agrees that each proposal covering extra work shall be accompanied with complete itemized material and labor breakdown.

For all revisions involving the deletion (after award) of contract work, the undersigned agrees that full credit for material and labor costs shall be given the owner for such deleted work. The undersigned further agrees that any credit will not include any factor reflecting undersigned’s overhead or profit.
NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful bidder, the bidder will be willing to negotiate with the owner for the purpose of making reductions in the contract work. The contractor shall agree to give full credit for all such deductions in the work requested by the owner, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

PROPOSED SUBCONTRACTORS AND SUPPLIERS

The undersigned submits the "Subcontractors Listing" below, listing proposed subcontractors for any portions of the work to be subcontracted and the amounts of their sub-bids.

- Proposed Subcontractor

  ________________________________  $________
  (amount in words)  (amount in figures)

Work to be performed:

________________________________________________________________________
________________________________________________________________________

- Proposed Subcontractor

  ________________________________  $________
  (amount in words)  (amount in figures)

Work to be performed:

________________________________________________________________________
________________________________________________________________________

The undersigned agrees to be responsible for the work, materials, equipment, and supplies furnished by each subcontractor.

Waivers of lien will be required from all subcontractors, if applicable, at the time of final bill submission.
BASE PROPOSAL

____ hereby proposes to furnish design service and construction implementation for completion of the Air Conditioning System for Gilbert Lodge project as called for in the request for bids for:

_________________________ $_________________________ (amount in words) (amount in figures)

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 60 consecutive calendar days from the bid due date.

2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.

3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

____ Corporation incorporated under the laws of the State of ______________

____ Partnership Names and Address of all members

NAME ADDRESS

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

____ Sole Proprietorship, doing business as ______________________

Authorized Negotiator

Name __________________ Title ____________________________

License # ______ Type ____________

(if applicable)

Signed this __________ day of __________________, 2019.
Quote 1
CORPORATE RESOLUTION

I, the undersigned Corporate Secretary of ANTHONY BUDAY, INC., a Michigan corporation, duly organized and existing under the laws of the State of Michigan, having its principal place of business at 1289 S M-37 P.O. Box 970, Traverse City, Michigan, hereby certify that the following is a true statement of the resolution adopted by the Board of Directors of said corporation held on May 27, 1977 at 3:00 p.m., at which a quorum was present and acting throughout. I further certify that the resolutions reflected in said minutes are still in full force and effect.

"RESOLVED", That all contracts, leases, deeds, mortgages, or other documents relating to the regular business of the Corporation shall be executed in the Corporation's name by its President or his duly authorized agent or such other officer from time to time authorized by the Board.

IN WITNESS WHEREOF, I hereunto subscribe my name this 11th day of July, 1988.

Anthony Buday, Corporate Secretary
PROJECT Bid Form
GRAND TRAVERSE COUNTY

PROJECT:  Air Conditioning System Installation for Gilbert Lodge

DUE DATE:  12:00 p.m. 11/6/2019

TO:  Grand Traverse County
Facilities Management
1207 W. Civic Center Dr.
Traverse City, Michigan  49686

FROM:  A.B.I. MECHANICAL
PO BOX 970
TRAVERSE CITY MI 49685-0970

Bidder's Tel. No.: 231 / 943-4114

Federal ID #  38-2157529

PROJECT DESCRIPTION
The purpose of the project is to (DETAILS).

SPECIAL TERMS AND CONDITIONS

_ X_ The undersigned has attached all special terms and conditions which would be
contingent upon entering into a contract.

_ N/A_ The undersigned has participated in the (details) pre-bid conference. NOTE: NO PREBID CONF

_ N/A_ The undersigned has completed the proposal supplement and bid breakdown
forms – including faxing a copy to Nealis Engineering. NOTE: NO FORMS INCLUDED IN DOCUMENTS

_ X_ The undersigned has reviewed all specifications and requirements listed on the
prints provided by CTM Associates, Inc. and Nealis Engineering. NOTE: NO PRINTS PROVIDED

_ X_ The undersigned agrees that they are responsible for acquiring permits
necessary to complete the job and abiding by all code requirements.

PROOF OF BONDABILITY
No bond is required at this time. Grand Traverse County reserves the right to request
that the successful bidder submit a letter from Surety, licensed to do business in the
State of Michigan, stating that they are able to obtain Performance Bonds, and Labor
and Material Payment Bonds, for one hundred percent (100%) of the Base Bid amount.
BONDING COST

At the Owners option, bonds will be furnished at an increase to the Base Bid sum as follows:

A. Labor and Material Payment Bond  Add ($ 54.00)
B. Performance Bond  Add ($ 54.00)

ACKNOWLEDGMENTS

By initialing, the undersigned acknowledges that:

_x_ The bidder has received the Bid Form, the Bid Request, and Specifications, and further acknowledges that the bidder has received the following addenda issued thereto and has incorporated their provision in the bid:  NOTE: NO ADDENDUMS LISTED

Addendum No. _____ Dated ______
Addendum No. _____ Dated ______

_x_ The bid documents have been read and carefully examined that the bidder fully understands and has correlated their observations with the requirements of the bidding documents.

_x_ The bidder has visited the site, has familiarized themselves with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the proposed contract documents.

_x_ Their bid is based upon the materials, systems and equipment required by the bid documents and that exceptions are fully explained.

_x_ This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFB to which this proposal is a response.

FEES FOR HANDLING ADDITIONAL WORK

For additional work to be performed, upon instruction of the owner, by the undersigned or subcontractors of the undersigned, the undersigned agrees to add to the subcontractor’s sums for such additional work, a fee of 10 percent (10%), which fee includes all the charges of the undersigned for overhead and profit.

The undersigned agrees that each proposal covering extra work shall be accompanied with complete itemized material and labor breakdown.

For all revisions involving the deletion (after award) of contract work, the undersigned agrees that full credit for material and labor costs shall be given the owner for such deleted work. The undersigned further agrees that any credit will not include any factor reflecting undersigned’s overhead or profit.
NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful bidder, the bidder will be willing to negotiate with the owner for the purpose of making reductions in the contract work. The contractor shall agree to give full credit for all such deductions in the work requested by the owner, including full value for labor, material and subcontract work, and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon contract price.

PROPOSED SUBCONTRACTORS AND SUPPLIERS

The undersigned submits the "Subcontractors Listing" below, listing proposed subcontractors for any portions of the work to be subcontracted and the amounts of their sub-bids.

- Proposed Subcontractor: N/A
  (amount in words) N/A $ N/A (amount in figures)

  Work to be performed: N/A

  __________________________________________________________

  __________________________________________________________

  __________________________________________________________

- Proposed Subcontractor: N/A
  (amount in words) N/A $ N/A (amount in figures)

  Work to be performed: N/A

  __________________________________________________________

  __________________________________________________________

  __________________________________________________________

The undersigned agrees to be responsible for the work, materials, equipment, and supplies furnished by each subcontractor.

Waivers of lien will be required from all subcontractors, if applicable, at the time of final bill submission.
BASE PROPOSAL

ABI MECHANICAL hereby proposes to furnish design service and construction implementation for completion of the Air Conditioning System for Gilbert Lodge project as called for in the request for bids for:

TEN THOUSAND EIGHT HUNDRED FORTY-EIGHT $ 10,848.00 (amount in words) (amount in figures)

AGREEMENTS **NOTE: USE PAYNE CONDENSORS TO MATCH PAYNE FURNACES - DEDUCT - DEDUCT ($612.00)

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 60 consecutive calendar days from the bid due date.

2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.

3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

x Corporation incorporated under the laws of the State of MI

_____ Partnership Names and Address of all members

NAME ADDRESS

________________________________________________________

________________________________________________________

_____ Sole Proprietorship, doing business as __________________

Authorized Negotiator

Name A. MICHAEL BUDAY Title PRESIDENT

License # 7100247/8000005 Type MECH/PLBG

(if applicable)

Signed this 6TH day of NOVEMBER, 2019.
Quote 2
# Proposal

**Sheren Plumbing, Heating, Energy**

3801 Rennie School Road  
Traverse City, MI  49685  
231-943-7916

**Customer Name:** Twin Lakes  
**Address:** 6800 N Long Lake Road  
**City, State, Zip:** Traverse City, MI

---

## Gilbert Lodge - Air Conditioning System

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<th>Carrier Air Conditioning</th>
<th>Price Each</th>
<th>Qty</th>
<th>Total</th>
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<table>
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<td>Condensation Pumps</td>
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<tr>
<td>Programable Thermostats</td>
<td>$231</td>
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<td>$462</td>
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</table>

**Notes to Proposal**

Terms: 50% down, balance due upon completion  
Terms: Net 30 Days  
Permit Fee: $151  
**Total:** $150.00

**Proposal Includes**

*Electrical Disconnects installed  
*Connections of Ducting, PVC Drain, Low Voltage, Line sets, Plastic 3" Pad  
*All Labor to install and Properly start up/ test new Equipment  
*Condenser Location to be verified/ Proposal Location is south side of garage door  
*Programable Thermostats  
*Condensation Pump installation

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**Grand Total:** $11,601

Signed: ________________________________  
Date: ________________________________

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67
Quote 3
September 6, 2019

Grand Traverse County
1207 Civic Center Drive
Traverse City, MI 49684
Attn: Ryan
Phone: 231-922-4818

Re: 2) Air Conditioning system installation at Gilbert Lodge – 6800 N. Long Lake Road.

The following is our proposal for the above-mentioned project.

- Remove 2) supply plenums from Bryant furnaces in basement
- Install 2) 5-ton cased coils and ductwork transitions to existing trunk line
- Installation of 2) new Carrier 24ABB 5-ton Condensing Units on new condenser pads on South East area of main entrance. Area will need to be leveled prior to condenser unit install, concrete pad install will be quoted separately if requested
- Installation of 2) new line sets in ACR from evaporators routed on East basement ceiling to outdoor condensing units, insulate suction line in Armaflex (Core drilling is required and included along with line hide)
- Install 2) electrical service disconnects and whips to condensers, electrical service from panel to disconnect provided by others and is not included in proposal
- Braze refrigerant line set, nitrogen test for leaks, vacuum per manufacturers recommendations
- Weigh in 410A refrigerant, charge and adjust per PT chart
- Start systems and test through full sequence of operation
- Permits and miscellaneous materials are included

Total.............................................$18,535.00

Thank you for the opportunity to propose above project, if you have any questions you may reach me by email or phone.

Respectfully submitted,

Shawn Wolf
swolf@dwmehanical.com
231-941-1215