



MANISTEE COUNTY RECREATION COMMISSION

Monday, March 6, 2023
6:15 P.M.

Manistee County Board of Commissioner's Room
and via Zoom

MINUTES

Members Present: Wayne Beldo, Chair; Margaret Batzer, Vice Chair (Arrived at 6:22 PM); Gary Schwaiger, Secretary; Linda Cudney; Devin Wegner; Jeff Lawrence; Eleanor DeYoung;

Members Absent: Bryan Dunlop;

Others Present: Robert Schulke, Recreation Commission Member (Via Zoom); Kristyn Malkowski, Recording Secretary; Katie Mehl, Manistee County Zoning Administrator/Planner I; Joanne Montgomery, Norman Township Clerk; Nikki Koons, County Commissioner;

Mr. Beldo called the meeting to order at 6:15 PM, roll call was taken.

Approval of the March 6, 2023, meeting agenda.

There was a motion by Mr. Schwaiger, supported by Ms. Cudney, to approve the March 6, 2023, agenda as stated. All in favor, motion carried.

Approval of the February 6, 2023, meeting minutes.

There was a motion by Mr. Lawrence supported by Ms. Cudney to approve the February 6, 2023, meeting minutes. All in favor, motion carried.

Public Comment: No public comment.

Trail Champions: No update.

Staff Reports: Ms. Mehl wanted to update the commission on the Community Foundation's Leadership Program. They received the approval of 7 life vest loaner stations that will be installed near the waterways of Manistee County.

Friends of Smart Trails Report: The February 13, 2023, Friends of SMARTrails meeting minutes were presented, along with the March 13, 2023, meeting agenda (Appendix A).

Old Business:

Spark Grant Update: No update.

Minger Grant Update: Ms. Mehl stated there will be more information coming once the Community Foundation releases the grant information.

Railroad Relocation Update: No update.

Parks & Recreation Manager Update: No update. Mr. Beldo would like to reach out to Mr. Bill Kennis, County Grant Administrator, for an update.

County ORV Map: Ms. Mehl stated the Planning Department had received responses from local municipalities regarding their ORV mapping data. They are still looking for communication from the following townships, Arcadia; Bear Lake; Village of Bear Lake; Village of Copemish; Onekama; and Stronach. Mr. Beldo will reach out to the mentioned townships in hopes to receive all the proper data that is needed for the community's awareness of the uses of Manistee County's trail systems.

Dam Update: No update. The commission requested that the Planning Department create the letter of opposition to the removal of the dams. Ms. Mehl will work with Mr. Szokola on the next steps to move forward.

Bylaws Update: The commission would like to update the By-Laws and Rules of Procedure of the Manistee County Parks and Recreation Commission.

There was a motion by Ms. Batzer, supported by Mr. Schwaiger to update the wording in the XVI - Advisory Group. The commission shall utilize the "Friends of SMARTrails", instead of "Friends Group". All in favor. Motion Carries.

There was a motion by Mr. Beldo, supported by Ms. Batzer to approve the By-Laws and Rules of Procedure of the Manistee County Parks and Recreation Commission, as amended (Appendix B). All in favor. Motion Carries.

The commission would like to identify that the, XVII – Annual Report, shall be addressed and followed. The commission will work on finding the person to create such an annual report to present to the Manistee County Board of Commissioners on the required basis.

New Business: No new business.

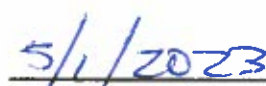
Other Items from Committee Members: The commission is still looking for a candidate to fill the open seat.

Mr. Beldo adjourned the meeting at 6:47 PM. Next meeting will be on April 3, 2023.

Respectfully submitted,



Gary Schwaiger, Recreation Commission



Date



Friends of SMARTrails
Village of Kaleva former Elementary School
9208 Kauko Street
Kaleva, MI 49645
Monday, March 13, 2023
6:00 PM

AGENDA

- I. Call to Order**
 1. Roll Call

- II. Consent Agenda**
 1. Approval of February 13, 2023 Board Meeting Minutes
 2. Treasurers Report and payment of bills.

- III. New Business**
 1. MOU Draft approval for TARP and FBVT.
 2. Approval of Letter of Support to FBVT
 3. Summer Festivals
 4. 2023 Budget for SMART

- IV. Old Business**
 1. Update of Website
 2. EDA Update
 3. Strategic Plan redo.

- V. Other Business**
 1. County Recreation Commission update
 - 2.

- VI. Board Members Comments/Correspondence**
 1. Thank you letters sent to Rusty Fish for donation and Charles Kraus for attending our meeting and giving us an overview of TARP.

- VII. Adjourn**

- VIII. Next meeting date: Monday, April 10, 2023**

summer events and send it out with minutes.

IV. Old Business

1. Update of Website

Not sure how Rob came out with Jim Gribble. Will discuss more next meeting.

2. EDA Update

Rob is not in attendance, but Mark Coe stated that the RFP has been released.

3. MOU between FBVT, TARP & SMART

Rob had sent out a MOU to all to look over on January 12, 2023. The consensus of members attending tonight is that it looked good. We can check with others at the next Board meeting on March 13, 2023.

V. Other Business

1. **Recreation Commission Update.** Linda reported on the Recreation Commission meeting which was held at the County Planning Building in January. Discussion on the removal of Tippy Dam and Hodenpyl Dam. The Recreation Commission sent a letter of support in the opposition of the removal, along with the County Board of Commissioners, due to endangered species using them as a habitat (brown bat and trumpeter swan). Erin Secord, Secretary resigned from the County Recreation Commission as she was moving to the Upper Peninsula. Gary Schwaiger has been appointed Secretary. Others nominated were incumbents Wayne Beldo as chair and Meg Batzer as vice-chair. Linda Cudney and Wayne Beldo were re-appointed to the Recreation Commission at the December 20, 2022 Commissioners meeting for a 3 year term beginning January 1, 2023 and ending December 31, 2025. The County decided not to apply for the SPARK Grant, but there will be another round in April 2023. The Leadership Cohort Committee has decided this years project will be building and installing life jacket loaner stations in Bear Lake, Onekama, and the City of Manistee who have accepted. Waiting on Arcadia and Manistee Township. Filer Township declined.
2. **Mark Coe from the Snowbirds:** Mark reported on various items:
 - a. Mark would like permission to use our Park to Park map for a letter to purchase a brush arm tractor and mower. He will send a letter of request to various entities. It was motioned by Dave, seconded by Linda to allow the Snowbirds to use our map. AIF Motion carried.
 - b. Mark Coe participated in a zoom call with Matt Torino, from the Michigan DNR; Scott Slavin from the Michigan DNR, Rob Carson from Networks Northwest and Laura Heintzelman to pursue the Chief to Manistee trail.
 - c. The Snowbirds are looking at forming a ORV Club (Dirt Trails) to designate the ORV routes. They are looking for volunteers to join.
 - d. Snowbirds are working with the DNR to pursue the trail north of Thompsonville to Interlochen.
3. Dave asked Mark about the width of the railroad grades. The typical width is 50 ft wide but some are 100 feet wide.
4. Tamara Buswinka sent the Strategic Plan but none of the updates were put in from our last meeting. Should we invite Tamara back so she can get it updated or have a work session and send the notes on to her.

VI. Board members Comments/Correspondence

1. Jacquie received a letter from the Manistee County Community Foundation with a fund statement balance ending December 31, 2022.

1. 1.

<u>2023 Festival Dates</u>		
National Trails Day	June 3, 2023	Saturday
Manistee Forest Festival	June 29-30 July 1-2-3-4	Th-Fri-Sat-Sun-Mo-Tu
Kaleva Heritage Days	July 15-16, 2023	Saturday & Sunday
Arcadia Days	July 21-22-23, 2023	Friday, Saturday, Sunday
Onkama Days	August 4-5-6-7, 2023	Friday, Sat., Sun, Mon
Copemish Days	August 4-5-6, 2023	Friday, Saturday, Sunday
Run The Pier	August 12, 2023	Saturday
Manistee County Fair	August 15-19, 2023	Tues, Wed, Thu, Fri, Sat
Minnehaha Brewhaha	September 2-3, 2023	Saturday
Brethren Days	September 2-3-4, 2023	Friday, Saturday, Sunday
Rusty Fish 100	October 14, 2023	Saturday
Victorian Festival?		

Memorandum of Understanding between:

Friends of SMARTrails (Friends of Scenic Manistee Area Recreation Trails)

TARP (Thompsonville Area Revitalization Plan)

FBVT (Friends of Betsie Valley Trail)

PARTIES:

Friends of SMARTrails

Mission: The Friends of SMARTrails is an advocacy group committed to helping create, promote, maintain, and connect trails within Manistee County and to the region.

Summary, Geographic Oversight and Support Focus: The Friends of SMARTrails is a Manistee County based 501c3 non-profit with a focus on trail advocacy, trail development grant match support through fundraising, and maintenance efforts within the boundaries of Manistee County and extending to immediate neighboring county regional trail connections. The organization supports trail efforts outside of our geographic oversight through Board approved action of Letters of Support and other written and vocal support as approved by the Board. We focus advocacy our efforts in Manistee County, while welcome requests for support of trail development efforts throughout the State.

TARP

Mission:

Summary, Geographic Oversight and Support Focus:

FBVT

Mission:

Summary, Geographic Oversight and Support Focus:

PURPOSE:

The purpose of this MOU is to clarify the responsibilities of each Party in order to coordinate mutually agreed upon plans and actions so as to present a seamless, uniform junction of our trails and the Thompsonville trailhead. This Memorandum is intended to remain in effect for the duration of construction and the duration of any after project requirements imposed by funding sources up to a maximum term of twenty years. It will be our intention to maintain cordial, cooperative relations between the Parties in an ongoing fashion to assure well designed, functional trails and amenities for our users.

AGREEMENT & SIGNATORIES:

The PARTIES collectively agree to the purpose and terms of this Memorandum of Understanding.
Executed upon Signatory of all Parties' Board Representatives an

Friends of the Betsie Valley Trail, by its: Board President

_____ Date _____

George E. Maker

Thompsonville Area Revitalization Project, by its: Board President

_____ Date _____

Charles Krause

Friends of Scenic Manistee Area Recreation Trails, by its: Board President

_____ Date _____

Robert Carson



RECREATION COMMISSION
C/O PLANNING DEPARTMENT
(231) 723-6041
Fax (231) 723-1718
planning@manisteecountymi.gov

Manistee County Planning Dept. 395 Third Street Manistee, Michigan 49660

**BY-LAWS AND RULES OF PROCEDURE OF THE
MANISTEE COUNTY PARKS
AND
RECREATION COMMISSION**

Approved by the Manistee County Board of Commissioners ~~September 17th, 2019~~
March 21, 2023

Adopted by the Manistee County Recreation Commission ~~October 7th, 2019~~ March 6,
2023

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I. Powers of the Commission

The Manistee County Parks and Recreation Commission, hereafter referred to as the Commission, shall exercise such powers and perform such duties as are authorized and provided by the statutes and the laws of the State of Michigan under Act No. 261 of the Public Acts of 1965, as amended, and the Manistee County Board of Commissioner's Resolution dated January 15th, 2019, establishing said Commission.

II. Officers of the Commission

Each January the Commission shall elect from its membership, a Chair, a Vice-Chair, a Secretary, and such other officers as it deems necessary, who shall hold office for the calendar year in which elected and until their successors are elected and qualified. The un-expired term of an officer not completing his or her term shall be filled by a majority vote at the next regular meeting after the vacancy becomes known, or at a special meeting called for that purpose. The County Treasurer shall be the Treasurer of the Commission.

III. Duties of the Chair

- a. The Chair shall preside at all meetings of the Commission and shall have a vote upon all resolutions as a Commissioner.
- b. The Chair shall sign, with the Secretary, in the name of the Manistee County Parks and Recreation Commission, all contracts and legal documents authorized by the Commission.
- c. The Chair shall appoint such committees as established by the Commission and shall serve as an ex officio member.

their respective statutory duties and responsibilities. This, among other things, includes the following:

- a. The Treasurer shall receive all money due the Commission from taxes or other sources, and shall deposit all such money in such bank or banks which have been approved by the County Board of Commissioners, and in such separate accounts as the Commission may request or approve.
- b. The Treasurer shall keep accounting records showing all financial transactions of the Commission in accordance with generally accepted governmental procedure and standards. The Treasurer shall make a financial report at the annual meeting of the Commission and more often as requested by the Commission. The Treasurer shall permit inspection of all financial records of the Commission at any reasonable time.
- c. The Treasurer shall cause voucher checks to be issued by the Controller for the payment of obligations on receipt of properly authenticated vouchers. If there be not sufficient money appropriated and available the Treasurer shall not issue the voucher check until an appropriation is made by the Manistee County Board of Commissioners.

VII. Duties of the Administrator/Controller

The Manistee County Controller shall perform all the duties for the Commission incident to the office of Controller/Administrator, which shall conform in all respects, as feasible, to the duties, responsibilities, and authority established by Act 156 of the Public Acts of Michigan, 1851, as amended, for a county.

VIII. Approval and Payment of Bills and Invoices

Payment of Bills and Invoices shall occur under the signatory of the Chair and Secretary with a majority vote of the commission providing authorization for such payments. Payments shall not occur until the Commission has authorized such payments at an advertised meeting of the Commission.

IX. Commission Compensation

XII. Quorum

A majority of the persons constituting said Commission shall constitute a quorum for the transaction of business, and the concurrence of the majority of a quorum shall be sufficient for the passage of all resolutions except those dealing with personnel matters, property acquisitions, and the passage of the annual budget. In those cases, a majority of all Commissioners shall be required for the passage of resolutions. No business shall be transacted unless there is in office at least a majority of the full number of Commissioners fixed by law.

XIII. Attendance

If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the County Board of Commissioners to remove a member from the commission for nonperformance of duty, or misconduct. The elected secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the County Board of Commissioners whenever any member of the Commission is absent from three consecutive regularly scheduled meetings.

XIV. Order of Meeting

The rules of Parliamentary Practice comprised in "Robert's Rules of Order" shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Commission and not contrary to the resolution establishing the Commission, or any existing law of the State of Michigan. The following rules shall apply to specific items listed in Order of Meetings:

a. Call to Order

b. Approval of Agenda

c. Approval of Minutes

d. Public Comment

i. An individual shall not have more than five minutes to address the Commission. A representative of an organization shall not have more than ten minutes to address the Commission. The total time taken for this

Commission, or the laws of the State of Michigan. Provided, that before any changes are made in said By-laws, the Secretary shall distribute a copy of said proposed changes, to each Commissioner at least five (5) days prior to said meeting, together with written notice of the time and place of such meeting.

- b. These By-laws and any amendments thereto shall be effective only upon approval of the Manistee County Board of Commissioners.

XVI. Advisory Group

The Commission shall utilize the ~~Friends Group~~ Friends of SMARTrails which was established in Manistee County for the support of trail development and maintenance efforts, as an advisory group. The Friends Group shall advise on the planning, placement, construction and maintenance of trails, trail sections and trailheads that are under the authority of the Commission. The Commission holds ultimate authority on decisions over the planning, placement, construction and maintenance of trails, trail sections and trailheads.

XVII. Employees

The Planning Director shall, in accordance with authority delegated to him by the Commission, be responsible for the administration of all members and employees and enforcement of all personnel rules, regulations, and policies applicable to such employees and members.

XVIII. Annual Report

The Commission shall, as requested, submit a written report to the Board of County Commissioners of the County of Manistee, Michigan, which report shall contain a statement of the activities of the Commission during the preceding calendar year.

I, ~~Sharon Goble~~ Gary Schwaiger, Secretary of the Manistee County Parks and Recreation Commission, do hereby certify that the above is a true copy of the By-laws, made, approved, and effective ~~October 7th, 2019~~ March 6, 2023.

Sharon Goble Gary Schwaiger, Secretary

Date