

# **PENINSULA TOWNSHIP PARKS COMMITTEE**

**November 16, 2022  
Regular Board Meeting  
7:00 p.m.**

## **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 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. Minutes from October 26, 2022
  - B. Correspondence from Ginger Schulz: Help with the trails at Lighthouse Park, November 3, 2022
  - C. Correspondence from Mike Skurski: Park Minimum Standards/requirements, November 3, 2022
  - D. Correspondence from Susan Piehl: Message from Guy Maxwell, November 10, 2022
- 8. Business**
  - A. Playground Color Choice – Michele
  - B. Bowers Harbor Painting - Michele
  - C. Art Show – Mike
  - D. 5 Year Master Plan, including Project List, Priorities, Vision, Goal Setting, Objectives – Barry Hicks
  - E. Next Steps 5 Year Plan
  - F. Parks Rep for next Town Board Meeting
- 9. Citizen Comments**
- 10. Board 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.

**PENINSULA TOWNSHIP PARKS COMMITTEE**  
**October 26, 2022**  
**Regular Board Meeting**  
**7:00 pm**  
**MINUTES**

1. **Call to Order** by Skurski at 7:00 pm
2. **Pledge**
3. **Roll Call** Dahl, Butler, Zebell, Skurski, Milliken. Excused absent Murphy. Chown, Peninsula Clerk, Jennifer Cram, Director of Planning, Barry Hicks, LIAA (Land Information Access Association).
4. **Approve Agenda:** Milliken moved to approve the agenda with a second by Chown. Chown amended the agenda to include Business Item F, which would include who was attending the next town board meeting. passed by consensus
5. **Brief Citizens Comments-for items not on the agenda** None
6. **Conflict of Interest** None
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. Minutes from September 28, 2022
- B. Correspondence from Becky Chown: "FW: Applying for Michigan Spark Grants: What you need to know"
- C. Correspondence from Susan Piehl: "FW: Township Insights 10.21.22 | Weekly legislative and news update from the Michigan Townships Association"

**Butler moved to approve the consent agenda with a second by Zebell** passed by consensus

**8. Business**

- A. Redesign of BH tennis/basketball courts – Mike, Michele

One of the stumbling blocks for the construction of the pickleball courts has been the approximately \$30,000 to remove and reconstruct the basketball courts. Currently, the tennis courts serve a dual purpose as both pickleball and tennis courts. Another idea came up to instead of sharing pickleball, why not have the tennis courts also be used as the basketball courts. You could get 2 half courts going north and south. A diagram is in the packet. We are going to resurface the tennis courts next year, so this gives us time to reopen the discussion with the pickleball group. Play would be monitored to see the usage of basketball and tennis.

- B. Blue Ribbon Events Art show request at BH – Michele, Mike

**Danielle Lynch CEO Blue Ribbon Events PO Box 1162 Bellaire, Michigan 49615**

Lynch gave a presentation of a high quality art show for Bowers Harbor Park and the committee discussed the proposal.

**Skurski:** how many days would you be using the park?

**Lynch:** the show is set up on Friday and any big rigs bringing some of the art installations need to get access to the park. The show is all day Saturday and we are usually gone by 9am on Sunday.

**Zebell:** how many parking spaces do you need?

**Lynch:** I went out to the park and measured and it seems like there are 53 parking spaces. There are usually 250 people per hour, with our busiest time on Saturday between 11 a.m.-2 p.m.

**Skurski:** this is our prime time of the year. This is a high traffic event and you need to talk to zoning about our ordinances. I do not know about the laws for parking on the street.

**Zebell:** my concern is the amount of parking and traffic. This is a for-profit event and the use of the park for residents works at cross purposes for an event this size. We have the Bowers Harbor Boat Launch not too far away. The congestion is a big concern for me.

**Chown:** this is a unique setting and during this time of year we are close to being at a saturation point with respect to cars, parking, and capacity. The park is long and narrow.

**Milliken moved to table the discussion until there is more information available from zoning and the town board**

**trustees. Seconded by Dahl.**

**approved by consensus**

Update BH Playground – Michele

**Zebell:** Dave Sanger, a township board trustee member, requested the lawyers look at the contract and gave the supervisor the authority to sign the contract and the playground equipment has been approved. The cost is \$52,100. The equipment is to be stored and installed in the spring.

**Chown:** the township is applying for county grants for the boat launch at Kelly Park, Bluff Road repair, and the renovations of fire stations 1 and 2. The lawyers did approve the contract and liability insurance and Sanger was notified.

C. Support letter for ARPA funding for Kelly Launch – Mike

Skurski has written a letter to the DNR requesting a boat launch and money from ARPA. This is supported by the fire department and the sheriff's department as well as the residents. The request is for a boat launch, a non-motorized launch, and bathrooms. Any additional comments should be sent to Chown by tomorrow, when the proposal is submitted.

E 5 Year Master Plan Project & Timeline – Matt & Barry

Barry Hicks LIAA

We are here to assist the township with the 5 year recreational and park plan. This is a requirement of the state to apply for certain kinds of funding. We are going to walk through the requirements and the timeline. The timeline for this is extremely compressed. The funding feasible study was done back in February and March. At that time we did the public input and this still qualifies to be included to cover this piece of the plan requirements. The plan will make sure the dimensions of each park are correct and include photos and maps of each park. The public comment period for the amended plan is 14 days.

Hicks reviewed the timeline with the committee (the entire PowerPoint presentation at end of the minutes).

**Hicks:** one option is to hold the public meeting and the next item on the agenda could be passing the resolution all at once.

**Skurski:** the next park meeting is early in the month and is November 16, 2022.

**Cram:** if Barry can come back with the maps and a rough draft, hopefully we could get it out by the November 28, 2022.

**Hicks:** the lighthouse park and historic building are to be included. The 2022 Park Feasibility Study gathered all of the required information (see slide 5). The objectives from the 2018 plan were to provide a variety of parks, trails, recreation facilities, and programs to serve all groups. The DNR specifically asks for an action plan along with the goals and objectives. If we list a non-motorized trail management plan, this will need a separate plan by itself that goes into far more detail and has specific, measurable targets. This can happen after you complete the overall parks plan. You want to have some type of measurement to be pointed to as the objectives are met. Park funders want to fund capital projects and not maintenance. One of the biggest items from the park feasibility study were bathrooms at Bowers Harbor and potentially at Kelly Park once that project gets going.

**Skurski:** we want all parks to have sanitation, safety, and branding signage.

**Hicks:** we will separate the goals from the objectives. Please send me your individual comments by next Wednesday, November 2, 2022.

Chown will email Hicks the head of the lighthouse and the historical society to contact.

**Zebell:** I have reached out to Jane Boursaw, the editor of the Old Mission Gazette, and she will share some of her photos to help make the plan beautiful.

**Hicks:** this is what I have for tonight, so I look forward to receiving your goals and objectives.

## **9. Citizen Comments**

**Nancy R. Heller 3091 Bluewater Road:** I have lived here 52 years and my understanding is an event for profit was not allowed in the parks. If you allow this one, many more will follow. We have Tinker Studio here on the peninsula, which provides a good art experience. People usually don't park in designated parking; they park in the most convenient spot. The cherry and apple harvest and other crops are growing and expanding out here and so is the traffic between May through October. The presentation was good, but this event does not belong in Bowers Harbor Park.

## **10. Board Comments**

**Chown:** in regards to the large art show, the township has already received pushback on the races held out here and they are only a one day event.

**Cram:** these races gift something back to the township. They have purchased bicycles for the police and other things. I need to look at the large event ordinance. Deeren, the Director of Zoning, contacted me with her concerns about the zoning ordinances and I will meet with her tomorrow.

Peninsula Township  
Parks Committee  
October 26, 2022 7:00 p.m.  
Lola Jackson Recording Secretary  
DRAFT MINUTES

**Chown:** the packet for the town board November 1, 2022 meeting is due tomorrow. So please get something to me to include.

**Zebell:** would it be better if one of us goes to the town board meeting and discusses our concerns?

**Chown:** yes.

**Zebell:** I will go.

This served as item F in the agenda.

**Zebell:** given the problem with funding and obtaining grants, volunteerism is going to play a large role in our reaching the park goals. Helping people take ownership of a park is important and could be a goal for the park plan.

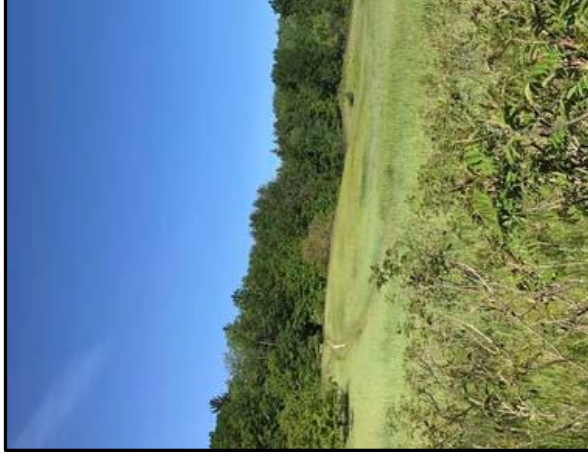
**11. Adjournment: Milliken moved to adjourn with a second by Butler. passed unan**  
Adjournment at 9:25 p.m.



# Peninsula Township Parks Plan Update Parks Committee Meeting

Oct. 26, 2022

Barry Hicks, AICP



Land Information Access Association



# Agenda

- DNR Requirements
- Timeline
- Funding Feasibility Study Recap
- Goals & Objectives (Action Plan)



# 2023 Parks Plan

## DNR Requirements\*

- Description of planning process
- Description of public input process
- Amended goals, objectives or action plan
- Description of any other amended plan elements

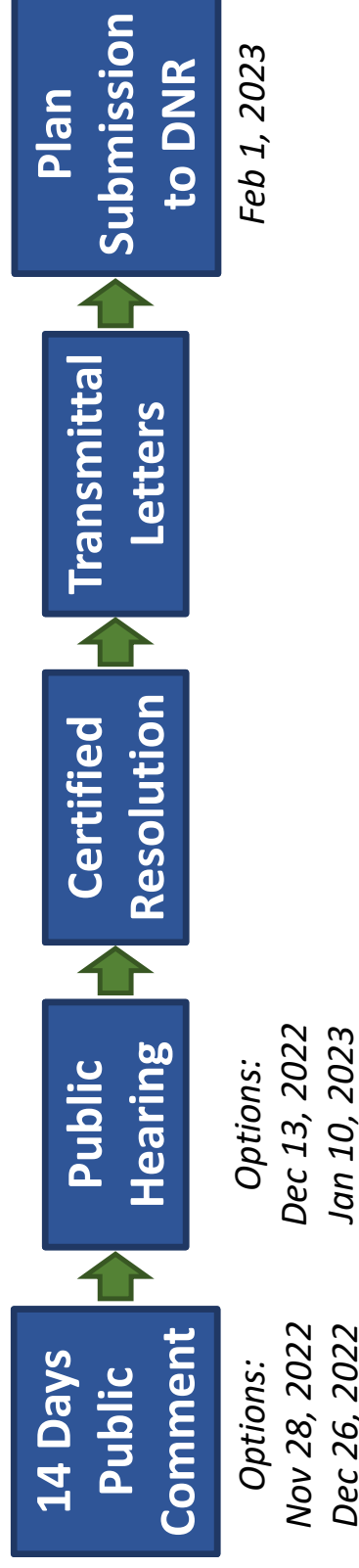


*\*MI DNR – Guidelines for the Development of Community Parks and Recreation Plans*



# 2023 Parks Plan

## Timeline & Submission Requirements\*



### Important Notes:

- The local unit of government must adopt the plan by certified resolution
- Transmittal letters must be sent to the County Planning Commission or (if there is none) to the parks and recreation department or county commission

\*MI DNR – Guidelines for the Development of Community Parks and Recreation Plans





# 2022 Funding Feasibility Study

- Township Owned-Park Overviews
- Other recreation facilities (including historic properties)
- Plan Summaries
- Notable Potential Project Summaries
- Operating Budget
- Public Input Study
- Survey Impressions
- Outside Funding Resources



# Parks Plan Goals

## **2018 Goal:**

Provide a variety of parks, trails, recreation facilities and programs to serve all groups.

## **2023 Additional Goals? (example)**

Township will adopt long-term non-motorized trail management plan

- Place map of township recreation facilities on kiosks and website
- Strengthen relationships with conservation and non-profit groups



# 2018 Parks Plan

## Objectives

- Parks funding sources (such as DNR grants) encourage new capital improvements
- Maintenance is generally left to the local jurisdiction and is not grant-eligible
- Coordination with partners is encouraged and considered when applying for grant funding.



# 2023 Parks Plan

## Action Plan

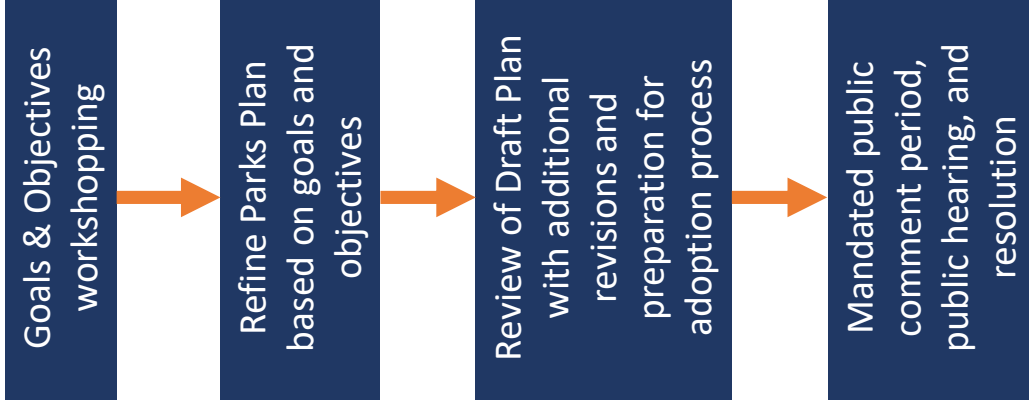
- Bower's Harbor expansion
- Potential Pelizzari expansion
- Historic resource needs
  - Hessler Log Cabin
  - Peter Dougherty House
  - Log Church



# Next Steps

## Plan refinement process

- What else is missing from the current Parks Plan?
- LIAA will add Goals & Objectives and update “Action Items” based on top-priorities from joint parks committee
- Provide draft of the revised plan to the parks committee for consideration/comment
- Revise draft plan for public hearing, consideration by township board and forward to appropriate county entity (must have 14-day comment period)
- Submit plan online to DNR



## Re: Help with the trails at Lighthouse Park

2 messages

MIKE SKURSKI

Thu, Nov 3, 2022 at 4:40 PM

To: Lighthouse Program Manager <missionpointlight@gmail.com>

Cc: Pete Dahl, Armen Shanafelt, Becky Chown, Michele Zebell, Mary Beth Milliken, Ronessa Butler, Dave Murphy

Ginger,

We also got recent info on trees being down across pathways.

We can discuss this in November, but we dont have a budget for any expenses, but we can deal with this when we get a poppa put together. We will rely on Pete to carry the info on this as he has the most familiarity with the park.

We should coordinate for the priority of work, organization and timing of any efforts.

It may be best to set up a mixed committee to keep on this for now and the future.

Thanks for the heads-up.

MIKE SKURSKI

Chair

Peninsula Township Park Committee

[parksmike49686@gmail.com](mailto:parksmike49686@gmail.com)

On Nov 3, 2022, at 1:28 PM, Ginger Schultz, Mission Point Lighthouse Manager <[missionpointlight@gmail.com](mailto:missionpointlight@gmail.com)> wrote:

Subject to add to your agenda: **Help with trail maintenance**

From what I understand, Bob's contract allows for twice annually to help with the trails. Quite often I need help twice weekly. I have some local volunteers that have helped and the fire department has helped too. But I need a lot more help for clean up.

I was speaking with a keeper/volunteer and he mentioned that sometimes you can get collaborative help with trails from a local club that receives a small payment / club donation for their work. Can we do that with our trail needs? Do we need a waiver?

I would love to have a wood chipping day scheduled and get community help with gathering downed trees/branches to pile up to be chipped.

Feel free to contact me with any questions.

Thanks,

**Ginger Schultz**

Mission Point Lighthouse Manager - [Peninsula Township](#)

[13235 Center Road](#)

[Traverse City, MI 49686](#)

[\(231\) 645-0759](#)

[www.missionpointlighthouse.com](http://www.missionpointlighthouse.com)



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## Park Minimum Standards/requirements

2 messages

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**MIKE SKURSKI**

Thu, Nov 3, 2022 at 11:09 AM

To: Michele Zebell, Mary Beth Milliken, Pete Dahl, Dave Murphy, Ronessa Butler, Becky Chown, Barry Hicks, Matthew Cowall, Jenn Cram

We discussed briefly what minimum equipment etc is needed at every park.  
Here is my input on these:

1. Designation of Park benefits to residents - recreational -sports, hiking, biking, boating,
2. Signage for ID and user information, safety reminders/directions, volunteer
3. Parking
4. Toilet facilities
5. Dog station
6. Waste station
7. Picnic/resting facilities(?)
8. Recreation/Viewing capabilities
9. Use signage - hours, permitted use, nonuse items (camping, fires etc)

MIKE SKURSKI

Chair

Peninsula Township Park Committee

[parksmike49686@gmail.com](mailto:parksmike49686@gmail.com)

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**FW: [ EXTERNAL SENDER ] Message from Guy Maxwell**

2 messages

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**Susan Piehl** <[officemanager@peninsulatownship.com](mailto:officemanager@peninsulatownship.com)>

Thu, Nov 10, 2022 at 9:29 AM

To: Armen, Becky, Dave, Isaiah , Marge, Rudy, Warren, Dave Murphy, Mary Beth Milliken, Michele Zebell, Mike Skurski, Pete Dahl, Ronessa Butler

Good morning,

Please see the emails below and the attachment. I talked to Bob Wilkinson and he will take care of this.

Regards,

***Susan Piehl***

*Peninsula Township Office Manager*

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**From:** Sean Mugerian

**Sent:** Thursday, November 10, 2022 9:20 AM

**To:** [officemanager@peninsulatownship.com](mailto:officemanager@peninsulatownship.com); Virnell France

**Subject:** Re: [ EXTERNAL SENDER ] Message from Guy Maxwell

I was able to locate both sites as they are only a short distance from each other on Eagle Rise Rd (trail), just! South of the Center Rd intersection. The blue couch is on the side of the trail completely visible. The recliner,! a table, a single bag of trash and a case of beer is located in a small field approximately 30-50 yards South of! the couch on the East side of the trail. All items within the field were placed together in a single pile. The bag! of trash is see-through, and only contains beer cans and takeout food containers. Photographs were taken! and an informational report to document this incident will be completed.

Bob can remove these items at anytime. Just let him know that the area is covered in ticks. I had to flick numerous off of me.

This incident is documented under report number 128-19264-22. Thanks!

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**From:** Susan Piehl <[officemanager@peninsulatownship.com](mailto:officemanager@peninsulatownship.com)>

**Sent:** Wednesday, November 9, 2022 12:14 PM

**To:** Virnell France; Sean Mugerian

**Subject:** [ EXTERNAL SENDER ] Message from Guy Maxwell

Good afternoon,

Guy Maxwell is going to call you about trash dumping at the lighthouse. Attached is a map he is going to refer to. I will also let our building and grounds guy know about this.

Regards,

***Susan Piehl***

*Peninsula Township Office Manager*

# OLD MISSION POINT PARK

PENINSULA TOWNSHIP, GRAND TRAVERSE COUNTY





## Haserot Beach Playground Equipment



## Proposed Playground Color Scheme for BHP



# **Bowers Harbor Park and the BHP Expansion**

## **Bowers Harbor Park**

- 1. Replace the South Playground Equipment**
- 2. Install Designated Pickleball Courts**
3. Resurface Tennis Courts with the addition of NBA Half Courts (2)
4. Install Plumbed Restrooms

## **Bowers Harbor Park Expansion**

- 1. Install a Dog Park**
- 2. Expand and Improve Trails**
3. Develop Plan for Ongoing Invasive Species Abatement
4. Install a Restroom
5. Develop an action plan to address water issues

## **?Possible Additions to Objectives?**

### **Volunteer Program & OMP Parks Identity/Brand/Logo**

Develop a manageable volunteer structure to encourage resident involvement in park projects and care. Design the program to foster connection, a sense of ownership and pride while providing recognition via a logo/image identifiable to OMP Parks.

### **Trees and Native Plantings**

Continue to assess, maintain, remediate, and plant trees throughout our many wooded parks. Focus on native trees, shrubs and plants to address species decline, changing environmental conditions and to promote diversity, a healthy forest biome and habitat for native insects, birds and wildlife.

## Peninsula Township Planning

Nov 2, 2022, 1:04 PM  
(13 days ago)

to Mike, Rebecca, Mary, Pete, Dave, Ronessa, Barry, me

Barry and Parks Committee members, in light of the recent request to use the Bowers Harbor Park for a for-profit art fair, I believe that the updated Master Plan should address the goals for overall "use" of the parks. Are there events that support these goals? The future updates to the Parks Ordinance can then reinforce these goals and objectives. As an example, there could be language included that requires that events benefit the parks either financially or through other means.

I also believe that the 2018 Goal should be more specific and split into multiple statements.

Thank you for including me in the conversation. I look forward to working with everyone on this update.

**Jenn Cram**

*Peninsula Township Director of Planning*

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## Michele Zebell

Sat, Nov 5, 10:45 PM  
(10 day)

to Peninsula, Barry, Mike, Rebecca, Mary, Pete, Dave, Ronessa, bcc: me

I don't know what is typical or expected for goal statements in the recreation plan realm. In my experience as a music educator, we decided to write goals that we hoped were not only clear but also reflective of our philosophy.

I am throwing this out there just to get a conversation going:

**GOAL:** To provide a park system that benefits the health and quality of life of all residents and visitors. Through careful planning, support and enhance the recreational, environmental, educational and restorative features and experiences at Peninsula Township Parks to increase community use and involvement.

**PREVIOUS PLAN GOAL:** Provide a variety of parks, trails, recreation facilities and programs to serve all groups

No worries if I am headed in the wrong direction. Just food for thought.

Enjoy the extra hour of sleep and your Sunday.

Michele

## MIKE SKURSKI

Tue, Nov 8, 8:37 AM (7  
days ago)

to Jenn, clerk@peninsulatownship.com, me, Barry, Mary, Pete, Dave, Ronessa

Jenn et all,

I'm sure we will hear more from Barry but i have always seen a three tiered approach to the goals/objectives/ action plan structure.

And I think Michele's "goal" statement fits right in.

Our Mission ==> drives our Goals ==> sets our Objectives ==> defines our Projects and Priorities. Objectives and Projects are always measurable.

Just thoughts to keep the mind open

MIKE SKURSKI