



www.M119TunnelofTrees.org

M-119 TUNNEL OF TREES SCENIC HERITAGE ROUTE COMMITTEE AGENDA

Tuesday, August 13, 2024 at 9:30 AM

**Friendship Township Hall
3018 Beacon Hill, Harbor Springs, MI 49740**

I. Welcome and Introductions

II. Review Minutes of July 9, 2024 Meeting

III. Agenda Review

IV. 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
- f. Committee Member comments – not otherwise on agenda.

V. On-going & Unfinished Business

- a. Adopt-a-highway program
- b. Review Fiscal Year 2024 Budget and Expenditures
- c. Review Fiscal Year 2025 Annual Work Plan Budget – Revised by MDOT
- d. Review progress on educational materials printing, storage and distribution plan
- e. Presentation to Emmet County Commissioners
- f. Signage
- g. MDOT – Byways Workshop in Gaylord 11/4/24 – Possible attendance?

VI. New Business

- a. Tree Trimming Proposals - Discussion
- b. Shoreline Bluff Protection Ordinance – Discussion

VII. Public Comment

VIII. Adjournment

Next meeting on September 10, 2024 – West Traverse Township Hall at 9:30 AM



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M-119 TUNNEL OF TREES SCENIC HERITAGE ROUTE COMMITTEE

DRAFT Minutes
Tuesday, July 9th, 2024

Cross Village Township Hall
5954 Wadsworth Road, Cross Village, MI

Committee Members Present

Naomi Singer, Cross Village Township
Dale Scott, Friendship Township (Chair)
Sue Rentrop, Cross Village / Emmet County Lakeshore Association
James Fisher, Friendship Township
Jerry Root, Readmond Township
Jim Anderson, Friendship Township
Carolyn Sandford, West Traverse Township
Garon Gopigian, West Traverse Township
Franz Neubrecht, Emmet County Lakeshore Association

Partners Present

Hillary Taylor, Emmet County
Neil Ahrens, Emmet County Commissioner, District 2 Friendship Township & West Traverse Township)
Isha Pithwa, Networks Northwest
Sigmann, Clayton, MDOT

Others Present

Dell Weitzel, (visitor) Readmond Township
Annette Moriarty, Good Hart A Studio
Phillip Allore, Trillium Woods
Ami Woods, Trillium Woods

Absent

Larry Wallen, Readmond Township
Joe Tomlinson, Readmond Township
Lisa Fineout, Readmond Township Supervisor
Tammy Doernenburg, Emmet County Planning and Zoning Director
Don Schaplowsky, Readmond Township
Joey Arbaugh, West Traverse Township
Laurelynn Harris, Cross Village Township
Caitlin Donnelly, Little Traverse Conservancy

I. Welcome and Introductions

The meeting was called to order at 9:31 by Chair Dale Scott. Chair led attendance by introduction/roll call to note members' presence at the meeting.

II. Review and Adoption of Minutes from June 11th, 2024

Motion by Jim Anderson, supported by Joey Arbaugh, to approve the meeting minutes for June 11th with suggested corrections. All in favor. Motion passed unanimously.

III. Partner Reports

- a. **Emmet County Planning and Zoning (ECPZ)** – No report or updates.
- b. **LTBBOI** – No report or updates.
- c. **LTC** – No new updates.
- d. **MDOT** – Update from Ben Dubois - The Pure Michigan byway logo is not required on printouts but is recommended for brand recognition. Clayton Sigmann – MDOT will be doing a Byways workshop on Nov 4th in Gaylord, MI at the University Center. The morning session will be regional planning agencies focused while the afternoon session will be leaned more towards marketing the byway and aimed towards byways committee. This will be a hybrid meeting. The invite and meeting information will be passed soon.
- e. **Networks Northwest (NN)** – Isha updated the committee about the material changes made to the documents that are to be printed. Requested the committee to look over the documents shared via email and look for any final changes and if not then they would be sent out for printing. Discussed the funds for the FY 2024 – after printing and websites there are about ~\$1000 left to be spent by September 30th, 2024. Asked the committee if they have any other items for printing or ideas to spend the budget. The FY2024 budget revised and sent to Clayton and has been approved for the printing so the rest of the amount should be spent on printing materials.
- f. **Committee Members Comment** – none.

IV. Ongoing and Unfinished Business

- a. **Adopt-A-Highway Program** – Carolyn Sandford – the adopt-a-highway cleanup will be starting July 13th 2024 to July 24th. Sue Rentrop updated the group about the Emmet County Lake Shore Association Annual meeting on July 19th, 2024 - the main items discussion will be Hemlock Parasite disease and other tree concerns etc.
- b. **Zoo-De-Mack Bike Event** - None
- c. **Discuss plans to use the budget for FY 2024 by September 30th** – The group discussed printing

some additional Management Plan reports along with the guidebook and the tri-folds. The reports and additional materials will be useful for sharing the materials with the new people or getting them to the public meetings/conferences etc. See final number of copies print requested below:

- M-119 Management Plan Brochure (Tri-fold) = 300 Copied
- Share the Road Bike Brochure (Tri-fold) = 300 Copies
- Management Plan Guidebook (Booklet type) = 300 Copies
- Management Plan Report (Report with spiral binding) = 50 Copies

Motion to approve printing 50 copies of Management Plan along with the previously discussed 300 copies of tri-fold and guidebook to use the FY2024 budget amount made by Naomi and supported by Franz.

d. Review and discuss edits suggested by committee on educational materials –

Naomi suggested a small edits for the Tunnel of Trees brochure and guidebook - Page 2 last 5 lines of the Management plan Brochure please replace the sentence from “~~the management plan~~ Heritage route” to same as guidebook to be “*The M-119 Tunnel of Trees Scenic Heritage Route was officially designated by the State of Michigan in 2003.*”

Motion to approve the printing with above suggested correction to the materials made by James Fisher and supported by Franz Neubrecht

Isha will send all the material to The Copy Shop and they will issue an invoice to NN and that will be shared with the M-119 committee as well as submitted to MDOT. The printed copies will be given to Dale whenever ready (tentatively in August meeting).

- e. Continue discussion on M-119/Tunnel of Trees presence on Facebook –** Dale asked the group if anyone had suggestions regarding the Tunnel of Trees on Facebook. The group discussed various existing Facebook accounts related to the Tunnel of Trees, noting that these pages generally contain non-harmful posts and updates. There was a suggestion to create an official Tunnel of Trees Facebook account managed by the committee. Another suggestion was to share M-119 materials with the existing Facebook pages to enhance educational content and marketing efforts.

V. New Business

- a. Discuss possible presentation to Emmet County Commission- per request -** The group agreed to check available dates and select an appropriate Emmet County Planning Commission meeting to attend. They plan to present on M-119 and distribute materials such as the management plan, guidebook, and trifolds. This presentation will serve as a valuable opportunity for marketing and educating about the byway. The group tentatively decided to aim for the August/September meeting.

VI. Comments from the public and the board.

- Clayton Sigmann – The National Scenic Byway Grant opportunities should become active in about next 2-5 months. It is a larger grant opportunity – any byway can apply through FHWA. These are applications for bigger projects on potential road side updates, sidewalks, etc. The

NOFO will be available soon and will be shared through Isha as becomes available.

- Discussion about the Scenic Heritage Route and Byways signs/logos both – Question on plans to replace the signage along M119 to reflect the actual program as it exists. Heritage route signs get replaced every North region MDOT cycle – they replace the signs and update them – the ones that are heritage route signs should be replaced suggested. Discussion on MDOT signs and tunnel of trees signs (brown) on updating or replacing. Committee interest on not to replace the name/logo to replicate more Pure Michigan Byways also none towards updating or replacing the existing old signs.

VII. Adjourn

Next meeting on August 13th, 2024 Friendship Township Village – 3018 Beacon Hill Lane Harbor Springs, MI 49740 at 9:30 AM.

*Motion by Naomi singer to adjourn the meeting at 10:30 AM. Supported by Sue Rentrop.
Motion passes.*

2025 Michigan Byway Annual Work Plan Budget

Byway Name: M-119 Tunnel of Trees Byway

Byway Coordinator: Networks Northwest Date Form Completed: June 11th 2024

Mailing Address: PO Box 506 Traverse City, MI 49685

Tel: (231) 492 8196 E-mail: isha.pithwa@networksnorthwest.org Web Site: <http://www.m119tunneloftrees.org/>

Priority Marketing Activity/Project for Implementation This Year: Website and Social media

Brief Description:

Social media engagement at a level to be specified in the on-going strategic plan development process. Website improvements to occur following direction within the strategic plan.

Priority Activity/Project for Implementation This Year: Printing

Brief Description:

Updating pamphlets and brochures for education and awareness. Print and distribute.

Priority Marketing Activity/Project for Implementation This Year: Tree Assessment

Brief Description:

Tree Health Assessment Update: Complete bi-annual tree health assessment to monitor trees within the corridor for risks such as age, disease, and deterioration to maintain safety and scenic views throughout.

2025 Michigan Byway Annual Work Plan Budget

Desired Outcome(s)/Measurable Result(s) for This Year:

Education, awareness, and increased safety along the corridor.

Other Top Priorities (Describe)	In CMP (Y, N)	How does it contribute to the Byway Program mission, vision?	Partners (list)	New or continued activity	Target Start Date	End Target Date	Proposed Outcome
Update guidebook and distribute	Y	Provides information and guidance for the corridor	NN, MDOT, Emmet County , Local Units of Government, Tribal	Newly updated, continuous process	October 1 st 2024	May 1 st 2025	Updated guidebook available
Update safety brochure	Y	Supports safety along the corridor	NN, MDOT, Emmet County , Local Units of Government, Tribal	Newly updated, continuous process	October 1 st 2024	May 1 st 2025	Updated safety brochure

2025 Michigan Byway Annual Work Plan Budget

Scheduled Byway Committee Meetings:

Date	Location	Time
04/08/2025	Cross Village Township Hall	9:30 AM
05/13/2025	Friendship Township Hall	9:30 AM
06/10/2025	Readmond Township Hall	9:30 AM
07/08/2025	West Traverse Township Hall	9:30 AM
08/12/2025	Cross Village Township Hall	9:30 AM
09/09/2025	Friendship Township Hall	9:30 AM

ANNUAL BUDGET FOR: October 1st 2024 – September 30th 2025

Planning Activity	Estimated Budget
1. Website	~ \$500
2. Printing	~ \$1000
3. Tree Assessment	~ \$250
Total	\$1750

Admin activities listed are listed in the Regional Transportation Planning Work Program:

Admin Activity	Estimated Budget
1. Prepare and assist in editing/upgrading educational materials such as brochures, plan document, etc. Ensure the byway corridor management plan is up to date.	~\$540
2. Serve as a liaison between MDOT and the local byway committee.	~\$160
3. Attend conferences, workshops, and seminars. Attend MDOT	~\$400

2025 Michigan Byway Annual Work Plan Budget

Byways Workshop scheduled for the FY2025.	
4. Assist in the management and facilitation of byways meetings.	-\$4800
5. Provide opportunities for public involvement activities related to the byway.	-\$100
6. Maintenance of existing byways websites.	-\$700
7. Review and submit the Byway(s) Work Plan and Budget to MDOT by July 1, 2025 as completed by the byways committee	-\$650
8. Review and submit the Byway(s) Evaluation Report for the previous fiscal year by the end of December 2024.	-\$650
Total	\$8000