



[www.M119TunnelofTrees.org](http://www.M119TunnelofTrees.org)

## M-119 TUNNEL OF TREES SCENIC HERITAGE ROUTE COMMITTEE AGENDA

**Tuesday, June 11<sup>th</sup>, 2024 at 9:30**

### **Readmond Township**

6034 Wormwood Ln, Harbor Springs, MI 49740

#### **I. Welcome and Introductions**

#### **II. Review Minutes of May 14<sup>th</sup>, 2024 Meeting** (See attached **Page 2** for DRAFT May 14<sup>th</sup> minutes)

#### **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
- f. Committee Member comments

#### **IV. On-going & Unfinished Business**

- a. Adopt-a-highway program
- b. Zoo-de-Mack
- c. Discuss plans to use the budget for FY 2024 by September 30<sup>th</sup>
- d. Review and discuss edits suggested by committee on educational materials
  - i. Guidebook
  - ii. Share the road Bike Trifold Brochure
  - iii. Management Plan Trifold Brochure
- e. FY 2025 Budget planning discussion and finalize- submission due July 1st, 2024 (**Motion to approve requested**)
  - **Page 8.** DRAFT Annual **Budget FY2025** to finalize
  - For reference see attached **Page 12 Submitted Annual Budget FY2024**
  - For reference see attached **Page 16 & 17 Quote for printing costs 2023 and 2024.**

#### **V. New Business**

- a. Discussion of the Tunnel of Trees, M-119 Facebook page

#### **VI. Public Comment**

#### **VII. Adjourn**

Next meeting on July 9<sup>th</sup>, 2024 Cross Village – 5954 Wadsworth Rd., Harbor Springs, MI 49740 at 9:30 AM



[www.M119TunnelofTrees.org](http://www.M119TunnelofTrees.org)

## M-119 TUNNEL OF TREES SCENIC HERITAGE ROUTE COMMITTEE

**DRAFT Minutes**  
**Tuesday, May 14<sup>th</sup>, 2024**

**West Traverse Township Hall**  
8001 M-119 Harbor Springs, MI 49740

### **Present**

Dale Scott, Friendship Township (Chair)  
Naomi Singer, Cross Village Township  
Sue Rentrop, Cross Village / Emmet County Lakeshore Association  
James Fisher, Friendship Township  
Jim Anderson, Friendship Township  
Jerry Root, Readmond Township  
Don Schaplowsky, Readmond Township  
Joey Arbaugh, West Traverse Township  
Carolyn Sandford, West Traverse Township  
Garon Gopigian, West Traverse Township  
Hillary Taylor, Emmet County  
Stephanie Marchbanks, Networks Northwest  
Laurelynn Harris, Cross Village Township

### **Committee Members Absent**

Franz Neubrecht, Emmet County Lakeshore Association  
Larry Wallen, Readmond Township  
Joe Tomlinson, Readmond Township

### **I. Introductions**

The meeting was called to order at 9:30 by Chair Dale Scott. Stephanie Marchbanks led Committee roll call. Dale requested to add a fifth item (f.) to the agenda under section "III. Partner Reports".

### **II. Review and Adoption of Minutes from April 9, 2024**

*Motion by Dale Scott, supported by Joey Arbaugh, to approve the meeting minutes for April 9<sup>th</sup> as presented. All in favor. Motion passed unanimously.*

### **III. Partner Reports**

- a. **Emmet County Planning and Zoning (ECPZ)** – Hillary Taylor stated that a homeowner along M-119 reported to ECPZ recent tree removal activity on the lake side of the road, near Birchwood Farms. Tree topping is allowed in this area for viewshed clearing purposes, but only diseased or damaged trees are allowed to be completely removed within the 73' road right-of-way per the County's 'Scenic Resource' Zoning Ordinance. Tammy Doernenburg with ECPZ has agreed to do more education/outreach with the tree company representatives about these regulations on behalf of the Committee.

- b. **LTBBOI** – no representative present. James Fisher offered to mention to the Tribe (he has a meeting with them later today) that they are welcome to attend all TOT Committee meetings.
- c. **LTC** – no representative present.
- d. **MDOT** – no representative present.
- e. **Networks Northwest (NN)** – Stephanie Marchbanks gave an update on behalf of Isha Pithwa. Isha asked Heather Bowden with MDOT if it is mandatory to put the Pure Michigan Byways logo on future brochures. Heather said that it is not required, but she was hoping that some kind of visual reference to the Byways program could be added. If the Committee wants to add the logo she could provide a high resolution image of it.

Naomi Singer said that she wouldn't mind having it on the brochure as long as it's small – everyone was in agreement. The logo should also fit within the brochure layout and be placed anywhere but the front page. Only the logo should be placed, not the website address for MDOT Heritage Routes, to avoid confusion. The committee wants people to access the M-119 Heritage Route website for information.

- f. Dale Scott said that the Committee members should be looking for someone to provide a testimonial quote to add to the year-end final report.

Dale said that Isha has updated [www.m119tunneloftrees.org](http://www.m119tunneloftrees.org) with the current meeting dates and locations, but he isn't able to access the meeting minutes from the website, only from the web links she emailed him. Stephanie will follow up with Isha regarding this. Perhaps the site just needs another tab on the top of the page for "meeting minutes"?

#### IV. Ongoing and Unfinished Business

- a. **Adopt-A-Highway Program** – Carolyn Sutherland has had several people volunteer for the recent spring cleanup. She handles Robinson Rd. to Lower Shore Dr. Jerry Root and Sue Rentrop handled the cleanup from S. Lamkin to Robinson Rd. Volunteers Jane Newberry and her daughter volunteered to clean up from Stutzman to S. Lamkin Rd. Overall very little trash was found and Carolyn has submitted her report for the event to MDOT. The next cleanup is from July 13-21, 2024. They can always use more volunteers – contact Carolyn.

It was noted that there are no signs along the route indicating that the Committee has "Adopted the Road" for the program; this is deliberate as the Committee wants to reduce un-necessary signage along the route.

- b. **Zoo-De-Mack Bike Event** – Saturday May 18. Signs have been placed along the roadway already notifying people of the event to come. However the sign in Cross Village is not easy to read due to the printing on sheer fabric. A new, for-profit company is running the event - contact person is Regina? Dale will contact the event organizer regarding signage concerns and email out his findings to the group. Discussion regarding impact on traffic flow from the event. In the past the Committee has met with the County Sheriff's Office and Michigan State Police to review how the event went, what went well and what could be improved upon next time. Another thought is to have the Zoo-De-Mack representatives meet with the M-119 committee via Facetime or Zoom in the future.
- c. **The FY 2024 budget funds** left to be used by Sept. 30, 2024. \$360 for website; rest (\$640) goes to NN staff for their time. \$1000 for printing. \$1,000 for other needs such as signage, events,

services, etc. It appears that in 2023, \$1,000 was used to pay for printing of materials (brochures). Laurelynne Harris indicated that printing costs have recently gone up.

Discussion regarding signage: There are currently four signs, one in each township, as well as a few others that are not formal heritage route signs. They need to be evaluated for condition/maintenance needs. Naomi and Sue will evaluate signage in Cross Village; Don Schaplowsky will evaluate signage in Readmond Township; Jim Anderson and Dale Scott will evaluate signage in Friendship Township; Joey Arbaugh will evaluate signage in West Traverse Township. Signage evaluation findings are due to Dale by the next meeting.

Garon Gopigian suggested that maybe there could be some type of signage along the route, especially at areas where people park along the road, reminding the public that they are adjoining a residential area and to be courteous regarding speed, noise, trash, dog waste, etc. Group agrees; maybe look at similar signage along the Little Traverse Wheelway where it adjoins condo associations, etc.? Should ask Tammy D. at ECPZ for her suggestions on this type of signage.

The draft FY 2025 budget is due to MDOT by July 1, 2024. Dale asked if MDOT or the Committee finalizes the budget. Stephanie will ask Isha.

Also consider having another public meeting like the Symposium that was held in Fall of 2022.

Budget for another tree assessment? Last was done in 2022. MDOT staff completed it/paid for it. Would be good to have another one done in 2026/2027. Also consider the potential future impact of the Hemlock Woolly Adelgid (HWA) on Eastern hemlock trees. Not yet detected in Emmet County. Can the committee put some information on the website for the public awareness of it? Joey will ask the LTC for info. Stephanie indicated that CAKE-CISMA (Charlevoix, Antrim, Kalkaska, & Emmet Cooperative Invasive Species Management Area) is an organization that surveys/treats invasive species in the region, including HWA.

**d. Clarification of Chair Rotation in Oct 2024 and appointment of Co-Chair**

Committee is still in search of a Vice Chair – they should be from Readmond Township. Dale suggested that rotation of the Chair position should be every two years instead of every one year, to provide for better continuity of knowledge in the position. *Motion by Dale Scott to adjust the term limits of the Committee Chairperson from one to two years. Support by Joey Arbaugh and James Fisher. All in favor. Motion passes unanimously.*

**V. New Business**

**a. Review and Discuss Suggested Edits on Educational Materials**

**i. Guidebook**

- p. 8 – all agree to add Scotch pine to list of non-native trees
- p. 9 – indicate that the 2022 Tree Health Assessment report is provided in the Corridor Management Plan on the project website (provide link).
- p. 23 – add the word “please” in front of “ride single file”
- p. 24 – LTBBOTI Tribe info should replace “Harbor Inc.” under additional resources

Compare to what version is on the website – make sure information is consistent. Naomi will compare her Guidebook to Jerry’s and return at June meeting with changes.

**ii. and iii. Share the Road Trifold Brochure and Management Plan Brochure**

All agree that it is a 20 mile route, not a 13 mile route. Some member’s brochures indicate 20

miles, while other indicate 13 miles. Some have the copies with the print date indicated of 4/2023; some do not. Confusion about what is current – printed brochures also differ from what is on the website.

Group agrees that the information on the “Share the Road” brochure and the “Management Plan (Preservation Plan?)” brochure need to be combined into one brochure. Dale recommends a two-person committee to work on these changes. Goran and Joey volunteer to do this. Stephanie to ask Isha to send Goran and Joey an electronic copy of these documents so they can work on the edits. Goran and Joey will present new suggested changes with the group at the June meeting.

Group agreed that all exclamation points under the “please do” and “please don’t” lists on the Share the Road brochure should be removed from the statements and replaced with periods.

Tammy with ECPZ should also review the brochures to make sure contact information of partners is correct.

Requested that Isha recycle any old/outdated printed materials that NN may have so that they are not distributed.

Members will be sure to remove any old/outdated printed materials from trailheads, Twp. Halls, Chamber of Commerce, and other distribution points once new versions ones are printed.

**b. Budget Planning for 2025 (suggested draft budget submission due July 1, 2024)**

As discussed previously, the Committee may have to do more printing in the fall if there is not enough in the FY2024 budget for new brochure. Printed 50 copies of the Management Plan; should be enough for a while unless more are needed for new members. Printing costs have gone up. Possibility of paying for another public meeting in the fall; another tree assessment; two new signs, possibly one at each end of the corridor. \$1000 will be reserved for website maintenance and payment of NN staff.

**VI. Comments from the public and the board.**

No public comment.

Garon Gopigian asked about status of M-119 road repair at washout area above the bluff in town. No progress yet – anticipated they will start fixing it this summer. Garon also noticed that his last name was spelled incorrectly in the previous meeting minutes – it should be Gopigian, not Gopigan.

**VII. Adjourn**

*Motion by Dale Scott to adjourn the meeting at 10:56 am. Supported by Carolyn Sandford. Motion passes.*

## **SUMMER ADOPT-A-HIGHWAY PICKUP**

**JULY 13-21**

### **Current volunteers:**

**Section of M 119 Robinson Road to South Lamkin**

**Jerry Root**

**Joe Tomlinson**

**Sue Rentrop**

**South Lamkin Road to Lower Shore Drive**

**Jane Newbury**

**Aurielle Newbury**

**Carolyn Sandford**



## MEETING SIGN-IN SHEET

Project:	M-119 Scenic Heritage Route	Meeting Date:	5.14.24
Facilitator:	Networks Northwest Committee	Place/Room:	West Traverse Twp. Hall

Name	Organization	E-Mail
Naomi Singer	CV	singernaomi@gmail.com
Sue Bentrup	CV	SRENTROPE@rentropemorris.com
Garon Gopigan	(TOT) WT TWP.	49740@ATT.NET
DALE SCOTT	FT	dscott@trueaccountingcorp.com
Joey Arbaugh	WTT	joearbaugh@gmail.com
Jim Anderson	FT	Chander.1@uisc.edu
James Fisher	FT	Lakepilot33@gmail.com
Don Schaplowsky	RT	donschap12@gmail.com
Hillary Taylor	EMMET COUNTY	HTAYLOR@EMMETCOUNTY.ORG
Jerry Root	RT	jroot@lssu.edu
Candace Landford	WT	
Stephanie Marchbanks	Networks NW	stephanie.marchbanks@networksnorthwest.org

## 2025 Michigan Byway Annual Work Plan Budget **DRAFT**

Byway Name: M-119 Tunnel of Trees Byway

Byway Coordinator: Networks Northwest Date Form Completed: June 11<sup>th</sup> 2024

Mailing Address: PO Box 506 Traverse City, MI 49685

Tel: 616-293-8667 E-mail: [rob.carson@networksnorthwest.org](mailto:rob.carson@networksnorthwest.org) Web Site: <http://www.m119tunneloftrees.org/>

### Priority Activity/Project for Funding This Year:

Brief Description: *(Why a Priority? Why Now? Potential Partners? Is Local Funding Available? Proposed Outcome?)*

### Priority Activity/Project for Implementation This Year:

Description: *(Why a Priority? Included in CMP? Potential Partners? Is Local Funding Available? Proposed Outcome?)*

### Priority Marketing Activity/Project for Implementation This Year:

Brief Description: *(Target Market? Media? Distribution? Measurement? Proposed Outcome?)*

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

*Increased visitation? Revenue Generation?*



2025 Michigan Byway Annual Work Plan Budget

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

## 2025 Michigan Byway Annual Work Plan Budget

### Scheduled Byway Committee Meetings:

Date	Location	Time
10/08/2024	Readmond Township	9:30 AM
04/08/2025	Rotates location amongst township TBD	9:30 AM
<b>05/13/2025</b>	Rotates location amongst township TBD	9:30 AM
<b>06/10/2025</b>	Rotates location amongst township TBD	9:30 AM
<b>07/08/2025</b>	Rotates location amongst township TBD	9:30 AM
<b>08/12/2025</b>	Rotates location amongst township TBD	9:30 AM
<b>09/09/2025</b>	Rotates location amongst township TBD	9:30 AM

### ANNUAL BUDGET FOR: October 1<sup>st</sup> 2024 – September 30<sup>th</sup> 2025

Planning Activity	Estimated Budget
1. Website	
2. Printing	
3. Signage Improvements	
4. Tree Assessment	
5. Public Meeting	
6. Symposium	
7.	
<b>Total</b>	

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

Admin Activity	Estimated Budget
1. Prepare and/or assist a consultant in the development or update of corridor management plans (CMP).	
2. Provide guidance to local grassroots organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.	
3. Serve as a liaison between MDOT and the local byway committee on issues relating to future transportation	

Michigan Byway Program: Page 3 of 4

2025 Michigan Byway Annual Work Plan Budget

system improvements, or local land use and zoning changes proposed for and adjacent to the byway.	
4. Provide opportunities for public involvement activities related to the byway.	
5. Ensure the byway corridor management plan is up to Date.	
6. Conduct studies of the convenience of the byway transportation and visitor-oriented facilities.	
7. Attend conferences, workshops, and seminars. Attend MDOT Byways Workshop scheduled for the FY2025.	

## 2024 Michigan Byway Annual Work Plan Budget **SUBMITTED FY2024**

Byway Name: M-119 Byway

Byway Coordinator: Networks Northwest Date Form Completed: 7/25/2023

Mailing Address: PO Box 506 Traverse City, MI 49685

Tel: 616-293-8667 E-mail: rob.carson@networksnorthwest.org Web Site: http://www.m119tunneloftrees.org/

### Priority Activity/Project for Funding This Year:

Brief Description:

*Signage improvements, with hopeful matching fund from local agencies. There is an issue with current parking along roadway, collaboration with the Little Traverse Conservancy and other local partners to incorporate signage at locations directing to off-road parking locations.*

### Priority Activity/Project for Implementation This Year:

Description:

*Updating pamphlets and brochures for education, awareness, and marketing. Printed and distributed.*

### Priority Marketing Activity/Project for Implementation This Year:

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.*

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

*Education, awareness, and increased safety along the corridor.*

Michigan Byway Program: Page 1 of 4

## 2024 Michigan Byway Annual Work Plan Budget

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 Governm ent, Tribal	Newly updated, continuous process	October 1 <sup>st</sup> , 2023	May 1 <sup>st</sup> , 2024	Updated guidebook available
Update safety brochure	Y	Supports safety along the corridor.	NN, MDOT, Emmet County, Local Units of Governm ent, Tribal	Newly updated, continuous process	October 1 <sup>st</sup> , 2023	May 1 <sup>st</sup> , 2024	Updated safety brochure

## 2024 Michigan Byway Annual Work Plan Budget

### Scheduled Byway Committee Meetings:

#### Second Tuesday of Each Month

Date	Location	Time
10/10/23	Rotates Location	9:30am
12/12/23	Rotates Location	9:30am
1/9/24	Rotates Location	9:30am
2/13/24	Rotates Location	9:30am
3/12/24	Rotates Location	9:30am

### ANNUAL BUDGET FOR October 1<sup>st</sup> 2023 – September 30<sup>th</sup>, 2024 (Dates)

Planning Activity	Estimated Budget
1. Website	\$1,000
2. Printing Guidebook and Brochures	\$1,000
3. Signage Improvements	\$1,000

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

Admin Activity	Estimated Budget
1. Prepare and/or assist a consultant in the development or update of corridor management plans (CMP).	
2. Provide guidance to local grassroots organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.	
3. Serve as a liaison between MDOT and the local byway committee on issues relating to future transportation	

2024 Michigan Byway Annual Work Plan Budget

system improvements, or local land use and zoning changes proposed for and adjacent to the byway.	
4. Provide opportunities for public involvement activities related to the byway.	
5. Ensure the byway corridor management plan is up to date.	
6. Conduct studies of the convenience of the byway transportation and visitor-oriented facilities.	
7. Attend conferences, workshops, and seminars. Attend MDOT Byways Workshop scheduled for the Fall of 2023 in Gaylord.	



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**e-mail - [print@tccopyshop.com](mailto:print@tccopyshop.com)**

## Quote

Date: 9-14-2023

To: Isha Pithwa                      ph        231-492-8196  
Networks Northwest                  e-mail    isha.pithwa@networksnorthwest.org

Thank you for the opportunity to quote the following.

<b>Description:</b>	<b>Tri-fold Brochures</b>	<b>Report / Plan</b>
<b>Quantity:</b>	<b>Brochures 250</b>	<b>Report 50</b>
<b>Pages:</b>	<b>Print Two sided</b>	
<b>Ink Color(s):</b>	<b>Color</b>	
<b>Finished Size:</b>	<b>Brochures are 8.5 x 11 Flat and 3.67 x 8.5 folded</b>	<b>Report - 8.5 x 11</b>
<b>Stock:</b>	<b>Brochures - 80# Gloss Text</b>	<b>Report - 60# Digital Opaque White text</b>
<b>Art Work:</b>	<b>Provided</b>	
<b>Proofs:</b>	<b>digital art = required proof, Hard copy art = proof optional (revisions and or corrections billed at \$60.00 per hour) Quotes are based on ready to print electronic files.</b>	
<b>Bindery:</b>	<b>Brochures - Trifold</b>	<b>Report - Collate and Coil Bind</b>
<b>Price Quote:</b>	<b>Brochures - \$182.50 Each Total of \$365.00</b> <b>Report / Plan = \$669.00</b>	

Please call with any questions or if I can be of further assistance.

Cheers,

Dan Rickard

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**e-mail - [print@tccopyshop.com](mailto:print@tccopyshop.com)**

## Quote

Date: 6-5-2024

To: Isha Pithwa                      ph        231-492-8196  
Networks Northwest                  e-mail    isha.pithwa@networksnorthwest.org

Thank you for the opportunity to quote the following.

<b>Description:</b>	<b>Tri-fold Brochures</b>	<b>Report / Plan</b>
<b>Quantity:</b>	<b>Brochures 250 each</b>	<b>Report 50</b>
<b>Pages:</b>	<b>Brochures Print Two sided</b>	<b>Report 34 pages</b>
<b>Ink Color(s):</b>	<b>Color</b>	
<b>Finished Size:</b>	<b>Brochures are 8.5 x 11 Flat and 3.67 x 8.5 folded</b>	<b>Report - 8.5 x 11</b>
<b>Stock:</b>	<b>Brochures - 80# Gloss Text</b>	<b>Report - 60# Digital Opaque White text</b>
<b>Art Work:</b>	<b>Provided</b>	
<b>Proofs:</b>	<b>digital art = required proof, Hard copy art = proof optional (revisions and or corrections billed at \$60.00 per hour) Quotes are based on ready to print electronic files.</b>	
<b>Bindery:</b>	<b>Brochures - Trifold</b>	<b>Report - Collate and Coil Bind</b>
<b>Price Quote:</b>	<b>Brochures - \$191.25 Each Total of \$372.50</b> <b>Report / Plan = \$696.00</b>	

Please call with any questions or if I can be of further assistance.

Cheers,

Dan Rickard