



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

**Grand Traverse County Parks and Recreation Commission
MINUTES
Thursday, February 23, 2017
Governmental Center, Commission Chambers, Second Floor
400 Boardman Avenue, Traverse City, Michigan 49684
12 p.m. Meeting**

- A. Call to Order
Meeting called to order at 12:02 p.m.
- B. Roll Call
Commissioners Present: Pete Albers, David Grams*, Rodetta Harrand, Steve Largent, Jeri LeRoi, Andy Marek, John Roth, Shirley Zerafa
Commissioners Excused: Cheryl Gore Follette
Others Present: Lori Wells, Senior Center Network Manager, and Ryan Walsh, Office Manager, Grand Traverse County Parks and Recreation Department
*Arrived after call to order and departed meeting early.
- C. First Public Comment
There was no public comment.
- D. Approval of/Additions to Agenda
MOTION by Harrand, second by Albers, to approve the agenda, as presented. Motion carried.
- E. Special Orders of Business/Presentations
There were no special orders of business or presentations.
- F. Action on Consent Calendar
MOTION by Marek, second by Harrand, to receive and file the Consent Calendar, with the exception of Items 1, 4, 5, 7, 8, 10, and 11. Motion Carried.

Receive and File

- 1. Draft Minutes from January 19, 2017 Parks and Recreation Commission Meeting
- 2. Approved Minutes from December 15, 2016 Business Development Team Meeting
- 3. Approved Minutes from January 19, 2017 Business Development Team Meeting
- 4. Parks and Recreation/Senior Center Network Budget Report
- 5. Grand Traverse Conservation District Monthly Report
- 6. Announcements: Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant Awards to Parks
- 7. Parks and Recreation-Senior Center Updates

8. FINAL Parks and Recreation Commission Resolution of Support to Continue Business Development Team
9. LIAA E-mail and Statistics Regarding Up North Media Views
10. Senior Center Network-Elderlaw and MiCafe Agreements
11. Completed Application for Health Department of Northwest Michigan's "Healthy Communities" Grant, Submitted February 10, 2017
12. mParks "Leading Change" Handout
13. List of Parks and Recreation Subcommittee Assignments

G. Items Removed from Consent Calendar

1. Item 1. Draft Minutes from January 19, 2017 Parks and Recreation Commission Meeting
Commissioner Largent asked questions. No changes were made.
MOTION by Largent, second by Marek, to receive and file Item 1 of the Consent Calendar.
Motion carried.
2. Item 4. Parks and Recreation/Senior Center Network Budget Report
Office Manager provided an updated copy of the budget report.
MOTION by Marek, second by Albers, to receive and file Item 4 of the Consent Calendar. Motion carried.
3. Item 5. Grand Traverse Conservation District Monthly Report
Commissioner Largent stated there will be a new format of the report starting in March 2017.
MOTION by Harrand, second by Marek, to receive and file Item 5 of the Consent Calendar.
Motion carried.
4. Item 7. Parks and Recreation-Senior Center Updates
Commissioner Albers asked questions about the new credit card system to be implemented by the department. He stated he heard positive feedback about the County Administrator's presentation during the recent mParks Conference.
MOTION by Albers, second by Largent, to receive and file Item 7 of the Consent Calendar.
Motion carried.
5. Item 8. FINAL Parks and Recreation Commission Resolution of Support to Continue Business ...
Development Team
Commissioner Roth reported that the resolution was signed before the meeting.
MOTION by Roth, second by Marek, to receive and file Item 8 of the Consent Calendar. Motion carried.
6. Item 10. Senior Center Network-Elderlaw and MiCafe Agreements
Commissioner Roth asked questions about the MiCafe program.
MOTION by LeRoi, second by Harrand, to receive and file Item 10 of the Consent Calendar.
Motion carried.
7. Item 11. Completed Application for Health Department of Northwest Michigan's "Healthy Communities" Grant, Submitted February 10, 2017
Commissioner Albers asked questions about the application and the granting organization.
MOTION by Albers, second by LeRoi, to receive and file Item 11 of the Consent Calendar. Motion Carried.

H. Old Business

1. Proposed Amendments to *Bylaws of the Grand Traverse County Parks and Recreation Commission*

- a. Motion to Reconsider Motion of January 19, 2017 to Amend Bylaws to Establish New Time of Parks and Recreation Commission Meetings (Commissioner Zerafa)
MOTION by Zerafa, second by LeRoi, to rescind the January 19, 2017 Motion to Amend the Bylaws, which changed the regular meeting time from 6:30 p.m. to 12 p.m.
Roll Call Vote
Yeas: Albers, Grams, Harrand, Largent, LeRoi, Marek, Zerafa, Roth (8)
Nays: (0)
Absent: Cheryl Gore Follette
Motion passed, 8 to 0
MOTION by Zerafa, second by Largent, to rescind the January 19, 2017 Motion to Amend the Bylaws, which changed the regular meeting day from the third Thursday of the month to the fourth Thursday of the month.
Roll Call Vote
Yeas: Zerafa, Marek, LeRoi, Largent, Harrand, Grams, Albers, Roth (8)
Nays: (0)
Absent: Cheryl Gore Follette
Motion passed, 8 to 0
- b. Adoption of Proposed Amendment to Change Time of Regular Parks and Recreation Commission Meetings
No further action was taken.
- c. Adoption of Proposed Amendment to Change Day of Month of Regular Parks and Recreation Commission Meetings
No further action was taken.

2. Parks and Recreation Meeting Structure and Expectations

- a. Meeting Format and Presentations (Discussion about Establishing Desired Meeting Format Beyond Bylaws)
MOTION by Marek, second by Roth, to amend the bylaws to give the chair the authority to, if no motion or discussion is in progress, adjourn meetings without a motion and vote to adjourn by the commission. Motion carried.
MOTION by Marek, second by Roth, to amend the bylaws to include the Pledge of Allegiance on the Agenda. Motion carried.
MOTION by Marek, second by Largent, to amend the bylaws to state that a two-thirds vote of the commission is required to continue a meeting beyond two hours and thirty minutes. Motion carried.
- b. Proposed "Expectations of Service" Guidelines (Discussion about Acknowledging Attached Guidelines for Serving on Parks and Recreation Commission)
Tabled to March regular meeting.

I. New Business

1. Review of Draft Requests for Proposals (Action Items; Information Sheet Attached)

- a. Livery Services at Medalie Park
- b. ATM Installment at Civic Center
Commissioner Albers recommended revising the "Contract and Award Process and Criteria" section of both RFPs to state, "Proposals will be evaluated based on the criteria required in this RFP and how well the response to the criteria meet or exceed the services required, upon review by a panel of Grand Traverse County staff."

MOTION by Marek, second by LeRoi, to authorize the Director to issue both RFPs during the month of March 2017, with the revisions presented by Commissioner Albers, and review by Administration and Civil Counsel. Motion carried.

2. Review of Annual Rental Use Agreement for Senior Center Programming in Kingsley
MOTION by LeRoi, second by Albers, to approve the Annual Rental Use Agreement for Senior Center Programming in Kingsley. Motion carried.

Roll Call Vote

Yeas: Largent, Zerafa, Albers, LeRoi, Roth

Nays: Harrand, Marek

Absent: Gore Follette, Grams

Motion passed, 5 to 2.

K. Second Public Comment

Lori Wells, Senior Center Network Manager, stated that a tax preparation program is being offered to area seniors.

L. Notices and Commissioner Comments

Commissioner Roth stated he does not support the potential sale of the Birmley-Keystone property. Commissioner Harrand requested to be added to the list of attendees for the County's annual training on Robert's Rules of Order.

M. Adjournment

MOTION by Marek, second by Largent, to adjourn the meeting. Motion carried.

Meeting adjourned 2:05 p.m.