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M-119 TUNNEL OF TREES SCENIC HERITAGE ROUTE COMMITTEE AGENDA

Tuesday, April 9, 2024

Friendship Township Hall

3018 S Beacon Hill Ln, Harbor Springs, MI 49740

I. Welcome and Introductions

II. Review Minutes of Sept. 12 & Oct. 10, 2023 Meetings

III. Partner Reports (If Available)

- a. Emmet County Planning and Zoning
- b. Little Traverse Bay Bands of Odawa Indians
- c. Little Traverse Conservancy
- d. Michigan Department of Transportation (MDOT)
- e. Networks Northwest

IV. On-going & Unfinished Business

- a. Adopt-a-highway program
- b. Zoo-de-Mack 5/18/2024
- c. Info packet for new Committee members
- d. Management Plan Update Schedule – 2028?
- e. Availability of Committee Materials (Guidebooks, Management Plans, Etc.)

V. New Business

- a. Initial discussion of plans & budget for Oct 2024 thru Sept 2025
- b. Reporting Schedules
 - i. Annual Pure MI Byway Performance Evaluation – Due 12/31/24?
 - ii. Michigan Byway Annual Work Plan Budget – Due 7/1/24?
- c. 2024 Meeting Dates & Locations
 - i. April 9, 2024 Friendship Township Hall 9:30 AM
 - ii. May 14, 2024
 - iii. June 11, 2024
 - iv. July 9, 2024
 - v. August 13, 2024
 - vi. September 10, 2024
 - vii. October 8, 2024

II. Adjourn



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M-119 Tunnel of Trees Scenic Heritage Route Committee

DRAFT Meeting Minutes

Tuesday, Oct 10, 2023

Present

Don Schaplowsky, Readmond Township
James Fisher, Friendship Township
Jim Anderson, Friendship Township
Sue Rentrop, Emmet County Lakeshore Association / Cross Village Township
Joe Tomlinson, Readmond Township
Franz Neubrecht, Emmet County Lakeshore Association
Laurelynn Harris, Cross Village Township
Joey Arbaugh, West Traverse Township
Zach Vega, Networks Northwest

I. Introductions and Adoption of Minutes (September 12, 2023)

Chair Laurelynn Harris called the meeting to order at 9:30

Motion to delay acceptance of minutes until clarification on Pond Hill maximum allowance of 999 people – need to look at Township Board meeting minutes to clarify

- Tammy D (Emmet) – Discussed Coastal Zone Management grant, compiled list of property owners, will provide materials to property owners along Lake Michigan shoreline, informational sessions for people along shoreline in 2024

II. Unfinished Business

- Discussed printing of brochures, issues with outdated information and no Pure Michigan logo – will not print brochures because of this
 - Adopt-a-Highway: Read a letter from resident thanking committee for volunteers who helped pick up rubbish during summer/fall
 - *Annual Pure Michigan Byway Performance Evaluation:*
 - Total byway volunteer hours: 800
 - Zach will call LIAA about website hits
 - Number of new Byway Committee members (page 1): change to 4 from 1
- Motion to move to approve by James Fisher, seconded by Dan Schaplowsky – 8 ayes, 0 nays
- *2024 Byway Annual Work Plan Budget*
 - Meetings April to October – remove December – March meetings
 - Want to revamp guidebook brochures

- Update admin activities to include ideas from input session

III. Other

- Discussed need to have an information package for new committee members – requirements of the state each year; representation; committee makeup; when management plan was last adopted and when new one has to be implemented
- Discussed need for a Facebook page – did not want, too much exposure, no consensus on how to use

Motion by Sue Rentrop to approve Work Plan budget, seconded by Joey Arbaugh

Adjournment/ Next Meeting: April 9, 2024 at Friendship Township, Emmet County



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M-119 Tunnel of Trees Scenic Heritage Route Committee

DRAFT Meeting Minutes

Tuesday, September 12, 2023

West Traverse Township

Members Present

Don Schaplowsky, Readmond Township
James Fisher, Friendship Township
Jim Anderson, Friendship Township
Naomi Singer, Cross Village Township
Sue Rentrop, Emmet County Lakeshore Association / Cross Village Township
Joe Tomlinson, Readmond Township
Franz Neubrecht, Emmet County Lakeshore Association
Dale Scott, Friendship Township
Gerald Root, Readmond Township
Laurelynn Harris, Cross Village Township
Larry Wallen, Readmond Township
Joey Arbaugh, West Traverse Township

Partners

Hillary Taylor, Emmet County
Lisa Fineout, Readmond Township
Isha Pithwa, Networks Northwest
Fern Spence, MDOT
Heidi Phaneuf, MDOT
Heather Bowden, MDOT

I. Welcome and Introductions

Chair Laurelynn Harris called the meeting to order at 9:33

II. Adoption of Minutes (Tuesday, July 11, 2023)

The meeting minutes from Tuesday, August 8, 2023 were accepted with attendance changes.

III. Reports

1. Report From Tammy - rewarded the grant for the purpose of 1) Provided educational material to property owners along Lake Michigan shore line related to shoreline development and resiliency and 2) Review Emmet county zoning and ordinance as related to Lake Michigan shore line standards. These activities and grants are subject of the approval of the Emmet county board of commissioners.
2. Pond Hill - Naomi
 - West Traverse Approved the special use permit with pond hill with some conditions such as allowing 999 only on weekends, parking restrictions, time moved back from 11:00 to 10:00, no overnight parking, no ticket sales for concerts, keep overnight attendants, etc.
3. MDOT – Presentation from Heather Bowden
 - Heather gave presentation on “Introduction to Pure Michigan Byways Program” explaining what is National Scenic Byways Program, Pure Michigan Byways Program, Stakeholder Roles, STP Activities, Funding, Deadlines etc.
 - Key Deadlines recap:
 - Annual cycle (FY 24 – October 1, 2023 to September 30, 2024) below:
 - Entire Year: Focus of the committee should be on what was awarded via the annual grant application. Milestone dates for each planning activity should be developed and approved by your RPA representative.
 - Meetings– As identified in your Byways Work Program
 - April Meeting – Start discussing what the committee wants to apply for in the next fiscal year
 - July 1 – Byway planning activity grant is due to MDOT
 - End of August – Notification from MDOT on grant approval
 - End of December – Byways Evaluation Form due from RPA
 - Educational outreach is important, part of promotion.
 - Take the scenic heritage route of the materials - make updates - it can say something like Pure Michigan Scenic Byway. Take away for discussion on keeping why heritage and how to match the standards.
 - There is no requirement of putting a signage or logo for pure Michigan byways. Follow – up with Heather to send the logo.
 - They are working on a statewide Byways guidelines

4. Update on Funds from 2023 year :

- So far money spent \$9.84 on postage, \$599.06 on printing costs and \$393.51 for website maintenance. We have \$1997.59 remaining in this fiscal year's grant.
- Decided to make 50 copied of Management plan, 250 copies of bike tri-fold brochure and 250 copies of the plan tri-fold brochure. It had old logos and few changes so make the changes possible and print this much enough for this year. Discuss and plan about revising those materials moving into 2024.
- Goal is to not leave the remaining money on table for this year and send the invoices before September 30th.
- Networks northwest will give a quote on these printing items and once approved will give order to print and process the invoice. Committee approved this business to be via email considering the shortage of time.
- Next year onwards keep track that the money gets fully spent on the planned activities.

5. Evaluation and budget

- July 1 was the planning activity grant due. Budget submitted to MDOT on July 25, 2023. MDOT agreed to get a revised budget as soon as possible.
- Few changes needed on accomplishments page in evaluation form. Get the testimonial from Neil Ahrens. The information on the description was mostly 2022 it needs to be activities done on 2023.
- Suggestion from MDOT to put more thought as the submission is by the end of December. Discussion on evaluation and budget revision will carry forward for October 10th Meeting.

Adjournment/ Next Meeting. October 10.2023 at Readmond Township

Meeting adjourned at 11:36 a.m.