



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

Grand Traverse County Parks and Recreation Commission
Fees Ad Hoc Committee Meeting
Thursday, February 22, 2018, 4 p.m.
Governmental Center, Room 300
400 Boardman Avenue
Traverse City, Michigan 49684

AGENDA

Members: Peter Albers (Vice Chair), Steve Largent, William Mouser, John Roth, Whitney Waara (Chair)

General Meeting Policies: Please turn off all cell phones or switch them to silent mode. Any person may make a video, audio, or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.

If you need auxiliary assistance, call 231-922-4780 or TDD 231-922-4412.

A. Call to Order

B. Roll Call

C. 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 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.

D. Approval of Agenda

E. Approval of Minutes of Monday, September 25, 2017 Meeting of Fees Ad Hoc Committee

F. Review of Parks and Recreation and Senior Center Network Fee Schedules; Recommendations for Changes (Discussion)

F. Second Public Comment

Please refer to rules and procedures under C. First Public Comment, above.

G. Notices and Commissioner Comments

H. Adjournment



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

Grand Traverse County Parks and Recreation Commission
Fees Ad Hoc Committee Meeting
Monday, September 25, 2017, 5 p.m.
Commissioners' Committee Room, Second Floor Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

MINUTES

A. Call to Order

Meeting called to order at 5:05 p.m.

B. Roll Call

Members Present: John Roth (Chair), Pete Albers (Vice Chair), Steve Largent, Jeri LeRoi, Andy Marek
Others Present: Kristine Erickson, Director, Grand Traverse County Parks and Recreation

C. First Public Comment

There was no public comment.

D. Approval of Agenda

MOTION by Albers, second by LeRoi, to approve agenda. Motion carried.

E. Approval of Minutes of Thursday, November 10, 2016 Meeting of Fees Ad Hoc Committee

MOTION by Marek, second by Roth, to approve Minutes of Thursday, November 10, 2016 meeting.
Motion carried.

F. Review of Parks and Recreation and Senior Center Network Fee Schedules

Commissioners reviewed Parks and Recreation-Senior Center Network Fees and made recommendations (summary attached) for changes. Recommendations to be shared with full Parks and Recreation Commission at its next regular meeting.

G. Second Public Comment

There was no public comment.

H. Notices and Commissioner Comments

There were no notices or comments.

I. Adjournment

Meeting adjourned at 6:30 p.m.

Monday, September 25, 2017 Fees Committee Meeting Recommendations

NOTE: Recommended overall 4% increase across the board.

Civic Center

- Baseball/Softball field rates: Do a cost analysis of materials (diamond dust, etc.) to make sure we are charging enough.
- Multipurpose Field: Raise price.
- Field lights: Look at electric bills, analyze, and be sure charging enough.
- Banners: Promote heavily and get sales. (Q: Where would they be placed?)
- Pavilion/Amphitheater: Rent and charge for separately. Pavilion, same price as Medalie's (\$52 for four hours), plus 4% increase, like Medalie's will be increased. Fees Committee wants to charge for electricity at pavilion every time. Amphitheater, charge \$32 for 4 hours.
- Make sure we are charging enough (\$32) for staff labor at Civic Center, and enough (\$13) for "Additional Cost/Hour for Setup by Customers."
- Should we set a storage fee and a package delivery acceptance fee officially for shows and such?

More Revenue-generating Suggestions for Civic Center

- New concessions vendor. (RFP in January)
- Clean out or tear down Pugsley building.
- Clean out old probate court building and rent.
- Clean up and paint pavilion.
- Raise Norte's rent from \$250 to \$300 per month.
- Outdoor pickleball courts on former playground site.

Medalie Park

See Civic Center Park.

Twin Lakes Park

- Cleaning Cost for Dorm Stays Long than Two Nights: raise from \$25 to \$35 per additional day
- Delete "Use of Gilbert Lodge Incubator Kitchen per Hour/Per Month by Chefs"
- Delete rental of kitchen and combine it with rental of lodge very time. Market it with kitchen. Please talk with Ariel and me on Monday and we will explain our plan for this.

More Revenue-generating Suggestions for Twin Lakes Park

Hire event/rental manager and share revenue.

Clean out cabins and charge at least \$100 per one night's stay (Ariel has done research on this; will share Monday).

Rent Caretaker's Cottage until spring for \$400 per month and a good pair of eyes.

Rent Caretaker's Cottage from May 31 through October 31 like the other two cottages.

Revenue-generating Suggestion for Keystone-Birmley Property: Look into selling topsoil.

Power Island

Firewood: 7 per bundle

Exclusive rental of one or both islands: \$50 extra surcharge per night; maximum of three nights.

More Revenue-generating Suggestions for Power Island

Build the two cottages in spring for rent during camping season; rent at market rate.

Grand Traverse County Parks and Recreation 2018 User Fees



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

User Group Incentive for All Parks and Facilities

Organizations promoting and encouraging recreational programs that use County parks and facilities may apply to Director to receive a ten percent discount on a rental by sending an e-mail to kerickson@grandtraverse.org. Include name of user group, name of event, type of event, when event will take place, park/facility requested, and explain why group should be considered for discount.

Tiers Defined

Tier I: All Grand Traverse County Departments

Tier II: Non-profit Organizations with Tax-exempt Status

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

Tier IV: For-profit Organizations, Corporations, and Businesses

Grand Traverse County Parks and Recreation 2018 User Fees

Howe Arena

NOTES:

- To hold a reservation, a nonrefundable deposit of \$500 is required upon booking.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.

Full Day's Rental: Defined as 24 hours.

Tier I: All Grand Traverse County Departments

Monday through Thursday Full Day	\$295
Monday through Thursday Half Day	\$158
Monday through Thursday as Meeting Space/Hour	\$12
Friday through Sunday Full Day	\$610
Friday through Sunday Half Day	\$305
Friday through Sunday as Meeting Space/Hour	\$25
Electrical Per Vendor*	\$27

Tier II: Non-profit Organizations with Tax-exempt Status

Monday through Thursday Full Day	\$920
Monday through Thursday Half Day	\$460
Monday through Thursday as Meeting Space/Hour	\$38
Friday through Sunday Full Day	\$1,903
Friday through Sunday Half Day	\$951
Friday through Sunday as Meeting Space/Hour	\$79
Electrical Per Vendor*	\$28

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

Monday through Thursday Full Day	\$1,043
Monday through Thursday Half Day	\$522
Monday- Thursday as Meeting Space/Hour	\$43
Friday through Sunday Full Day	\$2,157
Friday through Sunday Half Day	\$1,078
Friday through Sunday as Meeting Space/Hour	\$90
Electrical Per Vendor*	\$28

Tier IV: For-profit Organizations, Corporations, and Businesses

Monday through Thursday Full Day	\$1,227
Monday through Thursday Half Day	\$614
Monday through Thursday as Meeting Space Per Hour	\$51
Friday through Sunday Full Day	\$2,538
Friday through Sunday Half Day	\$1,269
Friday through Sunday as Meeting Space Per Hour	\$106
Electrical Per Vendor	\$28

All Tiers

Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100

***110-volt, Single-phase Service Per 100 Square Feet of Booth Space**

Grand Traverse County Parks and Recreation 2018 User Fees

Civic Center

NOTES:

- To hold a reservation, a nonrefundable deposit of 25% of overall rental cost is required upon booking.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.

All Tiers

Baseball/Softball: Prepared Field	\$37
Baseball/Softball: Unprepared Field	\$30
Baseball/Softball: Practice Field	\$15
Multipurpose Field: 4 Hours	\$66
Field Lights Per Hour	\$32
Vendor Area (Per 200 Square Feet) Per Day	\$62
Tent Outside Per Day	\$125
Advertising Banner, 4 by 8 Feet (Per Field) Per Season	\$52
Advertising Sign, 4 by 4 Feet (Per Scoreboard), Per Year	\$104
Pavilion: 4 Hours	\$54
Pavilion: 8 Hours	\$108
Amphitheater: 4 Hours	\$32
Amphitheater: 8 Hours	\$64
Parks and Recreation Staff Labor Per Hour	\$33
Additional Cost/Hour for Setup by Customers	\$14
Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100

Medalie Park

All Tiers

Pavilion: 4 Hours	\$54
Pavilion: 8 Hours	\$108
Parks and Recreation Staff Labor Per Hour:	\$33
Additional Cost Per Hour for Setup by Customers	\$13
Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275

Grand Traverse County Parks and Recreation 2018 User Fees

Twin Lakes Park

NOTES:

- Full Day's Rental: Defined as 16 hours.
- Half Day's Rental: Defined as 8 hours.
- Quarter Day's Rental: Defined as 4 hours.
- To hold a reservation, a nonrefundable deposit of 25% of overall rental cost is required upon booking.
- Any event during which alcoholic beverages will be served requires a meeting in person (or by telephone for those out of town) with Director and office staff to discuss event profile and details, prior to booking.
- Depending on size of event, and whether alcoholic beverages will be served, a refundable damage deposit may be required.
- Self-service is required by users before and after event, including setup, teardown, and cleanup.
- A ranger is provided on premises and in the as a property/facility resource, to enforce park rules, to set fires in fireplaces, and to lock/unlock facility doors.

All Tiers

Full Dormitory Per Night (61 to 142)	\$20 Per Person
Half Dormitory Per Night (31 to 60)	\$26 Per Person
Dormitory Groups of 30 or Less Per Night (Minimum 10)	\$26 Per Person
Cleaning Cost for Dormitory Stays Longer than Two Nights	\$35 Additional Per Day
Multi-purpose Field: 4 hours	\$78
Multi-purposed Field: 8 hours	\$156
Twin Lakes Cabin 1: Per Night	\$100
Twin Lakes Cabin 2: Per Night	\$75
Storage, Delivery Acceptance, Logistics Management by Parks and Recreation Department (Per Instance)	\$275
Fine for Accessing Off-limits Areas/Areas Not Rented	\$100

Package: Dormitory and Gilbert Lodge with Kitchen, Three Meals Only

61 to 142 Persons Per Day	\$4,030
31 to 60 Persons Per Day	\$1,872
Groups of 30 or Less Per Day (Minimum 10)	\$988

Package: Dormitory and Gilbert Lodge with Kitchen, Use of Lodge All Day

61 to 142 Persons Per Day	\$4,160
31 to 60 Persons Per Day	\$2,002
Groups of 30 or Less Per Day (Minimum 10)	\$1,118

Add-ons

Use of Gilbert Lodge Storage Area Per Day	\$26
Use of Crafts Trailer Per Day	\$26

Grand Traverse County Parks and Recreation 2018 User Fees

Twin Lakes Park [continued]

Tier I: All Grand Traverse County Departments

Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$129
Gilbert Lodge and Kitchen: 8 Hours	\$246
Dorm Meeting Room: 4 Hours	\$91
Dorm Meeting Room: 8 Hours	\$182
Pavilion: 4 Hours	\$52
Pavilion: 8 Hours	\$104

Friday through Sunday/November through April

Gilbert Lodge and Kitchen: 4 Hours	\$154
Gilbert Lodge and Kitchen: 8 Hours	\$294
Dorm Meeting Room: 4 Hours	\$109
Dorm Meeting Room: 8 Hours	\$218
Pavilion: 4 Hours	\$78
Pavilion: 8 Hours	\$156

Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$257
Gilbert Lodge and Kitchen: 8 Hours	\$491
Dorm Meeting Room: 4 Hours	\$182
Dorm Meeting Room: 8 Hours	\$364
Pavilion: 4 Hours	\$130
Pavilion: 8 Hours	\$260

Tier II: Non-profit Organizations with Tax-exempt Status

Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$257
Gilbert Lodge and Kitchen: 8 Hours	\$491
Dorm Meeting Room: 4 Hours	\$182
Dorm Meeting Room: 8 Hours	\$364
Pavilion: 4 Hours	\$104
Pavilion: 8 Hours	\$208

Friday through Sunday/November through April

Gilbert Lodge and Kitchen: 4 Hours	\$283
Gilbert Lodge and Kitchen: 8 Hours	\$541
Dorm Meeting Room: 4 Hours	\$200
Dorm Meeting Room: 8 Hours	\$400
Pavilion: 4 Hours	\$143
Pavilion: 8 Hours	\$286

Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$335
Gilbert Lodge and Kitchen: 8 Hours	\$639
Dorm Meeting Room: 4 Hours	\$237
Dorm Meeting Room: 8 Hours	\$473
Pavilion: 4 Hours	\$169
Pavilion: 8 Hours	\$338

Grand Traverse County Parks and Recreation 2018 User Fees

Twin Lakes Park [continued]

Tier III: Non-profit Organizations without Tax-exempt Status; Individuals

Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$283
Gilbert Lodge and Kitchen: 8 Hours	\$541
Dorm Meeting Room: 4 Hours	\$200
Dorm Meeting Room: 8 Hours	\$400
Pavilion: 4 Hours	\$114
Pavilion: 8 Hours	\$229

Friday through Sunday, November through April

Gilbert Lodge and Kitchen: 4 Hours	\$309
Gilbert Lodge and Kitchen: 8 Hours	\$590
Dorm Meeting Room: 4 Hours	\$218
Dorm Meeting Room: 8 Hours	\$437
Pavilion: 4 Hours	\$156
Pavilion: 8 Hours	\$312

Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$360
Gilbert Lodge and Kitchen: 8 Hours	\$688
Dorm Meeting Room: 4 Hours	\$255
Dorm Meeting Room: 8 Hours	\$510
Pavilion: 4 Hours	\$182
Pavilion: 8 Hours	\$364

Tier IV: For-profit Organizations, Corporations, and Businesses

Monday through Thursday/Year-round

Gilbert Lodge and Kitchen: 4 Hours	\$515
Gilbert Lodge and Kitchen: 8 Hours	\$983
Dorm Meeting Room: 4 Hours	\$364
Dorm Meeting Room: 8 Hours	\$728
Pavilion: 4 Hours	\$208
Pavilion: 8 Hours	\$416

Friday through Sunday/November through April

Gilbert Lodge and Kitchen: 4 Hours	\$515
Gilbert Lodge and Kitchen: 8 Hours	\$983
Dorm Meeting Room: 4 Hours	\$364
Dorm Meeting Room: 8 Hours	\$728
Pavilion: 4 Hours	\$260
Pavilion: 8 Hours	\$520

Friday through Sunday/May through October

Gilbert Lodge and Kitchen: 4 Hours	\$515
Gilbert Lodge and Kitchen: 8 Hours	\$983
Dorm Meeting Room: 4 Hours	\$364
Dorm Meeting Room: 8 Hours	\$728
Pavilion: 4 Hours	\$260
Pavilion: 8 Hours	\$520

Grand Traverse County Parks and Recreation 2018 User Fees

Power Island/Bassett Island

NOTES:

- To hold a reservation, a nonrefundable deposit of 25% of overall rental cost is required upon booking.

Camping

Resident: Sunday through Thursday	\$26
Resident: Friday through Saturday	\$36
Nonresident: Sunday through Thursday	\$47
Nonresident: Friday through Saturday	\$47
Exclusive Rental of All Campsites on One or Both Islands, Per Night, Maximum of 3 Nights	\$50 (One Flat Fee in Addition to Campsites)
Bundle of Wood	\$8

Senior Center Network

Making Longer Lives, Better Lives

Building Rental Per Hour	\$25
Casino Tour Per Trip	\$27
Lunch 60-and-over*	\$3 Donation
Lunch Under 60**	\$5
Membership, County Residents	\$50
Membership, Under 60	\$10
Programs	Cost Varies
Shuffleboard Equipment Rental	Donation
Tennis, Pickleball, Shuffleboard Per Season	\$10
Tours****	Cost Varies
Snacks for Re-sale	\$.50
Greeting Cards	\$.50

NOTES

*Fees established by Community Action Agency.

**Fees established by Community Action Agency.

***Fees based on cost, and vary. Fees not covered by sponsors generally covered by participants' fees.

****Tour prices based on fees charged by vendor and/or attractions and motor coach.

2018 Long-term Rental Fees for Space in all Parks and Recreation Facilities

Formula: Total Square Footage to Be Rented x Cost-Per-Square-Foot ÷ 12 Months = Rate

Rental Fees for Space

Unfinished: \$6 Per-Square-Foot

Finished: \$7 Per-Square-Foot

Residential (Meyer House): \$8 Per-Square-Foot

To: Parks and Recreation Staff
From: Jason Jones, Director
Date: July 12, 2011

Subject: **Policy 2011- 03 - User Agreements**

It is agreed that the Parks and Recreation Department has a diverse number of agreements with several different user groups at its property. It is also evident that our user groups provide different challenges related to their needs, and the needs they have of our properties and facilities. In an attempt to streamline the process, and provide some consistency to the diverse groups, it is suggested they each be categorized into groups for more efficient administration of user agreements.

Each group would have its own unique user agreement that is similar in format to other users that fit within the same category. Each category of agreements would receive final approval from different levels of our organization, and each would have different requirement for provision of insurance for their events.

The Parks and Recreation Director has the authority to determine the group a user fits within.

The groups would be categorized as follows:

Management Group - This group is designated as a Management Group due to the more robust agreements that typically would be associated with management of an entire park, or facility. ---
- These agreements would typically (but not exclusively) be longer than five years, and would allow the groups to either have exclusive use, or primary use of the facility.
- In all cases, the user groups would have to include Grand Traverse County as an additional insured for \$1,000,000.00.
- Agreements at this level would require the approval of the **Parks and Recreation Commission**. This agreement group would include TBAYS and I.C.E.

Steward Group - This group is designated as a Steward Group, due to their role as being a steward in promoting the positive use of our facilities or parks.
- These groups would typically work with Parks and Recreation to schedule regular events, with maintenance and upkeep of facilities and parks performed by Grand Traverse County.
- These agreements would typically be one-year agreements or less.
- This group would have exclusive use of a park or facility during a pre-determined set of times, but would not prevent any other user groups from utilizing the facility or park during times not scheduled.
- In most cases, the user groups would have to include Grand Traverse County as an additional insured for \$1,000,000.00.
- Agreements at this level would be approved by the **Parks and Recreation Director**.
- This agreement group would include YMCA softball, Breakers Swim Team, and the TBA Swimming Program. This group would be where tournament and more complex shorter term

events would be including, the hunting and fishing Show, the boat show, softball tournaments, video game (LAN) parties, and hobby shows.

Individual Group - This category typically will be made up of individuals, but may include small organizations or groups, that are interested in utilizing our facilities and park for infrequent, irregular, or one-time events.

- Entities in this category may be interested in renting our facilities for a one time event, such as a meeting, small party at a pavilion, campsites, or a one-time rental of Twin Lakes.

- The maintenance and any set up/tear down will be included with the daily duties of Grand Traverse County.

- The agreements in this case would provide exclusive use of the area/facilities rented during the time specified on the permit.

- In very few cases we require Grand Traverse County being named an additional insured.

- These functions are typically lower risk events.

- Agreements at this level would be approved by **Parks and Recreation Staff** members via a tentative/final permitting system within our registration software.

- This agreement group will include the users of our pavilions, campsites on Power Island, and birthday party rentals within Easling Pool.