

PENINSULA TOWNSHIP

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PENINSULA TOWNSHIP PARKS COMMITTEE

February 22, 2023

Regular Committee Meeting

7:00 p.m.

AMENDED AGENDA

1. Call to Order
2. Pledge
3. Roll Call
4. Approve Agenda
5. Brief Citizens Comments (for agenda items only)
6. Conflict of Interest
7. **Consent Agenda:** any member of the committee, staff, or the public may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion.
 - A. Minutes from January 10 and January 24, 2023, Special Joint Public Hearings with the Township Board
8. **Business**
 - A. Bench Donation Requests – Jenn and Michele
 - B. Parks Budget – Michele
 - C. Parks Ordinance Review and Discussion – Jenn
 - D. Parks Maintenance Request Process – Becky
 - E. Parks Signage Branding Project
 - F. Request from Leslie Knopp at Haserot Beach or Kelley Park
 - G. Bowers Harbor Park Playground Equipment Delivery and Installation - Michele
9. **Citizen Comments**
10. **Committee Comments**
11. **Adjournment**

Peninsula Township has several portable hearing devices available for audience members. If you would like to use one, please ask the recording secretary.

Minutes

PENINSULA TOWNSHIP

13235 Center Road, Traverse City
MI 49686

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**Township Board Regular Meeting and Joint Township
Board and Parks Committee Special Meeting
January 10, 2023, 7:00 p.m.
Township Hall
Minutes**

1. **Call to Order** by Chown at 7:00 p.m.
2. **Pledge**
3. **Roll Call**

Township Board: Sanger, Rudolph, Achorn, Chown, Shanafelt

Absent: Wunsch, Wahl

Parks Committee: Murphy, Dahl, Skurski, Chown, Milliken, Butler

Absent: Zebell

4. **Citizen Comments:** none
5. **Approve Agenda**

Chown: I have an update from Cherry Festival director Kat Paye to add. I would like to make that item one under business.

Rudolph moved to approve the agenda as amended with a second by Sanger. Motion passed by consensus

6. **Conflict of interests:** none
7. **Consent Agenda:**

1. Invoices (recommend approval)
2. Reports
 - A. Cash Summary by Fund
 - B. Peninsula Township Fire Department
 - C. Peninsula Township Fire Department Annual Report for 2022
 - D. Peninsula Township Ordinance Enforcement Officer Annual Report for 2022
 - E. PDR Monitoring Report for 2022
 - F. Peninsula Community Library
3. Minutes from December 8, 2022, township board special meeting and December 13, 2022, township board regular meeting
4. 2023 Annual Assessment Change Notices

Sanger: I ask that item 2E, PDR Monitoring Report for 2022, be pulled.

Cram: I would like to make it the second business item.

Shanafelt moved to approve the consent agenda as amended with a second by Rudolph.

Motion passed by consensus

8. Business

1. Presentation by Cherry Festival director Kat Paye

Murphy: Kat approached the parks director two plus years ago to discuss possible donations to the parks. That discussion took place on March 11, two days before the COVID shutdown. Kat was kind enough to reach out to me again the other day to say that yesterday was the start of registration for the Festival of Races through the Cherry Festival, and there's a donation opportunity to assist with our parks.

Paye: open registration for the Festival of Races began yesterday. The 5k, 10k, 15k, and half marathon are run out here on beautiful Old Mission Peninsula. Donations have begun to come in. We've already raised \$150. When someone registers for the Festival of Races, they have the option to add donations in whatever monetary value they would like. We have specified that donations will go towards the parks and recreation needs of Peninsula Township where we are so graciously allowed to run our beautiful races. Thank you for allowing us to be here for the last 50 years. After the festival, we would cut a check.

Board applause

Chown: thank you very much. It's a pleasure to meet you, and thank you for circling back.

Paye: we do not yet have our full application in for the Festival of Races; it will be forthcoming. We'll go through the normal permitting process, but this was one of the ways we wanted to say thank you. We wanted something that would be permanent out here year over year so we can continue to develop the strong relationship we have with you guys that we want to continue into the future.

Chown: so individuals who sign up have an option of making a donation, and we are one of the projects?

Paye: you are the only project. When you go to register for the Festival of Races, a pop up says, "By the way, would you like to make an additional donation to Peninsula Township parks?" It's very broad so that the funds can be used for whatever you guys need. We want to make sure we are continuing to support the community that supports us.

Chown: I'll include a blurb in the newsletter.

2. PDR Monitoring Report 2022.

Sanger: reviewing the report, I noticed that 12 properties have been identified as having a violation or two. Eight properties are listed as having a change in ownership, with the new deed not mentioning the restriction. One has two violations, so essentially there are nine violations of this transfer process, which is nothing new. The auditors have reported two violations of situations where someone has established a dwelling. I wanted to bring to the board's attention a question I don't have an answer for: who is enforcing these violations? The ordinance enforcement officer has been engaged in the last month to enforce a use violation on one property; that situation is under control in terms of court action. It's great to report all this, but what are we doing about it?

Cram: as the director of planning charged with helping to manage the program, I had the same conversation with Sally [Murray] and Christina [Deeren] who did the monitoring. There hasn't been a lot of enforcement in the past. Failing to record the deed for the

conservation easement is common and most people come into compliance pretty quickly. But we do have a couple of pretty egregious violations. We need to establish a process for dealing with them.

Shanafelt: the new PDR assessment supplies enforcement dollars, right?

Cram: correct.

Shanafelt: we should be able to leverage that. It's just figuring out how we utilize that money, correct?

Chown: the monitoring report says at the bottom, "We would welcome an opportunity to meet with an elected township enforcement official to discuss options for remedy and or further action." I would be happy to have the board give me some direction on how to move ahead with [supervisor] Isaiah not present tonight. Marge, Isaiah, and I make up the personnel committee, and we can discuss this when Isaiah is back. We can also discuss it with our attorney and figure out our next steps. There's no question that we need to pursue this. We're starting the next cycle of purchasing development rights. It's vital that we enforce the easements we have on the books.

Cram: the PDR program is voluntary. We want to establish a relationship with all the people who have conservation easements with us. The goal is to try to work in partnership to bring violators into compliance; we want to maintain those relationships. As part of the monitoring process, the conservation easement holders have received a letter letting them know there is a violation. It won't be a surprise when we follow up, but we should discuss how we plan to do that.

Rudolph: is there a process now that when somebody enters the PDR program, it gets automatically put on their property deed at the county level?

Cram: I'm not sure about the previous ordinance, but amendment #3 outlined the steps for closing and monitoring.

Rudolph: it should be recorded in the county, right? So then when property changes hands, it's automatically part of the deed?

Cram: it should be but sometimes people just forget.

Sally Murray: usually it's not a problem when people initially enter the program and encumber their property. What we see fall by the wayside are the successive transfers. The title companies either don't know or aren't fastidious about entering into the deed the specifics of the conservation easement. There is a standardized little snippet they use: "Subject to any and all easements, if any." They think that's sufficient, but our ordinance is very specific. It says, "Those successive deeds shall specifically reference that PDR." One of the greater violations we have was on a property that did not include that reference. It begs the question, was the buyer aware of the easement?

Rudolph: do we need to be talking to the title companies?

Murray: I was thinking about that today, maybe putting out a general "Did you know?" I'll often follow up with property owners directly from my office and say, "There is a remedy; here's a sample affidavit you could record to address this." It could be as simple as us having an attorney-drafted template that we automatically file and record ourselves. As soon as something doesn't reference it, we go to the county, file that affidavit, and then it

becomes part of the chain of title. I call those technical violations. They're a big deal but they're easy to remedy. In the past five or six years that Christina and I've been monitors, we haven't had a lot of non-compliance or violations. It does seem as though we are getting a lot of new transactions with people who aren't particularly familiar with the program, and we're seeing greater violations creep in.

Chown: I like the idea of keeping it simple. If we learn that an easement hasn't been recorded with the title company, we have that template and can simply take care of it ourselves. It might be easiest to just get it done.

Sanger: good discussion. I think the board with staff should adopt a new plan for enforcement. Talking to our township counsel is a good first start. As a board we will accept this report tonight, but that's only the first step. The board should be involved in the closeout of these violations so we can have a clean report for 2022.

Shanafelt: should we pass a resolution tonight to have an enforcement plan in place by March 1?

Sanger: makes sense to me.

Shanafelt moved to pass a resolution to have an enforcement plan for the PDR program past, present, and future in place by March 1, 2023, with a second by Chown.

Roll call vote: yes – Shanafelt, Chown, Achorn, Rudolph, Sanger **Passed unan**

Chown: we'll date that retroactively to tonight then [see attachment]

Shanafelt: I had another question. I noticed in the report a number of properties that had no check marks on them.

Murray: the PDR reports are more comprehensive than the synopsis. This was more of an internal spreadsheet that Christina and I were using to assure ourselves that we were appropriately reporting to the ACEP (Agricultural Conservation Easement Program) coordinator in Lansing. They're for easements that we used state monies for. We share our reports with them, and they also provide some oversight into the easements. Every property owner who participates in PDR gets a report. Those who also use state monies get a report forwarded to the Lansing office.

Shanafelt: back to the ones that don't have a checkmark. I took it that those in compliance had a check mark on the left, those not in compliance had a check mark to the right, but they are blank.

Murray: every property is in compliance with the exception of those that have information in the detail column.

Shanafelt: I see. For the internal spreadsheet, they just happened not to be checked.

Cram: all of those full reports are on file in our office if anyone wants to review them.

Murray: we've started to scan and send copies of the big PDR easements themselves. Sometimes they're 23 or 56 pages. I thought it was a good idea to keep shooting those out to folks so in whatever spare time they have they can review them and continue to stay familiar with the terms and conditions.

Shanafelt: to be clear, those property owners who buy the property not realizing there's an easement on it, it doesn't matter, right? The easement is still there. They have to come into compliance regardless.

Murray: yes. they are still subject to it.

Cram: that's why the annual monitoring is so important. Things change so quickly. I did have the opportunity to go out and meet with one of the property owners with Sally. It's an opportunity to build that relationship with the property owner and make sure they understand the details of their conservation easement.

3. Update on candidates selected to serve on Peninsula Township's PDR Selection Committee.

Cram: this afternoon at 2:30 we conducted interviews. We had 10 very qualified and passionate individuals apply for the five positions. I'm hoping I'll have an opportunity to work in another capacity with those folks who were not selected. There's lots of work to do to make improvements to our zoning ordinance related to agriculture. The five are Dennis Arouca, Rebecca Couch, Eric Dreier, Susan Tarczon, and John Wunsch. I will be reaching out to all the candidates to let them know what the results are, and I'm excited to start working. I hope to have our first meeting in late January, first part of February.

4. Public hearing via joint meeting with the parks committee on the newly drafted and updated Peninsula Township Five-Year Parks and Recreation Plan with action to be tabled to January 24, 2023, after a second public hearing.

Chown: the plan has been available on our website since January 6.

Rudolph moved to close the regular meeting and the joint township board and parks committee special meeting with a second by Sanger. Motion passed by consensus
Murphy moved to close the parks meeting and open the public hearing with a second by Butler. Motion passed by consensus

Public hearing opened at 7:27 p.m.

Chown: before we take public comment, I'd like to ask Parks Committee Chair Mike Skurski, Planner Jenn Cram, and Barry Hicks, the community planner from LIAA, Land Information Access Association, to give us an update on the timeline and next steps.

Skurski: back in 2017 we had a series of public hearings on the Bowers Harbor expansion. We came up with a lot of projects and a cost analysis. We did a very similar process for this 2023 plan. We used LIAA in early 2022 to query the public on what they're looking for and added more projects. During COVID, we used a web page and got a lot of information on community priorities. We worked with Barry and others to look at the cost structure and spending and revenues in the park system. Tonight is the first of two meetings. We have a document to give comments on. We think we've followed what the public wants. It's bathrooms in all the parks, trail improvements, and new playgrounds. We're also looking at anything else the public has brought forward such as the boat launch, the lighthouse, and some of the historic structures. We really need to have as much public input as we can get. We're trying to bring more into this plan than you see in the 2018 one.

Cram: this five-year plan is very important. It allows us to apply for DNR grants. It's important that it continues to stay relevant. In order to meet this next round of grant cycles, we have a tight deadline of February 1. We will conduct the second public hearing on the 24th, incorporate public comments or changes, and submit this guiding document. We're very grateful for the work Barry has done to move it forward in a timely manner.

Barry Hicks, LIAA: thanks to everyone for the quick turnaround. I'm going to walk through a few highlights. The plan is posted online on the township's website in draft form. The reason we're postponing passing this until the 24th is to be sure we are following proper procedures so that we are eligible for grant dollars this coming April. I was unable to get clarity on whether or not January 1 constituted the expiration of the last plan so I wanted to hold a second hearing on January 24 to give us 30 days from the December 24 posting. We drafted the funding feasibility study last year. That's when we got a lot of public input. We had 121 respondents to the online survey. We've now held at least two more parks meetings where input was received. You can go back and review the funding feasibility study. It has a lot more detail on some of the budget analysis we looked at as well as some of the capital improvement goals. Some of the other things you see on the screen are the administrative and organizational structure, the public input process, and amended goals, objectives, and action plans. These are required by the DNR whenever a parks and recreation plan is submitted.

Hopefully [on] the 24th we will receive a certified resolution from the board of trustees that will allow us to send a transmittal letter to the local planning agencies. Then we can submit everything through MI grants to the DNR for their review and you can apply for grants during the April 2023 round. If you want more detail about specific parks or facilities, accessibility, all that's on the plan. Overall township acres are 17,755, and acres of parkland are 1,192. Not every single one of those acres is under township ownership or operation, but a very significant chunk are. There is information from the 2010 census as well as the 2020 census. There is an aging-in-place population and also increased growth in population overall. The last time we went through this process, the parks had an elected commission. Now it's an appointed committee. For the purpose of your plan and any future grant applications, that doesn't really have any impact.

Murphy: regarding the the seven-member appointed parks committee, I would change that to "with one town board representative." Because it's not eight people; it's seven inclusive of Becky [Chown].

Hicks: thank you. Looking through the funding feasibility study, part of the appendices include the capital improvement projects. It was interesting to see some of the things that jumped to the top, like flushing bathrooms.

Part of the plan submission is a summary of your budget. Those numbers were already adjusted to account for COVID, which had a significant impact on your parks. Usage increased, but the lighthouse park saw a pretty significant drop in revenue. We adjusted everything in anticipation that it would return to normal going forward. Whenever you see "average annual revenue" or "average annual expenditures," that's an average of I believe the last three years adjusted for COVID. When we did that funding feasibility study, it was interesting to see that the current needs right now are about \$172,000 versus the \$87,620 that is set aside for parks. That's not just maintenance; that's everything. So there's a pretty significant gap. That potential capital improvement project list is at about 3.9 million. There's all kinds of capital improvements people want to see. Going after those grants through the DNR is one way to find some of that extra money. One section that will

get updated when I go back and edit the budget is to add some information specific to lighthouse park. It doesn't change the numbers necessarily but they'll be more specific to Mission Point Lighthouse Park because of the way it operates. It has its own revenue it generates. None of the other parks are like that.

In the plan, you can see where all the parks are located, including public lands that may not necessarily be owned by the township but are owned by other entities like the county or the state. We get more specific about who's responsible for what in the plan.

Some fun facts: six township-owned parks have about 160 acres or more, but there are actually seven parks owned and operated by the township. There's a lease agreement with the state of Michigan for Old Mission State Park that entirely surrounds the lighthouse park at the northern tip of the peninsula. There are three historic sites the township has some form of responsibility for in terms of budget and operation and maintenance. That brings your total acres to about 840.2 acres when you consider all the other land the township is responsible for maintaining. There's Power Island, which is county operated. Also mentioned are efforts with non-motorized plans that may include county or state roads. We didn't get into that in this plan but it's brought up as something to look into. The plan has three major goals that came out of the last two meetings with the parks committee. There are objectives underneath each goal. The idea was to be broad and encompassing; the objectives are much more specific. We then go into an action plan that describes projects park by park. All three of those things are required by the DNR if you want to be eligible to receive a grant.

Next steps: we have a public comment period January 24. Hopefully we'll see a resolution passed. Then the transmittal letters can be sent to the local planning agency and county. Then we'll submit the application online, including minutes from this meeting and the next meeting, so you have all your public input. Then we'll be ready to apply for grants.

Cram: if you're not able to attend the January 24 meeting, you can submit comments in writing at planner@peninsulatownship.com.

Chown: it's now time to open the floor for public comment.

No public comment submitted.

Chown closed the public hearing at 7:52 p.m. and reopened the joint township board and parks committee special meeting.

Chown: are there any comments or discussion among the two boards after hearing this presentation and reading this very comprehensive plan?

Sanger: is there a reason there are no toilets at Pelizzari Natural Area?

Murphy: the number one reason is that the town board at the time it accepted Pelizzari said there will never be toilets. The number two reason is there's no budget to maintain them. That park, based on its location, will become a stopping point for tourists just to use the restroom. Number three is that it's so heavily used by locals. The need for bathrooms may be a little bit less because of that. When you have no budget to maintain something that's going to get very heavy use, you're inviting problems trying to put something in that you can't maintain.

Sanger: it doesn't make sense. Sanitation is sanitation.

Shanafelt: no one's using the woods so we don't have a sanitation issue.

Sanger: we don't know that.

Shanafelt: have you walked Pelizzari?

Sanger: probably three-fourths of it.

Chown: many of the folks who use it walk from nearby neighborhoods. People typically are able to make it from their homes to the park and then back again. I actually went round and around with Dave [Murphy] about this years ago thinking we had to have a bathroom, but the more I thought about it, the more I walked that park myself, the more I talked to the folks who use it, the more I realized we really would be biting off an enormous problem because so many folks would just use it as a pit stop.

Sanger: my point is, we're concerned about people with handicaps. You might think of a wheelchair, but there are other types of handicaps that would preclude people from using that beautiful park. If it's monetary, then I think we should address it.

Murphy: when we achieved Pelizzari, the volunteers and the conservancy wanted a water source to take care of vegetation and to allow for the potential for restrooms. It was a flat-out no by the town board. Our parks have become busier, and we have one contractor who has a hard time keeping up with the needs at all the parks. The conservancy, our partner with Pelizzari, is opposed to a restroom for the reasons just discussed. It would invite use that we couldn't keep up with. The conservancy is not going to run a restroom. It's going to be a township responsibility. Under ideal circumstances, if we had park staff and could maintain it, yes, it should have a restroom.

Sanger: why don't you put it in the plan? If it's an issue, we should address it.

Skurski: I think there would be enough things ahead of it in priority. You could add it to the list but it's such a low priority that it's not something we need to focus on right now.

Shanafelt: the five-year plan is a valid document today that will evolve over the next five years. If and when we actually get a budget to do everything we want to do, then clearly this is going to be a component. It's not something we can solve today.

Sanger: we put in a portable toilet in at Archie Park without this concern. I think it's something we should surface because the public is going to ask why.

Shanafelt: a bathroom in Pelizzari was not listed by anybody in the survey.

Chown: Pelizzari is a natural area. Archie has picnic tables, a grill, a swing set. It's a place for families to come and recreate, and when you have families and small children, you need a bathroom. I see that as a very different usage with different requirements. It might be nice to have a bathroom at PNA but I don't think it's vital.

Milliken: you go to Pelizzari to walk around; you don't sit down or anything like that. Also, if you're coming from town, there are facilities close by. If you go a little further [north] past Pelizzari, there's the boat launch, there's Archie. It's not as though there's a huge gap. I think you might invite use having a bathroom there.

Murphy: the use pattern is very valid. Not everyone walks the entire park, which is three miles. Archie is a staging area; it has more bathroom needs. I think long term we'll have to look at bathrooms at Pelizzari but we're not going to get there in five years.

Rudolph: thank you to Barry for this work. I was happy to see the Kelley Park Boat Launch

on the list. I've heard a lot of public comment wanting that.

Chown: Kelley Park is a DNR-owned park that we lease. There are two leases, Old Mission State Park and Kelley Park. That will have to be updated in the plan, Barry.

Skurski: I want to point out to the township trustees goal number three, an objective to get a much better handle on the finances and start to make sure our priorities line up. We're limited in our funding. We have to leverage what we have as much as possible.

Achorn: I have nit-picking things I can email, but on the map, I think we should add the Dougherty House, the Hessler Log Cabin, and Mission Point Lighthouse. They are discussed but not on the map.

Skurski: we'll have to add those.

Dahl: we haven't mentioned the Veterans Memorial at the state park. It's not included but it needs maintenance.

Chown: yes, that's an oversight. Let's add that.

Achorn: can we add that to the map also?

Chown: Barry, what is your timeline? When will you need to receive changes so that we can get the draft back out before the January 24 meeting? Would Thursday by 5:00 work for you?

Hicks: if you got them to me by Thursday that would be great.

Murphy: this plan and the efforts that have gone into it are different from everything I've seen going back to the 1990s. Never before did we have a recording secretary, never did we have a planner involved, never did we have a town board member involved. We have seven appointed citizens who were hand selected by the township board so they could collaborate. I just want to compliment where we've arrived with this work. I hope it's a model for what we continue to do, that we don't take any steps back, that we always have a town board member and planner involved with the parks committee. I look at what we went through with the master plan. We really worked to get parks into that plan. It wasn't really referenced in the past. When you look at the [855] acres of township-managed land and these historical structures that are so important...I think this is a different animal we've created, and it took this kind of appointed group reporting to the town board with staff support and a town board member at every meeting to get there. So thanks for that.

Chown: thanks for not giving up on our parks.

Shanafelt: my compliments to the committee. I think you've done a great job.

Achorn: this is a vast improvement to the 2018 plan. I think we should be proud of it.

Rudolph moved to table action on this item until January 24, 2023, at which time a second public hearing will be held with the expectation that action will be taken that evening, with a second by Shanafelt.

Roll call vote: yes – Achorn, Chown, Rudolph, Shanafelt, Sanger

Passed unan

Butler moved to table the agenda item until January 24 with a second by Milliken.

Motion passed by consensus

9. Citizen Comments

Grand Traverse County Commissioner TJ Andrews: I want to check in and raise for your awareness three items. You're probably aware that we've had some changes on our

county commission. While we do not have changes in the leadership, the composition has changed substantially with five new members. The majority of members are new, and we have a bigger board, with nine members up from seven. The new commissioners bring enthusiasm for community service and for this board and the work we have ahead. I see enthusiasm among existing members to hear our voices and have us participate. I think across the board and with staff, there's enthusiasm that our county commission is going to become an effective board that tackles real issues in our community. We moved the meeting time from 8:00 a.m. to 9:00 a.m. We have asked staff to investigate the possibility of evening meetings at least occasionally so we can increase accessibility of this public body to the community we serve.

One item I anticipate we will spend a lot of time on is mental health and access to mental health services. I understand our county has taken the lead working with a consultant with five other counties that are part of Northern Lakes Community Mental Health to rewrite the operating agreement for that organization. I expect that'll come back to the board maybe in May. Hopefully we'll look at ways to improve how that organization operates. Second, we've reserved \$5 million out of our ARPA funds for mental health services in our community. I expect we will have some discussions in the coming months on how best to allocate those funds to make a meaningful impact. This was already a need before the pandemic; it's now far more exacerbated for people in crisis, for children, for people with chronic mental illness. These are issues we have an obligation to address and have neglected for a long time. I suspect this is going to be a prominent issue on our agenda this term and I would welcome your input, prospective, engagement.

Finally, I'd like to make the point to acknowledge and compliment and also thank the people who volunteer on citizen boards. This evening has been a great example of that. We have lots of committees just as you do, some more ad-hoc for short amounts of time, some permanent. It's a thankless job. It's hard work. It's lots of hours. It's immersion in details in complicated issues. It's rarely compensated. If it is, it's at a stipend level. In my experience and from what I've observed, people who volunteer on local committees do so because they believe in our community and put community first. I sincerely appreciate that. I am aware of a report that came out this week from the ACLU that raises serious concerns about how we treat community members who are appointed to county committees. It's hard enough to recruit people who are willing to give their time and serve. I'm concerned about anything that makes it harder or disincentivizes people. I encourage participation. We have lots of people in the township who are involved, and we have lots of opportunities in the county. I encourage you to sign up, apply, put your application on file. Our community needs to hear your voices. We welcome as much perspective as we can get. I personally am happy to sit down and discuss boards, opportunities, timelines, schedules, and anything else related to our county that will encourage participation and more perspective and voices. Thank you very much for your time. I look forward to partnering with the township in the coming months and to seeing those grants roll in.

Deputy Mugerian: I have some statistics. I've been updating the Next Door app and will continue to do so. I'll post our statistics for 2022 shortly. I just want to provide some

important statistics and information from January 1, 2022, to December 31, 2022.

Deputy France and I responded to a total of 1,086 calls for service. Complaints within the fourth quarter of 2022 include stolen vehicle, larcenies, shoplifting, crashes with injuries, domestic assaults, natural deaths, frauds, juvenile offenses, suicide attempts, the filing of a false police report, drag racing, and others. In 2022 we performed a total of 293 traffic stops. These stops resulted in 103 tickets being issued. As mentioned previously, local residents are responsible for approximately 80% of the stops we made, so please stop blaming the tourists. Deputy France and I will continue to enforce excessive speed, but we will also transition to different traffic offenses. A major one we've been seeing recently is people passing on the right. That's very annoying and also dangerous. This is your warning: if we see it and we can perform a traffic stop, you will likely get a ticket. Please refrain from passing on the right. Be patient.

Last, I want to touch on 911 calls. Deputy France and I carry department-issued cell phones. Those cell phones should only be used for non-emergency phone calls. We've received a lot of people calling to report a suspicious situation or something that needs an officer presence immediately. Please refrain from doing that. You can either call the 911 number or the non-emergency number. Use our cell phones in the event that you have a question or a non-emergency issue.

The Peninsula Township Fire Department also wanted to me to mention that they've had a lot of people contact their regular phone number to report a crash or smoke. Please call 911 instead. They've also had people drive to the fire department to report something. That wastes a lot of time. 911 response times are a lot better than driving to the department. If you guys have any questions, my phone number is listed on the township website. Feel free to give Deputy France or me a call. Hopefully 2023 is a good year.

10. Board Comments

Milliken: I saw the ARPA funds were distributed. Peninsula Township wasn't listed.

Chown: from the county? Yes. We applied but got nothing. We were very dismayed.

Skurski: because the normal park meeting would be scheduled on January 23, can we cancel the parks 23 meeting?

Chown: yes. If you have agenda items, we can add them to the 24th meeting agenda.

11. Adjournment

Sanger moved to adjourn with a second by Shanafelt.

Motion approved by consensus

Millikan moved to adjourn with a second by Butler.

Motion approved by consensus

Adjourned at 8:24 p.m.

PENINSULA TOWNSHIP

13235 Center Road, Traverse City
MI 49686

www.peninsulatownship.com

Township Board and Parks Committee

Joint Special Meeting

January 24, 2023, 7:00 p.m.

Township Hall

Minutes

1. **Call to Order** by Chown at 7:02 p.m.

2. **Pledge**

3. **Roll Call**

Township Board: Achorn, Sanger, Rudolph, Shanafelt, Chown

Absent: Wunsch, Wahl

Parks Committee: Murphy, Dahl, Butler, Zebell, Skurski, Chown

Absent: Milliken

4. **Citizen Comments:** none

5. **Approve Agenda**

Rudolph moved to approve the agenda with a second by Shanafelt.

Motion passed

by consensus

6. **Conflict of interest:** none

7. **Consent Agenda:**

A. Minutes from January 10, 2023, Peninsula Township Board Special Meeting

Sanger moved to approve the consent agenda with a second by Rudolph.

Motion

passed by consensus

8. **Business**

1. Second public hearing on the updated parks and recreation plan and consideration of Resolution 01-24-23 #1, Adoption of the 2023 Peninsula Township Five-Year Parks and Recreation Plan, with action expected to be taken.

Chown: the updated plan is available on the website, sans the changes that Marge [Achorn] submitted on Wednesday and that Barry [Hicks] made today.

Heller: asked for the changes to be read by Chown.

Chown: on page 6, the bottom sentence: Change after the comma to read: "Due to a large increase in visitors, the committee may need to explore additional ADA accessible parking near the area beach."

On page 12 [second paragraph], third line: correction of official name: it should be "The Mission Point Lighthouse Keeper Association..."

Page 22, fourth paragraph, second line: after the parenthesis delete "reinsulated" and the

sentence should read: "windows have been replaced."

Last sentence [page 22, fifth paragraph], delete "in progress." Sentence should read: "Its foundation has been strengthened, major tower repairs completed and basement insulation installed. The historic exterior restoration of the lighthouse is now completed." Sixth Paragraph: delete "pit" and change to "vault toilets." Next sentence: "Planning for flush toilet facilities is seen as essential." Delete "and is in progress."

Page 36, delete first point: "Explore shuttle..."

Chown opened second public hearing on the newly updated township parks five-year parks and recreation plan at 7:09 p.m.

Lisa Coffman, 13664 Heeden Drive: concerned about the tennis court/basketball court. In the event that we do have somebody playing tennis and basketball at the same time, what is the protocol? Are we putting up a fence so we can have individual spots? How's that going to work with putting the basketball courts where the tennis courts are? **Skurski:** when we looked at the possibility of putting in the basketball courts on the tennis courts, the thought process was that if there is a requirement for some kind of barrier, we can do that. Rather than put something like that up initially, we'll see how the utilization goes and see if it's required. A lot of people play basketball on a half court, which would at least minimize the cross traffic.

Coffman: it's hard when the pickleball players want to go across the court with their equipment and people are playing tennis. The tennis court has two doorways that can both be utilized. My sister and I have had this happen a couple of times, where the pickleball people cut across instead of walking around to the other side. I understand that some of the equipment might be heavy but they shouldn't be inconsiderate. Can we put a sign saying, "Please use other door when other games are in progress" or even move it [the lockbox] over to the west corner?

Skurski: we're looking at trying to move the lockbox to the other side. Moving the basketball court location isn't going to happen until we put in new pickleball courts, which should alleviate the duplicate use of the existing tennis courts.

Coffman: if we can look into moving the equipment over to the northeast corner, that would be great.

Chown: if the pickleball court construction is delayed, can we still move the box? That should alleviate the problem. Thank you. We appreciate knowing what is happening.

Chown closed the public hearing at 7:13 p.m.

Chown: any discussion on changes before we vote?

Cram: page 18 says in the second paragraph, "Township has not completed an Americans with Disabilities Act transition plan." Is this something we need to do? Is it going to look unfavorable that we haven't done it?

Barry Hicks, LIAA: it's not required by the DNR guidelines. It's a suggestion. In the future, it's a separate study you could do. The guidelines that are required in the grading system we used in this report are from the DNR guidelines. As far as I am aware, it shouldn't affect your grant application. If you were planning on pursuing more ADA projects, you could consider it in the future.

Chown: can you tell us how comprehensive or expensive it is? Does it take a lot of time?

Hicks: I would have to look into it.

Chown: I can look into it too.

Murphy: does that sentence even need to be there?

Hicks: I put it in to follow DNR guidelines. I don't know if it will affect you to not have it.

Skurski: we've had a lot of ADA-related projects in most of the parks. If it's just a matter of formalizing those targets into a document, I think we could do that pretty quickly.

Chown: I think it's important. We should do it. We had a lot of assistance [in the form of letters of support] in the grant applications we've submitted from the disability network and from Susan Odgers, a local columnist and disability advocate. It would make sense for us to follow through on this.

Cram: can we add that we plan on looking into it in the future?

Sanger: my suggestion would be to go back in the action plan and put it high on the priority list and delete that sentence from page 18.

Hicks: on page 34, under goal one, objective one reads, "Retrofit existing or build new facilities to accommodate accessibility needs, including ADA bathrooms, pavilions, picnic spaces, trails, boardwalks, parking spaces and signage." If you want to delete the sentence from p. 18, I'm not sure if it would really impact anything one way or another.

Cram: I think we just want to add it under the action plan.

Chown: I don't think that causes a problem with the content of page 34.

Cram: it's consistent.

Sanger: I would submit that for objective one, the first step is to do just that.

Skurski: put it first. According to the goal sequence, it would be first.

Hicks: I can do that.

Ginger Schultz, Lighthouse Manager: on page 18, for Hessler Log Cabin, the chart says, "The entry door is too narrow for wheelchair access." That's not true. The back viewing area has a ramp and you can get a wheelchair there.

Rudolph: you can't get into the main cabin.

Achorn: no one can.

Schultz: you can get a wheelchair to the viewing area, and that's what we open every day when we're open.

Chown: is the back area the entry door? Is that the same thing?

Rudolph: the main entry door is typically closed and locked. The only way you can actually see into the Hessler Cabin is from the viewing area in the back, which you can access by wheelchair.

Schultz: the front door is only open one day a year.

Chown: change what it says to, "The back door viewing area allows for wheelchair access."

Hicks: how about, "The viewing area allows for wheelchair access."

Board agreement

Zebell: does that change the number that is associated with it?

Shanafelt: not technically because the one day of the year that the front door is unlocked, a wheelchair cannot get through that door.

Chown: why do we only open it once a year?

Rudolph: we open it on Log Cabin Days.

Cram: two little things. Page six at the bottom, where you changed "area beach," there are two periods. Page 12, where you made a change to the Mission Point Lighthouse Keeper Association, there needs to be a space between "Association" and "501(c)(3)." Page 17 has only one line. Is it possible to move that up?

Hicks: that's a formatting issue. I saw that after I printed it. I'll look at it.

Achorn: there's a space missing on page 13. Under the bullet points, that first sentence, "gift shop" needs a space.

Chown: yes and capitalize the "S" too please.

Zebell: page 34, formatting under objective 1, needs indentation.

Shanafelt: on that page the other indentations have an extra space.

Chown: this is a clear indication the content must be pretty good.

Murphy moved to accept the plan as amended and to recommend acceptance by the township board with a second by Zebell. Motion passed by consensus

Chown: once we pass the resolution, you [Hicks] will input these final changes tomorrow morning?

Hicks: yes, and I'll need is a copy of the minutes from the tenth and from this meeting. I sent transmittal letters to you and Marge today.

Chown: I have them here on township letterhead ready to sign.

Hicks: I need copies of those letters. When you send them, send a copy of the finished plan.

Chown: including all the appendices, the approximately 150 pages?

Hicks: everything. To the county and the regional planning agency. I need the resolution when it's signed back from you.

Chown: minutes from the January 10 meeting have not been approved yet.

Hicks: other jurisdictions go through this adoption process where they submit the minutes with their plan and, because of the February deadline, they haven't had the subsequent meeting to approve. The key thing is did you capture accurately the public input that was received.

Chown: you also need the minutes from tonight, tomorrow?

Hicks: I need to include them in the appendix.

Chown moved to adopt the 2023 Peninsula Township Five-Year Parks and Recreation Plan with a second by Shanafelt.

Roll call vote: yes – Achorn, Sanger, Rudolph, Shanafelt, Chown.

Passed unan

Cram: Barry, do you need the legal notices?

Hicks: we need the affidavit of publication from the newspaper.

Cram: I have the electronic copy but I can also get you the newspaper copy.

Chown: do I need to include that with the material I'm sending to the county?

Hicks: yes. Wait to send the transmittal letter until you get the final draft back from me with all the minutes and the publication affidavits. I'm going to take all of the documents you give me, append it back into a document, make any corrections, and then send

everything back to you.

Chown: then I make two copies and mail it.

Shanafelt: it has to be hard copy?

Hicks: let me check the DNR guidelines to see if you can email it. I'm not sure about that.

9. Citizen Comments: none

10. Board Comments

Sanger: thank you to the parks committee and LIAA for the tremendous job. It's very well done. To my fellow residents, members of the parks committee, thank you for your hard work.

Shanafelt: I would second those comments. Really nice work.

Achorn: an awesome job. Thank you very much, Barry.

Rudolph: thank you to all of you. It's amazing how quickly this all got done.

Chown: the parks committee worked very hard on the wording and the sentiments expressed in these goals and objectives. Thank you for your dedication to our parks and our township. This is a beautiful plan.

11. Adjournment

Shanafelt moved to adjourn with a second by **Sanger**.

Motion approved by consensus

Skurski moved to adjourn with a second by **Zebell**.

Motion approved by consensus

Adjourned at 7:38 p.m.

Business

Bench Donation Requests

PENINSULA TOWNSHIP PARKS BENCH POLICY

Process

1. Contact specified parks committee representative to review requested site and if applicable, the engraving/message [Parks - Peninsula Township](#)
2. Complete the application and submit it to the Peninsula Township Office 7 days prior to the parks committee meeting (4th Wednesday of month.) [Meeting Schedules - Peninsula Township](#)
Your request will be placed on the committee's agenda.
3. Attend the parks committee meeting to present your request and receive approval
4. Following committee approval, proceed with Purchase and Installation outlined below

Approved Bench Models

Victory Memorial Bench by Kirby Built

or Polly Products 6' Deluxe

[Victory Inlay Memorial Benches KBN-34 - - KirbyBuilt Products](#)

[Economizer 6' Bench - Polly Products](#)

Description

6 feet wide
3 legs/supports
3 backboards
4 seat boards

Color Choices

Back and Seat Boards

Polly Products: Sand or Cedar

Kirby Built: Desert Tan or Cedar

Legs (Metal or Composite)

Black

Purchase and Installation

All expenses are the responsibility of the donor, including:

Engraving
Installation*
Labor & Materials
Shipping & Transportation

Order placement and delivery of materials

Donor will prepay for the installation*

Donor will order bench to be shipped to Peninsula Township Parks Committee
13235 Center Road
Traverse City, MI 49686

*Please contact the township park representative for the current cost of installation

MEMORIAL PARK BENCH REQUEST

Name of person(s), family, organization donating the bench:

Designated contact person with contact information:

Name: _____ phone: _____

email: _____

Name of person or organization whom bench is to commemorate:

Park of requested placement; please note if there is a specific location:

Proposed notation/engraving (preliminary, can be changed):

Date of Request: _____

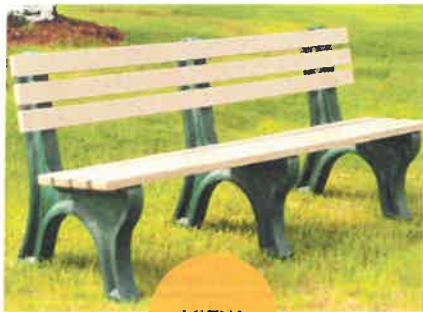
Parks Committee Contact: _____

Date Approved by Parks Committee: _____

FOR DISCUSSION PURPOSES

Polly Products

[Economizer 6' Bench - Polly Products](#)



[VIEW](#)

ECONOMIZER 6' BENCH

★★★★★

Starting From
\$519.00



Brown



Cedar



Sand



Weathered



Add Arms: **(\$159.00)**

REQUIRED ANCHORING KIT: \$55.00

- lighter weight 1¼" x 3" planks
- DELUXE w/2 x 4 planks is \$591.00
- stainless steel fasteners
- recycled HDPE plastic
- 675 lb. weight capacity
- SKU EM6B

DELUXE BENCH



Black Sand



[VIEW](#)

BUDDY BENCH 6 FT
ECONOMY BENCH

Starting From
\$551.00



Kirby Built

[Victory Inlay Memorial Benches KBN-34 - KirbyBuilt Products](#)



★★★★★ 20 REVIEWS

Victory Inlay Memorial
Benches

As low as **\$638.85**



Gray/Black



Evergree...



Desert T...



Cedar/Bl...



Brown/D...



Black/Gray

NOT AVAILABLE

REQUIRED ANCHORING KIT: \$48.85

- planks are 1.25 x 3.5
- stainless steel fasteners
- recycled plastic
- not weight tested, approx. 600 lbs
- SKU KBN-34

MEMORIAL PARK BENCH REQUEST

Name of donating person, family, organization with contact information for designated contact person

KATHY DOLAN-BEISER 231 645-2707 - For Neah-Kahwin
Yoga group

Name of person or organization whom bench is to commemorate:

KATHY HARDY

Park of requested placement (if a specific location in that park please make note):

Murray Rd Trail - Section 14

~~undetermined~~ just south of intersection of 12, 13 & 14

bench facing west Bay

Probable notation/engraving (preliminary, can be changed):

See attached

Date of request: 1-19-23

Date approved by Park Commission:

Designated Park Commissioner contact:

02/14/2023 10:24 7

RCD TOLEDO

TT Tom 02-14-23 10:22AM he or Cara will call me

TT Bob 02-14-23 10:22AM Bob says Cara has him for installation

TT Mike Skurski 02-14-23 10:44AM say call Michele Zebell

TT Michele Zebell 02-14-23 10:47AM No nothing
FACSIMILE COVER SHEET

DATE: February 14, 2023

TO: Bob Wilkison

COMPANY: Township Cemetery Sexton

TELECOPY NO.: 231-223-7117

FROM: Tom Maguire

NUMBER OF PAGES INCLUDING COVER PAGE: 1

ORIGINAL TO FOLLOW BY MAIL? No.

COMMENTS:

Bob:

I hope it isn't too late to change the inscription on the bench. That seat side of the top board should read in capital letters: IN HONOR OF TOM MAGUIRE. The board below the top board should read: HE LOVED THESE TRAILS.

At your request, I have now placed a red snow stake at the location for the bench. That stake is beside a short stake which I previously placed. You have the coordinates which were sent by my daughter.

To further clarify, the center of that bench should be 47 feet south of a post marked 21 and beside another post with a map and marked 3. The concrete slab and bench should be placed parallel to and just east of the trail with the seat facing in a westerly direction.

I understand that the cost of the bench, lettering on the two boards, concrete base installed have been fully paid for by my daughter, Kara.

Tom Maguire
140 Wildwood Meadows
231-929-4666

929-4666

Please call if there is a problem with any of this.

THE INFORMATION CONTAINED IN THIS TRANSMISSION IS PRIVILEGED AND CONFIDENTIAL. IT IS INTENDED FOR THE EXCLUSIVE USE OF THE ADDRESSEE. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT THE USE, COPYING OR DISSEMINATION OF THE CONTENTS OF THIS TRANSMISSION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS TRANSMISSION IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY TO ARRANGE FOR THE RETURN OF THE DOCUMENTS. THANK YOU.

Cara Monteil (daughter)
415-830-1095
lives in San Francisco

Ridgewood
Trail.

MEMORIAL PARK BENCH REQUEST

Name of donating person, family, organization with contact information for designated contact person

Karalyn and Gladys Maguire, 140 Wildwood Meadows, Traverse City, Peninsula Township, Zip 49686, GGM 2000 at AOL.com

Name of person or organization whom bench is to commemorate:

Tom Maguire

Park of requested placement (if a specific location in that park please

make note): Old Mission State Park Poly Products bench to be placed 407 feet south of Trail Junction 21, positioned parallel to and just east of trail, facing west. Coordinates

44.97940° N, 85.47704° W Bob Wilkinson knows location

Probable notation/engraving (preliminary, can be changed):

IN HONOR OF TOM MAGUIRE

Date of request:

2/16/23

Date approved

by Park Commission:

Designated

Park Commissioner contact:

Mike Skurski/Jenn Cram

Peninsula Township OUTDOOR FACILITIES MEMORIAL AND DONATION APPLICATION

Name of Donor: Gladys J. Maguire

Address of Donor: 140 Wildwood Meadows, Traverse City (Peninsula Township), zip 49686

Phone Number - Work:

Home:

Fax:

929-4666

231-421-5387

Email: GJM2000@aol.com

Description of Donation: Poly Products Bench

Location of Donation: Old Mission State Park, bench to be placed 48' x 6' south of trail junction 21, positioned parallel to and

Wording on Memorial Acknowledgement: Just east of trail, seat facing west
Coordinates are 44.97940°N, 85.47704°W
IN HONOR OF TOM MAGUIRE

I have read the Memorial and Donations Policy

Donor's Name: Gladys J. Maguire (Please print)

Signature of Donor:

Reviewed by:

Peninsula Township Park Commission

Date:

Date:

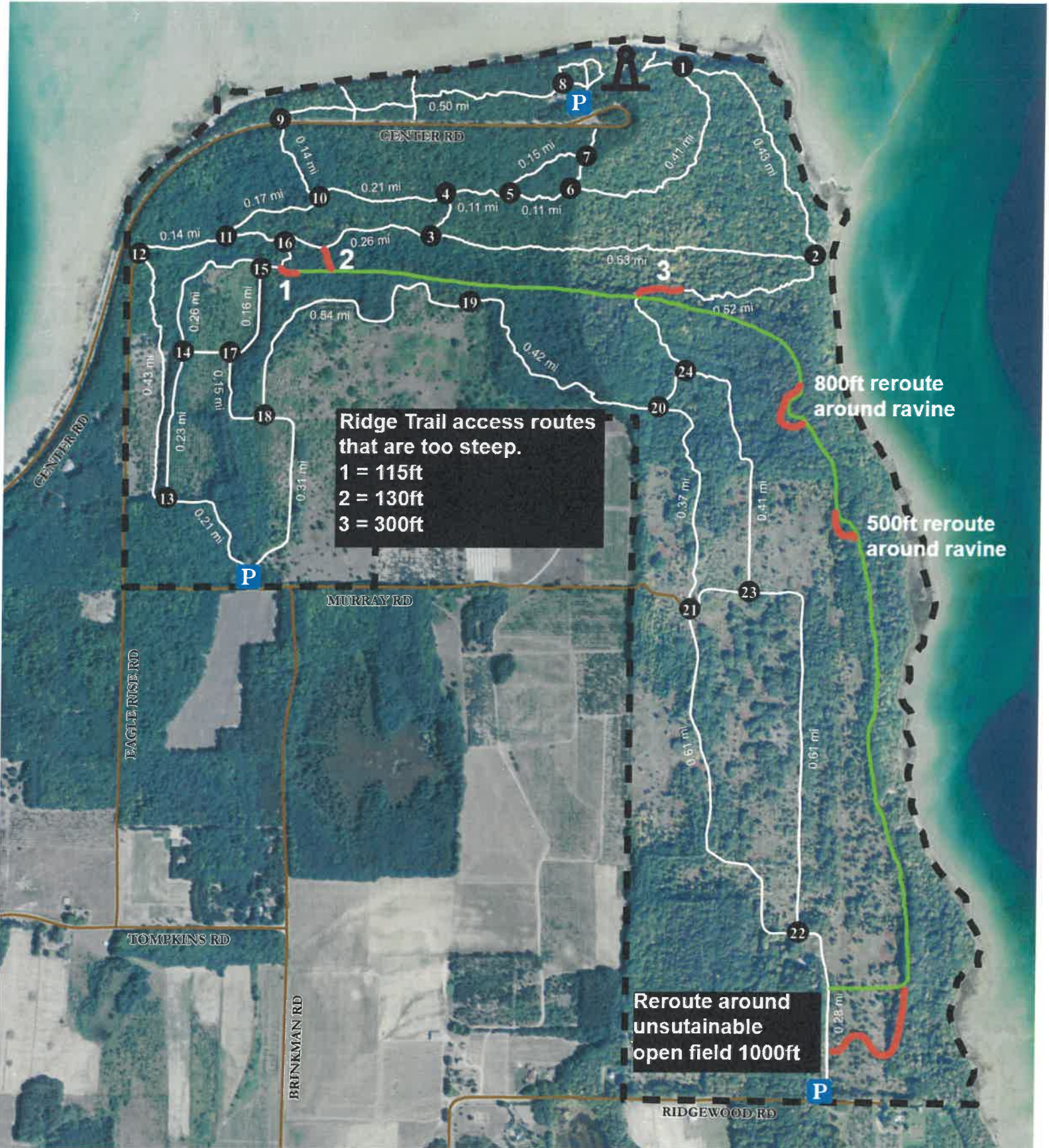
Peninsula Township Park Commission Approval:

By:


Date:


OLD MISSION STATE PARK

PENINSULA TOWNSHIP, GRAND TRAVERSE COUNTY




 Mission Point Lighthouse

 Trail Junctions

 Park Trails

 Parking

 Park Boundary

 Roads



0 0.1
Miles

FACSIMILE COVER SHEET

DATE: February 14, 2023

TO: Bob Wilkinson

COMPANY: Township Cemetery Sexton

TELECOPY NO.: 231-223-7117

FROM: Tom Maguire

NUMBER OF PAGES INCLUDING COVER PAGE: 1

ORIGINAL TO FOLLOW BY MAIL? No.

COMMENTS:

Bob:

I hope it isn't too late to change the inscription on the bench. That seat side of the top board should read in capital letters: IN HONOR OF TOM MAGUIRE. ~~The board below the top board should read: HE LOVED THESE TRAILS.~~

At your request, I have now placed a red snow stake at the location for the bench. That stake is beside a short stake which I previously placed. You have the coordinates which were sent by my daughter.

To further clarify, the center of that bench should be 47 feet south of a post marked 21 and beside another post with a map and marked 3. The concrete slab and bench should be placed parallel to and just east of the trail with the seat facing in a westerly direction.

I understand that the cost of the bench, lettering on the two boards, concrete base installed have been fully paid for by my daughter, Kara.

-- Tom Maguire
140 Wildwood Meadows
231-929-4666

Please call if there is a problem with any of this.

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Old Mission Point Park

T.C. 49686 US

Co-or

44.97940° N

85.47704° W



Thanks for shopping with us

Hi there. Your recent order on Polly Products has been completed. Your order details are shown below for your reference:

Order #23474 (December 19, 2022)

Product	Quantity	Price
Economizer Traditional 6' Bench	1	\$548.00
1. Base Color: Black		
2. Top Color: Cedar		
Subtotal:		\$548.00
Discount:		-\$41.00
Shipping:		\$93.30 via FedEx (Ground)

Line of Engraving:	\$102.00
Line of Inlay Color:	\$56.00
Tax:	\$0.00
Payment method:	Credit Card
Total:	\$758.30

Residential, Schools & Churches: No

Billing address

Karalyn Monteil
 3670 Fillmore Street
 Apartment 6
 San Francisco, CA 94123
[4158301095](tel:4158301095)

karalynmonteil@gmail.com

Shipping address

Bob Wilkinson
 Peninsula Township Grand
 Traverse County
 13235 Center Road
 Traverse City, MI 49686

Thanks for shopping with us.

Notification generated from the Polly Products website

Parks Budget

Calculations as of 01/31/2023

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 ACTIVITY THRU 01/31/23	2023-24 PROPOSED BUDGET
ESTIMATED REVENUES				
Dept 000				
208-000-607.EVT	Parks Lg. Event Fee		9,189	
208-000-664.000	Interest	5,000	281	
208-000-667.000	Rental Income	1,000	950	1,000
208-000-675.000	Donations		500	0
Totals for dept 000 -		6,000	10,920	

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 ACTIVITY THRU 01/31/23	2023-24 PROPOSED BUDGET
ESTIMATED REVENUES				
Dept 930				
208-930-699.000	Appropriated Transfers In	90,000	90,000	
Totals for dept 930 -		90,000	90,000	

Calculations as of 01/31/2023

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 ACTIVITY THRU 01/31/23	2023-24 PROPOSED BUDGET
ESTIMATED REVENUES				
TOTAL ESTIMATED REVENUES				
		96,000	100,920	
APPROPRIATIONS				
Dept 000				
208-000-710.WRK Workers Comp				
' Totals for dept 000 -				
			(28)	
			(28)	

Calculations as of 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		2023-24	
		ORIGINAL BUDGET	ACTIVITY THRU 01/31/23	PROPOSED BUDGET	

APPROPRIATIONS

Dept 751 - PARKS	Per Diem 15	6,700	5,045	6750	
208-751-703.000	Liability Insurance	2,000	1,866	Calculated	
208-751-710.LIB	Workers Comp	100	10	"	
208-751-710.WRK	Employer Social Security	650	510	"	
208-751-715.000	Supplies	625	6,775	7000	
208-751-726.000	Park Signs	2,500	208	18000	
208-751-726.PRK	Seeding and Planting Services	200		1800 2000	
208-751-783.000	Legal Fees		3,707	TBD	
208-751-801.000	Audit Fees	300	411	TBD	
208-751-807.000	Contractual Services	50,000	47,910	50,000	
208-751-818.000	Recording Secretary	1,800	1,620	1800	
208-751-818.010	Contract Services	2,000	14,202	7200	
208-751-818.200	Flowing	2,500		2500	
208-751-818.PLO	Noncom. Public Wat. Sup. Fee	1,500	1,260	1500	
208-751-855.DEQ	Legal Notices	1,000	58	1000	
208-751-900.000	Printing	500		500	
208-751-900.PNP	Electricity	2,600	1,876	2600	
208-751-921.000	Street Lighting	1,500	948	1500	
208-751-926.000	Repairs and Maintenance -	22,500	8,421	1st 38103	
208-751-930.000	Memberships and Dues	600	588	600	
208-751-958.000	HASEROT BOAT LAUNCH IMPROVEMENT				
208-751-966.GNT	Grant Cost - Kelley Park	5,000	4,458	-	
208-751-966.KEL	Capital Outlay/MiscExpenditures		915	59628	
208-751-970.000					
Totals for dept 751 - PARKS	North playground	104,575	100,788	162,278 w/o R+M	

Calculations as of 01/31/2023

GL NUMBER	DESCRIPTION	2022-23	2023-24
		ORIGINAL BUDGET	PROPOSED BUDGET
APPROPRIATIONS			
Dept 753 - PARKS IMPROVEMENTS			
208-753-710.LIB	Liability - Insurance	200	246
208-753-807.000	Audit Fees		138
208-753-818.000	Contractual Services		
208-753-921.000	Electricity	350	315
208-753-930.000	Repairs and Maintenance	1,000	1,820
Totals for dept 753 - PARKS IMPROVEMENTS		1,550	2,519
TOTAL APPROPRIATIONS			
		106,125	103,279
NET OF REVENUES/APPROPRIATIONS - FUND 208			
		(10,125)	(2,359)
BEGINNING FUND BALANCE			
		23,252	23,252
ENDING FUND BALANCE			
		13,127	20,893
			20,893

GL NUMBER	DESCRIPTION	2022-23		2023-24	
		ORIGINAL BUDGET	ACTIVITY THRU 01/31/23	PROPOSED BUDGET	

ESTIMATED REVENUES					
Dept 000					
214-000-620.000	Tax Collection Payover				
214-000-664.000	Interest	280	2,678	2900	
214-000-675.000	Donations				
214-000-675.GNT	Pelizzari Grants Received				
Totals for dept 000 -		280	2,678		

Calculations as of 01/31/2023

2022-23
ORIGINAL
BUDGET

2022-23
ACTIVITY
THRU 01/31/23

2023-24
PROPOSED
BUDGET

GL NUMBER DESCRIPTION

ESTIMATED REVENUES

Dept 930

214-930-699.100 Fund Balance Transfer

Totals for dept 930 -

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 ACTIVITY THRU 01/31/23	2023-24 PROPOSED BUDGET
ESTIMATED REVENUES				
TOTAL ESTIMATED REVENUES		280	2,678	2800
APPROPRIATIONS				
Dept 751 - PARKS				
214-751-735.000	Banking Supplies			
214-751-966.GNT	Pelizzari Grant Expenses		782	
214-751-970.000	Capital Outlay		782	0
Totals for dept 751 - PARKS				
TOTAL APPROPRIATIONS			782	
NET OF REVENUES/APPROPRIATIONS - FUND 214		280	1,896	
BEGINNING FUND BALANCE		293,998	293,998	295,894
ENDING FUND BALANCE		294,278	295,894	295,894
ESTIMATED REVENUES - ALL FUNDS				
APPROPRIATIONS - ALL FUNDS		96,280	103,598	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		106,125 (9,845)	104,061 (463)	
BEGINNING FUND BALANCE - ALL FUNDS		317,250	317,250	316,787
ENDING FUND BALANCE - ALL FUNDS		307,405	316,787	316,787

Parks Ordinance

**PENINSULA TOWNSHIP
GRAND TRAVERSE COUNTY, MICHIGAN**

PARKS REGULATION ORDINANCE

ORDINANCE NO. 57 of 2022

Commented [p1]: Comment from Dave Murphy – Should this be the Parks and Recreation Ordinance to be consistent with the Parks and Recreation Plan?

At a duly scheduled meeting of the township board of Peninsula Township, Grand Traverse County, Michigan, held at the Peninsula Township Hall on _____, 2022 at ____ p.m., Township Board Member _____ moved to enact the following ordinance for adoption, which was seconded by Township Board Member _____:

An ordinance to provide for the use, conduct, protection, regulation, and control of township parks, township-owned public properties, public facilities, and other matters concerning recreation, conservation, education, and scenic areas and to provide for the adoption of supplementary rules and regulations, and providing for enforcement and penalties for violations of the ordinance, to ensure the protection of the health, safety, and welfare of the township, its citizens, and members of the public and by repealing Ordinances 5 and 7, as amended.

THE TOWNSHIP OF PENINSULA, COUNTY OF GRAND TRAVERSE, ORDAINS:

Section 1: Title.

This ordinance shall be known and referred to as the “Peninsula Township Parks Regulation Ordinance.”

Section 2: Definitions.

- A. “Camp” means the overnight lodging or sleeping of a person or persons on the ground or in any manner, or in any sleeping bag, tent, hammock, bivy sack, trailer-tent, trailer coach, vehicle camper, motor vehicle, watercraft, or in any other conveyance erected, parked, or placed on the premises or waters within any public land under the jurisdiction of Peninsula Township.
- B. “Firework” or “~~fireworks~~Fireworks” means any composition or device, except for a starting pistol, a flare gun, or a flare, designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks, homemade fireworks, and special effects.
- C. “Domestic ~~pets~~Pets” means a domestic cat (*Felis Catus*), domestic dog (*Canis Familiaris*), or registered therapy or service animal.

- D. "Enforcement ~~officer~~Officer" means a law enforcement officer (e. g., the sheriff or deputy sheriff, Department of Natural Resources officer, Michigan State Police trooper) or ~~Peninsula Township ordinance~~ ~~Ordinance enforcement~~ ~~Enforcement officer~~Officer.
- E. "Facility" means any structure or improvement on or at a township park. By way of illustration and not limitation, ~~F~~facilities include but are not limited to signage, kiosks, benches, pavilions, gazebos, baseball fields, soccer fields, and other buildings and structures.
- F. "Parking ~~area~~Area" means any off-street area, whether paved or not, that is designated for public parking.
- G. "Ordinance ~~enforcement~~ ~~Enforcement officer~~Officer" means that person designated by the township board to enforce the provisions of township ordinances under Ordinance Number 35.
- H. "Township ~~park~~Park" means the real property owned and controlled by Peninsula Township, including the property identified below:

- 1) Archie Roadside Park
- 2) Bowers Harbor Park
- 3) Hessler Log Cabin
- ~~1)-~~
- ~~2)4)~~ Haserot Beach
- 5) Robert and Colleen Kelley Park
- 6) Mission Point Lighthouse Park
- 7) Old Mission State Park
- ~~3)-~~
- ~~4)1)~~ Archie Park
- ~~5)8)~~ Pelizzari Natural Area
- ~~6)1)~~ Mission Point Lighthouse Park
- ~~7)1)~~ Hessler Log Cabin
- 9) Peter Dougherty House
- 8)10) Replica Church

Commented [p2]: Comment from Dave Murphy – Should we include the Grand Traverse County Animal Control?

Commented [p3]: I realize this term is defined below, but helps to make it clear if someone reads this definition and not the other. Capitalization of the term also helps to clarify.

Commented [p4]: Comment from Dave Murphy – Does this include kiosks, benches and signage? Should these be added for clarity?

Commented [p5]: Recommend alphabetical order.

Commented [p6]: Made list consistent with Parks and Recreation Plan

This list may be amended by resolution of the township board.

- I. "Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices exclusively moved by human power or used exclusively upon stationary rails or tracks. "Vehicle" specifically includes but is not limited to off-road vehicles ("ORVs") and electric or gas engine bicycles. "Vehicle" does not include wheelchairs or other ADA ambulatory assistance devices.

Commented [p7]: Comment from Dave Murphy - Should e-bikes be excluded? Should we allow e-bikes for improved accessibility to parks?

Section 3: Hours.

The township board or its designee shall establish, as may be amended from time to time, and post reasonable hours for the use of township parks, and may, upon application and permit, extend such hours as it deems reasonably acceptable and in accordance with this ordinance. Unless otherwise posted or extended by permit, no person shall be on a township park earlier than one hour before sunrise or later than one hour after sundown.

Section 4: Township Park Permits.

- A. Any group of fifty (50) or more people must secure a permit from the township board or its designee before using a township park. Any group of fifty (50) or more people seeking a permit shall submit a certificate of liability insurance naming the township as an additional insured for general liability of at least one million dollars per occurrence and of at least two million dollars aggregate prior to any use or reservation of any facility at a township park.
- B. Any group or person wanting to reserve a park facility shall apply for and obtain a permit.
- C. Applications for permits will be made available and evaluated by the township board or its designee.
- D. Permit applications shall be submitted at least ~~30~~ 60 calendar days prior to the date the use of a township park or park facility is requested. The township board or its designee may waive this requirement and consider permit applications on an expedited basis.
- E. The application for a permit shall contain the information required and listed on the Peninsula Township Special Event Application provided by the township. It shall include the applicant's name, address, phone number, e-mail address, proposed date of event, type of event, number of proposed attendees, name of township park requested for event, whether the applicant will bring tables, chairs, or any other equipment, and any other information reasonably requested to inform the township of the type, size, nature, and intention of the proposed event.
- F. Applicants must submit their application along with any fees and/or required security deposit(s) to the township board or its designee.
- G. Fees or security deposits regarding permit applications and events shall be established by the township board by resolution and may be amended from time to time.
- H. All fees associated with a permit shall be remitted to the township treasurer.
- I. All security deposits shall be held by the township treasurer until such time that the permitted event has occurred and compliance with this ordinance by the participants is confirmed, but not more than fourteen (14) scheduled workdays after such event.

Commented [p8]: Who are permits submitted to? We should develop a process and application forms if we do not already have these in place. This should be consistent with future updates to the Event Ordinance. If a clear process is in place then they could be handled administratively by staff rather than requiring that they go before the board.

Commented [p9R8]: Located pavilion reservation request form and special event application on the website. Are these up to date?

Commented [p10]: Recommend 60 days to allow for review and feedback from outside agencies as necessary depending on the specifics of the rental and/or event. May want input from Fire, Sheriff, Environmental Health, etc.

Commented [p11]: Do we already have an application? Where does it live? It should be available on the website.

Commented [p12R11]: Located.

Commented [p13]: Do we have these drafted? We are looking at updating our fee schedule for LUP, SUP and PDR, perhaps this should be done comprehensively? Sooner than later.

- J. The township board or its designee reserves the right to cancel any permit issued or previously approved for any violation of this ordinance or other applicable local, state, or federal law.
- K. The township reserves the right to deny issuance or approval of a required permit if the issuance and/or approval of the same is, in the opinion of the township board or its designee, likely to be a detriment to the public health, safety, and welfare of the township and its citizens.
- L. Any person or group using a township park pursuant to an issued permit shall be required to present the permit to any enforcement officer upon request.

Section 5: Use of Township Parks.

- A. Stoves, grills, and picnic tables located at township parks shall be used for no longer than necessary to permit their use by the maximum number of people. Any fires for cooking or similar specific purpose shall be made within the stoves or grills provided for that purpose or within privately owned grills or stoves that are designed to retain fire and ashes and prevent their deposit onto the public grounds.
- B. Persons using a township park or facility shall abide by a leave-no-trace policy and are strictly responsible for removing all refuse generated while using these facilities.
- C. Persons with a permit for a facility have priority use and other persons must vacate the facility upon the permittee's request.
- D. All persons within the township parks shall be expected to be courteous, orderly, and to conduct themselves with respect for the rights of others and to act in accordance with local, state, and federal laws.
- E. Any persons using the township parks, facilities, motorized vehicles, or engaging in any other activity on township park property shall assume the risk of any injury, damage, or loss suffered or incurred while on or at a township park. Any person or entity with a permit shall be liable to the township and to all other lawful users of the township parks as indicated in this section for any loss, injury, or damages caused by such permit holder or their guests or from the negligent or reckless use or action arising out of or in connection with any activity, permit, event, or action in which such person, entity, or its guests is or was engaged.
- F. Persons using trails or paths within the township park shall remain on the identified path. Off-trail riding is expressly prohibited.

Commented [p14]: We should have signage and/or a process to let the public know in advance that a park or space within a park has been reserved by permit. It is not fair to the permit holder to have to ask people to leave a space.

Commented [p15]: Do our parks have similar signage posted?

Commented [p16]: Should include similar language and on-premise signage as above to limit liability.

Section 6: Regulations and Prohibited Conduct.

A. Pets and Animals.

- 1) Domestic Pets. Persons may only bring domestic pets to a township park.
 - 2) Leash Required. Consistent with the Grand Traverse Animal Control Ordinance, persons using township parks must keep domestic pets leashed and under their control at all times. Provided, nothing in this ordinance shall prevent an owner from allowing a dog to go unleashed within the confines of a fenced area identified as a dog park within a township park.
 - 3) Pet Clean Up. All persons bringing domestic pets to the township park are strictly required to remove solid waste generated by the domestic animal. Persons shall properly dispose of such solid waste in township-provided disposal receptacles or carry it out. Pet owners shall leave no trace of pets within the parks.
 - 4) Other Documentation. All persons bringing domestic pets to the township park that are not a domestic cat or domestic dog must have documentation showing the animal is a registered therapy or service animal and shall produce the same to any enforcement officer upon request.
- B. No Overnight Stay**. No person shall camp or otherwise remain upon township park property between posted closing times and sunrise.
- C. No Unauthorized Improvements**. Persons may not make unauthorized alterations or improvements to a township park. Grooming trails; cutting any trees, tree branches, shrubs, bushes, or woodland; painting; or constructing structures, planting plants, removing plants, landscaping, earth moving, or other improvements are not permitted. Any improvements on township park must be expressly authorized by the township board or its designee.
- D. Hunting & Firearms**. Except as otherwise provided in park-specific regulations, hunting, target practice, use of a firearm, archery, or use of any other projectile weapon is prohibited in any township park. Hunting, target practice, archery, and firearm usage are allowed within portions of Old Mission State Park pursuant to that park's specific regulations.
- E. No Structures**. A person shall not build, affix, or erect any structure upon township parks unless authorized by the township board.
- F. No Blinds or Stands**. A person shall not build, affix, place, or erect any tree stand, blind, or other structure for hunting at any time.
- G. Motorized Vehicles, Equipment, Trailers, and Watercraft**
- 1) No person shall leave, or cause to be left, any vehicle or watercraft on township parks. Enforcement ~~officers~~ Officers and the township fire department are

Commented [p17]: Are these posted at each of the parks?

Commented [p18]: Comment from Dave Murphy - What about Consumers Powers tree trimming?

What about committee members doing work? Are they covered under Township insurance?

Commented [p19]: Committee discussion from 12-14-22 - Should day hammocks be allowed? Want to encourage people to stay on trails. What about a hammock zone?

authorized to remove or have removed any such vehicle or watercraft at the owner's expense.

- 2) No vehicle shall operate, drive, sit, or stand on any township park except for operation on improved roadway designed for vehicle travel or parking within a parking area. Vehicles shall not be driven at speeds of more than ten (10) miles per hour. Drivers shall be responsible and liable for any injury to any pedestrians or any damage caused by the motorized vehicles under their operation or control. Wheelchairs or other ADA ambulatory assistance devices and vehicles necessary for maintenance or emergencies are exempt from this subsection.

Commented [p20]: Are speed limits posted?

- 3) Overnight parking is prohibited unless said parking is approved by the township board or its designee.

~~4)~~ Watercraft shall be launched or beached only at the township's designated sites.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

H. No Fires.

- 1) No fires shall be allowed on a township park except for cooking within stoves or grills.
- 2) No person shall willfully or knowingly set or cause to be set on fire any tree, woodland, brush land, shrub or bush, grass, or meadow. The township board may authorize persons to set fires for controlling or eliminating non-native species; promoting or preserving the integrity, quality, and function of the ecological resources; or preserving the public health, safety, or welfare of the township, its citizens, and visitors.
- 3) No person shall drop, throw, or otherwise scatter lighted matches, burning cigars, cigarettes, tobacco paper, or other flammable materials on a township park.

Commented [p21]: Comment from Dave Murphy – no fires in natural areas such as Pelizarri.

I. No Fireworks. No person shall fire, discharge, or have in their possession any firework within or on a township park.

J. No Destruction of Property. Township property shall not be damaged or destroyed and shall be treated with respect for the next user. Any persons who damage or destroy township property will be liable for said damages or destruction.

K. No Glass or Metal Objects at Swimming Areas. No metal objects that would pose a risk to swimmers or glass containers shall be permitted in the swimming areas of a township park.

L. No Littering, Dumping, or Storage of Equipment. A person shall not knowingly dump, deposit, place, throw, leave, cause, or permit litter on a township park except in

designated trash receptacles. No household refuse or other items shall be brought into the township parks and placed in the trash receptacles or otherwise left within a township park. This prohibition includes individuals leaving trinkets in a township park for decorative purposes. Furthermore, persons may not dispose of trees, treetops, branches, roots, stumps, or other vegetative debris at a township park. Persons, except authorized township personnel, may not store equipment at a township park.

- M. No Commercial Activity. Only individuals who have received permits may engage in business activities within a township park. Accordingly, individuals without a permit are prohibited from engaging in any business activity in a township park, including but not limited to peddling or soliciting business of any nature in a township park. Individuals who receive a permit to engage in business activities within a township park are limited to conducting the business activities authorized by the permit.

Commented [p22]: Comment from Mary Beth – Does this cover us for future art show requests?

Note: need to follow up on the Bowers Harbor Vineyard trail at Bowers Harbor Expansion

Commented [p23]: Should we define a commercial/business activity? Should be consistent with using commercial and/or business.

- N. No Rental of Recreational Equipment, Rides or Other Similar Amusements. Only individuals who have received a permit from the township may, within a township park, provide rental of recreational equipment, rides, or other similar amusements.

- O. No Noise Disturbances. The following acts and activities are declared to be noise disturbances and are prohibited.

- 1) The playing of any radio, television, speaker, phonograph, other sound reproduction device, or musical instrument in such a manner or at such a volume as to be sufficiently audible to annoy or disturb the quiet, comfort, or repose of persons in the vicinity
- 2) Possessing a domestic pet that causes frequent or long continued noise that would disturb the comfort or repose of a reasonable person in the vicinity
- 3) The use of any motor vehicle, off-road vehicle, or other vehicle in such a manner as to create a disturbing noise, including, but not limited to the screeching of tires and the discharge into the open air of exhaust from the engine without a sufficient muffler
- 4) The use of a loudspeaker or public address system without a permit issued by the township
- 5) Any other conduct that generates noise that would disturb the comfort or repose of a reasonable person in the vicinity

Commented [p24]: This is subjective, what is annoying to me may not be annoying to others. This should be defensible through the noise ordinance.

Commented [p25]: subjective

Commented [p26]: subjective

- P. No Private Signs. Other than the township, no person shall affix, place, or erect any sign on a township park.

- Q. Failure to Comply with an Enforcement Officer. Individuals using a township park may not:

- 1) Refuse to comply with this ordinance or township park specific rules
- 2) Interfere with the enforcement officer's enforcement of this ordinance
- 3) Retaliate against another who has made a complaint of a violation
- 4) Interfere with an employee or agent of the township while performing his or her official duties

R. No Violation of Any Other Law or Regulation: Persons are prohibited from violating any other federal, state, or local law or regulation on a township park, including township park-specific regulations created by the township or its designee.

Section 7: Township Park Specific Regulations.

From time to time, the township board may issue additional regulations governing specific township parks. Before becoming effective, the regulations shall be posted in a conspicuous location of the specific township park.

Section 8: Enforcement and Penalties.

Commented [p27]: Comment from Dave Murphy – This section is vague.

- A. A violation of this ordinance is a municipal civil infraction and shall be enforceable through all the authority granted to the district courts under MCL 600.8701 *et seq.*, as amended, for which the fine shall be established by resolution of the township board in an amount not to exceed five hundred dollars (\$500.00) per violation, together with the costs of enforcing this ordinance, including but not limited to collection of attorney fees and court costs, pursuant to and as limited by MCL 600.8727(3).
- B. Any enforcement officer may administer and enforce this ordinance, including but not limited to issuing and serving civil infraction notices and citations.

Section 9: Severability.

The provisions of this ordinance are declared severable. If any part of this ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section 10: Repeal.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed, including Ordinances Number 7, Number 5, and Number 5, Amendment 1, of Peninsula Township.

Section 11: Effective Date.

This ordinance shall take effect thirty (30) days after its publication following final adoption as required by law.

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE DECLARED ADOPTED.

Isaiah Wunsch, Peninsula Township Supervisor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the Peninsula Township Board at a duly scheduled and noticed meeting of that township board held on December 13, 2022, pursuant to the required statutory procedures.
2. A summary of the ordinance was duly published in the Record-Eagle, a newspaper that circulates within Peninsula Township, on _____, 2022.
3. Within one week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, indicating the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Grand Traverse County Clerk on _____, 2022.

ATTESTED:

Rebecca Chown, Peninsula Township Clerk

Peninsula Township Planning

From: MIKE SKURSKI <parksmike49686@gmail.com>
Sent: Thursday, February 16, 2023 8:42 PM
To: Jenn Cram
Cc: Michele Zebell; Becky Chown
Subject: Park Ordinance

Jenn,

As we discussed I have a couple of additions for consideration for the park ordinances.

1. The Park Commission will be responsible to determine and implement qualifications and standards for any and all changes, additions, gifts and work at and within the township parks and historic buildings and properties. This will include but not be limited to benches, plaques, equipment, plants, pathways and structures. Any such modifications judged as major will also need to be approved by the township trustees.
2. Park parking lots are restricted to park users only. As such no overnight parking is allowed. Violations can result in fines and the removal of such vehicles or trailers at the owners expense. Park usage parking is restricted to Park open hours, which are set annually by the Park Committee.
3. Events using park resources will be subject to a usage fee set annually by the Park Committee. Township residents will have a reduced fee structure available to them. Fees can be a set amount or variable fee Fees can be dependent on the van of any funds or fees raised by the applicant organization or individual. As determined, large-scale events will be subject to review and approval of the township trustees, as will any fee imposed.

Thanks,

MIKE SKURSKI
Chair
Peninsula Township Park Committee
parksmike49686@gmail.com

Peninsula Township Planning

From: MIKE SKURSKI <parksmike49686@gmail.com>
Sent: Tuesday, February 21, 2023 8:01 AM
To: Jenn Cram
Cc: clerk@peninsulatownship.com Becky Chown; Michele Zebell
Subject: Re: Parks Maintenance Request Process

*Parks
ordinance*

Jenn,

One issue for consideration at the parks.

Do we allow alcohol? And if so, what are the limits. As I recall presently none can be sold.

MIKE SKURSKI
Chair
Peninsula Township Park Committee
parksmike49686@gmail.com

On Feb 21, 2023, at 7:54 AM, Peninsula Township Planning <planner@peninsulatownship.com> wrote:

Becky, is there anything that needs to be included in the packet for this business item?

Jenn Cram

Peninsula Township Director of Planning

13235 Center Road

Traverse City MI 49686

phone - 231-223-7314

fax - 231-223-7117

planner@peninsulatownship.com

Office Hours: Mondays 7:30 am to 6:30 pm, Tuesdays – Thursdays 7:30 am to 5 pm and closed Friday – Sunday and Holidays.

Peninsula Township Planning

From: Robin Noval <deputy.clerk@peninsulatownship.com>
Sent: Tuesday, February 21, 2023 9:38 AM
To: 'Peninsula Township Planning'
Cc: 'Becky Chown'
Subject: RE: Parks Question on Insurance Coverage

Jenn –

I inquired about this with our insurance broker and this is what he said:

“Since they're (*Parks Committee Members*) on payroll they would be covered by the workers comp. If they were not being paid, and volunteers, they would not be covered by workers comp. The only volunteers in that can be covered under Work Comp in Michigan are Fire, Police, & EMS workers.”

Hope this helps.

Robin Noval
Peninsula Township Deputy Clerk
13235 Center Road
Traverse City MI 49686
phone - 231-223-7321
deputy.clerk@peninsulatownship.com

From: Peninsula Township Planning <planner@peninsulatownship.com>
Sent: Thursday, February 16, 2023 1:21 PM
To: Robin Noval <deputy.clerk@peninsulatownship.com>
Cc: Becky Chown <clerk@peninsulatownship.com>
Subject: Parks Question on Insurance Coverage

Robin, at the December 14 Parks Committee meeting we were going over the Parks Ordinance updates and a question was posed as to whether or not the Parks Committee members doing work in the parks such as trimming are covered under our insurance.

Do you know the answer to this?

If not, can you look into it for us?

Thank you!

Jenn Cram
Peninsula Township Director of Planning
13235 Center Road
Traverse City MI 49686
phone - 231-223-7314

Parks Maintenance Request Process

This business item will be a verbal discussion.

Parks Signage Branding Project

This business item will be a verbal discussion.

Leslie Knopp Request

Peninsula Township Planning

From: Ronessa Butler <ronessa@gmail.com>
Sent: Friday, February 17, 2023 12:11 AM
To: Peninsula Township Planning
Subject: Fwd: Haserot Beach Park

Another communication for the consent agenda correspondence, thanks.

*Under Business
Item F.*

----- Forwarded message -----

From: MIKE SKURSKI <parksmike49686@gmail.com>
Date: Mon, Feb 13, 2023 at 6:48 PM
Subject: Fwd: Haserot Beach Park
To: Ronessa Butler <ronessa+parks@gmail.com>, Michele Zebell <mzebell.parks@gmail.com>

Please place the attached letter on the consent agenda correspondence.

MIKE SKURSKI
Chair
Peninsula Township Park Committee
parksmike49686@gmail.com

Begin forwarded message:

From: Leslie Knopp <knopp615@gmail.com>
Subject: Haserot Beach Park
Date: February 13, 2023 at 4:49:53 PM EST
To: Parksmike49686@gmail.com

Hi Mike. I am a Peninsula resident wondering if it is possible to rent/reserve a portion of the beach area at Haserot (or Kelley Park) for a small wedding ceremony for an hour or two on late Saturday afternoon, August 12. Reception etc. are at another location so set up would be minimal, probably a few folding chairs for us old people. Thanks so much!

Leslie Knopp

Bowers Harbor Park Playground Equipment

Peninsula Township Planning

From: Ronessa Butler <ronessa@gmail.com>
Sent: Friday, February 17, 2023 12:09 AM
To: Peninsula Township Planning
Subject: Fwd: BHP Playground email for Consent Agenda
Attachments: image001.png

Please see the forwarded message below from Thomas Sinclair re: Playground equipment for inclusion on the consent agenda.

----- Forwarded message -----

From: Michele Zebell <mzebell.parks@gmail.com>
Date: Thu, Feb 16, 2023 at 8:53 PM
Subject: BHP Playground email for Consent Agenda
To: Ronessa Butler <ronessa+parks@gmail.com>

Hi Ronessa,

Internet here isn't reliable. My computer is frozen, so can't send the document I created, can only forward the email itself. My apologies.

Thank you.

Michele

----- Forwarded message -----

From: Thomas Sinclair <thomas@sinclair-rec.com>
Date: Thu, Feb 9, 2023, 9:01 AM
Subject: RE: Bowers Harbor Park - Surfs Up and Swings
To: Michele Zebell <mzebell.parks@gmail.com>

Good Morning Michele,

Its great to hear from you! I couldn't agree more about the weather, we haven't had much snow stick around here in Holland either.

Please see my **answers** to your questions below.

-do you have a date for the equipment manufacture and subsequent delivery?

The equipment is scheduled to ship out of Alabama sometime next week. The freight company will call Bob Wilkinson 48 hour before delivery to schedule a time.

-is there a timeframe for the installation?

Our estimated time slot of the installation is the week of May 29. This may change depending on weather and other installation projects that take place before hand.

-you probably gave this to me already, but specifics for site preparation?

Action Item:



The area where the structure and swings will go needs to be cleared of either old equipment or other items that may be an obstruction. We ask that the ground for the new playground have a 1% grade for level installation.

-is it helpful to have our maintenance person on hand at least at the beginning of installation?

Yes this may be helpful to confirm the site of the playground in person with the installer. Also, if the equipment is not at the park at the time of installation, we will need guidance to where it is located.

Please let me know if you have any more questions.

Thank you,

Thomas Sinclair | Northern Michigan Sales Associate

SINCLAIR RECREATION

Mobile: 616-610-5995 | Fax: 616-392-8634

Office: 800-444-4954

www.sinclair-rec.com