

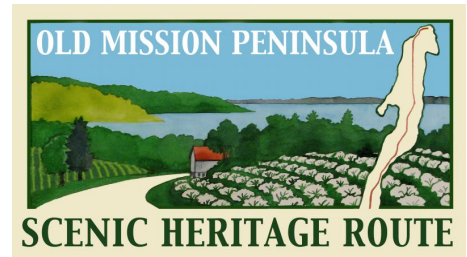
M-37 Old Mission Peninsula Scenic Heritage Route

Committee Agenda

September 10th, 2026 at 3:00 PM

Google Meet: <https://meet.google.com/xcu-ggqr-bdz>

Or dial: (US) +1 515-207-5900 PIN: 646 884 806#



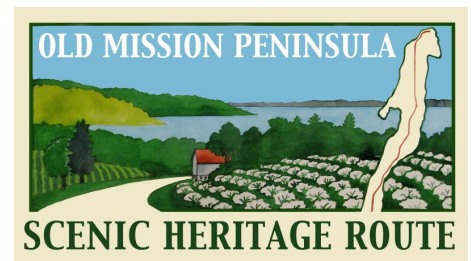
1. **Call to Order and Introductions**
2. **Additions to Agenda and Approval of Agenda**
3. **Approval of Previous Minutes (May 7th, 2026)(Pages 2-4)**
4. **Public Comment**
5. **Member Updates**
6. **Partner Updates**
 - a. MDOT
 - b. Networks Northwest
7. **Old Business**
 - a. Next Meeting Date(s)
8. **New Business**
 - a. Byway Website (Page 5)
 - b. Bylaws (Pages 6-11)
 - c. Annual Evaluation (Pages 12-17)
 - d. Establishing Record of Voting Members
9. **Public Comment**
10. **Next Meeting/Adjournment - TBD**



Old Mission Peninsula Scenic Heritage Route

Committee Meeting – **DRAFT MINUTES**

May 7th, 2025 at 3:00 PM



In-person Attendees

Bern Kroupa, Resident
Cassidy Robarts, Networks Northwest
Dan Wagner, MDOT
Dave Murphy, Resident
Jim Floraday, Resident
Liz Bruning, Peninsula Township Parks
Maura Sanders, Peninsula Township
Michele Zebell, Peninsula Township Parks
Nancy Heller, Resident

Online Attendees

Clayton Sigmann, MDOT
Ginger Schultz, Mission Point Lighthouse
Heidi Phanuef, MDOT
Krista Phillips, MDOT
Susie Shipman, Peninsula Township Planning Commission
TJ Andrews, Grand Traverse County

1. Call to Order

Chair Maura Sanders called the meeting to order at 3:02 PM.

2. Additions to Agenda and Approval of Agenda

Motion by Bern Kroupa to approve the agenda as presented, second by TJ Andrews. All in favor, none opposed. Motion carried unanimously.

3. Approval of Previous Minutes



Changes to be made to meeting minutes from February's meeting: (1) fix spelling of Ginger Schultz on the last page, (2) correct meeting year, (3) fix spelling of Michele Zebell.

Motion to approve February's meeting minutes pending these changes by Nancy Heller, supported by Bern Kroupa. All in favor, none opposed. Motion carried unanimously.

4. Public Comment

Nancy Heller requested that the meeting minutes have page numbers for the next meeting.

5. Member Updates - None.

6. Partner Updates

- a. Clayton Sigmann presented on how Pure Michigan Byways implement their designation through studies, projects, and initiatives, with responsibility for actions generally following ownership of the resource (MDOT, townships, DNR, etc.). He explained that the Corridor Management Plan is the key guiding document, assessing current conditions, setting goals and strategies, and prioritizing projects over roughly five years, with examples from other byways such as the Sleeping Bear Heritage Trail and the M-37 "Share the Road" brochure. He emphasized that M-37 still needs a clear vision statement to complement its mission, that corridor plans are updated about every five years, and that byway work is incremental and locally driven, using grants and partnerships to move step by step toward the community's long-term vision for the corridor.

7. Old Business

a. Discussion of the Byway Name

Maura Sanders opened discussion on whether to change the Byway name and asked for thoughts or suggestions. Jim ? suggested "Queen's Highway," noting historical references tied to the Cherry Queen and an earlier ribbon-cutting. Nancy Heller questioned why the name would be changed from "M-37 Scenic Heritage Route"; Maura replied that the discussion was simply to consider options and that there was no strong push to change it. Clayton added that MDOT's program currently recognizes the route as the "Old Mission Peninsula Scenic Pure Michigan Byway." Maura concluded that she is comfortable sending out a poll with a few name options, allowing people to weigh in, and that results can be discussed at the next meeting.

8. New Business

a. FY2027 Workplan

The committee discussed the FY 2027 work plan that must be submitted by July 1. Cassidy Roberts explained that the main proposed activity is creating a new Byway website for educational materials, since the previous site and domain were lost when the committee



stopped meeting; the new site would be hosted through Networks Northwest but funded by the Byway, not the township. The group discussed that the work plan should also capture additional activities, such as traffic and safety data collection, which would more appropriately be handled as part of the upcoming Corridor Management Plan but could be listed as a separate line item if the committee wants to pursue it sooner. Clayton clarified that each activity (website, studies like traffic counts, etc.) needs its own entry and, if developed further, a separate planning grant page in the work plan. Cassidy noted that once the work plan is finalized, she will send it to Maura Sanders for signature. The group did not add specific new activities at this meeting but agreed that items such as the traffic and safety information needs should be reflected in the ongoing planning and work plan development.

b. Next Meeting Date(s)

Cassidy Roberts noted that additional meetings may be needed if the committee proceeds with the website, suggesting one meeting near the end of summer and another in the fall. Maura Sanders acknowledged the constraints of the agricultural and tourist seasons and proposed using a poll to identify dates that work best. She indicated she would send a poll with options targeting the third or fourth week of August or around Labor Day, and that the majority response would determine the next meeting date.

9. Public Comment - None.

10. Next Meeting/Adjournment

The meeting was adjourned at 3:59 PM. The next meeting is TBD.

This document was drafted in part using an AI-assisted transcription and note-taking tool. Human review was conducted to ensure accuracy.



August 27, 2026

From: Cassidy Banotai, Transportation Planner

Re: M-37 Website

Our major project for FY 2027, which begins October 1, is the development of a new website for the M-37 Byway. We have \$1,050 allocated for this project in our work plan.

We have received an initial quote from the contractor who built M-22 and M-119's sites. They quoted us approximately \$400–\$450 for the website rebuild, which includes purchasing a domain name. Ongoing general website hosting would be \$50 per month.

The committee may request that we obtain quotes from other vendors before moving forward. Alternatively, the committee may choose to work with the contractor that Networks Northwest is already using for its other two byways.

For reference, committee members are encouraged to review the websites for M-22 and M-119 to see the different ways byway websites can be structured. These examples also demonstrate that there are different approaches to what the primary purpose of a byway website can be.

What We Need From the Committee

At this stage, what we are looking for from the committee is ideas about what you would like to see included on the new website.

At a minimum, the website would provide a central, easily accessible location for committee meeting agendas and minutes, meeting dates, and other important documents and resources.

Beyond those basic functions, the committee should consider what role the website should play in promoting the Byway. For example, some byways use their websites primarily to promote recreational opportunities and visitor experiences, similar to the approach taken by M-22. Others place more emphasis on education, history, and the story of the corridor, as M-119 does.

The goal is to develop a website that reflects what our committee believes is most valuable to residents, visitors, businesses, and others interested in the Byway.

Please come prepared to discuss what you would like the website to accomplish and what information, features, or resources you would like to see included.

Antrim • Benzie • Charlevoix • Emmet • Grand Traverse • Kalkaska • Leelanau • Manistee • Missaukee • Wexford

PO Box 506 • Traverse City, MI 49685-0506 • Phone (231) 929-5000 • Fax (231) 929-5012 • networksnorthwest.org

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BY-LAWS

M-37 Old Mission Peninsula Scenic Heritage Route

ARTICLE 1: Name

The name of the Committee shall be the **M-37 Old Mission Peninsula Scenic Heritage Route**.

ARTICLE 2: Purpose

Section 1: Description

The M-37 Old Mission Peninsula Scenic Heritage Route is a designated scenic corridor located along M-37 through Peninsula Township in Grand Traverse County, Michigan. The route extends approximately 18 miles from the Traverse City area north through the heart of Old Mission Peninsula to the historic Mission Point Lighthouse and surrounding park area.

The M-37 Old Mission Peninsula Scenic Heritage Route Committee was established to preserve, enhance, and promote the unique scenic, agricultural, rural, historic, cultural, and recreational characteristics of the M-37 corridor. The Byway showcases the distinctive landscapes of Old Mission Peninsula, including rolling hills, orchards, vineyards, farmscapes, wooded areas, shoreline views of East and West Grand Traverse Bays, and significant historic resources.

The general purpose of the M-37 Old Mission Peninsula Scenic Heritage Route Committee shall be to protect and celebrate the intrinsic qualities of the corridor while encouraging responsible stewardship, scenic preservation, community character, agricultural vitality, heritage tourism, recreation, and economic opportunities. Through collaboration among residents, public agencies, businesses, agricultural interests, conservation organizations, and community partners, the Committee seeks to enhance the visitor experience while maintaining the rural and scenic qualities that define the M-37 Old Mission Peninsula Scenic Heritage Route.

Section 2: Mission

The following Mission Statement has been adopted by the M-37 Old Mission Peninsula Scenic Heritage Route:

ARTICLE 3: The M-37 Old Mission Peninsula Scenic Heritage Route

The committee is a non-regulatory advisory body for MDOT and Peninsula Township. The committee shall be composed of representatives from Peninsula Township. The property, business, activities and affairs of the committee shall be controlled and managed by the officers of the committee. There will be three (3) officers, elected annually by vote of a quorum of the properly seated committee members.

Section 1: Officers

The officers of this committee shall be a Chairman of the Committee, Vice-chairman, and Secretary. Officers shall be elected from members of the M-37 Old Mission Peninsula Scenic Heritage Route. Terms will be for a period of one (1) year. The Secretary will be filled by a representative from Networks Northwest.

Section 2: Duties of Officers

Chairperson

The Chairperson will convene meetings of the Committee, preside at these meetings, or arrange to have another officer preside and be solely responsible for final meeting agenda approval, moderating meetings, calling for votes or elections when necessary, ensuring effective support & functioning of the committee, and oversight or approval of committee activities.

Vice-Chairperson

In the absence of the Chairman, the Vice-Chairman shall fulfill the duties of the Chairman, ensuring proper and consistent operations of the committee.

Secretary

The Secretary shall act as the communications director of the committee and as the fiduciary officer. As the communications director, they are responsible for facilitating committee meetings, which includes meeting scheduling, agenda development, procedure, meeting minutes, etc. As the fiduciary officer, they are responsible for funding maintenance and reporting, including contracting, funding requests, invoicing, etc. Although aspects of communication & financial management may be delegated by the Secretary, the responsibility for their proper execution shall not be delegable. As such, they will perform the following duties incidental to the office:

1. Schedule committee meetings and reserve meeting space.
2. Distribution & development of any needed internal or external notices for meetings, minutes, and special announcements, as well as responding to any public information requests.
3. Ensure that the committee follows proper protocol for its meetings and official actions by observing (as far as it is feasible) Roberts Rules of Order.
4. Maintaining & recording of the official minutes and documents of the Committee.
5. Submit required materials to MDOT & outside partners.
6. Collect & manage all funds of the committee, including long term financial planning or other financially related tools implemented by the Committee.
7. Pay all bills and proper demands against the committee. provided all checks, drafts and orders for the disbursement are approved by the committee.
8. Keep an account of all receipts and disbursements in proper books, which records shall be subject to examination by members of the committee at all times.
9. Render financial statements quarterly.
10. Shall preside over meetings in the absence of the Chairman & Vice-Chairman.

11. And any other duties deemed necessary by the Committee.

Delegation of such duties to others by the Secretary shall not relieve the Secretary of responsibility therefore.

Additional elected or appointed officers may be established by the committee and shall perform such duties as the committee may assign.

A vacancy in any elective or appointive office shall be filled by the Committee.

Section 3: Membership

Individuals or representatives of organizations with an interest in the Byway may participate with the Committee. The Committee is composed of both voting and non-voting members from the communities and partners present along the M-37 Byway. The voting members of the committee are governed by Section 4 of Article 3 of the M-37 Old Mission Peninsula Scenic Heritage Route Bylaws. Non-voting participants are encouraged to attend meetings, contribute to discussions, provide expertise, and assist with Committee activities as appropriate.

Section 4: Voting Members

The voting members of the committee shall consist of seven (7) voting members. All members shall serve until re-appointed or replaced, or upon the written submission of resignation to the Chair.

The voting members of the committee shall be selected to provide a broad representation of community interests related to the Scenic Heritage Route. Such members may include, but are not limited to, individuals representing or having knowledge of agriculture, tourism, local businesses, historic preservation, natural resources, recreation, and non-motorized travel.

At any time if the committee has less than seven (7) voting members the remaining voting members shall elect individuals to fill the vacancies. If the committee has no voting members the non-voting members shall elect seven (7) individuals to serve as voting members of the committee.

Subsection 1: Conflict of Interest

Any committee member who has a direct or indirect personal, financial, professional, or other interest that could reasonably be perceived as a conflict of interest with respect to any matter under consideration shall promptly disclose the existence of such conflict to the committee prior to discussion or deliberation of the matter.

Upon disclosure of a conflict of interest, the affected member shall recuse themselves from discussion, deliberation, and voting on the matter. The member shall not attempt to influence the committee's decision on the matter in any way.

All disclosures of conflicts of interest and resulting recusals shall be noted in the official minutes of the meeting.

ARTICLE 4: Meetings

Section 1: M-37 Old Mission Peninsula Scenic Heritage Route Meetings

Meetings of the M-37 Old Mission Peninsula Scenic Heritage Route shall be held at a minimum of annually or at the call of the Chairperson. Regular meetings shall be held at such times as are deemed advisable by the committee. The public is encouraged to attend and participate in all meetings and may have issues of particular interest placed on the agenda with notification in writing to and with the approval of the Chair. If the capability is available, the meeting may be attended via teleconferencing or videoconferencing.

The meetings of the committee shall be held throughout a calendar year at a place and time to be determined by the committee. Regular meetings shall be held at such times as are deemed advisable by the committee. A quorum at any meeting shall be four (4) members. In the event that a committee member is unable to attend a meeting, that member may convey their concerns or wishes to their fellow committee members via e-mail for consideration at the meeting.

Section 2: Quorum

For business transactions, a quorum of the voting members must participate. The quorum of the committee shall be a simple majority. For a full committee of seven (7) members there quorum would be four (4) voting members. No official business shall be conducted, and no action shall be taken, unless a quorum has been reached.

Non-voting participants shall not be counted toward a quorum and shall not be entitled to vote on any official action or matter before the Committee.

Section 3: Annual Meeting

Unless the M-37 Old Mission Peninsula Scenic Heritage Route votes otherwise, the first meeting of the Committee of each fiscal year (Oct. 1 - Sept. 30) shall be considered the annual meeting of the organization. Election of officers shall occur at the annual meeting every year. The term of all offices shall be one year.

Section 4: Business Process

Business of the committee shall be approved based on a vote of the voting members. A vote will be called by the chair of the committee on any business requiring committee action. On committee business that is time sensitive, the Chairman may request advisory votes of the membership via e-mail. The Chairman shall state the question to be voted on by the membership. The question and the results of the vote shall be entered into the minutes of the next regular meeting. In the absence of the Chairman or Vice Chairman, the Secretary shall preside over all votes.

ARTICLE 5: Corridor Management Plan

Section 1: Oversight of Corridor Management Plan

It shall be the responsibility of the M-37 Old Mission Peninsula Scenic Heritage Route to oversee and maintain the M-37 Old Mission Peninsula Scenic Heritage Route Corridor Management Plan.

Section 2: Amendments to the Corridor Management Plan

All amendments, revisions, updates and corrections to the M-37 Old Mission Peninsula Scenic Heritage Route Corridor Management Plan must be approved by the M-37 Old Mission Peninsula Scenic Heritage Route and placed on file.

Section 3: Reviewing the Corridor Management Plan

Every five (5) years the M-37 Old Mission Peninsula Scenic Heritage Route Corridor Management Plan will be reviewed and updated under the direction of the Committee.

ARTICLE 6: Miscellaneous Provisions

Section 1: Absences

Upon vote of the M-37 Old Mission Peninsula Scenic Heritage Route, a member may be recommended for replacement due to excessive absences (failure to participate in four (4) successive meetings).

Section 2: Committee Formation

The M-37 Old Mission Peninsula Scenic Heritage Route may create subcommittees as needed. The Chairperson appoints all subcommittees and shall include at least one (1) voting member of the Committee on every subcommittee.

Section 3: Compensation

The M-37 Old Mission Peninsula Scenic Heritage Route members, Officers, Committee members, and/or ex-officio participants shall receive no compensation for attending meetings or participating in Committee activities.

ARTICLE 7: Dissolution

In the event of dissolution, any and all assets shall be returned to their original funding source.

ARTICLE 8: Amendments

The M-37 Old Mission Peninsula Scenic Heritage Route By-Laws may be amended when deemed necessary by a two-thirds (2/3) vote of the voting members in attendance at a duly called meeting. The proposed amendment to the By-Laws must be in writing and submitted to the Chairperson who will place it on the agenda of the next scheduled or called meeting, and provide copies to all voting members prior to the meeting.

ARTICLE 9: Certification

These By-Laws were approved at a meeting of the M-37 Old Mission Peninsula Scenic Heritage Route by a majority vote on XX XX, 20XX.

Attested by:

Chairperson (signature) _____ (Date) _____

Vice Chairperson (signature) _____ (Date) _____

2026 Annual Pure Michigan Byway Performance Evaluation

Byway Name: M-37 Old Mission Peninsula Scenic Heritage Route

Form Completed By: Maura Sanders & Cassidy Banotai

Date Form Completed: XX XX, 2026

Evaluation of Previous Year: FY 2026

Yes & Approved (2012) Management Plan Completed
\$0 Funding Secured in Past Year
National Sources:
State Sources:
Local Sources:
\$0 In-kind Contributions Secured in Past Year
? New Byway Committee Members
0 New Byway Partners
N/A Total Byway Volunteer Hours
N/A Total Byway Website Hits (for FY 26)
N/A Total View of Videos on You Tube

Accomplishment: Something tangible that has been produced, achieved.
Example: 5000 copies of brochure printed and distributed at 15 local businesses, hotels, and welcome centers.

Evaluation: To determine the worth, value or condition of use through careful appraisal and study.

Outcome: Something that follows as a result or consequence of an activity.
Example: Because of instruction at a fundraising workshop, a participant was able to recruit a sponsor for a local special event.

Performance: The execution of an action, the fulfillment of a claim or promise.

Source: Webster's Dictionary

2026 Annual Pure Michigan Byway Performance Evaluation

Top Three Byway Accomplishments & Outcomes:

(Example: new attractions, new marketing, special events, restoration or conservation activity, workshops)

Accomplishment	Brief Description	Stakeholders/ Partners	Outcome
1. Reestablished Committee	Worked to reestablish the committee. Developed a contact list of 20 by the end of FY2026. Averaging 16 attendees per meeting, with an average of 9 township participants and 7 partners	Networks Northwest/MDOT	Resestablishment of the committee and improved engagement
2. Budget Planning	Developed and approved the FY 2027 work plan to continue efforts to revitalize the Byway and its Committee	M-37 Committee/Networks Northwest	Preparation to complete work during FY 2027
3.			

Testimonial/Quote about Byway:

(100 words or less – or attach as separate sheet)

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From: _____

Person's Name

Affiliation

Town/County/State

Date: _____

2026 Annual Pure Michigan Byway Performance Evaluation

Demonstration of Byway Principles:

Inspiring Destination Stewardship:

Investing in Byway Sustainability:

Involving Byway Partners and Participants:

Interpreting Byway Stories:

2026 Annual Pure Michigan Byway Performance Evaluation

Current SWOT Analysis of Designated Byway

STRENGTHS

-

WEAKNESSESS

-

OPPORTUNITIES

-

THREATS

-

DRAFT

2026 Annual Pure Michigan Byway Performance Evaluation

Byway Membership:

Committee Chair(s): Maura Sanders 231-223-7323 supervisor@peninsulatownship.com
Name Address Phone # e-mail

Active Committee Members:

Ginger Schultz	Mission Point Lighthouse			missionpointlight@gmail.com

2026 Annual Pure Michigan Byway Performance Evaluation

Inactive or no longer participating members (to remove from e-mail list):

Name	Address	Phone #	e-mail
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Name	Address	Phone #	e-mail
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AUTHORIZATION FROM DESIGNATED BYWAY COMMITTEE

Board President/Chairman:

Signature	Date
-----------	------

Byway Coordinator:

Signature	Date
-----------	------

FOR INTERNAL USE ONLY

_____ **Date reviewed by Michigan State Byways Coordinator**

_____ **Date reviewed and accepted by Pure Michigan Byways Marketing Committee**

_____ **Comments attached/provided?**