

PENINSULA TOWNSHIP PARK COMMISSION

Regular Meeting

Township Hall

June 1, 2016--7:00 p.m.

Agenda

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Brief Citizens Comments – for items not on Agenda**
6. **Conflict of Interest**
7. **Consent Agenda**

Any member of the Board, 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. Correspondence (as provided in packet)

B. Approve Minutes –

1. May 9, 2016 Special Joint Meeting Town Board and Park Commission

2. May 26, 2016 Park Commission Special Meeting

C. Treasurer's Report

D. Invoice List Approval

8. **Business**

A. Lighthouse Manager's Report

B. Maintenance Report

C. Budget Review Information/Review of Fund Balance

D. Report on Mihm Group Meeting re grant costs

E. Draft for Hessler Log Cabin RFP

F. Signage: ball park; Lighthouse Park, Archie

G. Bowers Harbor Expansion Committee

9. Long Range 5/10 Year Planning; subcommittee planning

10. Citizen Comments

11. Board Comments

12. Adjourn

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

Anne Griffiths, Park Commission Secretary

Posted: May 31, 2016 at 8:00 am

Please consider these notes on Bid/Costs:

Re Keepers Dwelling: Charges for removing dirt, exposing piers, then refilling seem to be DUPLICATED in the section on Sidewalks (regrading and restoration)

At the Keepers Dwelling price breakout we were only going to expose and re-grade the pier areas. In the Sidewalks price breakout we were going to re-grade the remainder of areas. If both of these work items are to be done at the same time there would be a cost savings of \$450.00

No shutters will be needed Deduct \$1,084.00

No flower box will be needed Deduct \$980.00

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the only window to be replaced is the south facing dining room window (suggest Pella replacement as used in the recent window replacement project)

We have in our quote to replace both south facing windows. We feel that due to the condition of the other window and so it will match, both windows should be replaced. If we replace only the dining room window, Deduct: \$3,700.00

no interior trim, plaster, or painting are needed Deduct \$3,400.00

Please look at the cost for the faux door on the west face of lean to/seems high

Please see below for door costs

Have you considered/included cost for the "stoop" at the base of the faux door?

Yes. We included patching the concrete cap in our proposal.

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We estimated 2 men/1 day each door to remove the existing door, prep the opening, install the new door, and install the door hardware. If you have existing doors that would work, you can save the cost of the doors material. Deduct: \$5,800 (this amount includes both doors)

Please break down "Supervision and out of town expenses"

Working supervisor (Supervision): \$90.00/hr

PENINSULA TOWNSHIP PARK COMMISSION
Special Meeting
Township Hall
Thursday May 26, 2016

Meeting called to order at 11:00AM

Roll Call: Skurski, Shipman, Sanders – Chair; Griffiths; Andrus
Also present is *Michelle Reardon*, Director of Planning and Zoning

Absent: None

Approve Agenda:

MOTION: Shipman/Skurski remove Consent Agenda to Regular Park Commission meeting on Wednesday June 1, 2016 and approve agenda as amended.

PASSED UNAN

Brief Citizen Comments – for items not on the Agenda

None

Conflict of Interest

None

Business

- A. Appoint Members for Bowers Harbor Park (BHP) Expansion Steering Committee**
Sanders thanked the public for their interest via both electronic communication and attendance at meetings. Shipman discussed role of committee members and time commitment over the next 6 – 8 months (2 meetings/month and special attendance at Park Commission meetings as needed). Planning department at Peninsula Township will be involved as technical reference. Sanders reiterated the need for public input and consultation from the start through the completion of the BHP Expansion project.

Park Commission discussed the previous two nominations at the Special Joint Meeting of the Town Board and Park Commission on 5/9/16 of Mary Swift and John Snow.

MOTION: Shipman/Griffiths to finalize Mary Swift as a Volunteer Committee Member

PASSED UNAN

MOTION: Shipman/Skurki to finalize John Snow as a Volunteer Committee Member

PASSED UNAN

Interested Volunteer Committee Members:

Not Present (statements and letters read out loud by Shipman): Dena Schweitzer, Karen Gleeson, Beverly Thompson

Present (Allowed time to address Commission and Public at the podium): Meg Havenga, Jennifer Sprenger, Don Atkinson, Dan Denowitz, Diane Hammond, Sarah Kroupa, Dan Farley, Monnie Peters (Declining), Nancy Heller (Declining), Sue Kinne (Declining), Dorothy Moroff (Declining)

MOTION: Andrus/not supported to appoint Mr. Atkinson to fill the position

MOTION: Griffiths/not supported to appoint Ms. Schweitzer to fill the position. Motion withdrawn by Griffiths due to concern of time commitment

MOTION: Sanders/Shipman to appoint Ms. Havenga to fill the position **PASSED UNAN**

B. Approve RFP for Hessler Log Cabin Repair: Previous RFP, after a 4/1 vote, did not receive any bids. The new RFP language does not include: developing a committee to work with the contractor to teach the Historical Society members yearly maintenance practices. The current Historical Society work estimate is \$6000 - \$8000 to be paid for via Historical Society funds. **Tabled until further study of work to be needed is completed.**

C. Approve Lighthouse Invoices: tabled until June 1, 2016 Regular Meeting

Citizen Comments

Monnie Peters, 1425 Neahtawanta Road: Concerns regarding meeting format, location and packet concerns. Very positive comments on organization and public input at meetings.

Nancy Heller Blue Water Road: Question for the commission: Where is the Big John fund entry into the Park Commission balance? When will it be entered into the fund balance? Push for a solution to figure out account balances. Can't run a business like this. Being negative is not productive as a Township. Would really like to work together for a solution.

Mary Swift 13956 Peninsula Drive: Thank You

Sarah Kroupa: Thank You

Margaret Achorn 11284 Peninsula Drive: Regarding budget comments, doesn't know why you are getting stonewalled at the Township Hall. Didn't tell Parks what share of Big John sales belonged to Parks until much later.

Board Comments

Sanders The Park Commission has a Park Adopted program for all of our parks. Please contact us if you are interested in volunteering.

Sanders The Park Commission will be discussing a preliminary budget request to fund the BHP Expansion Committee efforts.

Andrus Would like to see a Public Hearing and a Survey Request as items for the BHP Expansion Committee to conduct.

Skurski Would like to see the first Committee meeting take away to include and outline of input options proposal.

Shipman Addressed the entire Bowers Harbor Park and Expansion Park as "the Park" and thanked everyone for volunteering

Skurski Would like to receive items from the public and Park Commission for the next meeting agenda. Request a stop date for addition of items to agenda prior to meetings – the Thursday prior to regular scheduled meetings. Parks have unaudited accounts as of today. Parks have close to 65% of our coverage for our budget requirements

Shipman Wants status of requested meeting with auditor and Township Clerk, Monica Hoffman. Skurski will announce date of meeting.

ADJOURN: 12:15 pm

Respectfully Submitted by Maura Sanders, Peninsula Township Park Commission - Chair

**Peninsula Township
Special Joint Meeting of Town Board and Park Commission
May 9, 2016**

Meeting called to order at 5:00 P.M.

Roll Call:

Town Board: Avery; Byron; Hoffman; Correia- Chair; Weatherholt; Witkop; Rosi
Park Commission: Andrus; Griffiths; Sanders; Shipman; Skurski; Griffiths (arrives at 5:02 p.m.)
Also present is *Claire Schoolmaster*, Planning and Zoning Coordinator and *Mary Ann Abbott*, Recording Secretary

Absent: None

Approve Agenda

Town Board: **MOTION: Byron/Avery** to approve agenda. **PASSED UNAN**
Park Commission: **MOTION: Shipman/Skurski** to approve agenda. **PASSED UNAN**

Brief Citizens Comments - for items not on Agenda

None

Conflict of Interest

Town Board: None
Park Commission: None

Business

**1. Bowers Harbor Park Expansion
(1) Review the concept plan dated - June 2013**

Saunders I was not here at the time of this concept plan was developed. Would like to have a review of these events with input of some people in the audience. **Saunders** would also like to know where we are on the grant process, including signage, connecting trails and any other requirements. **Correia** we just became owners and these plans were conceptual. **Shipman** The plan may be a place to start discussion. Trouble areas are already mapped such as wet areas. A lot of ideas were given. Our sketch is different as we now have the ballpark. There is a connecting trail that would lead into the undeveloped area. We would like to see this as a top-notch park top to bottom. Consensus was that at the time there was concern that it be an active park for families and children although some members felt it should be more passive. **Rosi** recalls that there are some monitor wells in place and she wants to be sure that we are comfortable that there is not concern with children playing in certain areas. **Avery** There was some sub-surface arsenic. **Schoolmaster** That information is in Phase One and you need to decide what fits in the project at this time. Will look into these arsenic levels. **Griffiths** remember concerns about subsurface runoff.

Saunders There are some people in the audience that can speak to this plan and she invited them to comment.

David Foote, Regional Land Conservancy had a chance to review Phase 1, Phase 2 and the State of Michigan due care plan They found arsenic but below non residential levels. He suggested under due

care plan that any activities that do not require moving the soil could be used. If you need to level and grade you would need to put in a project consulting plan.

Rob Manigold 2876 Old Mission Road Test wells were from the first developer--several test wells put down and to his knowledge it came out okay. The original proposal to the Trust fund was denied. There was a second proposal. The Township put in \$100,000.00 and area residents put in about \$100,000.00. The drawing stems from years of people coming forward to say what they would like to see. If you have not walked that property it is wet. The idea was to keep all of the kid's or noisy stuff where it is now so it would not infringe to the neighbors in the back. There was also a desire by the Bay Shore Marathon to have a place where they could all meet.

Mary Swift, 13956 Peninsula Drive There is a long history with this property. It was tiled at one time but they have broken down and it is wetlands. More prominent now. Water flows north towards Bower's Harbor. There is a desire to keep this passive due to the contamination. Drawing was a concept plan to show keeping activity in the Bower's Harbor Park and passive in the contaminated part.

Rob Manigold the old dump has been encapsulated with the DNR approval and the plume had been checked. Any cherry farm is going to show lead arsenic and other compounds. You will have residual chemicals and you usually will encapsulate or keep a grass barrier. It made sense to put in Township hands and expand the park system.

Witkop I recall that the Town Board was not involved in the creation of this map. We have very passive parks in this Township and I would like to see an active park where families can come and spend the day. We felt at the time that this was a map developed so that the grant could be obtained and once that happened we could make the changes as we wanted.

Avery There really is not a family park in this area. Everywhere else is quiet and workable what everyone wants in their back yard, but we need to have a place for people. **Witkop** There is nothing welcoming in this park for young families. Playground equipment needs to be replaced. **Saunders** sees the need for new equipment but does not see need for a more active park. **Griffiths** we need a nice playground with nice safe equipment. We need places where toddlers can play and inviting for everyone. We need to put the money behind us. **Andrus** we do want to move forward. Need to put together a committee, get the public involved and come up with a concept.

(2) Discuss planning & development of BHP Expansion

(a) Consider transfer of planning of BHP Expansion to Park Commission

Discussion on how the Board sees the committee operating including budget and communication with the Town Board. Town Board Committee member will report to Town Board so they stay involved. Public Hearing will be necessary. Financial Campaign and Time Line for project was suggested.

MOTION: Byron/ Witkop recommends transfer of the planning responsibility of the Bowers Harbor Park Expansion to the Park Commission with a committee to include Town Board, Commissioners, Residents, staff and the Conservancy and for the Park Board to come back to us at the June board meeting with a plan laid out on how they are going to attack this, a time frame and how much money they think are going to need.

Roll Call Vote: Avery-Yes; Byron-Yes; Hoffman-Yes; Correia- Yes; Weatherholt-Yes; Witkop-Yes; Rosi-Yes PASSED UNAN

Griffiths suggested that the maps and plans with areas of concern be digitally placed on the website and made available for meetings. *Schoolmaster* will get additional materials and will work with the conservancy to get that information

(3) Form committee to include Township Board/Park Commissioners/Residents

Saunders asked for volunteers for the proposed committee.

The following people willing to serve are: Shipman-Parks; Witkop/Avery will share from the Town Board; David Foote-Conservancy; Michelle Reardon or Claire Schoolmaster from staff. **Witkop** would like to have citizen's solicited that may have the background or recourses. John Snow and Mary Swift for the Citizen input. Saunders will work with Clerk to get notice to citizen's about volunteering and will look for one more resident to serve. Shipman to Chair.

Citizen Comments

Monnie Peters, 1425 Neahtawanta Road This meeting shows the importance of having history. It is important to go back in order to have people brought up to date on why decisions were made.

Rob Manigold, 2876 Old Mission Both boards should pat each other on the back for getting that ball field. But that playground equipment is old and we never put any money into it.

Board Comments

Weatherholt Sometimes you need some money to get a concept together. If you find that is the case then put together a plan for what you need.

Correia There are people that have much more knowledge and it was good to have them speak tonight.

Skurski I think you will find out what it will take to come up with a plan but you will not be able to get much further that.

Saunders We put some funds in our budget to survey the public on this project.

MOTION: Avery/Witkop to adjourn at 6:07 P.M. PASSED UNAN

Respectfully submitted by Mary Ann Abbott, Recording Secretary

May 28 Invoice List - eqgriffiths15@gmail.com - Gmail

doc-0k-c8-apps-viewer.googleusercontent.com/viewer/secure/pdf/182ue0...

Parks Commission Expenditure Report - Approved Invoices

May 26, 2016

Particulars/Inv#	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount	Other Than Invoice	NOTE BUDGET YEAR	Budget Yr Total
4/21/16	208	930,000	4212016	Home Depot	lattice	\$40.18			
5/12/2016	208	930,000	463762	Traverse Bay Gravel	Gravel/clean Hazard Park	\$227.50			
4/28/2016	208	930,000	3798277	Holbrook Sports	Bowers Harbor 2 Tennis nets	\$319.90	David's CC		
4/28/2016	208	930,000	5578876	alg 5100rc.59m	Bl tire swing	\$110.00			
5/5/16	208	930,000	D19213	Apple Fence Company inc	2 2"x12" 40 wt pipe	\$73.92			
5/11/2016	208	930,000	48319	Bay Supply & Marketing Inc	81pp 5'x8' USA flag	\$86.00			
Subtotal						857.50			

Header Log Home	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
213						

Subtotal	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
215						

Subtotal	Fund #	Acct #	Invoice #	Pay to	For the purpose of	Amount
Lighthouse Fund	508					
5/3/2016	508	930,000	10038	Hemlock Farm Bureau	Lighthouse Park/Ridgewood out Olive Proj)	\$275.00
5/11/16	508	930,000	48390	Bay Supply & Marketing Inc	4'x6' USA flag	\$55.00
4/22/2016	508	890,000	11106428	Ginger Schultz	Ctyptic computer power adaptor	\$19.99
						Cityptic



Report June 1, 2016

GENERAL MATTERS & MARKETING

The keepers working at the lighthouse is going very well. We have had great success with new keepers doing a lot of work and running the gift shop. The gift shop has grossed over \$10,000 in sales the first 3 weeks. We are happy with the changes made to using the Square wireless POS service. Not having a receipt printer has not been a problem at all. Most folks that need a receipt are happy to have it emailed.

Mission Point Lighthouse keeper program was featured in the June issue of Traverse magazine.

MAINTENANCE & REPAIRS

The archeology group from SHPO did their dig and found the original sidewalk on the north side of the oil building about 24+ inches below the ground. It will have to be decided if we want to change the landscape by excavating that sidewalk or just put in a new one at the current surface.

A recent keeper replaced the fencing from the far side of the garage and moved all the left over old deck lumber that was on the side of the garage. It looks great now!

GIFT SHOP & MUSEUM

I am still working on updating the museum displays for better educational use in the lighthouse museum.

KEEPER PROGRAM & VOLUNTEER PROGRAM

I am working on updating the keeper and volunteer list and inputting their information into a database.

FINANCIAL MANAGEMENT

I have put all invoices in the mail bin that need payment.

Please consider these notes on Bid/Costs:

Re Keepers Dwelling: Charges for removing dirt, exposing piers, then refilling seem to be DUPLICATED in the section on Sidewalks (regrading and restoration)

At the Keepers Dwelling price breakout we were only going to expose and re-grade the pier areas. In the Sidewalks price breakout we were going to re-grade the remainder of areas. If both of these work items are to be done at the same time there would be a cost savings of \$450.00

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