



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

**Grand Traverse County Parks and Recreation Commission
MINUTES
Thursday, February 14, 2019
Commission Chambers, Second Floor, Governmental Center
400 Boardman Avenue, Traverse City, Michigan 49684
5 p.m. Meeting**

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

A. Pledge of Allegiance

B. Call to Order

Meeting called to order at 5 p.m.

C. Roll Call

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

Commissioners Absent: William Mouser

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

D. First Public Comment

There was no public comment.

E. Approval of/Additions to Agenda

MOTION by Grams, second by Kivell, to add "Wayfinding Signage and Graphic Standards" under J. Old Business, as Item 7. Motion carried.

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

Director requested to add "Deletion of Paragraph from Bylaws" under J. Old Business, Item 5. as F. MOTION by Roth, second by Largent, to add "Deletion of Paragraph from Bylaws" under J. Old Business, Item 5. as F. Motion carried.

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

F. Special Orders of Business/Presentations

1. Proposal: Community Garden at Civic Center Park
TC Community Garden Executive Director Kimberly Conaghan presented a proposal for a Community Garden at the Civic Center in 2019.
MOTION by Harrand, second by Kivell, to refer the proposal to the Business Development Team.
Motion carried.
2. Proposal: Crooked Tree Art Center's 59th Annual Outdoor Art Fair at Civic Center Park
Director presented proposal for the Crooked Tree Art Center's Art Fair to be held at the Civic Center in July 2019.
MOTION by Roth, second by Grams, to authorize Director to move forward with the Art Fair proposal and return with a draft agreement for board review. Motion carried.

G. Action on Consent Calendar

Receive and File

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

Commissioner Roth requested the removal of Item 9 from the Consent Calendar.

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

H. Items Removed from Consent Calendar

1. Item 9. December 27, 2018 Letter: Art and Mary Schmuckal Family Foundation Grant Award
Commissioner Roth thanked the Schmuckal Family for their donation.
MOTION by Roth, second by Largent, to receive and file Item 9. Motion carried.

I. Reports

1. Parks and Recreation-Senior Center Report
Director reported that the Easling Pool Refurbishment project was coming to a close with the installation of donor signs, provided an Acme to Charlevoix Trail update, and asked Commissioners to sign thank-you cards for donors. Senior Center Network Manager provided some updates not included on the written report.
2. Subcommittee Chair, Ad Hoc Committee Chair, Team Chair, and TBAYS Board and NER Advisory Committee Representative Reports
Committees had nothing to report.

J. Old Business

1. Civic Center Amphitheater Project: Update, Budget, Funding
Director stated that the budget for the Amphitheater project is \$157,000, and requested a motion permitting Facilities Management Director Joe Berry to act as project manager, authorizing him to begin the bid process for contractors, and authorizing Director to expend funds for the project, as necessary.

MOTION by Roth, second by Zerafa, to authorize Director to expend funds for the amphitheater project and for Facilities Management Director Joe Berry to act as project manager and secure contractors.

Roll Call Vote

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

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

2. Extend Ad Hoc Committees through 2019

a. Parks Fees Ad Hoc Committee

b. Strategic Planning Ad Hoc Committee

c. Future of Parks and Recreation Ad Hoc Committee

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

Commissioners discussed the possibility of combining some of the committees.

3. Future of Parks Ad Hoc Committee: Addition of Citizen Appointment

Commissioner Harrand introduced Grand Traverse County resident Jalen Provo, who spoke to the commission about his interest in a citizen appointment to Future of Parks Ad Hoc Committee. Commissioner Harrand asked for the commission's approval to expand the Future of Parks and Rec Committee to include a citizen appointment.

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

Provo requested that there be two motions, one for the position to be created for a citizen appointment, and a second motion to make the appointment.

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

Roll Call Vote

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

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

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

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

3. Ratification of Standing and Ad Hoc Committee Appointments

Director reminded that all of the committee appointments made during the organizational meeting in January 2019 must be ratified.

MOTION by Hentschel, second by Harrand, to approve the committee appointments made in January 2019, with the exception of the TBAYS Board Representative. Motion carried.

4. Appointments and Confirmation of Chair and Vice Chair for Standing and Ad Hoc Committees

President announced standing and ad hoc committee chair and vice chair appointments and requested that they be approved.

President stated that she asked staff for attendance records for Parks and Recreation Commission Meetings from the past few years, and that attendance will be paid attention to this year.

MOTION by Hentschel, second by Largent, to ratify standing and ad hoc chair and vice chair assignments, as presented. Motion carried.

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

- a. Section 2.2 Regular Meetings
MOTION by Hentschel, second by Largent, to approve the bylaws amendment, as presented.
Motion carried.
 - b. Section 2.5 Time of Regular Meetings
MOTION by Roth, second by Largent, to approve the bylaws amendment, as presented.
Motion carried.
 - c. Section 5 Agenda for Regular Meetings
MOTION by Waara, second by Zerafa, to approve the bylaws amendment, as presented.
Motion carried.
 - d. Section 5.2 Distribution of Agenda and Materials
MOTION by Largent, second by Waara, to approve the bylaws amendment, as presented.
Motion carried.
 - e. Section 7.1 Election
MOTION by Zerafa, second by Roth, to approve the bylaws amendment, as presented.
Roll Call Vote
Yeas: (0)
Nays: Grams, Roth, Hentschel, Kivell, Zerafa, Largent, Waara, Harrand (8)
Absent: Mouser (1)
Motion failed, 0 to 9.
 - f. Section 7.1 Election to Removal Last Paragraph
Director stated that Civil Counsel advised her that the last paragraph in Section 7.1 of the bylaws, which prohibits ex officio members of the Parks and Recreation Commission from serving as president, must be removed, because it is contrary to state law governing parks and recreation commissions.
MOTION by Roth, second by Hentschel, to remove the last paragraph of Section 7.1 of the Parks and Recreation Commission's Bylaws. Motion carried.
6. 2019 Parks and Recreation Commissioner Orientation: Open Meetings Act Training and Bus Tour
Director asked commissioners if they are interested in touring county parks by bus, and asked if they would like Open Meetings Act and governing documents training if she is able to arrange it with Deputy Civil Counsel or Deputy Administrator (former Deputy Civil Counsel).
 7. Way Finding Signage
Commissioner Grams proposed that the department implement graphic standards so that county park signage is unified and identifiable.
MOTION by Grams, second by Harrand, to better identify and improve awareness of Grand Traverse County parklands and facilities, and to authorize director to explore the creation of graphic standards and way-finding signage. Motion carried.

K. New Business

1. North Civic Center Park Landscaping Project Update and Request to Use Funds
MOTION by Grams, second by Kivell, to approve consulting services from Influence Design Forum to include Norte's proposed traffic garden, and to authorize payment of an additional \$1,500 from the Parks and Recreation budget to Influence Design Forum for those services.
Roll Call Vote
Yeas: Waara, Largent, Zerafa, Kivell, Hentschel, Roth, Grams, Harrand (8)
Nays: (0)
Absent: Mouser (1)
Motion passed, 8 to 0.
MOTION by Harrand, second by _____, to extend the meeting by ten (10) minutes.
Motion carried.
2. Paperless Meeting Packets

MOTION by Roth, second by Largent, to make meetings “paperless”, by eliminating paper agenda packets for commissioners.

Roll Call Vote

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

Nays: (0)

Absent: Mouser (1)

Motion passed, 8 to 0.

3. Earth Day Event at Civic Center

Director stated that an Earth Day Event would be held at the Civic Center on April 28, requested permission for Parks and Recreation to cosponsor the event with Resource Recovery and not charge for use of the park and arena for the event.

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

L. Second Public Comment

There was no public comment.

M. Notices and Commissioner Comments

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

Commissioner Roth said thank you for the Valentine’s Day candy.

Director wished everyone a happy Valentine’s Day.

N. Adjournment

The meeting at 7:36 p.m.